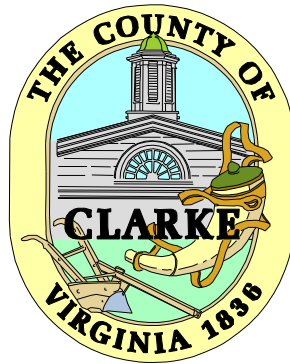


Board of Supervisors Committee Meeting Packet



Monday, March 13, 2017

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



Personnel Committee Items

Berryville/Clarke County Government Center, 2nd Floor
101 Chalmers Court, Berryville, Virginia 22611

Monday, March 13, 2017 9:30 am

Item No.

Description

- A. Expiration of Term for appointments expiring through April 2017.
- B. Personnel Policy Update

Appointments by Expiration Through April 2017

Appt Date Exp Date Orig Appt Date:

February 2017

Fire & EMS Commission

Wallace	Laure	Citizen-at-large	9/1/2014	2/28/2017	8/19/2014
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Resigned 02/2017 Term Expires 08/31/2017

The Commission shall consist of eight (8) members including:
 -1 member of the Board of Supervisors; The Clarke County Sheri; 1 representative from each of the volunteer fire and EMS companies; 3 citizens-at-large representing consumers of fire and EMS services. The 3 volunteer fire and EMS company representatives shall serve one-year terms and shall be appointed by the Board of Supervisors with recommendation to be provided by the volunteer companies. The 3 citizens-at-large shall be appointed for 4 year terms. The Sheriff shall serve a term coterminous with the term of office.
 The Board of Supervisors shall appoint a representative annually at or shortly after its annual organizational meeting to serve a one-year term

April 2017

Clarke County Planning Commission

4 Yr

Nelson	Clifford	Russell / Longmarsh District	4/16/2013	4/30/2017	4/19/2005
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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."

Caldwell	Anne	Millwood / Chapel District; Vice Chair	4/16/2013	4/30/2017	12/17/2002
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12/17/02 Appointed to Zoning Appeals; Vice Chair 2009 - Present

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."

Clarke County Committee Listing

			<i>Appt Date</i>	<i>Exp Date</i>
<i>Agricultural & Forestal District Advisory Committee</i>				6 Yr
Buckley	Samuel	Landowner/Producer	8/18/2015	7/15/2021
Childs	Corey	Landowner	8/18/2015	7/15/2021
Day	Emily	Landowner/Producer	8/18/2015	7/15/2021
Dorsey	Tupper	Landowner/Producer	8/18/2015	7/15/2021
Gordon	Carolyn	Landowner	8/18/2015	7/15/2021
Haynes	Carole	Landowner	9/15/2015	7/15/2021
McKay	Beverly B.	BoS - Appointed Member	8/18/2015	7/15/2021
Peake	Donna	Commissioner of the Revenue	8/18/2015	7/15/2021
Shenk	Philip	Landowner/Producer	8/18/2015	7/15/2021
<i>Barns of Rose Hill Board of Directors</i>				3 Yr
Cammack	Thomas		1/19/2016	12/31/2018
<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 B.	BoS - Appointed Member	1/11/2016	12/31/2017
<i>Berryville Area Development Authority</i>				4 Yr
McFillen	Thomas	Berryville District	10/18/2016	3/31/2018
Ohrstrom, II	George	Russell District	3/15/2016	3/31/2019
Smart	Kathy	White Post District	2/21/2017	3/31/2020
<i>Berryville/Clarke County Joint Committee for Economic Development and Tourism</i>				Ongoing
Arnold, Jr.	Harry Lee	BTC - Appointed Member		
Ash	David L.	County Administrator	1/9/2017	12/31/2017
Capelli	Len	Director of Economic Development	4/14/2015	
Dunkle	Christy	Staff Representative - Town		
Stidham	Brandon	Staff Representative - County	5/20/2014	
Weiss	David S.	BoS - Appointed Member	1/9/2017	12/31/2017
<i>Board of Septic & Well Appeals</i>				4 Yr
Blatz	Joseph	White Post District; Citizen Member	1/19/2016	2/15/2020
Caldwell	Anne	Millwood District; Planning Commission; Vice Chair - Alternate	1/8/2016	12/31/2017
Daniel	Mary L.C.	BoS - Alternate	1/9/2017	12/31/2017
McKay	Beverly B.	BoS - Vice Chair Appointed Member	1/9/2017	12/31/2017
Ohrstrom, II	George	Russell District; Planning Commission Chair	1/8/2015	12/31/2017

Monday, March 06, 2017

Page 1 of 7

			<i>Appt Date</i>	<i>Exp Date</i>
<i>Board of Social Services</i>				4 Yr
Butcher	Jeff		10/18/2016	7/15/2017
Byrd	Barbara J.	BoS - Appointed Member	1/9/2017	12/31/2017
Dodson	Gerald		10/18/2016	7/15/2020
Gray	Lynn	Berryville District	6/17/2014	7/15/2018
Pierce	Edwin Ralph	Berryville District	11/18/2014	7/15/2018
<i>Board of Supervisors</i>				4 Yr
Byrd	Barbara J.	Russell District	1/9/2017	12/31/2019
Catlett	Terri T.	Millwood/Pinegrove Districts	1/1/2016	12/31/2019
Daniel	Mary L.C.	Berryville District	1/1/2016	12/31/2019
McKay	Beverly B.	White Post District, Vice Chair	1/1/2016	12/31/2019
Weiss	David S.	Buckmarsh/Blue Ridge Districts; Chair	1/1/2016	12/31/2019
<i>Board of Supervisors Finance Committee</i>				1 Yr
Byrd	Barbara J.	BoS - Alternate	1/9/2017	12/31/2017
Catlett	Terri T.	BoS - Appointed Member	1/9/2017	12/31/2017
McKay	Beverly B.	BoS - Alternate	1/9/2017	12/31/2017
Weiss	David S.	BoS - Appointed Member	1/9/2017	12/31/2017
<i>Board of Supervisors Personnel Committee</i>				1 Yr
Byrd	Barbara J.	BoS - Alternate	1/9/2017	12/31/2017
McKay	Beverly B.	BoS - Appointed Member	1/9/2017	12/31/2017
Weiss	David S.	BoS - Appointed Member	1/9/2017	12/31/2017
<i>Board of Zoning Appeals</i>				5 Yr
Borel	Alain F.	White Post District	1/23/2014	2/15/2019
Caldwell	Anne	Millwood District	2/25/2015	2/15/2020
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	2/15/2016	2/15/2021
Volk	Laurie	White Post District	2/18/2014	2/15/2019
<i>Broadband Implementation Committee</i>				
Bouffault	Robina Rich	White Post District	2/21/2017	
Daniel	Mary L.C.	Berryville District	2/21/2017	
McKay	Beverly B.	White Post District	2/21/2017	
Turkel	Jon	Millwood District	2/21/2017	
<i>Building and Grounds</i>				1 Yr
McKay	Beverly B.	BoS - Appointed Member	1/9/2017	12/31/2017
Weiss	David S.	BoS - Alternate	1/9/2017	12/31/2017

Monday, March 06, 2017

Page 2 of 7

			<i>Appt Date</i>	<i>Exp Date</i>
<i>Career and Technical Education Advisory Committee</i>				1 Yr
Catlett	Terri T.	BoS - Appointed Member	1/9/2017	12/31/2017
<i>Clarke County Historic Preservation Commission</i>				4 Yr
Arnett	Betsy	Berryville District	4/19/2016	5/31/2020
Caldwell	Anne	Millwood District	4/16/2014	5/31/2017
Carter	Paige	White Post District	4/19/2016	5/31/2020
Joyce	Jon	Buckmarsh District	6/16/2015	5/31/2019
Kruhm	Doug	Planning Commission Representative	1/6/2017	12/31/2017
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 Humane Foundation</i>				1 Yr
Byrd	Barbara J.	BoS - Liaison	1/9/2017	12/31/2017
<i>Clarke County Library Advisory Council</i>				4 Yr
Al-Khalili	Adeela	Buckmarsh District	3/17/2015	4/15/2019
Bogert	Aubrey	White Post District	9/20/2016	4/15/2018
Brondstater	Bette	Buckmarsh District	2/21/2017	4/15/2019
Curran	Christopher	Buckmarsh District	2/21/2017	4/15/2021
Daisley	Shelley	Russell District	5/17/2016	4/15/2020
Daniel	Mary L.C.	BoS - Liaison	1/9/2017	12/31/2017
Foster	Nancy	Russell District	4/19/2016	4/15/2020
Holscher	Dirck	Russell District	2/21/2017	4/15/2021
Kalbian	Maral	Millwood District	2/17/2015	4/15/2019
Maggio	Christina		2/21/2017	4/15/2021
<i>Clarke County Litter Committee</i>				1 Yr
Byrd	Barbara J.	BoS - Liaison	1/9/2017	12/31/2017
<i>Clarke County Planning Commission</i>				4 Yr
Bouffault	Robina Rich	White Post / Greenway District	3/15/2016	4/30/2020
Buckley	Randy	White Post District	1/23/2014	4/30/2018
Byrd	Barbara J.	BoS - Alternate	1/9/2017	12/31/2017
Caldwell	Anne	Millwood / Chapel District; Vice Chair	4/16/2013	4/30/2017
Daniel	Mary L.C.	BoS - Appointed Member	1/9/2017	12/31/2017
Kreider	Scott	Buckmarsh / Battletown District	3/15/2016	4/30/2020
Kruhm	Doug	Buckmarsh / Battletown District	3/18/2014	4/30/2018
Lee	Francis	Berryville District	5/20/2014	4/30/2018
Malone	Gwendolyn	Berryville District	3/15/2016	4/30/2020
Nelson	Clifford	Russell / Longmarsh District	4/16/2013	4/30/2017

Monday, March 06, 2017

Page 3 of 7

			<i>Appt Date</i>	<i>Exp Date</i>
Ohrstrom, II	George	Russell District; Chair	3/17/2015	4/30/2019
Stidham	Brandon	Staff Representative	4/30/2012	
Turkel	Jon	Millwood / Chapel District	3/17/2015	4/30/2019
<i>Clarke County Sanitary Authority</i>				<i>4 Yr</i>
DeArment	Roderick	White Post District, Chair	1/17/2017	1/5/2021
Dunning, Jr.	A.R.	White Post District, Treasurer/Secretary	11/19/2013	1/5/2018
Legge	Michael	Staff Representative		
Mackay-Smith, Jr.	Alexander	White Post District, Vice Chair	1/17/2017	1/5/2021
McKay	Beverly B.	BoS - Liaison	1/9/2017	12/31/2017
Myer	Joseph	Town of Boyce	11/17/2015	1/5/2020
Welliver	Ralph	Berryville District	7/19/2016	6/30/2020
<i>Conservation Easement Authority</i>				<i>3 Yr</i>
Buckley	Randy	White Post District	12/20/2016	12/31/2019
Byrd	Barbara J.	BoS - Appointed Member	1/9/2017	12/31/2017
Engel	Peter	White Post District	11/17/2015	12/31/2018
Jones	Michelle	Millwood / Pine Grove District	12/20/2016	12/31/2019
Ohrstrom, II	George	Russell District; Planning Commission Representative	3/15/2016	4/30/2019
Teetor	Alison	Staff Representative		
Thomas	Walker	Buckmarsh District	11/17/2015	12/31/2018
Wallace	Laure	Millwood District	12/20/2016	12/31/2019
<i>Constitutional Officer</i>				
Butts	Helen	Clerk of the Circuit Court	1/1/2016	12/31/2023
Keeler	Sharon	Treasurer	1/1/2016	12/31/2019
Mackall	Suzanne	Commonwealth Attorney	1/1/2016	12/31/2019
Peake	Donna	Commissioner of the Revenue	1/1/2016	12/31/2019
Roper	Anthony	Sheriff	1/1/2016	12/31/2019
<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	12/16/2014	12/31/2018
Dunkle	Christy	Town of Berryville Representative	1/1/2016	12/31/2019
Kraybill	Christina	Berryville District, Business Owner	11/18/2014	12/31/2017
Milleson	John R.	Banking, Finance	12/16/2014	12/31/2018
Myer	Dr. Eric	Agriculture Rep, Business Owner	12/16/2014	12/31/2018
Pritchard	Elizabeth	Hospitality Industry	8/16/2016	8/31/2020
Weiss	David S.	BoS - Appointed Member	1/9/2017	12/31/2017

Monday, March 06, 2017

Page 4 of 7

			<i>Appt Date</i>	<i>Exp Date</i>
<i>Fire & EMS Commission</i>				
Armacost, Jr.	Van	John H. Enders VFRC Rep	10/18/2016	8/31/2017
Conrad	Bryan H.	Citizen-at-large	9/1/2015	8/31/2019
Hoff	Matt	Boyce VFRC Rep	10/18/2016	8/31/2017
Leffel	Elizabeth	Chair; Citizen-at-large	10/18/2016	8/31/2020
Lichty	Brian	Staff Representative	11/14/2016	
Roper	Anthony	Sheriff	1/1/2016	12/31/2019
Wallace	Laure	Citizen-at-large	9/1/2014	2/28/2017
Weiss	David S.	BoS - Representative	1/9/2017	12/31/2017
White	Jacob	Blue Ridge VFRC Rep	10/18/2016	8/31/2017
<i>Handley Regional Library Board</i> 4 Yr				
Leahy	Cindy		12/20/2016	11/30/2017
<i>Industrial Development Authority of the Clarke County, Virginia</i> 4 Yr				
Cochran	Mark	Buckmarsh District; Vice Chair 2015, 2016	9/17/2013	10/30/2017
Ferrell	Brian	Buckmarsh District	6/21/2016	10/30/2019
Frederickson	Allan	White Post District; Secretary / Treasurer 2016	9/17/2013	10/30/2017
Jones	Paul	Russell District	3/15/2016	10/30/2019
Juday	David	Russell District; Chair 2016	10/21/2014	10/30/2018
Koontz	English	Buckmarsh District	6/16/2015	10/30/2018
Pierce	Rodney	Buckmarsh District	10/18/2016	10/30/2020
Weiss	David S.	BoS - Liaison	1/9/2017	12/31/2017
<i>Joint Administrative Services Board</i> Open-End				
Ash	David L.	County Administrator	12/22/1993	
Bishop	Chuck	School Superintendent	7/1/2014	
Judge	Tom	Staff Representative	2/14/1994	
Keeler	Sharon	Treasurer	3/12/2005	
McKay	Beverly B.	BoS - Alternate	1/9/2017	12/31/2017
Schutte	Charles	School Board Representative	1/8/2012	
Weiss	David S.	BoS - Appointed Member	1/9/2017	12/31/2017
<i>Legislative Liaison and High Growth Coalition</i> 1 Yr				
Daniel	Mary L.C.	BoS - Liaison	1/9/2017	12/31/2017
<i>Lord Fairfax Community College Board</i> 4 Yr				
Daniel	William	Berryville District	7/19/2016	6/30/2020
<i>Lord Fairfax Emergency Medical Services Council</i> 3 Yr				
Burns	Jason	Career Representative; Buckmarsh District	4/21/2015	6/30/2018

Monday, March 06, 2017

Page 5 of 7

			<i>Appt Date</i>	<i>Exp Date</i>
Conrad	Bryan H.	Volunteer Representative; White Post District	6/17/2014	6/30/2017
Stidham	Angela	Medical Professional; White Post District	7/19/2016	6/30/2019
<i>Northern Shenandoah Valley Regional Commission</i>				1 Yr
Daniel	Mary L.C.	BoS - Alternate	1/9/2017	12/31/2017
McKay	Beverly B.	BoS - Appointed Member	1/9/2017	12/31/2017
Stidham	Brandon	Citizen Representative [Planning Director]	4/19/2016	1/31/2019
<i>Northwest Regional Adult Drug Treatment Court Advisory Committee</i>				Open End
Byrd	Barbara J.	Russell District	1/9/2017	12/31/2017
<i>Northwestern Community Services Board</i>				4 Yr
Brown	Audrey	White Post District	11/17/2015	12/31/2017
Harris	Celie	Millwood District	11/17/2015	12/31/2018
<i>Northwestern Regional Jail Authority</i>				1 Yr
Ash	David L.	BoS - Appointed Member	1/9/2017	12/31/2017
Byrd	Barbara J.	BoS - Liaison - Alternate	1/9/2017	12/31/2017
Roper	Anthony	Sheriff	1/1/2016	12/31/2019
Wyatt	Jimmy	Millwood District	11/17/2015	12/31/2019
<i>Northwestern Regional Juvenile Detention Center Commission</i>				1 Yr
Byrd	Barbara J.	BoS - Liaison	1/9/2017	12/31/2017
Wyatt	Jimmy	Millwood District	12/20/2016	12/20/2020
<i>Old Dominion Alcohol Safety Action Policy Board & Division of Court Services</i>				3 Yr
Roper	Anthony	Sheriff	12/20/2016	12/31/2019
<i>Old Dominion Community Criminal Justice Board</i>				3 Yr
Roper	Anthony	Sheriff	12/20/2016	12/31/2019
<i>Our Health</i>				3 Yr
Shipe	Diane	Buckmarsh District	7/19/2016	3/15/2019
<i>Parks & Recreation Advisory Board</i>				1 Yr
Catlett	Terri T.	BoS - Liaison	1/9/2017	12/31/2017
Heflin	Dennis	White Post District	12/20/2016	12/31/2019
Huff	Ronnie	Town of Berryville Representative	1/1/2016	12/31/2019
Jones	Paul	Russell District; At Large	12/16/2014	12/31/2018
Lichliter	Gary	Russell District	12/20/2016	12/31/2019
Rhodes	Emily	Buckmarsh District	11/17/2015	12/31/2019
Sheetz	Daniel A.	Berryville District	11/19/2013	12/31/2017
Smith	Tracy	Millwood District	3/15/2016	12/31/2017

Monday, March 06, 2017

Page 6 of 7

			<i>Appt Date</i>	<i>Exp Date</i>
Trenary	Randy	School Superintendent Designee	10/24/2013	
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	8/16/2016	7/31/2019
<i>Regional Airport Authority</i>				1 Yr
Ash	David L.	BoS - Alternate	1/9/2017	12/31/2017
Crawford	John	Buckmarsh District	7/19/2016	6/30/2020
McKay	Beverly B.	BoS - Alternate	1/9/2017	12/31/2017
<i>Shenandoah Area Agency on Aging, Inc.</i>				4 Yr
Bouffault	Robina Rich	White Post District	10/21/2014	9/30/2018
<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	Buckmarsh District	9/17/2013	6/30/2017
<i>Towns and Villages: Berryville</i>				1 Yr
Byrd	Barbara J.	BoS - Liaison	1/9/2017	12/31/2017
Daniel	Mary L.C.	BoS - Liaison - Alternate	1/9/2017	12/31/2017
<i>Towns and Villages: Boyce</i>				1 Yr
Catlett	Terri T.	BoS - Liaison	1/9/2017	12/31/2017
McKay	Beverly B.	BoS - Liaison	1/9/2017	12/31/2017
<i>Towns and Villages: Millwood</i>				1 Yr
Catlett	Terri T.	BoS - Liaison	1/9/2017	12/31/2017
<i>Towns and Villages: Pine Grove</i>				1 Yr
Catlett	Terri T.	Bos - Liaison	1/9/2017	12/31/2017
Weiss	David S.	BoS - Liaison	1/9/2017	12/31/2017
<i>Towns and Villages: White Post</i>				1 Yr
McKay	Beverly B.	Bos - Liaison	1/9/2017	12/31/2017



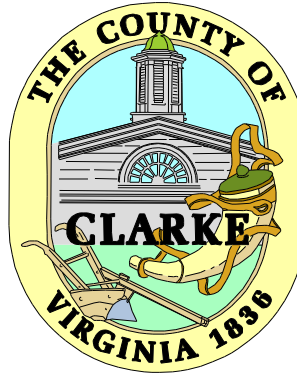
Board of Supervisors Work Session Agenda
Berryville/Clarke County Government Center, 2nd Floor
101 Chalmers Court, Berryville, Virginia 22611

March 13, 2017 10:00 AM

Item

No. Description

- A. Review Personnel Policy – Draft Dated 02/28/2017
- B. FY2018 Budget with Tom Judge [*Current budget documents will be distributed at the meeting.*]



Personnel Policies Manual



County of Clarke – Personnel Policies

Distribution: All County Employees

Record of Revision

Revision No.	Revision Date	Description	Final Approval
12	07/07/2008	Add to Supporting Documents PD-121101-01 General Government Timesheet Procedure and form numbers; Update Military Leave from 44-75 to § 44-75.1. Militia state active duty; Update VI. Smoking/Use of Tobacco Products Policy from Virginia Indoor Clean Air Act 15.1-291.1 et seq. to § 15.2-2801 Statewide regulation of smoking et seq.; Grievance Procedure Coverage of Personnel Chapter 10.1 to Chapter 5 § 9.1-501 et seq. and 9.1-502 – and from 2.1-114.5:1C to 15.2-1507	
13	09/15/2009	Add Reduced Work Schedule Policy	
14	10/19/2010	Reformat Employee Privacy Policy; Add Contagious Temporary Illness Policy and Procedures; Remove Sections: Cash Advances for Travel, Credit Card Policy, Expense Policy – Credit Card Use, Allowable Expenses; Meal Reimbursement Policy; Travel / Convention / Seminar Policy. Add Section: Travel, Meal, And Mileage Reimbursements section to reference Procurement Policies and Procedures; Add to Supporting Documents: Clarke County Department Of Joint Administrative Services Purchasing Department Procurement Policies And Procedures	
15	5/15/2012	III Employee Benefits 12 Health Insurance A Eligibility <u>Remove</u> : <i>Participating employees and elected officials with at least eight (8) years of service or five (5) years of service with medical disability may remain on the County health insurance program on an individually paid basis after leaving service with the County. Such participants, who have left county service, and who discontinue participation, are not eligible for reinstatement.</i> <u>Replace With</u> : A regular full-time employee that has served Clarke County for a minimum of 10 years, and who is eligible to draw retirement payments from the Virginia Retirement System, may be a part of the health insurance retiree group, if the employee elects to join this group within thirty-one days subsequent to the termination date. The premium for the retiree group membership shall be borne by the member and, if membership is discontinued, there is no eligibility for reinstatement. Dependents covered on the termination date can continue to be covered, but dependents cannot be added subsequent to the termination date.	
16		Complete Rewrite	

Record of Revision

Revision No.	Revision Date	Description	Final Approval
New	06/15/1982	Prior 2003	7/1/82
1	02/19/1985	⋮	
2	05/19/1987	⋮	
3	12/15/1987	⋮	
4	05/16/1989	⋮	
5	12/19/1989	⋮	
6	03/20/1990	⋮	
7	12/20/1994	⋮	
8	06/1995	▼	
9	01/31/2003	Add Time Sheet Submission Requirements; Add County Smoking Ordinance and Policy Memo date 5/27/97 to VI Smoking/Tobacco Use Policy under Section VI; Add Travel / Convention / Seminar Policy – Memo Dated 02/25/93; Add Cash Advances for Travel Policy [undated]; Add Credit Card Policy [undated]; County Employee Expense Policy adopted 12/21/99; Delayed Opening – Closure Policy adopted 3/19/96; Sexual Harassment Policy 10/3/94; Non-discrimination Policy adopted 10/16/02; Drug-free Workplace Policy revised 11/1/95 – ratified by Board action 11/21/95; Grievance Procedure Adopted 6/15/82 Effective 7/1/82 amended 10/16/84; 7/21/87; 9/17/91	
10	01/01/2004	Sect III: 4.Comp. Leave – Add calculations for exempt & non-exempt and remove statement “hour-for-hour basis”; 11.Life Insurance – remove “under age 65” and change example from 9,200/20,000 to 22,600/46,000; 10.Retirement – Change from “The costs are shared...the County” to “The County bears the cost for the employee.” Remove 2 nd Paragraph An individual leaving ... monthly paycheck. Add Supporting Documents Section; Add Disciplinary Levels Sections; Revise Resignation & Termination Section to include processing guidelines for Annual Leave payouts and/or expense reports, as well as return of County property. Add under Policies: Employee Leave Authorization Requirements & add reference to section in Annual Leave Section; Add Absenteeism & Reporting Requirements	
11	9/21/2004	Add Employee Privacy Practices and Procedures for Privacy of Health Information; Expand list of Causes for Disciplinary Action. Page 6 Comp of Emp #2 Salary Adj Remove Para 2 Personnel records . . . for increases – Add to Para 4 “unless otherwise agreed”. Add to Discipline #3 Level 1 shall be documented “and kept . . file”. Add reference to Form F1211-13 to Level 2 & 3.; Add Employee Privacy Policy	

Table of Contents

Table of Contents 4

Chapter 1 Organization and Administration 8

 1.1 *Adoption of Personnel Policies* 8

 1.2 *General Policy* 8

 1.3 *Purpose and Scope of Manual* 9

 1.4 *County Administration* 10

 1.5 *Personnel Definitions*..... 11

Chapter 2 Employment 17

 2.1 *Equal Employment Opportunity*..... 17

 2.2 *Open Door Policy* 17

 2.3 *Rehire/ Reinstatement*..... 17

 2.4 *Orientation*..... 17

 2.5 *Employment Categories* 18

 2.6 *Employment Status* 19

 2.7 *Personnel Files*..... 19

Chapter 3 Compensation 21

 3.1 *Position Classification and Pay Plan* 21

 3.1.1 *Interpretation* 21

 3.1.2 *Review and Revisions*..... 21

 3.1.3 *Classifications* 21

 3.1.4 *Classification of New Positions* 22

 3.1.5 *Appeals and Reclassification* 22

 3.1.6 *New Employees* 22

 3.1.7 *Job Descriptions*..... 23

 3.2 *Pay Policies*..... 23

 3.2.1 *Payday Frequency Requirements* 23

 3.2.2 *Working Hours* 23

 3.2.3 *Record of Time Worked* 24

 3.2.4 *Garnishments, Tax Liens and Court Orders*..... 24

 3.2.5 *Overtime and Compensatory Time* 24

Non-exempt..... 24

County of Clarke – Personnel Policies

Exempt 25

3.3 Employee Transfers 25

 3.3.1 Temporary Transfers..... 25

 3.3.2 Employee Transfer Request..... 26

 3.3.3 Transfer Training Period..... 26

 3.3.4 Compensation of Transferred Employees..... 26

Chapter 4 Paid Time Off and Other Absences..... 27

4.1 Holidays..... 27

 4.1.1 Eligibility for Holiday Pay 27

4.2 Sick Leave 28

 VRS Plan Definitions..... 28

 4.2.1 Excused Absences..... 28

 4.2.2 Unexcused Absences or Abuse 29

 4.2.3 Donation of Sick Leave 29

 4.2.4 Accumulation..... 29

 4.2.5 VRS Hybrid Employees Short-term Disability Benefits..... 31

4.3 Personal Leave..... 32

4.4 Annual Leave..... 32

4.5 Bereavement Leave 33

4.6 Leave for Court Appearances..... 33

 4.6.1 Jury Duty..... 34

 4.6.2 Subpoenas..... 34

4.7 Military Leave 34

4.8 Leave Without Pay 34

4.9 Administrative Leave 35

4.10 Volunteer Fire and Rescue Calls 35

4.11 Voting and Elections..... 35

4.12 Pay Upon Termination 36

 4.12.1 General 36

 4.12.2 Full-time employees Plan 1 and 2 36

 4.12.3 Hybrid employees 37

 4.12.4 Part-time employees Plan 1 and 2..... 37

Chapter 5 Employee Responsibilities 38

5.1 Standards of Conduct and Performance	38
5.1.1 Standards of Conduct	38
5.2 Secondary Employment	39
5.3 Conflict of Interest.....	39
5.4 Attendance	40
5.5 Use of Computer Systems, Internet and Phones.....	40
5.5.1 Incidental Use	40
5.5.2 Use of Licensed Software	41
5.6 County-Owned Vehicles	42
5.6.1 Accidents Involving County-Owned Vehicles	42
5.7 Keys to Facilities.....	43
5.8 Harassment	43
5.8.1 Procedure.....	43
5.9 Drug Free Workplace	44
5.9.1 Inspection.....	45
5.9.2 Drug Policy.....	45
Drug and Alcohol Policy and Regulations	47
5.10 Workplace Violence.....	49
5.10.1 Prohibited Conduct.....	50
5.10.2 Threat Reporting Procedures	50
5.11 Domestic Violence.....	51
5.11.1 Education and Training	51
5.11.2 Safety and Security	51
5.11.3 Employees Who Commit Acts of Domestic Violence	52
5.12 Discipline	52
5.12.1 Progressive Discipline	52
5.12.2 Resignation with Pending Charges to Terminate	53
5.12.3 Appeal.....	53
5.12.4 Notification	53
5.12.5 List of Offenses Typically Addressed Through Progressive Discipline	53
5.12.6 List of Offenses Addressed Through More Serious Discipline	54
5.13 Separation of Employment	55

Chapter 1 Organization and Administration

1.1 Adoption of Personnel Policies

The following information serves as the Personnel Policy Manual for Clarke County, adopted **[Date Adopted]**. Due to the changing environment and world we work in, it is subject to subsequent amendments as necessary. This manual supersedes all previous personnel manuals adopted by Clarke County.

The rules and regulations contained within the manual are established under authority of Section 15.2-1506 of the Code of Virginia, 1950, as amended.

The policies and procedures outlined herein shall apply to all personnel employed by Clarke County. The policies and procedures shall apply to employees of Constitutional Officers, where the Constitutional Officer has agreed to participate in this personnel system. This includes:

- Attorney for the Commonwealth
- Clerk of the Circuit Court
- Commissioner of the Revenue
- Sheriff
- Treasurer

Employees of the Constitutional Officers shall be excluded from the Grievance Procedure outlined within these policies.

The Constitutional Officers of Clarke County shall retain the right to their own hiring practices and terminations in accordance with all applicable statutes and regulations.

These policies and procedures shall not apply to employees of Clarke County Public Schools without specific action by that governing body to adopt the same.

In the event that any office or agency of Clarke County other than the Board of Supervisors adopts these policies and procedures, the officer or board involved shall exercise the authority assigned herein to the Agency Personnel Administrator, unless otherwise specified.

1.2 General Policy

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

- A. Its Equal Employment Opportunity policy includes its commitment to prohibit harassment against employees because of sex, gender, race, color, religion, national origin, age, disability or any other class protected by law.

- B. Equitable incentives and conditions of employment shall be established and maintained.
- C. Compensation shall be in accordance with duties assigned.
- D. Employees shall be expected to work productively and to demonstrate a considerate and friendly attitude towards persons with whom they come in contact during the course of their work.
- E. Employees shall adhere to the policies and procedures required of them and shall endeavor to serve the citizen and taxpayer to the best of their ability.

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

- a) directing the work force.
- b) assigning, reassigning, supervising, disciplining, and dismissing employees.
- c) transferring or reassigning duties as necessary to provide services to the citizens of Clarke County.
- d) establishing, changing, altering, or deleting policies as may be deemed necessary to achieve the County's goals.
- e) altering at will the organization and structure of the County, as may be deemed necessary, within the statutory requirements of the Commonwealth of Virginia.

1.3 Purpose and Scope of Manual

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

The policies and procedures contained in this manual are internal guidelines, which do not create contractual rights and should not be interpreted to constitute binding contractual obligations. This manual is not, and shall not, be construed as an explicit or implied contract, nor shall it modify any existing 'at will' status of any County employee and shall not create a due process requirement in excess of federal or state constitutional or statutory requirements. The County reserves the right, in its sole judgment, to modify, amend, or rescind the provisions of this manual.

Much of the information contained in this manual is drawn from relevant laws, regulations, and policies of the state and federal government and the County. Should there be a conflict between

County of Clarke – Personnel Policies

any statement, fact or figure presented within these policies, and the prevailing laws, regulations, and policies, the latter takes precedence.

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

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

Additionally, it is the policy of the County to strive for safety in all activities and operations, and to carry out the commitment of compliance with health and safety laws applicable to the County by enlisting the help of all employees to ensure that public and work areas are free of hazardous conditions.

- A. To provide equitable conditions of employment for County employees;
- B. To establish and maintain uniform standards of employment and compensation and;
- C. To provide assistance to department directors and supervisors in their administration of personnel matters.

1.4 County Administration

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

The County Administrator is a full-time official appointed by the Board of Supervisors. Board resolution and official Board action specify the duties of the Administrator's position, which include: Acting as the administrative head of the government, preparing the County's annual budget, and executing resolutions and orders of the Board.

In adoption of these policies, the Board has determined that the County Administrator shall be responsible for the administration of the County's personnel program. The County Administrator may delegate responsibility for administering the County personnel program to another full-time County employee. Decisions made by department directors administering these policies may be appealed by the affected employee to the County Administrator or his/her designee.

Under Virginia statutes, the Clarke County Board of Supervisors retains ultimate authority for all personnel under its auspices.

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

1.5 Personnel Definitions

Administrative Leave – Leave with pay approved by the Agency Personnel Administrator as recommended by a department head and not covered by any other leave provision.

Agency Personnel Administrator – For employees of the County Board of Supervisors, the County Administrator shall be the Agency Personnel Administrator. For employees of Constitutional Officers, the Constitutional Officer by whom they are employed shall be the Agency Personnel Administrator.

Allocation – The assignment of a position to its appropriate class in relation to duties performed.

Anniversary Date – The date an employee commenced work in his/her position.

Applicant – An individual who indicates a specific interest in a current job vacancy for which the County is hiring; and provides all required information on an application form.

Appointment – The offer to and acceptance by a person of a position.

Authorized Absence – An absence approved by the employee’s supervisor after proper notification (reason for absence and estimated length of absence) is given to the supervisor.

Absent Without Leave (AWOL) – The term used for any unauthorized absence during a scheduled work period.

At Will Employment: Employment that can be terminated without cause or notice by either the employer or the employee.

Break in Service – Any separation from the service of Clarke County whether by resignation, retirement, layoff, dismissal, disability retirement, or absent without leave when the employee is subsequently re-employed. An authorized leave without pay shall not be considered as constituting a “break in service.”

Classification (Class) – A position or group of positions which are sufficiently alike in duties performed, degree of supervision and required, minimum requirements of education, experience or skill, and other such characteristics to be equitably assigned the same class title, same or similar qualification requirements, the same skill level, the same test of fitness, and the same salary range.

County of Clarke – Personnel Policies

Class Series – A number of positions involving the same character of work, but different as to the level of difficulty and responsibility.

Class Description – A formal written description of the class which defines the general character and scope of the duties and responsibilities of positions in the class.

Compensation Plan – The official schedule of pay approved by the Clarke County Board of Supervisors assigning one or more rates of pay to each class title, arranged schematically by classification series.

Constitutional Officer – Those persons identified as County officials who are elected in accordance with Article VII, Section 4 of the Constitution of Virginia, including the Sheriff, Treasurer, Commonwealth's Attorney, Commissioner of the Revenue, and Clerk of the Circuit Court.

Continuous Service – The total length of time an employee has been employed with Clarke County. Continuous service is defined as beginning with the date of employment and continues until the employee's retirement or other separation from the County.

County Administration – the County Administrator, or his/her designee.

Demotion – Movement from one class of position to another of a lower salary range in which the employee meets the minimum qualification requirements.

Dependent – A family member who is claimed as a dependent on the employee's Federal Income Tax Return.

Discipline – Action taken against an employee ranging from verbal reprimand to dismissal depending on the severity of the employee's unsatisfactory work performance or misconduct.

Dismissal – An involuntary separation of an individual's employment initiated by the County.

Employee – An individual who, in consideration of wages or salary for the benefit and under the control of the County and is compensated through the County payroll. "Employee" shall not include:

1. Members of the County's Board of Supervisors;
2. Constitutional officers and their employees, unless the officer has elected to be covered by the County's personnel system. Constitutional Officers may elect to become part of the County's Classification and Compensation system and Personnel Policies by executing an agreement with the Board of Supervisors at adoption of these Policies and upon the initiation of each term of office for the Constitutional Officer.;
3. Members of boards, commissions and authorities;
4. Employees of the Clarke County School Board; and

5. Independent contractors.

Essential Personnel – Employees who hold certain positions which provide necessary health, safety, and emergency County services regardless of adverse conditions.

Furlough - Mandatory time off from work with no pay which is used as an alternative to a layoff, initiated by the County, and through no fault of the employee. During a furlough an employee's benefits continue to be paid and leave accrued.

Incumbent – An employee occupying a position in the County service.

Layoff – A temporary or indefinite reduction in the workforce due to economic conditions, technological changes, lack of work, or other appropriate reasons, initiated by the County and usually through no fault of the employee.

Leave Without Pay - (LWOP) - is a temporary non-pay status and absence from duty that, in most cases, is granted at the employee's request. In most instances, granting LWOP is a matter of supervisory discretion and may be limited by agency policy. Employees, however, have an entitlement to LWOP in the following situations:

The Family and Medical Leave Act of 1993 (FMLA) (Public Law 103-3, February 5, 1993), provides covered employees with an entitlement to a total of up to 12 weeks of unpaid leave (LWOP) during any 12-month period for certain family and medical needs. (See 5 CFR part 630, subpart L.)

Employees may not be in a pay status while receiving workers' compensation payments for injuries occurring during the course of their employment.

Note: Employees should be aware that LWOP may affect eligibility for certain employee benefits.

Maternity Leave - Pregnancy, childbirth or related medical conditions associated with birth shall be treated as any other temporary disability with respect to sick leave, annual leave, compensatory time, and leave without pay.

Merit Salary Increase – An increase in compensation established in the Compensation Plan which may be granted to eligible employees after completion of the appropriate length of service and a performance evaluation rating which satisfies the requirements for advancement.

Military Leave - Employees shall be granted a leave of absence without loss of annual or sick leave for annual active duty training as a member of the National Guard or any reserve component for the Armed Forces of the United States, for a period not exceeding 15 calendar days.

County of Clarke – Personnel Policies

An employee who is absent for militia duty under orders of the Governor pursuant to the Code of Virginia § 44-75.1 shall be entitled to a leave of absence with pay for the period of ordered absence.

A permanent employee who enters on active duty or who receives orders in any of the Armed Forces of the United States shall be entitled to military leave without pay and to reinstatement in a similar position upon return from active duty as prescribed by public law.

Nonessential Employee – An employee who is not required to work during adverse conditions. Adverse conditions are declared and defined by the Agency Personnel Administrator.

Performance Evaluation – A systematic review of employees in the effective accomplishment of their assigned duties and responsibilities. A recommendation for a salary increase may or may not be included in the evaluation.

Personnel File – Official file of information pertaining to each employee.

Position Classification Plan – The official system of grouping of similar positions into appropriate classes based upon the respective duties, typical tasks, and qualifications.

Promotion – Movement from one class of position to another of a higher salary range in which the employee meets the minimum qualification requirements.

Qualifications – The minimum education, experience, and any special job-related requirements which must be fulfilled by a person preliminary to appointment or promotion.

Reclassification – A change in the classification of a position or group of positions.

Re-Employment – When an employee's services are terminated and that employee is subsequently employed again with the County.

Reinstatement – The time an employee returns to work from an authorized leave of absence or goes from a non-pay status into a paid status. Reinstatement means that the employee is treated as if on leave without pay for the time he/she was away from the County.

Resignation – Voluntary separation initiated by an employee who chooses to leave the County service.

Salary Range – A level within a salary schedule into which job classes with similar job evaluation factors are placed for compensation purposes. Pay grades have a minimum rate, a midpoint rate, and a maximum rate and define what the County is willing to pay for a particular job. The midpoint of the pay grades approximates the market salary rate which would be paid for satisfactory performance.

Secondary (Outside) Employment – Employment in any capacity other than the employee's primary full-time job with Clarke County.

Supervisor – An employee who has the responsibility for directing and evaluating the work of other employees.

Suspension – A forced leave of absence without pay for disciplinary purposes.

Transfer – Movement of an employee from one position to another position. Transfers can take place within a department, between departments, between positions of the same pay range, or between positions of the same class.

Unauthorized Absence – Any absence from the job during a scheduled work period, without approval from the employee's immediate supervisor, or when an employee does not follow the proper request or verification procedure for an absence.

Vacancy – A position which has been newly established or which has been rendered vacant by resignation, retirement, or other removal of the previous incumbent.

Work Day – . A day is a 24-hour period beginning at 0000 and ending at 2400.

Work Place – Any County owned or leased property (including parking lots), any site where official duties (including business-related activities for or on behalf of the County) are being performed by a County employee during regular work hours, or while operating a motor vehicle or machine leased or owned by the County.

Work Week – The County's regular workweek, shall be seven consecutive days starting at 0000 on Sunday and ending 2400 on Saturday.

Work Schedule – standard work schedule shall be 40 hours per week. See exception below:

Exception: The Fair Labor Standards Act [FLSA] requires that all covered nonexempt employees be paid overtime pay at no less than time and one-half their regular rates of pay for all hours worked in excess of 40 in a workweek.

Section 7(k) of the FLSA provides that employees engaged in fire protection or law enforcement may be paid overtime on a "work period" basis.

A "work period" may be from 7 consecutive days to 28 consecutive days in length.

For work periods of at least 7 but less than 28 days, overtime pay is required when the number of hours worked exceeds the number of hours that bears the same relationship to 212 (fire) or 171 (law enforcement) as the number of days in the work period bears to 28. *For example, fire protection personnel are due overtime under such a plan after 106 hours worked during a 14-day work period, while law*

enforcement personnel must receive overtime after 86 hours worked during a 14-day work period.

Under certain prescribed conditions, a State or local government agency may give compensatory time, at a rate of not less than one and one-half hours for each overtime hour worked, in lieu of cash overtime compensation. Employees engaged in police and fire protection work may accrue up to 480 hours of compensatory time.

An employee must be permitted to use compensatory time on the date requested unless doing so would "unduly disrupt" the operations of the agency.

Chapter 2 Employment

2.1 Equal Employment Opportunity

It is the policy of Clarke County to obtain the best matched applicants available for each position vacancy without regard to sex, race, color, religion, national origin, age, disability, or other reasons prohibited by law. Clarke County shall operate within the principles of equal employment opportunity guidelines set forth in Federal, State and local laws and regulations.

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

2.2 Open Door Policy

Clarke County practices an 'open door' policy in which any employee who wishes to meet with the Agency Personnel Administrator can do so by establishing an appointment through his/her immediate supervisor.

Although the County endorses an open door policy, employees are strongly encouraged to resolve any issues directly with the parties involved.

If the parties involved are unable to reach an agreement, the issue should be brought to the attention of their supervisor.

2.3 Rehire/ Reinstatement

An employee who voluntarily leaves the County in good standing shall be eligible for rehire. If an employee is rehired within six (6) months, no pre-employment tests need to be performed.

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

2.4 Orientation

1. Agency Personnel Administrator will provide the employee with a job description, policies and other miscellaneous information. The new employee shall be directed to Joint Administrative Services to complete the necessary Federal and State tax forms and to obtain information on employee benefits.

2. The Immigration Reform and Control Act of 1986, makes it illegal for employers to employ anyone who is not authorized to work in the United States. All new employees are required to provide documents establishing their identity and authorization to work in the United States. A menu of approved documents is listed on Form I-9 (Employment Eligibility Verification), which must be completed by all new employees and verified by a representative of the County. Failure to provide the required documents within three (3) days of employment may result in automatic termination.
3. The Agency Personnel Administrator or designee will provide additional information to the new employee, including but not limited to:
 - a. Work standards and regulations
 - b. Hours of work, timesheets, leave requests
 - c. Duties of the position
 - d. Safety rules and procedures, location of safety or protective equipment
 - e. Tour of the work area, including location of equipment, supplies, etc.
 - f. Introduction to co-workers
 - g. Schedule for lunch and breaks
 - h. When and whom to report absence from work
 - i. Who is responsible for performance planning and evaluations

2.5 Employment Categories

All employees at the time of hiring shall be designated as either casual, part-time, regular full-time, regular part-time, seasonal, temporary.

Employees will be designated as salaried or hourly.

Employees in the following categories have no right of appeal through the grievance procedure: casual, part-time, seasonal, temporary.

Casual Employees are part-time employees with no fixed work schedule.

Part-time Employees are employees regularly scheduled to work an average of 24 hours per week.

Regular Full-Time Employees are selected to fill positions in the County that normally work a 40-hour week on a year-round basis.

Some regular full-time positions involve non-standard work hours to insure continuous operation.

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

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

Seasonal Employees are employed in a position generally for a length of time that normally will not exceed 120 days a year. This position may be either part-time or full-time and the employee does not receive County benefits. Employees in this category may be dismissed at any time and have no right of appeal through the grievance procedure.

Temporary Employees are selected to fill a position having a short or fixed term to accomplish a specific project or projects. This position may be either part-time or full-time and usually is for duration of less than one year. Temporary employees are not eligible for County benefits. Employees in this category may be dismissed at any time and have no right of appeal through the grievance procedure.

2.6 Employment Status

All positions shall be designated as either 'exempt' or 'non- exempt'.

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

Non-Exempt Status will include employees not falling into one of the exempt categories as defined under the Fair labor Standards Act.

All non-exempt employees shall be eligible for overtime pay or compensatory time as defined by, and in accordance with, the Fair Labor Standards Act and applicable regulations of the United States Department of Labor.

2.7 Personnel Files

It is the County's objective to maintain complete and accurate personnel files on all full-time, part-time, temporary, and seasonal employees. These records are confidential; therefore, access is limited to the appropriate personnel.

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

Agency Personnel Administrator shall maintain the County's official personnel records for all Clarke County employees employed by the agency. These personnel records include information

County of Clarke – Personnel Policies

and official records to document employee's employment history with the County as well as information required to make these personnel rules effective.

The Personnel File will contain information such as, but not limited to:

- Completed application for employment
- Interview records
- Personnel Action forms
- Performance reviews
- Discipline records
- Training records
- Any polices that the employee had to review and sign.

It is the intent of the County to safeguard each employee's personal information in accordance with appropriate laws and regulations.

Benefit enrollment forms and like financial information shall be maintained by the Clarke County Joint Administrative Services Department.

An employee has the right to review his personnel record maintained by the Agency Personnel Administrator during normal County work hours by scheduling an appointment. The Agency Personnel Administrator or designee will be present while an employee is reviewing the contents of the file.

If the employee finds information that he believes is inaccurate, the employee may request in writing that this be changed or purged appropriately.

In addition, should an employee disagree with information in his official personnel record, he is encouraged to write a rebuttal for inclusion in his personnel record.

An employee is also encouraged to provide information (for example, letters of commendation or certifications) to the Agency Personnel Administrator for inclusion in his personnel record.

Purging of any information in the official personnel record may be done only with the approval of the Agency Personnel Administrator.

Department heads and supervisors may review the personnel record of any employee or prospective employee under their supervision by contacting the Agency Personnel Administrator.

Personnel files and the contents of the file are the property of Clarke County.

Chapter 3 Compensation

3.1 Position Classification and Pay Plan

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

3.1.1 Interpretation

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

3.1.2 Review and Revisions

Department heads shall be responsible for bringing to the attention of the County Administrator any substantial change in duties, responsibilities, or other factors affecting the classification of any position in their respective departments.

Upon receipt of such information, the County Administrator shall review the position and determine if the classification should be changed.

Agency Personnel Administrators should annually review agency job descriptions.

Plan Review:

The County Administrator, upon request of the Agency Personnel Administrator, shall review the Position Classification and Pay Plan for adequacy prior to the submission of the annual budget to the County Board of Supervisors.

In conducting the review, consideration shall be given to current cost of living and the County's financial position.

Based on the findings, the County Administrator may recommend revisions in the plan to the County Board of Supervisors.

3.1.3 Classifications

All full time regular County positions, with the exception of the County Administrator and Constitutional Officers, are included in the Position Classification and Pay Plan.

All regular positions in the County are grouped together into classifications.

Each position in the County is classified according to the type of work and the amount of responsibility in the position.

Similar positions with like duties and responsibilities are placed in the same pay grade.

Each position has an established pay grade and a specification describing the duties and qualifications of the position.

3.1.4 Classification of New Positions

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

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

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

3.1.5 Appeals and Reclassification

A request may be made to the County Administrator to review the position classification.

- Such requests shall be submitted, in writing, through the Agency Personnel Administrator.
- All requests for review of classification shall contain a statement of justification.
- The County Administrator's decision regarding classification shall be final.

An employee whose position is:

- Reclassified upward may receive ten (10) percent above the present salary, or the minimum of the new grade, whichever is higher.
- However, the employee will not be eligible to receive salary increases other than across the board pay level revisions or adjustments to that particular grade due to market adjustments for one year from the date of classification.

3.1.6 New Employees

A new employee of the County shall normally be paid the minimum rate of pay for the grade.

A new employee with unusual experience may be paid within the grade, commensurate with the performance capability associated with the experience.

Any rate paid to a new employee above the minimum for the classification requires a written description of the experience justifying the rate paid and written approval of the Agency Personnel Administrator.

3.1.7 Job Descriptions

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

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

The Department Head will give any suggested revisions to Agency Personnel Administrator.

County Administration will update the job description and give to the County Administrator for approval.

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

The employee shall be given a copy of his/her respective job description.

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

3.2 Pay Policies

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

3.2.1 Payday Frequency Requirements

Employees will be paid monthly.

3.2.2 Working Hours

Forty (40) hours shall be the normal workweek for payroll calculations.

The workweek is defined as seven (7) consecutive 24-hour periods beginning on Sunday and ending on Saturday with a day beginning at 12:00 A.M.

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

Exception: Public Safety Personnel may be assigned different work works and pay periods in accordance with State and Federal law.

3.2.3 Record of Time Worked

Time records for all employees shall be retained according to schedule by the Agency Personnel Administrator.

Time records for all employees are required to be maintained on a monthly basis. *Note: Some departments/employees may use daily/alternate time records.*

All employees are required to submit their time record to their supervisors / department head for approval.

The department head is required to submit the department's time records to the Agency Personnel Administrator for all employees.

Time records for hourly employees must also be forwarded to Payroll for processing.

Failure to provide record may cause delays.

3.2.4 Garnishments, Tax Liens and Court Orders

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

3.2.5 Overtime and Compensatory Time

Non-exempt

All non-exempt employees will be compensated for overtime in accordance with the U.S. Fair Labor Standards Act or applicable State Statutes.

Overtime compensation will be paid at the rate of time and one-half for every scheduled hour of actual work over 40 hours.

Compensatory time will be accrued at the rate of one and one-half hour for every hour in excess of 40 hours worked in the event unscheduled overtime is authorized.

Compensatory time is to be used or compensated within the fiscal year it is earned. At the discretion of the Agency Personnel Administrator, accumulated compensatory hours may be paid down with greater frequency.

At the employees written request, no more than 80 hours of compensatory time can be carried forward to the next fiscal year.

At no time shall compensatory time exceed 240 hours.

All overtime must be approved by the Agency Personnel Administrator.

Exempt

Exempt employees are not paid overtime for work in excess of 40 hours.

Exempt employees are expected to manage schedules, staff, and workload such that the departmental objectives are met.

Exempt employees must use leave for any absence of eight hours or more.

Agency Personnel Administrators who determine that specific exempt employees are subject to unreasonable and/or duties that would be otherwise non-exempt, may provide supplemental compensation at a rate not exceeding time and one-half for those hours deemed unreasonable or non-exempt.

3.3 Employee Transfers

Employees may be transferred, either voluntarily or otherwise, from one job to another and from one location to another as may be required in order to meet the needs of the organization.

Every effort will be made to minimize personal hardships in the event of job reassignment or transfer.

The Agency Personnel Administrator retains complete discretion to determine both the location and place for the conduct of business and the assignments to each employee consistent with the employee's job specifications.

Reasons for transfers may include fluctuations in workloads and production flows, increased career opportunities, emergency requirements, and implementation of governmental mandates, health considerations, and personal preference.

3.3.1 Temporary Transfers

Temporary transfers may occur as job requirements may dictate.

Usually temporary transfers will not last longer than three (3) months, but may be extended an additional three (3) months with the approval of the Agency Personnel Administrator.

3.3.2 Employee Transfer Request

The County encourages existing County employees to seek out and apply for transfers, especially where said transfers result in promotions and upward mobility of employees.

The County will entertain a transfer at the employee's request if such action is consistent with the requirements of the County and such transfer does not disrupt the orderly and acceptable conduct of business.

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

3.3.3 Transfer Training Period

During an initial training period, transferred employees will be evaluated to determine the employees' suitability to the new position.

If it is determined that the employee is not suited for the new position, the employee may be subject to reassignment to another available position or terminated.

3.3.4 Compensation of Transferred Employees

Pay for transferred employees will be handled as follows:

- A. Employees transferred to a job within the same salary grade will continue to receive their existing rate of pay.
- B. Employees transferring at their request to a job at a lower grade may be paid within the pay grade of the new position, commencing with the start of the new job. The earning potential for the new grade will be lower, therefore limiting the earning potential.
- C. Employees transferring to a job with a higher grade will get the minimum of that grade. It will be at the discretion of the County Administrator to give the whole increase at once or to gradually increase the employee over the span of a specific time period. This may be done if the employee is increasing several grades.

Chapter 4 Paid Time Off and Other Absences

4.1 Holidays

Clarke County observes legal holidays established by State law and any other such days as may be designated by the Governor of the Commonwealth, the President of the United States and/or the Board of Supervisors.

The following holidays are authorized to be observed each year; however, the County will follow the State or federal government if additional holidays are approved by the Governor or the President of the United States after publication of the County's annual list of observed holidays.

1. New Year's Day (First day of January)
2. Lee-Jackson Day (Friday preceding the third Monday in January)
3. Martin Luther King Day (Third Monday in January)
4. Presidents Day (Third Monday in February)
5. Memorial Day (Last Monday in May)
6. Independence Day (4th of July)
7. Labor Day (First Monday in September)
8. Columbus Day and Yorktown Victory Day (Second Monday in October)
9. Veterans Day (11th of November)
10. Thanksgiving Day (Fourth Thursday in November)
11. The day after Thanksgiving (the Friday next following the fourth Thursday)
12. Christmas Day (25th of December)

Whenever any of such days falls on Saturday, the Friday next preceding such day, or whenever any of such days falls on Sunday, the Monday next following such day, and any day so appointed by the Governor of the Commonwealth or the President of the United States, shall be a legal holiday as to the transaction of all business.

4.1.1 Eligibility for Holiday Pay

Full-time employees shall be eligible for holiday pay from date of hire.

Permanent, part-time, hourly employees working an average of 24 hours per week shall be eligible for holiday pay after three (3) years continuous service.

4.2 Sick Leave

Clarke County recognizes the importance of providing quality benefits for its employees. All sick leave absences will be charged against the number of days earned or the employee's accumulated sick leave balance. Additional time off for sickness will be granted in accordance with the Family and Medical Leave Act.

VRS Plan Definitions

- VRS Plan 1: You are in VRS Plan 1 if your membership date is before July 1, 2010, and you were vested as of January 1, 2013. Members who are eligible for an optional retirement plan (ORP) and have prior service under VRS Plan 1 are not eligible to elect the Hybrid Retirement Plan and will select VRS Plan 1 or ORP.
- VRS Plan 2: You are in VRS Plan 2 if your membership date is from July 1, 2010, to December 31, 2013, or your membership date is before July 1, 2010, and you were not vested as of January 1, 2013. Members who are eligible for an optional retirement plan (ORP) and have prior service under VRS Plan 2 are not eligible to elect the Hybrid Retirement Plan and will select VRS Plan 2 or ORP.
- VRS Hybrid: You are in the Hybrid Retirement Plan if your membership date is on or after January 1, 2014 or members in VRS Plan 1 or VRS Plan 2, who elected to opt into the plan during the special election window in 2014.

4.2.1 Excused Absences

Under the sick leave plan, absences for the following reasons are acceptable:

- Absence due to personal illness and/or quarantine.
 - o In cases of excessive use of sick leave, the Agency Personnel Administrator reserves the right to request a doctor's certificate.
 - o Excessive is defined as:
 - Five [5] days or more of consecutive leave
 - Frequent intermittent use of leave
 - Questionable patterns of use.
- Absences due to illness in the immediate family requiring the attention of the employee.
- Absences due to medical or dental appointments.
- For sick leave purposes the "immediate family" is defined to include natural parents, foster parents, step-mother, step-father, wife, husband, children, brother, sister, daughter-in-law,

son-in-law, father-in-law, mother-in-law, sister-in-law, brother-in-law, grandparents, grandchildren, or any person who permanently resides on a continuing basis without interruption in the household of the employee.

4.2.2 Unexcused Absences or Abuse

In the event that an employee entitled to acquire and utilize sick leave is found to have used it for other than the allowable purposes identified under Excused Absences, then the employee's regular salary shall be reduced by an amount equal to the full salary for time taken, as well as such other disciplinary action the Agency Personnel Administrator deems appropriate, up to and including dismissal.

4.2.3 Donation of Sick Leave

A sick leave donation policy is hereby established by which Clarke County personnel may donate sick leave days to other personnel within the division. This policy is established in accordance with Policy GCBE Family and Medical Leave and shall pertain to the situations described in that policy.

The regulations governing the program are as follows:

- Personnel wishing to donate sick leave must complete the "Clarke County Leave Donation Form" and submit it their respective Agency Personnel Administrator.
- Requests for approval of the donation of sick leave shall be limited to situations in which an employee has used up all of his/her own compensated leave and another employee or employees agree to donate sick leave to him/her.
- The maximum number of hours for any combination of donations to any one employee is 80 hours per year. If an employee returns to work prior to the use of the additional donated hours, those donated hours will be retained by the receiving employee for future use.
- In the case of an extreme extenuating circumstance (hardship), the Agency Personnel Administrator may at his/her discretion grant an exception to the 80-hour maximum.

4.2.4 Accumulation

Plan 1 and 2

- A. Only employees under the VRS Plan 1 and 2 are eligible.
- B. Full-time personnel earn twelve [12] hours of sick leave per month of employment. Permanent, part-time, hourly employees working an average of 24 hours per week

are eligible for prorated sick leave.

- C. Leave will be posted on a monthly basis.
- D. Sick leave days shall be earned and credited as long as an employee is in a paid status. Unpaid FMLA and workers' compensation are not considered paid status for the purpose of earning sick leave.
- E. Sick leave may accumulate from year to year with no maximum accumulation.
- F. Upon termination, accumulated sick leave days shall be compensated as follows:
 - Employees must have worked for ten (10) continuous years for Clarke County.
 - Employees will be compensated at a rate of \$30.00 per day for accumulated (unused) sick leave up to a maximum of two hundred days.
 - A lump sum payment will be made upon termination for employees meeting the longevity requirement above.

Hybrid

- A. Sick leave is accumulated at twelve [12] hours per month for full-time employees.
- B. Only employees under the VRS Hybrid Plan are eligible.
- C. Leave will be posted on a monthly basis.
- D. Sick leave days shall be earned and credited as long as an employee is in a paid status. Unpaid FMLA and workers' compensation are not considered paid status for the purpose of earning sick leave.
- E. Sick leave may accumulate from year to year with a maximum accumulation of 90 days.
- G. Upon termination, accumulated sick leave days shall be compensated as follows:
 - Employees must have worked for ten (10) continuous years for Clarke County.
 - Employees will be compensated at a rate of \$30.00 per day for accumulated (unused) sick leave up to a maximum of ninety (90) days (8-hour days).

- A lump sum payment will be made upon termination for employees meeting the longevity requirement above.

4.2.5 VRS Hybrid Employees Short-term Disability Benefits

A. General

- VRS Hybrid Retirement Plan employees are provided a short-term disability benefit (STDB).
- Clarke County General Government has contracted with a third-party insurer to provide this benefit. Therefore, all eligibility requirements are dictated by the insurer.
- The insurer requires that the employee must be a VRS Hybrid Retirement Plan member for a waiting period of one year before being eligible for STDB. (The eligibility waiting period of one year is waived for work-related claims.)
- The benefit elimination period is waived for catastrophic or chronic conditions.
- STDB is provided to a hybrid employee during a sickness/disability.

B. Elimination Period

Once the employee has been deemed eligible for STDB, a benefit elimination period of seven calendar days must be satisfied before benefits are payable.

The required workdays during the benefit elimination period must be covered by the employee's paid sick leave (or other paid leave) or leave without pay.

Once the employee reaches Day 8 of the absence, the employee must report the absence to the insurer.

C. Compensation Benefit

The compensation benefit payable during the STDB absence is based on continuous months of service and will provide partial or full income replacement for a maximum of 125 days. Compensation is paid directly to the employee by the locality.

- If an employee works more than 20 hours during the benefit elimination period, a new benefit elimination period must be met before STDB begin.

The VRS Hybrid Retirement Plan employee will be permitted to supplement his/her income of less than 100 percent compensation by utilizing his/her earned sick and other paid leave balance to offset the difference in pay.

- The amount deducted to supplement the per diem rate will not exceed the full per diem rate of the pre-disability wage.

D. Long-term Disability

VRS Hybrid Retirement Plan employees are also provided a long-term disability (LTD) benefit that will begin upon the expiration of the maximum period of 125 days for which the employee receives STDB.

E. Employee Status During Short-term Disability

During the STDB absence, employees will remain “active” and all benefits will remain in force.

Employees must cooperate and adhere to all guidelines and requirements during the absence.

4.3 Personal Leave

Personal leave is granted in the amount of 24 hours per year. At the end of each calendar year, any unused personal leave is automatically converted to sick leave.

The use of personal leave to extend annual leave or holiday is highly discouraged.

Approval of absences from duty must be approved by the immediate supervisor prior to the use of personal leave.

4.4 Annual Leave

Full-time employees will accrue annual leave monthly up to the maximums shown below.

At the end of each calendar year, any unused annual leave beyond the maximum is automatically converted to sick leave unless scheduled leave has been revoked. In case of carry over, the employee must take the leave in the following year.

Any annual leave balance at the time of employment termination will be dealt with as specified herein.

<i>Employee Status</i>	<i>Years of Continuous Service</i>	<i>Monthly Accrual</i>	<i>Maximum Accrual</i>
Full-time	0-4 Years	12 hours	240 hours

	5-9 Years	14 hours	240 Hours
	10 + Years	16 hours	240 Hours
Permanent Part-time Working an Average 24 Hours Per Week	All Years	8 hours	240 Hours

4.5 Bereavement Leave

Clarke recognizes that the death of a family member can have a significant impact on an employee’s ability to perform their duties. Bereavement leave will be authorized under the provisions of this policy in order to help our employees deal with the loss of a family member.

Bereavement leave is a form of administrative leave approved by the Agency Personnel Administrator. This leave is only used in conjunction with an employee’s absence from work due to the death of a family member.

Bereavement leave is administrative in nature; therefore, employees do not accrue it or carry a balance.

Bereavement leave is not authorized for the death of a pet.

Eligibility for use: Only full-time employees are eligible to request and be authorized to use paid bereavement leave.

Frequency and duration: There is no limit on the number of times during a year that an employee may request bereavement leave. There is a limit on the number of bereavement leave days an employee may be authorized to take for each occurrence of the death of a family member.

An employee may use up to five (5) eight-hour days for the death of the employee’s spouse/partner, child, step – child, foster child, parent, or step – parent, sister, brother, grandchild, grandparent, father/mother – in – law, brother/sister – in – law, permanent member of the employee’s household, or a person whom the employee is the sole financial support. This category may also include individuals that are not related to the employee by blood or marriage.

An employee may utilize other accrued leave from their designated/identified personal leave account to take additional days beyond that provided for above.

4.6 Leave for Court Appearances

4.6.1 Jury Duty

Employees called for jury duty may be absent without loss of pay subject to verification of actual days served (verification to be provided by the Clerk of Court). However, if the employee is paid by the court system for jury duty, the employee forfeits their pay from Clarke County.

4.6.2 Subpoenas

Employees subpoenaed as court witnesses in relation to employment with Clarke County may be absent without loss of pay provided that a copy of the subpoena shall be transmitted to the Agency Personnel Administrator.

If an employee is subpoenaed for any court action not related to employment with Clarke County, that employee may be absent without loss of pay provided the employee uses personal leave.

4.7 Military Leave

Pursuant to Section 44-93 of the Code of Virginia, 1950, as amended, all employees of the County who are former members of the armed services or members of the organized reserve forces of any of the armed services of the United States, National Guard or naval militia shall be entitled to military leave in accordance with United States Government regulations, without loss of seniority, accrued leave or efficiency rating, on all days during which they are engaged in federally funded military duty, to include training duty or when called forth by the Governor.

There shall be no loss of pay for up to fifteen workdays during such leaves of absence; and when relieved from such duty, they shall be restored to positions held by them when ordered to duty as described under the "Uniformed Services Employment and Reemployment Rights Act of 1994."

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

4.8 Leave Without Pay

Agency Personnel Administrator may grant regular employees leave without pay for a reasonable purpose.

Extended Leave of Absence Without Pay:

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

County of Clarke – Personnel Policies

Employees on approved extended leave of absence do not accrue annual leave and sick leave credits.

An approved leave of absence without pay is not considered a break in service.

The County will continue to pay the group insurance premiums through the Virginia Retirement System for employees on extended leave of absence without pay in the same manner as it does for employees in pay status.

The employee will be responsible for paying his/her portion of the group health coverage if applicable.

It shall be the responsibility of the Agency Personnel Administrator to provide notice of leave without pay status to the Payroll Department.

4.9 Administrative Leave

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

The employee may be placed on administrative leave during an investigation.

The employee will stay on administrative leave as deemed necessary by the Agency Personnel Administrator.

The employee will be paid his/her full salary for the duration of the leave.

Time designated as administrative leave with pay will not be charged to the employee's paid leave.

4.10 Volunteer Fire and Rescue Calls

With permission from their immediate supervisor, employees who volunteer and are members of a Board recognized Clarke County fire department or rescue squad may be permitted to leave their jobsite when required to respond to an emergency call.

4.11 Voting and Elections

Clarke County encourages its employees to vote, as well as participate in the election process.

An employee of the County may serve as an Election Official if they:

- Are a qualified voter of the Commonwealth of Virginia.
- Agree to represent a recognized political party.
- Do not hold an elective office.
- Are not a deputy and/or employee of an elected official.
- Obtained approval of their supervisor.

The employee will not be required to use annual leave or compensatory time for the time missed from work.

4.12 Pay Upon Termination

4.12.1 General

Clarke County will compensate employees for annual and sick leave held in their personal accounts on their termination of employment as described below.

For the purposes of this policy, retirement through the Virginia Retirement System is treated as termination.

4.12.2 Full-time employees Plan 1 and 2

Accumulated sick leave days as follows:

Employees must have worked for ten (10) continuous years for Clarke County.

Employees will be compensated at a rate of \$30.00 per day for accumulated (unused) sick leave up to a maximum of 200 days.

A lump sum payment will be made upon termination for employee meeting the longevity requirement above.

Accumulated annual leave days as follows:

Employees earning annual leave will receive payment for earned, accumulated, unused annual leave days up to a maximum of 240 hours.

The rate of pay will be at the employee's hourly rate at the time of termination or retirement.

4.12.3 Hybrid employees

Accumulated sick leave days as follows:

Employees must have worked for ten (10) continuous years for Clarke County.

Employees will be compensated at a rate of \$30.00 per day for accumulated (unused) sick leave up to a maximum of 90 days.

A lump sum payment will be made upon termination for employee meeting the longevity requirement above.

Accumulated annual leave days as follows:

Employees earning annual leave will receive payment for earned, accumulated, unused annual leave days up to a maximum of 240 hours.

The rate of pay will be at the employee's hourly rate at the time of termination or retirement.

4.12.4 Part-time employees Plan 1 and 2

Accumulated sick leave days as follows:

Employees must have worked for ten (10) continuous years.

Employees will be compensated at a rate of \$10 per day for accumulated (unused) sick leave up to a maximum of 200 days.

A lump sum payment will be made upon termination.

Accumulated annual leave days as follows:

Employees earning annual leave will receive payment for earned, accumulated, unused annual leave days up to a maximum of 240 hours.

The rate of pay will be at the employee's hourly rate at the time of termination or retirement.

Chapter 5 Employee Responsibilities

5.1 Standards of Conduct and Performance

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

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

The Standards serve to:

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

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

5.1.1 Standards of Conduct

- A. The effective operation of the County requires that all public officials and the employees be independent, impartial and responsible to the citizens.
- B. Decisions and policy will be made through the proper channels of our government.
- C. The employees of Clarke County will maintain ethical conduct by setting forth actions that are compatible with the best interests of the County.
- D. No employee shall grant special consideration, treatment or an advantage to a citizen, or employee, which is not available to any other citizen or employee.
- E. Employees are expected to maintain timely and regular attendance at work.

- F. Employees are expected to meet established performance standards. Conditions or circumstances, as they become known, which will prevent employees from performing effectively or from completing their assigned tasks should be reported to the supervisor.

5.2 Secondary Employment

Employment with the County is primary.

In order to minimize the potential for conflict of interest, the County discourages any secondary employment.

Any employee seeking secondary employment shall discuss this with his/her immediate supervisor and obtain approval prior to accepting a position outside of County employment.

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

Employees who have secondary employment at the time of hire must notify their immediate supervisor and the Agency Personnel Administrator of this.

5.3 Conflict of Interest

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

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

Employees shall not accept any gift or favor from a citizen, corporation, or firm that is intended to influence his/her decision or discharge of his/her duties. Any de minimus gift must be disclosed to the Agency Personnel Administrator.

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

5.4 Attendance

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

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

5.5 Use of Computer Systems, Internet and Phones

Computer and networking systems, including e-mail, internet and all other County resources and equipment are considered County property.

The use of these systems, networks and equipment is limited to business purposes only, except as specifically set forth below.

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

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

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

5.5.1 Incidental Use

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

disruptive to the County, and is not disruptive or potentially offensive to others. If an employee has any doubts about the meaning of infrequent and limited, he or she should consult his or her immediate supervisor or the Agency Personnel Administrator.

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

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

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

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

5.5.2 Use of Licensed Software

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

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

The County maintains and supports hardware, software and network services for business use. Employees should use only the software and hardware provided. County policy prohibits

the loading of files and software or the altering of software setup and configuration without authorization from the systems administrator.

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

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

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

5.6 County-Owned Vehicles

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

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

Vehicles are to be used as authorized.

5.6.1 Accidents Involving County-Owned Vehicles

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

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

5.7 Keys to Facilities

Employees will be issued keys by to the offices and/or buildings on an as needed basis.

The keys are considered County-owned property.

Only County Maintenance is authorized to duplicate key to ensure that an accurate record of key holders is maintained.

Report lost keys immediately. Lost keys compromise security and replacement can be costly.

Upon separation, employees shall return keys to the Agency Personnel Administration or their immediate supervisor for reassignment.

5.8 Harassment

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

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

County employees have the right to be free from inappropriate comments, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, or based on a person's protected class, when submission to or rejection of this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or when such conduct creates an intimidating, hostile or offensive work environment.

The County will not tolerate discrimination or harassment.

5.8.1 Procedure

The following procedure applies to any harassment complaint:

- a) Any employee who feels he/she has been discriminated against or harassed because of his/her sex, gender, race or for any other improper reason should report the matter immediately to his or her immediate supervisor or the Agency Personnel Administrator. The employee may inform any of these persons of the complaint. Thus, for example, if the

employee prefers not to report it to his or her supervisor, the employee should report it to the Agency Personnel Administrator.

- b) Employees should not assume that County management knows about the situation. Please inform your supervisor or the Agency Personnel Administrator promptly of your problem so that it may be addressed.
- c) Employees should report the situation before it becomes severe or pervasive.
- d) Such reports or complaints can be made without fear of retaliation.
- e) Once on notice of complaint, the County will investigate it in a prompt, thorough, and impartial manner. The County will ensure as much confidentiality as is possible. The County will not retaliate against anyone who provides information during the County's investigation.
- f) The County will take immediate and appropriate corrective action if it determines that harassment has occurred in violation of this policy. Such action may include the suspension or discharge of the offender.

If you have any questions regarding this policy, or need information on complaint procedures, we urge you to contact your Agency Personnel Administrator.

5.9 Drug Free Workplace

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

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

County of Clarke – Personnel Policies

5. Make a good faith effort to continue to maintain a drug free workplace through implementation of this program.

5.9.1 Inspection

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

The County reserves the right to search County-owned property, including vehicles, structures, buildings, equipment, computer and other electronic communication systems, furniture, offices, desks, lockers, files, file cabinets and containers at any time and for any reason.

All County employees are therefore strongly encouraged to refrain from storing on or in County owned property any personal article (including personal correspondence) they wish to protect from inspection by County officials.

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

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

5.9.2 Drug Policy

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

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

any off-the-job abuse of such substances which adversely affects an employee's job performance or other County interests is prohibited.

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

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

Employees who violate this Drug and Alcohol Free Workplace Policy will be subject to disciplinary action up to and including discharge and may be allowed to participate in approved treatment as an alternative to discharge.

Employees of independent contractors and temporary agency employees who violate this policy will not be allowed to perform additional services on behalf of the County.

To further insure safe and healthy working conditions, the County may request an employee to participate in drug or alcohol testing for justifiable reasons.

The County also reserves the right to take other justifiable measures including the inspection of all County premises and the personal property of employees on County premises in order to insure compliance with this policy.

Participation in such testing and inspection is voluntary, but employees who refuse shall be deemed in violation of this Policy and subject to termination of employment.

Contractor employees who refuse shall not be permitted to perform further work for the County.

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

Drug and Alcohol Policy and Regulations

A. Purpose

The County of Clarke recognizes that drug and alcohol abuse are serious problems across America. It is, therefore, the goal of the County to establish and maintain a safe and healthy drug and-alcohol-free workplace for its employees, and to protect the safety of the public by providing the highest quality of service.

The County is committed to assisting employees who may be experiencing problems with drugs or alcohol. Employees with such problems are encouraged to seek counseling or other treatment prior to disciplinary or performance action being taken. The County's desire to assist employees does not relieve the County of its responsibility to maintain a drug- and alcohol-free workplace. The use of alcohol, illegal drugs, or the misuse of prescription drugs is not acceptable in the County workplace. Such behavior seriously affects job performance and can create a danger to the public and co-workers. In addition, the use of illegal drugs is not acceptable at any time or place. The policy and regulations pertaining to a drug- and alcohol-free workplace must be followed by all County employees.

B. Policy and Regulations

1. The County of Clarke maintains a drug-and alcohol-free workplace for all of its employees. "Workplace" is defined in the Glossary of these Rules and Regulations.
2. Any drug or alcohol test that results in a "positive" reading will be subject to the County's Drug and Alcohol Policy and Regulations.
3. No employee shall unlawfully manufacture, distribute, dispense, possess, or use on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance, as defined in Schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. §812) and as further defined by the Code of Federal Regulation (21 CFR §§1300.11 through 1300.15).
4. As a condition of employment, each employee shall notify his supervisor of his conviction of any criminal drug law no later than five (5) days after such conviction.
5. As a condition of employment, each employee shall abide by the terms of the County's policy and regulations respecting a drug- and alcohol-free workplace.
6. The possession and/or consumption of alcohol and/or illegal drugs in the workplace are prohibited. This prohibition covers the entire period between the time when the employee initially reports to work to the time when the employee finally leaves work at the end of his shift inclusive of all breaks and meals.

7. Violation of this policy and regulations will result in appropriate disciplinary action up to and including termination.
8. For purposes of maintaining a workplace free of drugs and alcohol, the County of Clark reserves the right to search all County workplaces, as defined in the Glossary of these Rules and Regulations.
9. Employees who have separated from County employment as a result of a positive drug and/or alcohol test will not be entitled to re-employment except in certain circumstances as determined by the County Administrator, Director of Social Services or Constitutional Officer.
10. All employees are subject to reasonable suspension and post-accident drug and alcohol testing.

C. Drug Testing

1. Reasons for testing: Drug tests may be required in the following cases:
 - a. When an applicant for a County position, critical to the safety and security of employees or the public, has been given a conditional offer of employment subject to a negative drug test result.
 - b. When there is reasonable suspicion that a County employee, regardless of position, is under the influence of illegal drugs.
 - c. When a County employee has been authorized to return to work at the recommendation of the County's Medical Review Officer and the Agency Personnel Administrator after testing positive for drug use and after referral to appropriate counseling programs
 - d. When an employee has been referred to the Employee Assistance Program because he/she is seeking assistance due to drug use.
 - e. Commercial Driver's License Holders: As required by the Omnibus Transportation Employee Testing Act of 1991 and implementing regulations of the Office of Drug & Alcohol Policy & Compliance, and the Federal Highway Administration (49 CFR, Parts 40 and 382, et. al.) all employees and applicants who hold or are offered a position that requires a Commercial Driver's License (CDL) as a condition of employment and continued employment will be tested for drugs under the following conditions:
 - i. Pre-employment
 - ii. Random
 - iii. Post-accident:
 1. The employee receives a citation.
 2. A fatality or injury treated away from the scene has occurred.

3. One or more vehicles are towed.
4. The employee should be promptly tested for both drugs and alcohol (within 2 hours).
5. Reasonable suspicion.
6. Return to work after positive test and follow-up.

2. Refusal to Submit to Drug Test

Refusal by an employee to submit to a drug test immediately when requested will be considered a positive test result. A refusal is defined in 49 CFR Part 40 and includes, but is not limited to, failure to appear for testing for any reason, leaving the testing site without prior notice acceptable to the County, or failure to complete and sign an authorization and consent form.

5.10 Workplace Violence

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

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

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

It is our belief that through the steps outlined below we can identify stresses in the workplace early on and develop a risk-reducing violence prevention program. It is important that you become familiar with the provisions of this policy.

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

- Co-workers displaying overt resentment, anger and hostility;
- Co-workers making ominous threats like bad things are going to happen to a particular person or a catastrophic event might occur;

County of Clarke – Personnel Policies

- Co-workers whose work performance has deteriorated suddenly and/or significantly;
- Co-workers who display irresponsible, irrational or inappropriate behavior;
- Co-workers who brandish weapons in the workplace.

5.10.1 Prohibited Conduct

Threats, threatening language, or any other acts of aggression or violence made toward or by any County employees will not be tolerated.

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

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

The County reserves the right to conduct searches and inspections of employee's personal effects or County provided materials in situations meeting the definition of "reasonable-cause" and when a supervisor and the Agency Personnel Administrator agree on the "reasonable-cause" decision.

Illegal and/or unauthorized articles discovered or articles deemed to be dangerous weapons may be taken into custody and may be turned over to law enforcement representatives, as appropriate.

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

5.10.2 Threat Reporting Procedures

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

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

County of Clarke – Personnel Policies

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

Based upon findings, disciplinary action may be taken against the offender.

Employees are empowered to contact the proper law enforcement authorities without first advising the Agency Personnel Administrator (or simultaneously with informing above mentioned) if they believe an immediate safety threat exists.

5.11 Domestic Violence

In order to create a safe, productive workplace, Clarke County is committed to providing information, resources, and support for employees and management who are responding to domestic violence concerns.

Clarke County treats all employees fairly and will not discriminate against an employee in any employment actions because the employee is, or perceived to be, a victim of domestic violence.

To enable employees to seek assistance for domestic violence needs, it is encouraged that management respond to employees who are victims of domestic violence in an open minded manner. Respecting the employees' need for confidentiality whenever possible, we reserve the right to disclose limited information and take action when it is clearly necessary to protect the safety of Clarke County employees.

5.11.1 Education and Training

Clarke County believes that offering employees opportunities to increase their awareness of domestic violence helps to prevent and reduce the impact of domestic violence in the lives of our staff.

The County provides workplace educational and informational resources to employees whenever feasible.

5.11.2 Safety and Security

Clarke County will not tolerate any acts of threat or domestic violence against any employee while on County property or while conducting County business.

Employees who threaten, harass, or abuse any one either at the workplace or from the workplace, may be subject to disciplinary action, up to and including termination.

Employees who become aware of threats or acts of domestic violence that may occur or have occurred in the workplace must immediately inform their supervisor. In addition, employees

with Orders of Protection or restraining orders that reference the worksite, must provide their supervisor or Agency Personnel Administrator with a copy of the order.

5.11.3 Employees Who Commit Acts of Domestic Violence

An employee who is found guilty of committing an act of domestic violence in the workplace may be subject to disciplinary action, up to and including termination.

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

5.12 Discipline

It is the policy of the County that all employees are expected to comply with the County's standards of behavior as set forth in these policies.

Any non-compliance with these standards must be remedied and can be subject to one or more disciplinary actions.

The supervisor or Agency Personnel Administrator shall consider the severity of the non-compliance and shall utilize the disciplinary action available in a progressive manner.

5.12.1 Progressive Discipline

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

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

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

- a. Discussion: Meet with and advise the employee of the nature of the problem and the action necessary to correct the situation. This action may be considered informative in nature and usually will not result in any entry in the employee's personnel file; however, the supervisor/Agency Personnel Administrator should document the conversation for reference.

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

5.12.2 Resignation with Pending Charges to Terminate

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

5.12.3 Appeal

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

5.12.4 Notification

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

5.12.5 List of Offenses Typically Addressed Through Progressive Discipline

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

- Rude, abusive, indecent or threatening language to employees of the public;

County of Clarke – Personnel Policies

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

5.12.6 List of Offenses Addressed Through More Serious Discipline

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

- Charged with a felony or convicted of a misdemeanor;
- Theft or misappropriation of funds or resources;
- Falsifying any official County document;
- The willful giving of false statements;
- Unsafe or illegal conduct that could result in endangering oneself, other employees or property, and/ or the public;
- Fighting and/ or other acts of physical violence;
- Absence in excess of three days without proper authorization or a satisfactory reason;
- Gambling on County property or during work hours;
- Sleeping during normal work hours for employees other than those who sleeping facilities are provided, such as fire and emergency medical services personnel ;
- Insubordination;
- Sexual, racial or any other form of harassment;
- Theft or unauthorized removal of County records or property;
- Participating in any kind of slow down or similar concerted interference with County operations;
- Gross negligence;

- Willfully or negligently damaging or defacing County property.

5.13 Separation of Employment

The termination of an employee's service in the County may be the choice of the employee to either resign or retire, or the choice of the County to reduce the work force or to dismiss the individual. Whatever the reason for the separation, this final employee action, t closes the entire personnel file, must be documented.

An exit interview will be held between the exiting employee and the Agency Personnel Administrator. This interview is encouraged in all voluntary terminations and retirement.

During the exit interview, the employee may discuss reasons for leaving and the status of benefits and compensation. This is not intended as a counseling or grievance session.

End of Document

MEMORANDUM

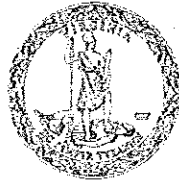
TO: Board of Supervisors

FR: Thomas Judge, Director of Joint Administrative Services

DT: 3/13/2017

RE: *March Finance*

1. **FY 17 Supplemental Appropriations and Transfers.** The Finance Committee recommends approval of the following actions:
 - a. Sheriff's Grant. Please see the attached grant received by the Sheriff:
"Be it resolved that FY 17 budgeted expenditure and appropriations for the Sheriff's Department be increased \$15,000, that \$7,500 revenue from the Commonwealth be recognized, and that the designation for government savings be reduced by \$7,500, all for the purpose of purchasing equipment related to Emergency Management."
 - b. Historic Resources Grant. Please see the attached grant received by the Historic Preservation Commission: *"Be it resolved that the Historic Preservation Commission budgeted expenditure and appropriation be increased \$9,500 and that revenue from the Commonwealth be recognized in the same amount, all for the purpose of outlining a book regarding the architectural history of Clarke County."*
 - c. *Barns of Rose Hill Endowment Contribution.* Please see the attached letter. *"Be it resolved \$1,000 be transferred from the professional services contingency to the Barns of Rose Hill for the purpose of contributing to the Barns of Rose Hill endowment."*
 - d. Clerk of the Circuit Court. Please see attached memo:
"Be it resolved that \$3050 in budgeted expenditure be transferred from the minor capital contingency of the General Fund, to the Clerk of the Circuit Court for the replacement of a copier."
2. **Health Rates.** Please find attached the health rates for FY 18. These have been approved by Joint Administrative Services and the School Board, and are proposed for approval by the Board of Supervisors.
3. **Bills and Claims.** This attached is recommended for approval.
4. **Standing Reports.** The following reports are attached: Reconciliation of Appropriations; Fund Balance; Expenditure Summary; Capital Projects Status.



COMMONWEALTH of VIRGINIA
Department of Emergency Management

JEFFREY D. STERN, Ph. D.
State Coordinator

BRETT A. BURDICK
Chief Deputy Coordinator

SUSAN L. MONGOLD
Deputy Coordinator

10501 Trade Court
North Chesterfield, Virginia 23236-3713
(804) 897-6500
(TDD) 674-2417
FAX (804) 897-6506

August 8, 2016

Mr. David L. Ash
County Administrator
Clarke County
101 Chalmers Street
Berryville, VA 22611

RE: FY 2016 Emergency Management Performance Grant

Dear Mr. Ash:

The Virginia Department of Emergency Management (VDEM) is pleased to announce the allocation of the **2016 Emergency Management Performance Grant (EMPG) (CFDA # 97.042)** from the U. S. Department of Homeland Security (DHS) Federal Emergency Management Agency (FEMA). Appropriation Authority for this program is *the Department of Homeland Security Appropriations Act, 2016 (Public Law 114-113)*. Your locality has been allocated funding for:

Project Title: 2016 Local Emergency Management Performance Grant (LEMPG)

Federal Grant Allocation: \$7,500
Subrecipient's Required Cost Share/Match Amount: \$7,500
Total Project: \$15,000
Obligation Period: July 1, 2016 – June 30, 2017

***This letter serves as notification of your allocation and is not an authorization to incur expenditures.** Funds will be formally awarded to your locality through a Grant Agreement issued by VDEM upon its satisfactory review of your application package submission and approval of a budget application in VDEM's Electronic Grants Management System (eGMS).* You must initiate these steps, described under *Accessing Your Allocation*, within 30 days from the date of this notification.

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Program Purpose

The purpose of the EMPG Program is to make grants to states to assist state and local governments in preparing for all hazards as authorized by the *Robert T. Stafford Disaster Relief and Emergency Assistance Act* (42 U.S.C. 5121 et seq.). Title VI of the *Stafford Act* authorizes FEMA to make grants for the purpose of providing a system of emergency preparedness for the protection of life and property in the United States from hazards and to vest responsibility for emergency preparedness jointly in the federal government, states, and their political subdivisions. The federal government, through the EMPG Program, provides necessary direction, coordination, and guidance, and provides necessary assistance, as authorized in this title, to support a comprehensive all hazards emergency preparedness system.

The FY 2016 EMPG Program plays an important role in the implementation of Presidential Policy Directive 8 (PPD-8) by supporting the development and sustainment of core capabilities. Core capabilities are essential for the execution of each of the five mission areas outlined in the National Preparedness Goal (NPG). The development and sustainment of these core capabilities are not exclusive to any single level of government or organization, but rather require the combined effort of the whole community. The FY 2016 EMPG Program supports all core capabilities in the prevention, protection, mitigation, response, and recovery mission areas based on allowable costs. Examples of tangible outcomes from the EMPG Program include building and sustaining emergency management capabilities through:

- Building and sustaining core capabilities identified in the NPG,
- Approved emergency plans,
- Completion of Threat and Hazard Identification Risk Assessment (THIRA),
- Development and maintenance of multi-year Training and Exercise Plans (TEPs)
- Targeted training and verification of personnel capability, and
- Whole Community approach to security and emergency management.

VDEM recognizes the critical role of emergency management at the local level. Strong local emergency management programs keep the Commonwealth safer, and allow state and local government to respond and recover effectively and efficiently when an emergency or disaster occurs. The objective of the LEMPG, then, is to support your locality's efforts to develop and maintain a Comprehensive Emergency Management Program.

Important Award Terms and Conditions

Subrecipients must comply with the following federal requirements:

- FY 2016 Emergency Management Performance Grant Program (EMPG) Notice of Funding Opportunity (NOFO)
FY 2016 Emergency Management Performance Grant Program NOFO

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- Department of Homeland Security Standard Terms and Conditions for 2016
DHS Standard Terms and Conditions for 2016
- 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards
2 CFR Part 200 Uniform Administrative Requirements

Cost Share/Match

The federal share that is used towards the EMPG Program budget must not exceed 50 percent of the total budget. The subrecipient must equally match (cash or in-kind) the federal contribution pursuant to Sections 611(j) and 613 of the *Robert T. Stafford Disaster Relief and Emergency Assistance Act* (Pub. L. No. 93-288), as amended, (42 U.S.C. §§ 5121et seq.). Unless otherwise authorized by law, federal funds cannot be matched with other federal funds. FEMA administers cost matching requirements in accordance with 2 CFR §200.306 located at <http://www.ecfr.gov>. To meet matching requirements, the contributions must be verifiable, reasonable, allowable, allocable, and necessary under the grant program and must comply with all federal requirements and regulations.

Management and administration (M&A)

Your local EMA may retain and use up to 5% of the award for local management and administration purposes. M&A activities are those directly related to managing and administering EMPG Program funds, such as financial management and monitoring. It should be noted that salaries of state and local emergency managers are not typically categorized as M&A, unless the state or local emergency management agency (EMA) chooses to assign personnel to specific M&A activities.

Accessing Your Allocation

To access your allocation, you must complete the following steps within 30 days from the date of this notification:

Step 1: Complete these documents and submit electronically as one package to your Grants Administrator:

- Point of Contact (POC) Form
- FEMA Environmental and Historic Preservation (EHP) Screening Form
 - All projects must comply with EHP requirements. Subrecipients must not obligate and/or expend any (federal and/or non-federal matching) funds on any project having the potential to impact environments planning and historical preservation resources without the prior approval of FEMA. For

“Working to Protect People, Property and Our Communities”

Mr. David L. Ash
Page 4
July 27, 2016

more information, please visit <http://www.vaemergency.gov/em-community/grants/> or contact your Grants Administrator.

- Assurances- Non-construction Form
- FEMA 20-16C Form
- SF-LLL – Certification Regarding Lobbying Form
- Work Elements
 - These Work Elements describe the items to be completed by your locality during the period of performance and are designed to enhance local capabilities in the areas of planning, training and exercises, situational awareness, and capability reporting. Your VDEM Chief Regional Coordinator can provide technical assistance and guidance in completing these Work Elements.

Step 2: Log in to the VDEM Electronic Grants Management System (eGMS) at <https://www.ttegms.com/virginia/login.cfm> to complete and submit a budget application for your allocation. If you do not have access to eGMS, please contact your Grants Administrator.

[Click on Grant Management, Budget Application, from the drop-down menu. Click the link named 2016 Local Emergency Management Performance Grant (LEMPG) to complete your budget application.]

Notification of budget approval will be sent through an eGMS automated email message to the subrecipient point of contact entered in the budget application.

Reporting

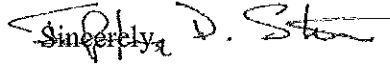
Subrecipients are obligated to submit quarterly progress reports as a condition of their award. The report, found at <http://www.vaemergency.gov/em-community/grants/all-grant-forms>, must be based on the approved EMPG Program Work Plan and budget application. Quarterly progress reports must be submitted to your Grants Administrator by email within 15 days following the end of the quarter.

Within 30 days following the end of the period of performance, subrecipients must submit a final progress report detailing all accomplishments throughout the period of performance along with the completed Work Elements. After these reports have been reviewed and approved by the Grants Office and chief regional coordinators, a close-out notice will be issued which will indicate the period of performance as closed, list any remaining funds that will be deobligated, and address the record retention requirements for grant records. The subrecipient must return any funds that have been drawn down, but remain unliquidated in its financial records.

“Working to Protect People, Property and Our Communities”

Mr. David L. Ash
Page 5
July 27, 2016

Please initiate the steps described under *Accessing Your Allocation* within 30 days from the date of this notification. If you have any questions regarding this award, please contact Shannon Girouard, Grants Administrator, in the Grants Office at (804) 897-9769 or shannon.girouard@vdem.virginia.gov.

A handwritten signature in black ink that reads "Sincerely, J. Stern". The word "Sincerely," is written in a cursive style, and "J. Stern" is written in a more formal, slightly cursive hand.

Jeffrey D. Stern, Ph.D.

JDS/SMG

cc: Mr. David L. Ash Coordinator, Emergency Management
Mr. Ted Costin, Director of Regional Support, West Division
Mr. Mark Stone, Chief Regional Coordinator, Region 2

"Working to Protect People, Property and Our Communities"

LEMPG GRANT 2016

LEMPG GRANT FUNDING (\$7,500.00)

	Item	Description	Qty	Cost per Item	Total Cost
1	LG 65" TV - LG65UX340C	TV used with video conference (polycom) system EOC	1	\$1,585.00	\$1,585.00
2	TV Stand - Luxor FP4000	Stand to hold tv-make mobile for EOC	1	\$275.00	\$275.00
3	Computer - Lenovo ThinkCentre M900z10F2	Computers (upgrades for EOC computers) for ESFs	4	\$1,317.00	\$5,268.00
4					\$0.00
5					\$0.00
6					\$0.00
7					\$0.00
8					\$0.00

TOTAL SPENT- \$7,128.00
TOTAL REMAINING- \$372.00

LEMPG LOCAL FUNDING (\$7,500.00)

	Item	Description	Qty	Cost per Item	Total Cost
1	Computer - Lenovo ThinkCentre M900z10F2	Computers (upgrades for EOC computers) for ESFs	6	\$1,317.00	\$7,902.00
2	ATT December 2016 Bill	Phone for 540-277-7993-Licty	1	\$41.97	\$41.97
3					\$0.00
4					\$0.00
5					\$0.00
6					\$0.00
7					\$0.00
8					\$0.00

TOTAL SPENT- \$7,943.97
TOTAL REMAINING- \$443.97

TOTAL PROJECT FUNDING BALANCE- \$15,000.00



COMMONWEALTH of VIRGINIA

Department of Historic Resources

2801 Kensington Avenue, Richmond, Virginia 23221

Molly Joseph Ward
Secretary of Natural Resources

Julie V. Langan
Director

Tel: (804) 367-2323
Fax: (804) 367-2391
www.dhr.virginia.gov

July 18, 2016

Alison Teetor, Natural Resource Planner
101 Chalmers Ct, Suite B
Berryville, VA 22611

RE: 2016-17 CLG Grant Agreement

Dear Ms. Teetor:

I am pleased to enclose an agreement for your 2016-17 CLG Grant for \$9,500 for Clarke County to complete an outline for a book entitled *Clarke County, Virginia History through Architecture*. Congratulations and we look forward to working with you on this project.

Please sign this agreement and return it to **Aubrey Von Lindern, Northern Regional Preservation Office, Department of Historic Resources, P.O. Box 519** in the next ten days. If you have any questions, you are welcome to contact Aubrey at (540) 868-7029.

Sincerely,

Julie V. Langan
Director
Virginia Department of Historic Resources

Administrative Services
10 Courthouse Ave.
Petersburg, VA 23803
Tel: (804) 862-6408
Fax: (804) 862-6196

Eastern Region Office
2801 Kensington Avenue
Richmond, VA 23221
Tel: (804) 367-2323
Fax: (804) 367-2391

Western Region Office
962 Kime Lane
Salem, VA 24153
Tel: (540) 387-5443
Fax: (540) 387-5446

Northern Region Office
5357 Main Street
PO Box 519
Stephens City, VA 22655
Tel: (540) 868-7029
Fax: (540) 868-7033

**Certified Local Government Grant Agreement
2016-2017**

This agreement entered into this 18st day of July, 2016, by the Commonwealth of Virginia, Department of Historic Resources (DHR), and Clarke County, the Certified Local Government (CLG), WITNESS that DHR and the CLG, in consideration of the mutual covenants, promises, and agreements herein contained, agree that the grant awarded by DHR to the CLG shall be described below:

Project Title: Book Outline, Clarke County, Virginia History through Architecture

Grant Amount: \$9500 Matching Share: \$6,086 Total Project Costs: \$15,586

Grant Period: July 15, 2016,* through June 30, 2017.

*Actual start date is the date of full execution of agreement.

This grant agreement incorporates the following documents:

- (1) **This signed form;**
- (2) **DHR Request for Applications – 2016-2017 CLG Subgrant Program, dated April 15, 2016;**
- (3) **Grant Application from the Clarke County dated May 26, 2016;**
- (4) **Any negotiated modifications thereto, all of which are referenced below:**
 - a. Any publications produced with grant funds must include the language concerning NPS financial assistance and nondiscrimination as shown below:

This publication has been financed in part with Federal funds from the National Park Service, U.S. Department of the Interior. However, the contents and opinions do not necessarily reflect the view or policies of the U.S. Department of the Interior. This program receives Federal financial assistance for identification and protection of historic properties. Under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination Act of 1975, as amended, the U.S. Department of the Interior prohibits discrimination on the basis of race, color, national origin, disability or age in its federally assisted programs. If you believe you have been discriminated against in any program, activity, or facility as described above, or if you desire further information, please write to: Office of Equal Opportunity, National Park Service, 1849 C Street, NW, Washington, D.C. 20240.

Page 2, Clarke County
July 18, 2016

IN WITNESS WHEREOF, the parties have caused this Grant Agreement to be duly executed, intending to be bound thereby.

CERTIFIED LOCAL GOVERNMENT

**COMMONWEALTH OF VIRGINIA
DEPT. OF HISTORIC RESOURCES**

Signature: Alison Teetor

Signature: Julie V. Langan

Name: Alison Teetor

Name: Julie V. Langan

Title: Natural Resource Planner

Title: Director

Date: 8/13/16

Date: 8.9.16

PROJECT BUDGET

Category	Description	Grant Funds	Applicant Match*
Personnel (Use this category for local government staff who will be working on the proposed grant project)	Period: 2015 Jul 1 – 2016 Jun 30		
	Title: Natural Resource Planner (for planning) Salary/Wage: \$33.38 x 5 hours Fringe Benefits: 28 %		\$ 167 \$ 47
	Title: Planning Dept. Secretary Salary/Wage: \$20.78 x 2 hours Fringe Benefits: 35%		\$ 41 \$ 14
	Title: Accountant Salary/Wage: \$28.61 x 6 hours Fringe Benefits: 35%		\$ 171 \$ 60
	Title: County Administrator Salary/Wage: \$68.27 x 1 hours Fringe Benefits: 27%		\$ 68 \$ 18
Travel	Purpose: Mode: Lodging/Meals: Calculation:		\$
Contracts	Service: Architectural Historian Contract Amount: \$15,000	\$ 9,500	\$ 5,500
Other			
Volunteers	Title: Hours: ____ x \$7.25 per hour Period:		
Totals		\$ 9,500	\$ 6,086 (39%)

Attach documentation (resumes, vitae, certifications) for all staff that will be associated with this project. Please replicate this form, as needed to provide complete budget information for the proposed grant project.

* For the 2016-17 competition, a 30 % matching share is recommended, but not required. CLGs that can offer a 50 % cash match will receive bonus points during the evaluation process. The only exception to this recommended match is for proposals to host a training workshop for all CLGs, non-profit heritage groups, and others or for a membership.

SOURCES OF MATCHING SHARE

	DONOR	SOURCE	AMOUNT
Cash*	Clarke County Board of Supervisors	General Fund	\$1,000
	Clarke County Conservation Easement Authority	Cash In Hand	\$2,500
	The Clermont Foundation	Cash in Hand	\$2,000
In-kind Services**	Clarke County Board of Supervisors	General Fund	\$ 586
Volunteer Time			
Grand Total			\$6,086

* General funds not previously appropriated for in-kind services.

** Funds appropriated for salaries, fringe benefits, supplies, etc.

Certification:

I certify that the matching share identified above is available, is a necessary and reasonable contribution to achieving the scope of work proposed and documentation of the expenses will be provided to support the reimbursement request.

Signature: _____



Title: County Administrator

Date: 5/26/16



Barns of Rose Hill

95 Chalmers Court
P.O. Box 738, Berryville, VA 22611
(540) 955-2004 - www.barnsofrosehill.org

February 1, 2017

Board of Directors

Chair

Diana Kincannon

Vice Chair

Michael Hobert

Secretary

Kathy Hudson

Treasurer

Jean Wilson

Directors

Susi Bailey

Tom Cammack

David Conrad

Lucy Dorick

Lily Rose Dunning

Kathy Hudson

Patricia James

Alex McKay

Bob Randolph

Executive Director

Kelli Hart

Programs Director

Morgan Morrison

Assistant Director

Nathan Borger

Thomas J. Judge, Director
Department of Joint Administrative Services
County of Clarke, Virginia
524 Westwood Rd.
Berryville, VA 22611

Dear Mr. Judge,

It was good to speak with you yesterday morning. Thank you for the invitation to meet with the committee on February 13th at 5:30.

As I mentioned in our conversation, I am writing with the exciting news that Barns of Rose Hill has an opportunity to build our endowment fund with a matching gift from an area foundation. They have offered to match every dollar (up to \$100,000) that is donated to Barns of Rose Hill's endowment fund per year for five years.

Our request, on January 5, 2017, was for funding programming and operations and we hope you will choose to grant that request in full to help us provide the variety of educational, cultural and entertaining programs that everyone in our community enjoys and expects from us.

We hope you will consider an additional gift of \$2,500 directed toward our endowment fund. That gift will be matched and result in a \$5,000 boost to our endowment fund to help ensure that Barns of Rose Hill will be here to enrich the lives of future generations.

I look forward to meeting with the Board of Supervisors Finance Committee on February 13th and will be happy to answer any questions they may have about this special opportunity.

Sincerely,

Kelli Hart
Executive Director

cc: Annette Gilley

Barns of Rose Hill is a 501(c)(3) non-profit organization.
Tax Identification # 27-0103521
Donations are tax deductible to the full extent of the law.

Clarke County**tjudge@clarkecounty.gov**

New Copier for Circuit Court Clerk

From : Tom Judge <tjudge@clarkecounty.gov>

Fri, Feb 17, 2017 02:26 PM

Subject : New Copier for Circuit Court Clerk**To :** Helen Butts <hbutts@courts.state.va.us>, Mike
Legge <mlegge@clarkecounty.gov>

I will take to the Finance committee in March:

A request to transfer \$3050 from General Fund contingency to
purchase a new copier for the Circuit Court Clerk.Thomas J. Judge, Director of Joint Administrative Services,
Clarke County, 540-955-6172

FY 18 Monthly Health Benefit Rates

Effective 5/15/2017

Source: Joint Administrative Services

A. Plan Rates

	<u>Cost</u>	<u>Employer</u>	<u>Employee</u>
<u>KA 250 Plan Option</u>			
<i>Regular Full Time</i>			
Single	674.00	569.66	104.34
Dual	1,247.00	621.58	625.42
Family	1,820.00	907.28	912.72
<i>Transportation, Food Service & Other</i>			
Single	674.00	480.67	193.33
Dual	1,247.00	524.48	722.52
Family	1,820.00	765.55	1,054.45
<u>KA 500 Plan Option</u>			
<i>Regular Full Time</i>			
Single	620.00	569.66	50.34
Dual	1,147.00	621.58	525.42
Family	1,674.00	907.28	766.72
<i>Transportation, Food Service & Other</i>			
Single	620.00	480.67	139.33
Dual	1,147.00	524.48	622.52
Family	1,674.00	765.55	908.45
<u>TLC High Deductible</u>			
<i>Regular Full Time</i>			
Single	487.00	487.00	.00
Dual	901.00	553.75	347.25
Family	1,315.00	807.05	507.95
<i>Transportation, Food Service & Other</i>			
Single	487.00	410.92	76.08
Dual	901.00	467.25	433.75
Family	1,315.00	680.98	634.02

Clarke County
Invoice History Report
February 28, 2017

VENDOR NAME	ACCOUNT DESC	FULL DESC	INVOICE DATE	AMOUNT
Ahold Financial Serv	Programs Materials & Supplies	Martins Winchester store 6283 acct 221224	12/02/2016	30.47
Ahold Financial Serv Total				30.47
APCO	Sheriff Dues Subscr & Memb	Membership Dues	02/01/2017	230.00
APCO Total				230.00
Arc Water Treatment	JGC Maintenanc Purchased Servi	rm ARC 101 Chalmers Ct water treatment	02/01/2017	70.85
Arc Water Treatment	Maintenanc Purchased Services	rm ARC 101 Chalmers Ct water treatment	02/01/2017	42.15
Arc Water Treatment Total				113.00
At&t	County Adm Telephone	Acct 287015712672	01/23/2017	41.97
At&t	IT Telephone	Acct 287015712672	01/23/2017	122.56
At&t	Registrar Telephone	Acct 287015712672	01/23/2017	61.28
At&t	Comm Atty Telephone	Acct 287015712672	01/23/2017	167.88
At&t	Sheriff Telephone	Acct 287015712672	01/23/2017	1,018.05
At&t	Communicat Telephone	Acct 287015712672	01/23/2017	169.09
At&t	EMS Telephone	Acct 287015712672	01/23/2017	41.97
At&t	Bldg Insp Telephone	Acct 287015712672	01/23/2017	159.07
At&t	AnimalCtrl Telephone	Acct 287015712672	01/23/2017	14.00
At&t	Maintenanc Telephone	Acct 287015712672	01/23/2017	62.97
At&t	Econ Dev Telephone	Acct 287015712672	01/23/2017	41.97
At&t Total				1,900.81
Attic Promotions	Pool Merch for Resale	Swim Caps	01/30/2017	366.20
Attic Promotions Total				366.20
BB&T	Registrar Travel	Trans 1/18 Post 1/19	02/09/2017	149.56
BB&T	EMS Travel	Fire & EMS BB&T credit card statement 2/9/17	02/09/2017	835.40
BB&T	EMS Materials & Supplies	Trans 1/30 Post 1/31	02/09/2017	279.00
BB&T	Bldg Insp Travel	Building \$77.05 Required Training	02/07/2017	77.05
BB&T	AnimalCtrl Materials & Supplie	rm BB&T credit card charges 01-09-17 to 02-05-17	02/09/2017	681.50
BB&T	Maintenanc Materials & Supplie	rm BB&T credit card charges 01-09-17 to 02-05-17	02/09/2017	1,495.80
BB&T	Parks Adm Purchased Services	Refund for amazon charge	02/09/2017	-99.99
BB&T	Maintenanc Materials & Supplie	rm BB&T credit card charges 01-09-17 to 02-05-17	02/09/2017	107.67
BB&T	Maintenanc Materials & Supplie	rm BB&T credit card charges 01-09-17 to 02-05-17	02/09/2017	131.93
BB&T	Cnsrv Esmt Donation- Mat & Sup	Services for CEA	02/24/2017	546.44
BB&T	Gen Dist Crt Repairs CO Replac	rm BB&T credit card charges 01-09-17 to 02-05-17	02/09/2017	514.56
BB&T Total				4,718.92
Berryville Auto Part	Sheriff Purchased Services	Estimated Vehicle Repair for 1405	02/03/2017	120.00
Berryville Auto Part	Sheriff Purchased Services	Credit Memo for invoice 113822 / 98411	02/03/2017	-75.00
Berryville Auto Part	Sheriff Purchased Services	Estimated Vehicle Repair for 1303	02/10/2017	20.00
Berryville Auto Part	Sheriff Purchased Services	Estimated Vehicle Repair for 1601	02/03/2017	40.00
Berryville Auto Part	Sheriff Vehicle Repair Parts	Estimated Vehicle Repair for 1405	02/03/2017	42.03
Berryville Auto Part	Sheriff Vehicle Repair Parts	Credit Memo for invoice 113822 / 98411	02/03/2017	-13.59
Berryville Auto Part	Sheriff Vehicle Repair Parts	Estimated Vehicle Repair for 1303	02/10/2017	137.27
Berryville Auto Part	Sheriff Vehicle Repair Parts	Estimated Vehicle Repair for 1402	02/10/2017	11.97
Berryville Auto Part	Sheriff Vehicle Repair Parts	Estimated Vehicle Repair for 1601	02/03/2017	22.26
Berryville Auto Part	Maintenanc Materials & Supplie	rm BAP Maint Grease for shop	02/08/2017	20.39
Berryville Auto Part	Maintenanc Materials & Supplie	rm BAP Maint repairs to 2002 dakota steering colum	02/10/2017	312.38
Berryville Auto Part Total				637.71
Berryville True Valu	Maintenanc Materials & Supplie	rm BH Maint glide pads	02/10/2017	8.49
Berryville True Valu	JGC Maintenanc Materials & Sup	rm BH 101 Chalmers Ct , brs raised plug	02/16/2017	8.14
Berryville True Valu	Maintenanc Materials & Supplie	rm BH 102 N. Church rubber diaphram	02/17/2017	3.29
Berryville True Valu	Maintenanc Materials & Supplie	rm BH 104 N. Church base caulk filler	02/01/2017	21.27
Berryville True Valu	Maintenanc Materials & Supplie	rm BH 104 N. Church nuts and washer brush	02/02/2017	26.05
Berryville True Valu	Maintenanc Materials & Supplie	rm BH 104 N. Church machine screws	02/10/2017	3.69
Berryville True Valu	Maintenanc Materials & Supplie	rm BH ACO boat snap for flag pole	02/16/2017	15.96
Berryville True Valu	Maintenanc Materials & Supplie	rm BH Park Baseball rebar	02/07/2017	18.87
Berryville True Valu	Maintenanc Materials & Supplie	rm BH 101 Chalmers Ct , brs raised plug	02/16/2017	4.85
Berryville True Valu Total				110.61
Bosserman, Barbara	Registrar Materials & Supplies	Hand Cart	02/03/2017	27.37
Bosserman, Barbara Total				27.37
Bouffault, Robina	Plan Com Board Member Fees	Attd @ 1-3-17 & 1-6-17 PC Mtgs	02/06/2017	100.00
Bouffault, Robina Total				100.00
BSN Sports Inc	Maintenanc Materials & Supplie	rm BSN Soccer nets	01/27/2017	209.98
BSN Sports Inc Total				209.98
Buckley, Randy	Plan Com Board Member Fees	Attd @ 1-3-17 & 1-6-17 PC Mtgs	02/06/2017	100.00

**Clarke County
Invoice History Report
February 28, 2017**

VENDOR NAME	ACCOUNT DESC	FULL DESC	INVOICE DATE	AMOUNT
Buckley, Randy Total				100.00
Caldwell, Anne	Plan Com Board Member Fees	Attd @ PC 1-3-17 & 1-6-17 mtgs	02/06/2017	100.00
Caldwell, Anne Total				100.00
Capelli, Len	Econ Dev Purchased Services	Len Capelli Econ Dev Dir January 2017	02/06/2017	2,047.50
Capelli, Len Total				2,047.50
Cardillo, Robin Couc	Cnsrv Esmt Donation- Purch Svc	Service for CEA	02/08/2017	1,413.62
Cardillo, Robin Couc Total				1,413.62
Chatman, Stacey	Programs Purchased Services	contracted employee	02/15/2017	546.00
Chatman, Stacey Total				546.00
Coalition of High Gr	BoS Dues, Subscrip & Member	2017 Member Contribution 14,363 \$0.025	01/20/2017	359.08
Coalition of High Gr Total				359.08
Comcast	Sheriff Purchased Services	Comcast High-Speed Internet	02/21/2017	87.27
Comcast Total				87.27
Commercial Press	Treasurer Materials & Supplies	letterhead	01/20/2017	74.25
Commercial Press	Treasurer Materials & Supplies	Envelopes	01/20/2017	114.88
Commercial Press	Treasurer Materials & Supplies	Envelopes	01/27/2017	244.25
Commercial Press	Sheriff Office Supplies	Business Cards for Jason Hough	01/27/2017	49.90
Commercial Press Total				483.28
Commissioners of Rev	Com of Rev Travel	Page & Donna retreat in Staunton	02/17/2017	80.00
Commissioners of Rev Total				80.00
Consolidated Electri	JGC Maintenanc Purchased Servi	rm Consolidated 101 Chalmers Ct pole lights	01/31/2017	115.37
Consolidated Electri	Maintenanc Purchased Services	rm Consolidate Rec pole lights	01/31/2017	135.00
Consolidated Electri	Maintenanc Purchased Services	rm Consolidated 101 Chalmers Ct pole lights	01/31/2017	68.63
Consolidated Electri Total				319.00
Crown Trophy	Cnsrv Esmt Donation- Mat & Sup	Engraved Plate	02/17/2017	35.00
Crown Trophy Total				35.00
Daly Computers	IT Capital Outlay Adds	1 NUC & KVM	10/31/2016	266.00
Daly Computers	IT Capital Outlay Adds	video cables for main meeting room	02/08/2017	108.00
Daly Computers	IT Capital Outlay Adds	KVM switch	02/20/2017	20.00
Daly Computers Total				394.00
DDL Business Sys	Parks Adm Maint Contracts	Contract 10240-13	01/25/2017	104.16
DDL Business Sys Total				104.16
Dehaven Berkeley	Maintenanc Water & Sewer	rm Dehaven Maint Feb 2017 cooler rent	02/14/2017	11.00
Dehaven Berkeley	Maintenanc Water & Sewer	rm Dehaven Maint water	02/02/2017	18.85
Dehaven Berkeley	Maintenanc Water & Sewer	rm Dehaven 100 N. Feb 2017 cooler rental	02/14/2017	9.00
Dehaven Berkeley Total				38.85
Department of State	Programs Dues Subscr & Memb	Back ground check acct A0026	02/01/2017	20.00
Department of State Total				20.00
Derek Hetz	Programs Refunds	Refund	01/30/2017	190.00
Derek Hetz Total				190.00
DMV	Treasurer DMV Stop	stop payments	01/31/2017	220.00
DMV Total				220.00
Foxs Pizza	Programs Materials & Supplies	Pizza Parents night out	02/11/2017	37.50
Foxs Pizza Total				37.50
Galls/Best Uniforms	Sheriff Uniform Sworn Staff	Uniforms	02/07/2017	104.87
Galls/Best Uniforms Total				104.87
GCA	Maintenanc Maint Contracts	rm GCA County Cleaning for Feb 2017	02/01/2017	3,366.23
GCA	JGC Maint Contracts	rm GCA County Cleaning for Feb 2017	02/01/2017	2,332.38
GCA	Maintenance Custodial Contract	rm GCA Rec Center clean Senior Center	01/31/2017	127.60
GCA	Maintenanc Maint Contracts	rm GCA County Cleaning for Feb 2017	02/01/2017	293.78
GCA	Maintenanc Maint Contracts	rm GCA County Cleaning for Feb 2017	02/01/2017	1,387.51
GCA Total				7,507.50
Grainger Inc	Maintenanc Materials & Supplie	rm Grainger Baseball carriage bolts for drag	02/09/2017	32.10
Grainger Inc	Maintenanc Materials & Supplie	rm Grainger Baseball carriage bolts for drag	02/10/2017	128.40
Grainger Inc Total				160.50
Gray, Ginger	Programs Purchased Services	contracted employee	02/15/2017	182.00
Gray, Ginger	Programs Purchased Services	contracted employee	02/01/2017	109.20
Gray, Ginger Total				291.20
Grubb, Kristen	Programs Purchased Services	Contracted Employe	02/15/2017	195.65
Grubb, Kristen Total				195.65
Hall, Monahan	Legal Svc Purchased Svcs	PA \$207.50;PC \$40;Treas \$40;Audit \$40	02/03/2017	80.00
Hall, Monahan	Plan Adm Purchased Services	PA \$207.50;PC \$40;Treas \$40;Audit \$40	02/03/2017	207.50

**Clarke County
Invoice History Report
February 28, 2017**

VENDOR NAME	ACCOUNT DESC	FULL DESC	INVOICE DATE	AMOUNT
Hall, Monahan	Plan Com Purchased Services	PA \$207.50;PC \$40;Treas \$40;Audit \$40	02/03/2017	40.00
Hall, Monahan	Dev Rights Purchased Services	Legal Service Jan '17	02/08/2017	1,072.50
Hall, Monahan Total				1,400.00
Hurt&Proffitt	Citizens Conv Ctr Eng & Archit	Convenience Center Review and	01/31/2017	125.90
Hurt&Proffitt	Citizens Conv Ctr Eng & Archit	Addtl svcs for retaining wall design-Conv Center	01/31/2017	616.00
Hurt&Proffitt Total				741.90
Independent Statione	Clk of CC Materials & Supplies	Acct ETCPN00016	01/19/2017	8.25
Independent Statione Total				8.25
Johnston, Jane	Programs Purchased Services	Contracted Employee	02/15/2017	491.40
Johnston, Jane Total				491.40
Kalbiam, Maral	HstPrvCom Purchased Services	Consulting services for HPC Jan '17	02/02/2017	1,320.00
Kalbiam, Maral Total				1,320.00
Kruhm, Douglas	Plan Com Board Member Fees	Attd @ 1-3-17 & 1-6-17 PC mtgs	02/06/2017	100.00
Kruhm, Douglas Total				100.00
Lee, Frank	Plan Com Board Member Fees	Attd @ 1-3-17 & 1-6-17 PC Mtgs	02/06/2017	100.00
Lee, Frank Total				100.00
Les Johns	Programs Refunds	Refund	01/30/2017	170.00
Les Johns Total				170.00
LexisNexis	BoS Materials & Supplies	sv-4-17-3-18_VA Advance Legislative Service	01/16/2017	114.44
LexisNexis Total				114.44
Lichty, Brian	EMS Purchased Services	Fire&EMS Director re-location	02/15/2017	2,000.00
Lichty, Brian Total				2,000.00
Logan Systems Inc	Clk of CC Microfilming	computer indexing	02/15/2017	451.39
Logan Systems Inc Total				451.39
Lord Fairfax Health	Local Health Dept Contribution	#rd Qtr FY 17 Local Commitment	01/24/2017	55,000.00
Lord Fairfax Health Total				55,000.00
Lord Fairfax Soil &	Spout EPA Purchased Services	Spout Run 319 grant-Personnel tracking form	01/26/2017	338.67
Lord Fairfax Soil & Total				338.67
Lowes	Maintenanc Materials & Supplie	rm Lowes 104 N. Church top choice boards	02/01/2017	30.10
Lowes	Maintenanc Materials & Supplie	rm Lowes park baseball steel rebar pins	02/07/2017	64.40
Lowes Total				94.50
Mackall, Suzanne	Comm Atty Travel	Reimburse Criminal Law Seminar mileage	02/10/2017	97.58
Mackall, Suzanne Total				97.58
Malone, Gwendolyn	Plan Com Board Member Fees	Attd @ 1-3-17 & 1-7-17 PC mtgs	02/06/2017	50.00
Malone, Gwendolyn Total				50.00
Mansfield Oil Co	County Adm Vehicle Fuel	rm Mansfield fuel for 1/16/17 to 1/31/17	02/02/2017	25.82
Mansfield Oil Co	EMS Vehicle Fuel	rm Mansfield fuel for 1/16/17 to 1/31/17	02/02/2017	364.98
Mansfield Oil Co	EMS Vehicle Fuel	rm Mansfield fuel for 2/1/17 to 2/16/17 for County	02/17/2017	130.96
Mansfield Oil Co	Bldg Insp Vehicle Fuel	rm Mansfield fuel for 1/16/17 to 1/31/17	02/02/2017	114.66
Mansfield Oil Co	Bldg Insp Vehicle Fuel	rm Mansfield fuel for 2/1/17 to 2/16/17 for County	02/17/2017	121.51
Mansfield Oil Co	AnimalCtrl Vehicle Fuel	rm Mansfield fuel for 1/16/17 to 1/31/17	02/02/2017	52.45
Mansfield Oil Co	AnimalCtrl Vehicle Fuel	rm Mansfield fuel for 2/1/17 to 2/16/17 for County	02/17/2017	23.49
Mansfield Oil Co	Maintenanc Vehicle Fuel	rm Mansfield fuel for 2/1/17 to 2/16/17 for County	02/17/2017	183.08
Mansfield Oil Co	Parks Adm Vehicle Fuel	rm Mansfield fuel for 1/16/17 to 1/31/17	02/02/2017	8.59
Mansfield Oil Co	Parks Adm Vehicle Fuel	rm Mansfield fuel for 2/1/17 to 2/16/17 for County	02/17/2017	33.39
Mansfield Oil Co Total				1,058.93
Marple, Beth	VictimWit Travel Local Mileage	Reimburse local mileage Crime Solvers	02/08/2017	16.08
Marple, Beth Total				16.08
McFillen, Thomas W	BryDevAuth Board Member Fees	Attd @ BADA 1-25-17 mtg	02/01/2017	25.00
McFillen, Thomas W Total				25.00
Montgomery, Christel	Programs Purchased Services	Contracted acct	02/23/2017	1,359.38
Montgomery, Christel Total				1,359.38
National Elevator	JGC Maintenanc Purchased Servi	rm NEIS Elevator Inspection 101 Chalmers Ct	02/03/2017	90.29
National Elevator	Maintenanc Purchased Services	rm NEIS Elevator Inspection 100 N. Church St	02/03/2017	144.00
National Elevator	Maintenanc Purchased Services	rm NEIS Elevator Inspection 102 N. Church St	02/03/2017	144.00
National Elevator	Maintenanc Purchased Services	rm NEIS Elevator Inspection 104 N. Church St	02/03/2017	144.00
National Elevator	Maintenanc Purchased Services	rm NEIS Elevator Inspection 311 E. Main	02/03/2017	144.00
National Elevator	Maintenanc Purchased Services	rm NEIS Elevator Inspection 101 Chalmers Ct	02/03/2017	53.71
National Elevator Total				720.00
Nelson, Clifford M	Plan Com Board Member Fees	Attd @ 1-3-17 & 1-6-17 PC mtgs	02/06/2017	50.00
Nelson, Clifford M Total				50.00
Ohrstrom, George II	Plan Com Board Member Fees	Attd 1-3-17 & 1-3-17 PC Mtgs	02/06/2017	50.00

**Clarke County
Invoice History Report
February 28, 2017**

VENDOR NAME	ACCOUNT DESC	FULL DESC	INVOICE DATE	AMOUNT
Ohrstrom, George II	BryDevAuth Board Member Fees	Attd @ BADA 1-25-17 mtg	02/01/2017	25.00
Ohrstrom, George II Total				75.00
Pitney Bowes	Sheriff Postal Svcs	Ink for Postage Machine	02/10/2017	67.76
Pitney Bowes Total				67.76
Police and Sheriffs	Sheriff Uniform Sworn Staff	ID Cards	02/02/2017	17.49
Police and Sheriffs Total				17.49
PoliceOne	Sheriff Travel - Sworn Staff	Instructor Re-cert Class - J Herron	02/13/2017	225.00
PoliceOne Total				225.00
Premier Accounts Rec	EMS Purchased Services	Premier Accts Rec Mang Billing Invoice Jan 17	02/03/2017	2,220.70
Premier Accounts Rec Total				2,220.70
Purchase Power	BoS Postal Services	Postage	01/23/2017	77.69
Purchase Power	Com of Rev Postal Svcs	Postage	01/23/2017	989.14
Purchase Power	Treasurer Postal Svcs	Postage	01/23/2017	555.43
Purchase Power	IT Postal Svcs	Postage	01/23/2017	0.47
Purchase Power	Electoral Postal Svcs	Postage	01/23/2017	797.24
Purchase Power	Registrar Postal Svcs	Postage	01/23/2017	168.54
Purchase Power	Clk of CC Postal Svcs	Postage	01/23/2017	258.70
Purchase Power	EMS Postal Services	Postage	01/23/2017	1.14
Purchase Power	Bldg Insp Postal Svcs	Postage	01/23/2017	11.91
Purchase Power	Parks Adm Postal Svcs	Postage	01/23/2017	38.55
Purchase Power	Plan Adm Postal Svcs	Postage	01/23/2017	103.24
Purchase Power	Coop Ext Postal Svcs	Postage	01/23/2017	90.81
Purchase Power	Finance Postal Svcs	Postage	01/23/2017	213.78
Purchase Power Total				3,306.64
Quarles Energy Servi	Maintenanc Heating	rm Quarles ACO heating fuel	02/14/2017	546.39
Quarles Energy Servi	Maintenanc Heating	rm Quarles 129 Ramsburg heating lp gas	01/27/2017	558.08
Quarles Energy Servi Total				1,104.47
Rappahannock Electri	JGC Maintenanc Electric	rm REC 101 Chalmers Ct electric bill	02/09/2017	3,016.95
Rappahannock Electri	Maintenanc Electric	rm REC All County electric	02/09/2017	925.60
Rappahannock Electri	Maintenanc Electric	rm REC All County electric	02/09/2017	3,425.16
Rappahannock Electri	Maintenanc Electric	rm REC All County electric	02/09/2017	1,028.18
Rappahannock Electri	Maintenanc Electric	rm REC ACO electric bill	02/09/2017	387.08
Rappahannock Electri	Maintenanc Electric	rm REC All County electric	02/09/2017	108.74
Rappahannock Electri	Maintenanc Electric	rm REC All County electric	02/09/2017	2,239.17
Rappahannock Electri	Maintenanc Electric	rm REC All County electric	02/09/2017	132.93
Rappahannock Electri	Maintenanc Electric	rm REC All County electric	02/09/2017	67.16
Rappahannock Electri	Maintenanc Electric	rm REC All County electric	02/09/2017	28.24
Rappahannock Electri	Maintenanc Electric	rm REC All County electric	02/09/2017	30.44
Rappahannock Electri	Maintenanc Electric	rm REC All County electric	02/09/2017	755.91
Rappahannock Electri	Maintenanc Electric	rm REC All County electric	02/09/2017	194.87
Rappahannock Electri	Maintenanc Electric	rm REC 101 Chalmers Ct electric bill	02/09/2017	1,794.78
Rappahannock Electri Total				14,135.21
Ricoh Usa	County Adm Maint Contracts	Customer #4786703	02/16/2017	387.14
Ricoh Usa	Com of Rev Maint Contracts	Customer 4786703	02/13/2017	88.88
Ricoh Usa	Treasurer Maint Contracts	Customer 4786703	02/13/2017	88.89
Ricoh Usa	Registrar Maint Contracts	Customer #4786703	02/16/2017	45.01
Ricoh Usa	District C Maint Contracts	Contract 4225631	02/01/2017	37.50
Ricoh Usa	J&D Court Maint Contracts	Contract 4225631	02/01/2017	37.50
Ricoh Usa	Plan Adm Maint Contracts	Customer #4786703	02/16/2017	261.09
Ricoh Usa	Coop Ext Maint Contracts	Customer #4786703	02/16/2017	207.09
Ricoh Usa	IT Maint Contracts	Customer 4786703	02/12/2017	43.01
Ricoh Usa Total				1,196.11
Riddleberger Bros	Maintenanc Purchased Services	rm RBI Rec Center no heat in gym	01/30/2017	348.50
Riddleberger Bros	Maintenanc Purchased Services	rm RBI Rec/Senior Center repairs reach in freezer	02/09/2017	764.40
Riddleberger Bros Total				1,112.90
Schenck Foods Compan	Programs Materials & Supplies	Afterschool	02/14/2017	207.40
Schenck Foods Compan Total				207.40
Shenandoah Area Agen	SAAA EntityGift	FY 17 Qtr 3 Civic Contribution	02/07/2017	10,000.00
Shenandoah Area Agen Total				10,000.00
Shred-It	Treasurer Purchased Services	shredding services	01/22/2017	23.59
Shred-It Total				23.59
Signet Screen Printi	Programs Advertising	Easter egg hunt sign	02/17/2017	50.00

**Clarke County
Invoice History Report
February 28, 2017**

VENDOR NAME	ACCOUNT DESC	FULL DESC	INVOICE DATE	AMOUNT
Signet Screen Printi Total				50.00
Smart, Kathy	BryDevAuth Board Member Fees	Attd @ BADA 01-25017 mtg	02/01/2017	25.00
Smart, Kathy Total				25.00
Southern Software In	Sheriff Maint Contracts	RMS Renewal 3/1/17 - 2/28/18	02/01/2017	5,149.00
Southern Software In Total				5,149.00
Sponsors Flower S	BoS Miscellaneous Expenditures	sv-arrangement-Keeler	01/31/2017	60.00
Sponsors Flower S Total				60.00
Teetor, Alison	Plan Adm Local Mileage	Mileage to Harrisonburg VA	02/17/2017	89.88
Teetor, Alison Total				89.88
Treasurer Of Virgini	Registrar Dues Subscr & Memb	Notary renewal	02/24/2017	45.00
Treasurer Of Virgini	Sheriff Travel - Sworn Staff	School Safety Training Forum	02/15/2017	125.00
Treasurer Of Virgini	Victim Witness Travel	Order #296766-140856-1, Registration Beth Marple	02/13/2017	100.00
Treasurer Of Virgini Total				270.00
Turkel, Jon	Plan Com Board Member Fees	Attd @ 1-3-17 & 1-6-17 PC mtgs	02/06/2017	100.00
Turkel, Jon Total				100.00
Uline	LitterCtrl Materials & Supplie	Recycling Containers	02/15/2017	435.71
Uline Total				435.71
USDA Rural Develop	RDA JGC Principal	Feb 2017 Debt Svc Pymt - Joint Gov Center	02/16/2017	6,538.42
USDA Rural Develop	RDA JGC Interest	Feb 2017 Debt Svc Pymt - Joint Gov Center	02/16/2017	14,436.58
USDA Rural Develop Total				20,975.00
Valley Health	EMS Materials & Supplies	WMC Supply Invoice Jan 2017	02/06/2017	1,484.20
Valley Health Total				1,484.20
Verizon	Sheriff Telephone	February Statement	02/01/2017	997.03
Verizon Total				997.03
Virginia Municipal C	County Adm Dues Subscr & Memb	Membership dues 2017	02/01/2017	30.00
Virginia Municipal C Total				30.00
Virginia Regional Tr	Virginia Regional Transit Cont	Civic Contribution FY 17 Qtr 2	02/16/2017	4,825.50
Virginia Regional Tr Total				4,825.50
VRAV	Registrar Dues Subscr & Memb	Membership dues Barbara Bosserman	02/15/2017	140.00
VRAV Total				140.00
Wage Works	Finance Flex Reimbursement Py	Daily flex settlement	02/17/2017	192.00
Wage Works	Finance Flex Reimbursement Py	Daily flex settlement	02/01/2017	47.71
Wage Works	Finance Flex Reimbursement Py	Daily flex settlement	02/02/2017	700.50
Wage Works	Finance Flex Reimbursement Py	Daily flex settlement	02/03/2017	283.55
Wage Works	Finance Flex Reimbursement Py	Daily flex settlement	02/06/2017	518.56
Wage Works	Finance Flex Reimbursement Py	Daily flex settlement	02/07/2017	479.11
Wage Works	Finance Flex Reimbursement Py	Daily flex settlement	02/08/2017	478.21
Wage Works	Finance Flex Reimbursement Py	Daily flex settlement	02/09/2017	101.45
Wage Works	Finance Flex Reimbursement Py	Daily flex settlement	02/10/2017	63.04
Wage Works	Finance Flex Reimbursement Py	Daily flex settlement	02/13/2017	235.13
Wage Works	Finance Flex Reimbursement Py	Daily flex settlement	02/14/2017	672.85
Wage Works	Finance Flex Reimbursement Py	Daily flex settlement	02/15/2017	232.96
Wage Works	Finance Flex Reimbursement Py	Daily flex settlement	02/16/2017	607.00
Wage Works	Finance Flex Reimbursement Py	Daily flex settlement	02/20/2017	283.79
Wage Works	Finance Flex Reimbursement Py	Daily flex settlement	02/21/2017	100.00
Wage Works	Finance Flex Reimbursement Py	Daily flex settlement	02/22/2017	44.88
Wage Works	Finance Flex Reimbursement Py	Daily flex settlement	02/23/2017	807.11
Wage Works	Finance Flex Reimbursement Py	Daily flex settlement	02/24/2017	277.41
Wage Works	Finance Flex Reimbursement Py	Daily flex settlement	02/27/2017	60.91
Wage Works	Finance Flex Reimbursement Py	Daily flex settlement	02/28/2017	180.00
Wage Works	Finance Purchased Services	Flex plan monthly admin & compliance fees	01/30/2017	412.25
Wage Works Total				6,778.42
Walmart	Parks Adm Materials & Supplies	supplies	02/02/2017	69.64
Walmart	Rec Center Materials & Supplie	supplies	02/02/2017	27.62
Walmart	Rec Center Merch for Resale	supplies	02/02/2017	164.67
Walmart	Programs Materials & Supplies	supplies	02/02/2017	249.15
Walmart Total				511.08
Washington Redskins	Programs Merch for Resale	Redskin Tickets	02/17/2017	4,821.00
Washington Redskins Total				4,821.00
Winchester Fire Spri	JGC Maintenanc Purchased Servi	rm Winchester Sprink 101 Chalmers check 2 heads pr	02/06/2017	119.13
Winchester Fire Spri	Maintenanc Purchased Services	rm Winchester Sprink 101 Chalmers check 2 heads pr	02/06/2017	70.87
Winchester Fire Spri Total				190.00

**Clarke County
Invoice History Report
February 28, 2017**

VENDOR NAME	ACCOUNT DESC	FULL DESC	INVOICE DATE	AMOUNT
Winchester Regional	Regional Airport Auth Contr	FY 17 Qtr 3 Civic Contribution	01/31/2017	625.00
Winchester Regional Total				625.00
Winchester Star	BoS Advertising	LBW PH 17-01	01/31/2017	185.90
Winchester Star	Parks Adm Dues Subscr & Memb	Paper subscription	02/15/2017	118.00
Winchester Star	Plan Adm Advertising	PH Notice for TA-17-01	02/01/2017	572.00
Winchester Star Total				875.90
Grand Total				171,112.56

Clarke Co. **Reconciliation of Appropriations** Year Ending June 30, 2017

03-Mar-17

Date	Total	General Fund	Soc Svcs Fund	CSA Fund	Sch Oper Fund	Food Serv Fund	GG Cap Fund	School Cap Fund	GG Debt Fund	School Debt Fund	Joint Fund	Conservation Easements	Shen Farm Sanitary	Unemploy. Fund
04/12/16 Appropriations Resolution: Total	45,436,058	9,722,387	1,546,124	1,097,426	22,137,428	838,400	955,162	4,412,000	251,700	3,815,812	592,619	30,000	20,000	17,000
<i>Adjustments:</i>														
7/19/2016 County Radio Maintenance		9,300												
7/19/2016 Moore & Dorsey Conservation Easement												160,000		
8/16/2016 Victim Witness Grant Carryover		1,304												
10/18/2016 Handsome Brook Grant							200,000							
10/18/2016 Planning Commissioner Training		1,750												
10/18/2016 Ball Field Lighting							44,949							
12/20/2016 School Operating Carryover								878,708						
12/20/2016 Conservation Easement: Susan Digges												70,500		
12/20/2016 Conservation Easement: Digges Farm												111,375		
12/20/2016 Conservation Easement: Cool Spring												317,100		
12/20/2016 Sheriff's Grant: Naxolone		1,000												
12/20/2016 Fire & EMS Personal Protective Equipment		22,080												
2/14/2017 Sheriff's Grant: Police in 21st Century		11,712												
2/14/2017 Greenway Court Restoration							6,059							
2/14/2017 Conservation Easement Purchase: Johnston												30,160		
2/14/2017 Stewardship: Community Services Study												11,894		
3/21/2017 Sheriff Grant: Emergency Management		15,000												
3/21/2017 Historic Resources Grant: book		9,500												
Revised Appropriation	47,338,449	9,794,033	1,546,124	1,097,426	22,137,428	838,400	1,206,170	5,290,708	251,700	3,815,812	592,619	731,029	20,000	17,000
Change to Appropriation	1,902,391	71,646	0	0	0	0	251,008	878,708	0	0	0	701,029	0	0
Original Revenue Estimate	15,701,573	3,091,611	1,023,207	550,456	9,822,991	838,400	0	154,000	0	178,908	2,000	20,000	20,000	0
<i>Adjustments:</i>														
7/19/2016 Moore & Dorsey Conservation Easement VDACS												80,000		
7/19/2016 Moore & Dorsey Conservation Easement CE FB												80,000		
8/16/2016 Victim Witness Grant Carryover		1,304												
10/18/2016 Handsome Brook Grant							200,000							
12/20/2016 Conservation Easement: Susan Digges												56,750		
12/20/2016 Conservation Easement: Digges Farm												90,812		
12/20/2016 Conservation Easement: Cool Spring												311,262		
12/20/2016 Sheriff's Grant: Naxolone		1,000												
2/14/2017 Sheriff's Grant: Police in 21st Century: State		11,712												
2/14/2017 Greenway Court Restoration: State							3,340							
2/14/2017 Greenway Court Restoration: Donation							2,719							
2/14/2017 Conservation Easement: Johnston - VDACS												15,080		
2/14/2017 Stewardship balance												11,894		
3/21/2017 Sheriff Grant: Emergency Management		7,500												
3/21/2017 Historic Resources Grant: book		9,500												
Revised Revenue Estimate	16,584,446	3,122,627	1,023,207	550,456	9,822,991	838,400	206,059	154,000	0	178,908	2,000	665,798	20,000	0
Change to Revenue Estimate	882,873	31,016	0	0	0	0	206,059	0	0	0	0	645,798	0	0
Original Local Tax Funding	29,734,485	6,630,776	522,917	546,970	12,314,437	0	955,162	4,258,000	251,700	3,636,904	590,619	10,000	0	17,000
Revised Local Tax Funding	30,754,003	6,671,406	522,917	546,970	12,314,437	0	1,000,111	5,136,708	251,700	3,636,904	590,619	65,231	0	17,000
Change to Local Tax Funding	1,019,518	40,630	0	0	0	0	44,949	878,708	0	0	0	55,231	0	0

Italics = Proposed actions

Title: General Fund Balance FY 17

03/03/17

Source: Clarke County Joint Administrative Services

<u>Prior Titles</u>	<u>Prior</u>	<u>Current</u>
General Fund Balance Year End FY 15/16	13,598,905	13,598,905
Expenditure FY 15/16	(26,981,867)	(26,981,867)
Revenue FY 15/16	27,311,595	27,311,595
General Fund Balance Year End FY 15/16	13,928,633	13,928,633

Designations

Liquidity Designation @ 12% of FY 16/17 Budgeted Operating Revenue	(\$3,390,324)	(\$3,390,324)
Stabilization Designation @ 3% of FY 16/17 Budgeted Operating Revenue	(847,581)	(847,581)
Continuing Local GF Appropriations for Capital Projects	(3,087,639)	(3,087,639)
Conservation Easements from Government Savings	(98,231)	(98,231)
Comprehensive Services Act Shortfall	(166,866)	(166,866)
Parks Master Plan	(80,000)	(80,000)
School Operating Carryover		
Government Savings (GenGov, JAS, DSS)*	(169,575)	(162,075)
Data and Communications Technology	(128,000)	(128,000)
Leave Liability	(75,000)	(75,000)
FY 16/17 Original Budget Surplus (Deficit)	(4,573,399)	(4,573,399)
TOTAL Designations	(12,616,615)	(12,609,115)
FY 17 Supplemental Expenditure	(1,877,891)	(1,902,391)
FY 17 Supplemental Revenue	865,873	882,873
Undesignated	300,000	300,000

*The following uses for these funds have occurred since July 1 and are reflected above:

<i>Planning Commissioner Training</i>	1,750
<i>Baseball Field Lighting</i>	44,949
<i>Communications System Maintenance</i>	9,300
<i>Fire & EMS Protective Equipment</i>	22,080
<i>Sheriff Emergency Services Grant Match</i>	7,500
<i>Total</i>	85,579
<i>Conservation Easement Usage:</i>	\$55,231

Clarke County
YTD Budget Report
February 28, 2017

FUNCTION	ORG	OBJ	PROJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	% USED
11010	10000010	1300		BoS Part Time Salaries	13,800	13,800	9,400.00	1,250.00	4,600.00	-200.00	101.40
11010	10000010	2100		BoS FICA	907	960	660.65	87.68	311.84	-12.49	101.30
11010	10000010	2300		BoS Health Ins	14,169	14,116	8,651.87	1,176.06	5,715.81	-251.68	101.80
11010	10000010	3000		BoS Purchased Services	5,000	5,000	900.00	0.00	0.00	4,100.00	18.00
11010	10000010	3600		BoS Advertising	5,600	5,600	3,074.50	185.90	0.00	2,525.50	54.90
11010	10000010	5210		BoS Postal Services	300	300	381.98	77.69	0.00	-81.98	127.30
11010	10000010	5230		BoS Telephone	0	0	15.64	0.00	0.00	-15.64	100.00
11010	10000010	5300		BoS Insurance	7,200	7,200	7,118.00	0.00	0.00	82.00	98.90
11010	10000010	5500		BoS Travel	5,000	5,000	2,526.97	0.00	0.00	2,473.03	50.50
11010	10000010	5800		BoS Miscellaneous Expenditures	2,200	2,200	224.92	60.00	0.00	1,975.08	10.20
11010	10000010	5810		BoS Dues, Subscrip & Member	5,500	5,500	5,181.04	359.08	0.00	318.96	94.20
11010	10000010	6000		BoS Materials & Supplies	500	500	1,496.89	114.44	0.00	-996.89	299.40
11010 Total	Board of Supervisors				60,176	60,176	39,632.46	3,310.85	10,627.65	9,915.89	83.52
12110	10000020	1100		County Adm Salaries	232,439	232,439	155,533.68	19,441.71	77,766.84	-861.52	100.40
12110	10000020	2100		County Adm FICA	15,788	16,006	10,319.91	1,432.17	5,863.23	-177.14	101.10
12110	10000020	2210		County Adm VRS Plans 1&2	19,730	19,808	13,204.80	1,650.60	6,849.37	-246.17	101.20
12110	10000020	2300		County Adm Health Ins	26,648	26,340	16,900.88	2,112.61	8,717.67	721.45	97.30
12110	10000020	2400		County Adm Life Insurance	3,045	3,057	2,037.52	254.69	1,056.83	-37.35	101.20
12110	10000020	2700		County Adm Workers Comp	285	285	229.48	0.00	0.00	55.52	80.50
12110	10000020	3000		County Adm Purchased Svcs	1,000	1,000	280.00	0.00	0.00	720.00	28.00
12110	10000020	3320		County Adm Maint Contracts	1,300	1,300	1,077.90	387.14	271.91	-49.81	103.80
12110	10000020	3500		County Adm Printing & Binding	1,000	1,000	0.00	0.00	0.00	1,000.00	0.00
12110	10000020	5210		County Adm Postal Svcs	100	100	0.00	0.00	0.00	100.00	0.00
12110	10000020	5230		County Adm Telephone	1,000	1,000	405.82	41.97	253.52	340.66	65.90
12110	10000020	5500		County Adm Travel	500	500	523.34	0.00	0.00	-23.34	104.70
12110	10000020	5800		County Adm Miscellaneous Expen	0	0	385.39	0.00	0.00	-385.39	100.00
12110	10000020	5810		County Adm Dues Subscr & Memb	1,500	1,500	205.00	30.00	0.00	1,295.00	13.70
12110	10000020	6000		County Adm Materials & Supplies	1,000	1,000	1,751.72	69.68	282.48	-1,034.20	203.40
12110	10000020	6008		County Adm Vehicle Fuel	1,000	1,000	368.21	25.82	0.00	631.79	36.80
12110 Total	County Administrator				306,335	306,335	203,223.65	25,446.39	101,061.85	2,049.50	99.33
12210	10000030	3000		Legal Svc Purchased Svcs	35,000	35,000	31,070.45	80.00	0.00	3,929.55	88.77
12210 Total	Legal Services				35,000	35,000	31,070.45	80.00	0.00	3,929.55	88.77
12310	10000040	1100		Com of Rev Salaries	148,796	148,796	98,316.32	12,289.54	49,158.16	1,321.52	99.10
12310	10000040	2100		Com of Rev FICA	10,340	10,340	6,872.96	860.45	3,409.95	57.09	99.40
12310	10000040	2210		Com of Rev VRS Plans 1&2	12,632	12,543	8,347.04	1,043.38	4,220.01	-24.05	100.20
12310	10000040	2300		Com of Rev Health Ins	22,367	22,456	14,970.32	1,871.29	7,556.73	-71.05	100.30
12310	10000040	2400		Com of Rev Life Insurance	1,950	1,950	1,287.92	160.99	651.13	10.95	99.40
12310	10000040	2700		Com of Rev Workers Comp	165	165	147.61	0.00	0.00	17.39	89.50
12310	10000040	3000		Com of Rev Purchased Services	400	400	356.49	0.00	0.00	43.51	89.10
12310	10000040	3320		Com of Rev Maint Contracts	400	400	162.62	88.88	380.12	-142.74	135.70
12310	10000040	3500		Com of Rev Printing & Binding	400	400	151.00	0.00	0.00	249.00	37.80
12310	10000040	4100		Com of Rev Data Processing	1,900	1,900	0.00	0.00	0.00	1,900.00	0.00
12310	10000040	5210		Com of Rev Postal Svcs	2,200	2,200	1,581.95	989.14	0.00	618.05	71.90
12310	10000040	5230		Com of Rev Telephone	200	200	78.10	0.00	0.00	121.90	39.10
12310	10000040	5500		Com of Rev Travel	1,500	1,500	1,985.99	80.00	0.00	-485.99	132.40
12310	10000040	5510		Com of Rev Local Mileage	500	500	0.00	0.00	0.00	500.00	0.00
12310	10000040	5810		Com of Rev Dues Subscr & Memb	1,000	1,000	652.50	0.00	0.00	347.50	65.30
12310	10000040	6000		Com of Rev Materials & Supplie	1,100	1,100	379.58	183.65	0.00	720.42	34.50
12310 Total	Commissioner of Revenue				205,850	205,850	135,290.40	17,567.32	65,376.10	5,183.50	97.48
12320	10000050	3320		Assessor Maint Contracts	3,500	3,500	3,500.00	0.00	0.00	0.00	100.00
12320 Total	Assessor				3,500	3,500	3,500.00	0.00	0.00	0.00	100.00
12330	10000060	3000		Equalize Purchased Services	0	0	3,200.00	0.00	0.00	-3,200.00	100.00
12330 Total	Equalization Board				0	0	3,200.00	0.00	0.00	-3,200.00	100.00
12410	10000070	1100		Treasurer Salaries	180,638	180,638	119,568.72	14,946.09	59,784.36	1,284.92	99.30
12410	10000070	2100		Treasurer FICA	13,569	13,719	9,024.94	1,128.10	4,608.34	85.72	99.40
12410	10000070	2210		Treasurer VRS Plans 1&2	15,336	12,549	8,294.00	1,036.75	4,163.75	91.25	99.30
12410	10000070	2220		Treasurer VRS Hybrid	0	2,787	1,830.10	218.51	956.88	0.02	100.00
12410	10000070	2300		Treasurer Health Ins	20,745	20,745	9,408.48	1,176.06	4,722.39	6,614.13	68.10
12410	10000070	2400		Treasurer Life Insurance	2,366	2,022	1,566.40	195.80	747.85	-292.25	114.50
12410	10000070	2510		Treasurer Disab Ins - Hybrid	0	194	129.12	16.14	64.58	0.30	99.80
12410	10000070	2700		Treasurer Workers Comp	200	200	178.75	0.00	0.00	21.25	89.40
12410	10000070	3000		Treasurer Purchased Services	300	300	141.54	23.59	0.00	158.46	47.20
12410	10000070	3180		Treasurer Credit Card Fees	600	600	5,299.86	0.00	0.00	-4,699.86	883.30
12410	10000070	3190		Treasurer DMV Stop	800	800	2,260.00	220.00	0.00	-1,460.00	282.50
12410	10000070	3320		Treasurer Maint Contracts	200	200	162.62	88.89	380.11	-342.73	271.40
12410	10000070	3500		Treasurer Printing & Binding	9,500	9,500	5,573.24	0.00	0.00	3,926.76	58.70
12410	10000070	3600		Treasurer Advertising	1,500	1,500	0.00	0.00	0.00	1,500.00	0.00
12410	10000070	5210		Treasurer Postal Svcs	20,500	20,500	9,847.74	555.43	0.00	10,652.26	48.00
12410	10000070	5230		Treasurer Telephone	1,600	1,600	993.02	0.00	0.00	606.98	62.10
12410	10000070	5500		Treasurer Travel	1,500	1,500	387.72	0.00	0.00	1,112.28	25.80

**Clarke County
YTD Budget Report
February 28, 2017**

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12410	10000070	5510		Treasurer Local Mileage	200	200	147.96	0.00	0.00	52.04	74.00
12410	10000070	5810		Treasurer Dues Subscr & Memb	800	800	375.00	0.00	0.00	425.00	46.90
12410	10000070	6000		Treasurer Materials & Supplies	5,000	5,000	2,236.13	433.38	0.00	2,763.87	44.70
12410 Total	Treasurer				275,354	275,354	177,425.34	20,038.74	75,428.26	22,500.40	91.83
12510	10000080	1100		IT Salaries	133,844	133,844	91,724.16	11,778.02	47,112.08	-4,992.24	103.70
12510	10000080	2100		IT FICA	10,034	10,577	7,009.23	901.11	3,588.11	-20.34	100.20
12510	10000080	2210		IT VRS Plans 1&2	11,364	10,821	4,603.60	575.45	2,322.09	3,895.31	64.00
12510	10000080	2220		IT VRS Hybrid	0	0	2,921.50	399.50	1,749.72	-4,671.22	100.00
12510	10000080	2300		IT Health Ins	13,708	14,113	9,408.48	1,176.06	4,727.33	-22.81	100.20
12510	10000080	2400		IT Life Insurance	1,753	1,348	1,168.82	154.29	620.54	-441.36	132.70
12510	10000080	2510		IT Disab Ins - Hybrid	0	0	206.50	29.50	118.09	-324.59	100.00
12510	10000080	2700		IT Workers Comp	150	150	131.31	0.00	0.00	18.69	87.50
12510	10000080	3000		IT Purchased Services	4,000	4,000	3,411.79	18.94	650.00	-61.79	101.50
12510	10000080	3320		IT Maint Contracts	68,162	68,162	46,022.88	0.00	3,044.18	19,094.94	72.00
12510	10000080	5210		IT Postal Svcs	25	25	2.46	0.47	0.00	22.54	9.80
12510	10000080	5230		IT Telephone	35,000	35,000	15,860.91	122.56	9,245.13	9,893.96	71.70
12510	10000080	5240		Telecommunications Online Tech	0	0	3,895.56	2,484.00	7,084.20	-10,979.76	100.00
12510	10000080	5400		IT Leases & Rentals	0	0	11,880.00	-2,484.00	6,912.00	-18,792.00	100.00
12510	10000080	5500		IT Travel	300	300	0.00	0.00	0.00	300.00	0.00
12510	10000080	5810		IT Dues Subscr & Memb	0	0	0.00	-18.94	0.00	0.00	0.00
12510	10000080	6000		IT Materials & Supplies	2,500	2,500	708.37	0.00	0.00	1,791.63	28.30
12510	10000080	6008		IT Vehicle Fuel	0	0	58.02	0.00	0.00	-58.02	100.00
12510	10000080	6040		IT Technology SW/OL Content	7,000	7,000	6,388.00	0.00	718.40	-106.40	101.50
12510	10000080	8200		IT Capital Outlay Adds	7,000	7,000	5,889.23	394.00	0.00	1,110.77	84.10
12510 Total	Data Processing/IT				294,840	294,840	211,290.82	15,530.96	87,891.87	-4,342.69	101.47
13100	10000090	1300		Electoral Part Time Salaries	6,319	6,319	4,212.00	2,106.00	2,106.00	1.00	100.00
13100	10000090	2100		Electoral FICA	484	484	322.20	161.10	161.13	0.67	99.90
13100	10000090	2700		Electoral Workers Comp	12	12	6.09	0.00	0.00	5.91	50.80
13100	10000090	3000		Electoral Purchased Services	7,300	7,300	2,099.52	0.00	0.00	5,200.48	28.80
13100	10000090	3160		Electoral Board Member Fees	10,875	10,875	6,855.00	0.00	0.00	4,020.00	63.00
13100	10000090	3320		Electoral Maint Contracts	4,500	4,500	4,500.00	0.00	0.00	0.00	100.00
13100	10000090	3500		Electoral Printing & Binding	6,000	6,000	2,596.40	0.00	0.00	3,403.60	43.30
13100	10000090	3600		Electoral Advertising	240	240	115.60	0.00	0.00	124.40	48.20
13100	10000090	5210		Electoral Postal Svcs	750	750	1,087.87	797.24	0.00	-337.87	145.00
13100	10000090	5400		Electoral Leases & Rentals	1,200	1,200	920.00	0.00	0.00	280.00	76.70
13100	10000090	5500		Electoral Travel	900	900	0.00	0.00	0.00	900.00	0.00
13100	10000090	5510		Electoral Local Mileage	570	570	249.95	0.00	0.00	320.05	43.90
13100	10000090	5810		Electoral Dues Subscr & Memb	160	160	180.00	0.00	0.00	-20.00	112.50
13100	10000090	6000		Electoral Materials & Supplies	1,670	1,670	2,065.78	0.00	0.00	-395.78	123.70
13100 Total	Electoral Board and Officials				40,980	40,980	25,210.41	3,064.34	2,267.13	13,502.46	67.05
13200	10000100	1100		Registrar Salaries	49,637	49,637	34,194.64	4,274.33	17,097.32	-1,654.96	103.30
13200	10000100	1300		Registrar Part Time Salaries	8,840	8,840	6,538.12	650.00	0.00	2,301.88	74.00
13200	10000100	2100		Registrar FICA	4,294	4,294	3,137.89	379.44	1,307.99	-151.88	103.50
13200	10000100	2210		Registrar VRS Plans 1&2	4,372	4,372	2,903.12	362.89	1,472.79	-3.91	100.10
13200	10000100	2400		Registrar Life Insurance	675	675	447.92	55.99	227.27	-0.19	100.00
13200	10000100	2700		Registrar Workers Comp	57	57	59.68	0.00	0.00	-2.68	104.70
13200	10000100	3000		Registrar Purchased Services	1,400	1,400	112.00	0.00	0.00	1,288.00	8.00
13200	10000100	3320		Registrar Maint Contracts	200	200	125.33	45.01	31.61	43.06	78.50
13200	10000100	5210		Registrar Postal Svcs	750	750	1,052.74	168.54	0.00	-302.74	140.40
13200	10000100	5230		Registrar Telephone	1,000	1,000	483.03	61.28	230.28	286.69	71.30
13200	10000100	5500		Registrar Travel	1,470	1,470	703.00	149.56	0.00	767.00	47.80
13200	10000100	5510		Registrar Local Mileage	400	400	481.44	0.00	0.00	-81.44	120.40
13200	10000100	5810		Registrar Dues Subscr & Memb	150	150	185.00	185.00	0.00	-35.00	123.30
13200	10000100	6000		Registrar Materials & Supplies	725	725	544.81	39.37	0.00	180.19	75.10
13200 Total	Registrar				73,970	73,970	50,968.72	6,371.41	20,367.26	2,634.02	96.44
21100	10000110	5841		Circuit C Juror Pay	2,000	2,000	2,130.00	0.00	0.00	-130.00	106.50
21100	10000110	5842		Circuit C Jury Comm	180	180	180.00	0.00	0.00	0.00	100.00
21100	10000110	7000		Circuit Ct Pyt to Joint Ops	10,000	10,000	10,391.05	0.00	0.00	-391.05	103.90
21100 Total	Circuit Court				12,180	12,180	12,701.05	0.00	0.00	-521.05	104.28
21200	10000120	3000		District C Purchased Services	350	350	0.00	0.00	0.00	350.00	0.00
21200	10000120	3150		District C Legal Svcs	270	270	151.03	0.00	0.00	118.97	55.90
21200	10000120	3320		District C Maint Contracts	300	300	351.64	37.50	368.36	-420.00	240.00
21200	10000120	5210		District C Postal Svcs	700	700	318.00	0.00	0.00	382.00	45.40
21200	10000120	5230		District C Telephone	2,000	2,000	1,031.96	0.00	0.00	968.04	51.60
21200	10000120	5810		District C Dues Subscr & Memb	200	200	40.00	0.00	0.00	160.00	20.00
21200	10000120	6000		District C Materials & Supplie	600	600	116.52	0.00	0.00	483.48	19.40
21200 Total	General District Court				4,420	4,420	2,009.15	37.50	368.36	2,042.49	53.79
21300	10000125	5230		Magistrate Telephone	200	200	17.37	0.00	0.00	182.63	8.70
21300 Total	Magistrate				200	200	17.37	0.00	0.00	182.63	8.69
21510	10000130	5600		Blue Ridge Legal Svc Contr	1,500	1,500	1,500.00	0.00	0.00	0.00	100.00

**Clarke County
YTD Budget Report
February 28, 2017**

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21510 Total	Blue Ridge Legal Services				1,500	1,500	1,500.00	0.00	0.00	0.00	100.00
21600	10000140	3320		J&D Court Maint Contracts	700	700	220.84	37.50	259.16	220.00	68.60
21600	10000140	5210		J&D Court Postal Svcs	700	700	186.00	0.00	0.00	514.00	26.60
21600	10000140	5230		J&D Court Telephone	700	700	401.72	0.00	0.00	298.28	57.40
21600	10000140	5810		J&D Court Dues Subscr & Memb	200	200	50.00	0.00	0.00	150.00	25.00
21600	10000140	6000		J&D Court Materials & Supplies	1,200	1,200	26.38	0.00	0.00	1,173.62	2.20
21600 Total	Juvenile & Domestic Relations				3,500	3,500	884.94	37.50	259.16	2,355.90	32.69
21700	10000150	1100		Clk of CC Salaries	174,747	174,747	115,854.00	14,481.75	57,927.00	966.00	99.40
21700	10000150	2100		Clk of CC FICA	13,222	13,222	8,968.52	1,121.00	4,380.85	-127.37	101.00
21700	10000150	2210		Clk of CC VRS Plans 1&2	14,836	14,802	9,836.00	1,229.50	5,110.78	-144.78	101.00
21700	10000150	2300		Clk of CC Health Ins	14,079	14,113	9,408.48	1,176.06	4,872.37	-167.85	101.20
21700	10000150	2400		Clk of CC Life Insurance	2,290	2,290	1,517.68	189.71	788.58	-16.26	100.70
21700	10000150	2700		Clk of CC Workers Comp	200	200	173.69	0.00	0.00	26.31	86.80
21700	10000150	3000		Clk of CC Purchased Services	3,000	3,000	0.00	0.00	0.00	3,000.00	0.00
21700	10000150	3320		Clk of CC Maint Contracts	12,000	12,000	646.87	0.00	1,034.99	10,318.14	14.00
21700	10000150	3500		Clk of CC Printing & Binding	1,000	1,000	0.00	0.00	0.00	1,000.00	0.00
21700	10000150	3510		Clk of CC Microfilming	6,500	6,500	4,168.50	451.39	0.00	2,331.50	64.10
21700	10000150	5210		Clk of CC Postal Svcs	3,500	3,500	1,223.86	258.70	0.00	2,276.14	35.00
21700	10000150	5230		Clk of CC Telephone	1,000	1,000	730.11	0.00	0.00	269.89	73.00
21700	10000150	6000		Clk of CC Materials & Supplies	6,500	6,500	3,638.35	101.75	0.00	2,861.65	56.00
21700 Total	Clerk of the Circuit Court				252,874	252,874	156,166.06	19,009.86	74,114.57	22,593.37	91.07
21910	10001440	1100	VWIT	Victim Witness Regular Salary	34,296	36,927	24,617.92	3,077.24	12,308.95	-0.02	100.00
21910	10001440	1300	VWIT	Victim Witness Part Time Salar	30,449	14,392	2,739.00	198.00	0.00	11,652.68	19.00
21910	10001440	2100	VWIT	Victim Witness FICA	2,623	3,930	2,096.09	250.95	941.58	892.05	77.30
21910	10001440	2210	VWIT	Victim Witness VRS Plans 1&2	2,912	3,135	2,090.08	261.26	1,048.08	-3.14	100.10
21910	10001440	2400	VWIT	VictimWit Life Insurance	449	484	322.48	40.31	161.73	-0.48	100.10
21910	10001440	2700	12716	VictimWit Workers Comp	46	0	0.00	0.00	0.00	0.00	0.00
21910	10001440	2700	VWIT	Victim Witness Workers Comp	0	46	40.05	0.00	0.00	5.95	87.10
21910	10001440	3000	12716	VictimWit Purchased Services	0	188	176.11	0.00	0.00	11.54	93.90
21910	10001440	3000	VWIT	Victim Witness Purchased Servi	0	650	0.00	0.00	0.00	650.00	0.00
21910	10001440	5210	VWIT	Victim Witness Postal Svcs	0	340	0.00	0.00	0.00	340.00	0.00
21910	10001440	5500	12716	VictimWit Travel	0	594	859.00	0.00	0.00	-265.00	144.60
21910	10001440	5500	VWIT	Victim Witness Travel	0	4,070	1,676.70	100.00	0.00	2,393.30	41.20
21910	10001440	5510	12716	VictimWit Local Mileage	0	455	449.13	0.00	0.00	5.77	98.70
21910	10001440	5510	VWIT	VictimWit Travel Local Mileage	0	137	16.08	16.08	0.00	120.92	11.70
21910	10001440	5810	VWIT	VictimWit Dues Subscr & Memb	0	245	50.00	0.00	0.00	195.00	20.40
21910	10001440	6000	12716	VictimWit Materials & Supplies	0	67	6.50	0.00	0.00	60.95	9.60
21910	10001440	6000	VWIT	Victim Witness Matl & Supplies	0	6,420	253.29	6.40	3,944.16	2,222.55	65.40
21910 Total	Victim and Witness Assistance				70,775	72,079	35,392.43	3,950.24	18,404.50	18,282.07	74.64
21940	10000160	5600		Regional Crt Svc Entity Gift	4,494	4,494	4,494.00	0.00	0.00	0.00	100.00
21940 Total	Regional Court Services				4,494	4,494	4,494.00	0.00	0.00	0.00	100.00
22100	10000170	1100		Comm Atty Salaries	241,513	241,513	156,948.70	19,616.55	78,466.21	6,098.09	97.50
22100	10000170	1300		Comm Atty Part Time Salaries	12,300	12,300	10,543.30	2,521.44	0.00	1,756.70	85.70
22100	10000170	2100		Comm Atty FICA	16,857	16,857	12,484.20	1,631.46	5,762.85	-1,390.05	108.20
22100	10000170	2210		Comm Atty VRS Plans 1&2	18,799	15,608	10,448.70	1,300.98	5,290.84	-131.54	100.80
22100	10000170	2220		Comm Atty VRS Hybrid	0	3,191	3,657.52	343.01	1,504.45	-1,970.97	161.80
22100	10000170	2300		Comm Atty Health Ins	20,040	20,040	16,387.26	1,855.80	7,525.77	-3,873.03	119.30
22100	10000170	2400		Comm Atty Life Insurance	2,900	2,900	2,183.22	256.98	1,041.93	-325.15	111.20
22100	10000170	2510		Comm Atty Disab Ins - Hybrid	0	0	257.18	25.33	101.56	-358.74	100.00
22100	10000170	2700		Comm Atty Workers Comp	245	245	239.58	0.00	0.00	5.42	97.80
22100	10000170	3320		Comm Atty Maint Contracts	500	500	287.55	0.00	95.85	116.60	76.70
22100	10000170	5210		Comm Atty Postal Svcs	1,300	1,300	680.95	0.00	0.00	619.05	52.40
22100	10000170	5230		Comm Atty Telephone	3,000	3,000	1,369.54	167.88	1,019.88	610.58	79.60
22100	10000170	5500		Comm Atty Travel	6,050	6,050	2,187.12	97.58	0.00	3,862.88	36.20
22100	10000170	5549		Comm Atty Witness Travel Expen	500	500	0.00	0.00	0.00	500.00	0.00
22100	10000170	5810		Comm Atty Dues Subscr & Memb	2,500	2,500	2,180.01	0.00	0.00	319.99	87.20
22100	10000170	6000		Comm Atty Materials & Supplies	2,000	2,000	195.26	28.00	0.00	1,804.74	9.80
10000170 Total	Commonwealth's Attorney				328,504	328,504	220,050.09	27,845.01	100,809.34	7,644.57	97.67
22100	10001420	1100	VSTOP	Comm Atty Salaries	8,625	8,625	17,758.36	2,219.80	8,879.20	-18,012.56	308.80
22100	10001420	1300	VSTOP	Comm Atty Part Time Salaries	8,476	8,476	0.00	0.00	0.00	8,476.00	0.00
22100	10001420	2100	VSTOP	Comm Atty FICA	2,660	2,660	566.65	145.69	580.84	1,512.51	43.10
22100	10001420	2210	VSTOP	Comm Atty VRS Plans 1&2	3,398	870	420.58	57.68	231.96	217.46	75.00
22100	10001420	2220	VSTOP	Comm Atty VRS Hybrid	0	2,528	246.14	123.07	539.64	1,742.22	31.10
22100	10001420	2300	VSTOP	Comm Atty Health Ins	5,311	5,311	513.62	256.81	1,030.21	3,767.17	29.10
22100	10001420	2400	VSTOP	Comm Atty Life Insurance	525	525	105.26	29.08	116.69	303.05	42.30
22100	10001420	2510	VSTOP	Comm Atty Disab Ins - Hybrid	0	0	18.18	9.09	36.43	-54.61	100.00
10001420 Total	Violence Against Women Prev				28,995	28,995	19,628.79	2,841.22	11,414.97	-2,048.76	107.07
22100 Total	Commonwealth's Attorney - Total				357,499	357,499	239,678.88	30,686.23	112,224.31	5,595.81	98.43
31200	10000180	1100		Sheriff Salaries	1,312,295	1,312,295	862,706.29	109,138.12	433,709.26	15,879.45	98.80
31200	10000180	1200		Sheriff Overtime	0	0	196.56	0.00	0.00	-196.56	100.00

**Clarke County
YTD Budget Report
February 28, 2017**

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31200	10000180	1300		Sheriff Part Time Salaries	43,000	43,000	24,732.89	3,213.93	0.00	18,267.11	57.50
31200	10000180	1660		Sheriff Emp Bonuses	0	0	1,250.00	0.00	0.00	-1,250.00	100.00
31200	10000180	2100		Sheriff FICA	97,216	97,216	65,360.92	8,213.85	31,136.94	718.14	99.30
31200	10000180	2210		Sheriff VRS Plans 1&2	103,361	103,361	66,074.12	8,303.16	34,426.55	2,860.33	97.20
31200	10000180	2220		Sheriff VRS Hybrid	8,049	8,049	7,199.16	862.02	3,739.48	-2,889.64	135.90
31200	10000180	2300		Sheriff Health Ins	201,377	201,377	130,988.15	15,992.54	68,420.65	1,968.20	99.00
31200	10000180	2400		Sheriff Life Insurance	17,193	17,193	11,318.40	1,420.40	5,876.62	-2.02	100.00
31200	10000180	2510		Sheriff Disab Ins - Hybrid	560	560	505.80	62.70	254.36	-200.16	135.70
31200	10000180	2700		Sheriff Workers Comp	22,116	22,116	26,820.10	0.00	0.00	-4,704.10	121.30
31200	10000180	2800		Sheriff Leave Pay	0	0	9,433.02	0.00	0.00	-9,433.02	100.00
31200	10000180	2860		Sheriff LODA	7,500	7,500	7,586.42	0.00	0.00	-86.42	101.20
31200	10000180	3000		Sheriff Purchased Services	25,000	25,000	13,943.97	279.54	3,217.00	7,839.03	68.60
31200	10000180	3320		Sheriff Maint Contracts	121,033	130,333	99,058.10	5,149.00	203.63	31,071.27	76.20
31200	10000180	3350		Sheriff Insured Repair Svcs	2,000	2,000	2,167.56	0.00	0.00	-167.56	108.40
31200	10000180	3500		Sheriff Printing & Binding	1,000	1,000	315.30	0.00	0.00	684.70	31.50
31200	10000180	5210		Sheriff Postal Svcs	2,200	2,200	1,092.20	67.76	0.00	1,107.80	49.60
31200	10000180	5230		Sheriff Telephone	55,000	55,000	23,052.64	2,015.08	7,400.06	24,547.30	55.40
31200	10000180	5300		Sheriff Insurance	15,000	15,000	16,623.84	0.00	0.00	-1,623.84	110.80
31200	10000180	5400		Sheriff Leases & Rentals	28,000	28,000	17,181.00	0.00	7,659.00	3,160.00	88.70
31200	10000180	5500		Sheriff Travel	46,900	46,900	2,189.37	0.00	0.00	44,710.63	4.70
31200	10000180	5500	CST	Sheriff Travel - Communication	0	0	2,002.00	0.00	3,948.00	-5,950.00	100.00
31200	10000180	5500	SST	Sheriff Travel - Sworn Staff	0	0	11,863.21	350.00	895.00	-12,758.21	100.00
31200	10000180	5800		Sheriff Miscellaneous Expendit	1,000	1,000	62.71	0.00	0.00	937.29	6.30
31200	10000180	5810		Sheriff Dues Subscr & Memb	3,300	3,300	3,540.00	230.00	0.00	-240.00	107.30
31200	10000180	6000		Sheriff Materials & Supplies	51,000	51,000	1,258.62	46.80	218.40	49,522.98	2.90
31200	10000180	6000	COS	Sheriff Mtls & Supplies Commun	0	0	1,233.25	187.10	0.00	-1,233.25	100.00
31200	10000180	6000	ETK	E-Ticket Mat'l and Supplies	0	0	104.85	0.00	0.00	-104.85	100.00
31200	10000180	6000	PSU	Sheriff Police Supplies	0	0	4,923.13	0.00	0.00	-4,923.13	100.00
31200	10000180	6000	SOS	Sheriff Office Supplies	0	0	2,481.02	49.90	0.00	-2,481.02	100.00
31200	10000180	6000	VRP	Sheriff Vehicle Repair Parts	0	0	12,640.23	199.94	4,235.16	-16,875.39	100.00
31200	10000180	6008		Sheriff Vehicle Fuel	60,000	60,000	22,689.79	0.00	0.00	37,310.21	37.80
31200	10000180	6011		Sheriff Clothing	8,000	8,000	15.49	0.00	0.00	7,984.51	0.20
31200	10000180	6011	CSU	Sheriff Uniform Communications	0	0	721.50	0.00	0.00	-721.50	100.00
31200	10000180	6011	SSU	Sheriff Uniform Sworn Staff	0	0	4,943.72	122.36	0.00	-4,943.72	100.00
31200	10000180	6015		Sheriff Ammunition	12,500	12,500	7,465.20	0.00	3,162.78	1,872.02	85.00
	10000180 Total	Sheriff			2,244,600	2,253,900	1,465,740.53	155,904.20	608,502.89	179,656.58	92.03
31200	10001480	1200		DMV Alcohol Grant Overtime	12,923	12,923	0.00	0.00	0.00	12,923.00	0.00
31200	10001480	1200	40216	DMV Alcohol Grant Overtime	0	0	2,501.74	0.00	0.00	-2,501.74	100.00
31200	10001480	1200	DMVAL	DMV Alcohol Grant Overtime	0	0	3,256.20	1,166.38	0.00	-3,256.20	100.00
31200	10001480	6000	DMVAL	DMV Alcohol Grant Mat&Sup	0	0	1,359.00	0.00	0.00	-1,359.00	100.00
	10001480 Total	VA Hwy Safety Enf - Alcohol			12,923	12,923	7,116.94	1,166.38	0.00	5,806.06	55.07
31200	10001500	1200	DMVSP	DMV Speed Overtime	0	0	990.18	140.21	0.00	-990.18	100.00
31200	10001500	2100	40317	DMV Speed FICA	8,000	8,000	0.00	0.00	0.00	8,000.00	0.00
	10001500 Total	VA Hwy Safety Enf - Speed			8,000	8,000	990.18	140.21	0.00	7,009.82	12.38
31200	10001520	5500	41017	ICAC Travel	2,000	2,000	2,404.95	0.00	0.00	-404.95	120.20
31200	10001520	6000	41017	ICAC Materials & Supplies	2,000	2,000	0.00	0.00	0.00	2,000.00	0.00
	10001520 Total	NOVA Int Cr Against Child			4,000	4,000	2,404.95	0.00	0.00	1,595.05	60.12
31200	10001552	1100		DCJS Byrne-21st Century Sal	0	1,346	0.00	0.00	0.00	1,346.00	0.00
31200	10001552	5500		Byrne-21st Cenury Grant-Travel	0	1,410	0.00	0.00	0.00	1,410.00	0.00
31200	10001552	6000		Byrne-21st CenturyGrant Mat&Su	0	8,956	0.00	0.00	0.00	8,956.00	0.00
	10001552 Total	DCJS Byrne Justice Assist			0	11,712	0.00	0.00	0.00	11,712.00	0.00
31200	10001551	6000		DCJS Byrne Materials & Supplie	0	1,000	0.00	0.00	0.00	1,000.00	0.00
	10001551 Total	DCJS Byrne Justice Assist			0	1,000	0.00	0.00	0.00	1,000.00	0.00
31200	10001550	1200		DCJS Byrne Overtime	1,510	1,510	0.00	0.00	0.00	1,510.00	0.00
31200	10001550	1300		DCJS Byrne Part Time Salaries	0	0	454.70	0.00	0.00	-454.70	100.00
31200	10001550	2100		DCJS Byrne FICA	0	0	30.59	0.00	0.00	-30.59	100.00
	10001550 Total	DCJS Byrne Justice Assist			1,510	1,510	485.29	0.00	0.00	1,024.71	32.14
31200 Total	Sheriff - Total				2,271,033	2,293,045	1,476,737.89	157,210.79	608,502.89	207,804.22	90.94
31210	10000190	5600		Criminal Justice Training Ctr	19,593	19,593	19,593.00	0.00	0.00	0.00	100.00
31210 Total	Criminal Justice Training Ctr				19,593	19,593	19,593.00	0.00	0.00	0.00	100.00
31220	10000200	5600		Drug Task Force Entity Gift	12,500	12,500	5,436.60	0.00	0.00	7,063.40	43.50
31220 Total	Drug Task Force				12,500	12,500	5,436.60	0.00	0.00	7,063.40	43.49
31400	10000210	3000		Communicat Purchased Services	0	0	0.00	-87.27	0.00	0.00	0.00
31400	10000210	5230		Communicat Telephone	0	0	169.09	169.09	-2,310.96	2,141.87	100.00
31400	10000210	6000		Communicat Materials & Supplie	0	0	0.00	-174.10	0.00	0.00	0.00
31400 Total	Communications				0	0	169.09	-92.28	-2,310.96	2,141.87	100.00
32200	10000220	3000		Vol Fire Purchased Services	70,000	70,000	0.00	0.00	0.00	70,000.00	0.00
32200	10000220	5300		Vol Fire Co Insurance	0	0	44,807.00	0.00	0.00	-44,807.00	100.00
32200	10000220	5600		Vol Fire Companies Entity Gift	25,000	25,000	0.00	0.00	0.00	25,000.00	0.00
32200	10000220	5697		Vol Fire 4 for Life	16,148	16,148	17,102.80	0.00	0.00	-954.80	105.90

**Clarke County
YTD Budget Report
February 28, 2017**

FUNCTION	ORG	OBJ	PROJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	% USED
32200	10000220	5698		Vol Fire Fire Programs	29,337	29,337	29,349.00	0.00	0.00	-12.00	100.00
32200 Total	Volunteer Fire Companies				140,485	140,485	91,258.80	0.00	0.00	49,226.20	64.96
32201	10000230	2860		Blue R VF LODA	1,200	1,200	1,050.00	0.00	0.00	150.00	87.50
32201	10000230	5600		Blue Ridge Vol Fire Co Contrib	50,000	50,000	37,500.00	0.00	0.00	12,500.00	75.00
32201 Total	Blue Ridge Volunteer Fire Co				51,200	51,200	38,550.00	0.00	0.00	12,650.00	75.29
32202	10000240	2860		Boyce VF LODA	1,900	1,900	1,400.00	0.00	0.00	500.00	73.70
32202	10000240	5600		Boyce Volunteer Fire Co Contr	50,000	50,000	25,000.00	0.00	0.00	25,000.00	50.00
32202 Total	Boyce Volunteer Fire Co				51,900	51,900	26,400.00	0.00	0.00	25,500.00	50.87
32203	10000250	2860		Enders VF LODA	2,200	2,200	2,450.00	0.00	0.00	-250.00	111.40
32203	10000250	5600		Enders Volunteer Fire Co Contr	75,000	75,000	56,250.00	0.00	0.00	18,750.00	75.00
32203 Total	Enders Volunteer Fire Co				77,200	77,200	58,700.00	0.00	0.00	18,500.00	76.04
32310	10000260	1100		EMS Salaries	359,282	359,282	186,183.43	23,600.88	117,739.28	55,359.29	84.60
32310	10000260	1200		EMS Overtime	56,000	56,000	62,736.28	6,937.94	20,582.25	-27,318.53	148.80
32310	10000260	1300		EMS Part Time Salaries	117,000	117,000	100,934.29	11,663.59	0.00	16,065.71	86.30
32310	10000260	2100		EMS FICA	40,720	40,720	24,980.19	2,946.11	6,034.04	9,705.77	76.20
32310	10000260	2210		EMS VRS Plans 1&2	21,306	23,877	16,497.15	2,438.00	10,493.66	-3,113.81	113.00
32310	10000260	2220		EMS VRS Hybrid	9,689	7,118	1,009.98	0.00	5,053.34	1,054.68	85.20
32310	10000260	2300		EMS Health Ins	59,962	59,962	33,734.10	4,627.34	18,924.11	7,303.79	87.80
32310	10000260	2400		EMS Life Insurance	4,550	4,620	2,701.25	376.17	1,619.24	299.51	93.50
32310	10000260	2510		EMS Disab Ins - Hybrid	673	603	70.18	0.00	351.18	181.64	69.90
32310	10000260	2700		EMS Workers Comp	24,510	24,510	25,742.66	0.00	0.00	-1,232.66	105.00
32310	10000260	2800		EMS Annual Leave Payouts	0	0	2,607.61	0.00	0.00	-2,607.61	100.00
32310	10000260	2860		EMS LODA	2,700	2,700	2,677.58	0.00	0.00	22.42	99.20
32310	10000260	3000		EMS Purchased Services	37,500	37,500	31,846.97	4,220.70	0.00	5,653.03	84.90
32310	10000260	5210		EMS Postal Services	2,000	2,000	8.28	1.14	0.00	1,991.72	0.40
32310	10000260	5230		EMS Telephone	1,000	1,000	596.09	41.97	306.59	97.32	90.30
32310	10000260	5500		EMS Travel	10,000	10,000	57.87	835.40	0.00	9,942.13	0.60
32310	10000260	6000		EMS Materials & Supplies	10,000	10,000	7,725.72	1,819.20	29.99	2,244.29	77.60
32310	10000260	6008		EMS Vehicle Fuel	2,000	2,000	1,320.12	495.94	0.00	679.88	66.00
32310	10000260	6011		EMS Clothing	6,500	6,500	5,771.14	0.00	0.00	728.86	88.80
32310	10000260	8200		EMS Capital Outlay Adds	2,000	24,080	0.00	0.00	0.00	24,080.00	0.00
32310 Total	Fire and Rescue Services				767,392	789,472	507,200.89	60,004.38	181,133.68	101,137.43	87.19
32320	10000270	5600		Lord Fairfax EMS Contribution	5,422	5,422	5,422.00	0.00	0.00	0.00	100.00
32320 Total	Lord Fairfax Emergency Medical				5,422	5,422	5,422.00	0.00	0.00	0.00	100.00
32400	10000280	5600		Forestry Svcs Entity Gift	2,712	2,712	2,711.52	0.00	0.00	0.48	100.00
32400 Total	Forestry Services				2,712	2,712	2,711.52	0.00	0.00	0.48	99.98
33210	10000290	7000		Regional Jail Joint Ops	512,000	512,000	366,803.25	0.00	0.00	145,196.75	71.60
33210 Total	Regional Jail				512,000	512,000	366,803.25	0.00	0.00	145,196.75	71.64
33220	10000300	3840		Juv DetCtr Intergov Svc Agreem	22,595	22,595	11,050.00	0.00	0.00	11,545.00	48.90
33220 Total	Juvenile Detention Center				22,595	22,595	11,050.00	0.00	0.00	11,545.00	48.90
33300	10000310	5230		Probation Telephone	500	500	31.32	0.00	0.00	468.68	6.30
33300	10000310	6000		Probation Materials & Supplies	300	300	0.00	0.00	0.00	300.00	0.00
33300 Total	Probation Office				800	800	31.32	0.00	0.00	768.68	3.92
34100	10000320	1100		Bldg Insp Salaries	119,087	119,087	84,178.89	10,938.44	50,523.26	-15,615.15	113.10
34100	10000320	2100		Bldg Insp FICA	8,337	8,337	5,919.55	771.89	3,522.97	-1,105.52	113.30
34100	10000320	2210		Bldg Insp VRS Plans 1&2	8,142	8,156	5,437.04	679.63	2,735.26	-16.30	100.20
34100	10000320	2220		Bldg Insp VRS Hybrid	1,968	1,954	1,494.24	249.04	1,496.22	-1,036.46	153.00
34100	10000320	2300		Bldg Insp Health Ins	21,124	21,124	15,607.21	1,995.00	8,178.05	-2,661.26	112.60
34100	10000320	2400		Bldg Insp Life Insurance	1,559	1,559	1,069.50	143.29	652.90	-163.40	110.50
34100	10000320	2510		Bldg Insp Disab Ins - Hybrid	137	137	103.82	17.30	103.98	-70.80	151.70
34100	10000320	2700		Bldg Insp Workers Comp	1,425	1,425	1,739.68	0.00	0.00	-314.68	122.10
34100	10000320	3000		Bldg Insp Purchased Services	0	0	447.00	0.00	0.00	-447.00	100.00
34100	10000320	3320		Bldg Insp Maint Contracts	1,900	1,900	1,584.03	0.00	642.54	-326.57	117.20
34100	10000320	3500		Bldg Insp Printing & Binding	400	400	0.00	0.00	0.00	400.00	0.00
34100	10000320	5210		Bldg Insp Postal Svcs	150	150	24.91	11.91	0.00	125.09	16.60
34100	10000320	5230		Bldg Insp Telephone	1,380	1,380	808.80	159.07	900.39	-329.19	123.90
34100	10000320	5500		Bldg Insp Travel	2,000	2,000	766.11	77.05	0.00	1,233.89	38.30
34100	10000320	5810		Bldg Insp Dues Subscr & Memb	800	800	45.00	0.00	0.00	755.00	5.60
34100	10000320	6000		Bldg Insp Materials & Supplies	2,000	2,000	879.70	114.95	376.20	744.10	62.80
34100	10000320	6008		Bldg Insp Vehicle Fuel	2,000	2,000	1,174.36	236.17	0.00	825.64	58.70
34100 Total	Building Inspections				172,409	172,409	121,279.84	15,393.74	69,131.77	-18,002.61	110.44
35100	10000330	1100		AnimalCtrl Salaries	63,398	63,398	43,104.02	5,865.19	23,460.76	-3,166.78	105.00
35100	10000330	1300		AnimalCtrl Part Time Salaries	9,000	9,000	3,325.00	0.00	0.00	5,675.00	36.90
35100	10000330	2100		AnimalCtrl FICA	4,845	4,845	3,071.30	388.20	1,351.84	421.86	91.30
35100	10000330	2210		AnimalCtrl VRS Plans 1&2	3,576	3,576	2,394.32	299.29	1,200.89	-19.21	100.50
35100	10000330	2220		AnimalCtrl VRS Hybrid	1,807	1,807	1,353.36	198.67	572.73	-119.09	106.60
35100	10000330	2300		AnimalCtrl Health Ins	14,184	14,184	11,126.28	1,229.66	4,583.93	-1,526.21	110.80
35100	10000330	2400		AnimalCtrl Life Insurance	831	831	578.24	76.83	273.69	-20.93	102.50
35100	10000330	2510		AnimalCtrl Disab Ins - Hybrid	126	126	94.08	13.81	39.77	-7.85	106.20
35100	10000330	2700		AnimalCtrl Workers Comp	1,140	1,140	880.21	0.00	0.00	259.79	77.20

Clarke County
YTD Budget Report
February 28, 2017

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35100	10000330	3000		AnimalCtrl Purchased Services	8,000	8,000	4,077.13	0.00	0.00	3,922.87	51.00
35100	10000330	3320		AnimalCtrl Maint Svc Contracts	100	100	41.14	0.00	33.86	25.00	75.00
35100	10000330	3500		AnimalCtrl Printing & Binding	200	200	0.00	0.00	0.00	200.00	0.00
35100	10000330	5110		AnimalCtrl Electric	750	750	0.00	0.00	0.00	750.00	0.00
35100	10000330	5230		AnimalCtrl Telephone	500	500	397.09	14.00	67.80	35.11	93.00
35100	10000330	5500		AnimalCtrl Travel	1,000	1,000	0.00	0.00	0.00	1,000.00	0.00
35100	10000330	5510		AnimalCtrl Local Mileage	100	100	0.00	0.00	0.00	100.00	0.00
35100	10000330	6000		AnimalCtrl Materials & Supplie	6,000	6,000	3,760.55	724.80	0.00	2,239.45	62.70
35100	10000330	6008		AnimalCtrl Vehicle Fuel	1,500	1,500	621.10	75.94	0.00	878.90	41.40
35100	10000330	6011		AnimalCtrl Clothing	500	500	0.00	0.00	0.00	500.00	0.00
35100 Total	Animal Control				117,557	117,557	74,823.82	8,886.39	31,585.27	11,147.91	90.52
35300	10000340	3000		Exam&Bury Purchased Services	1,000	1,000	100.00	0.00	0.00	900.00	10.00
35300 Total	Med Examiner & Indigent Burial				1,000	1,000	100.00	0.00	0.00	900.00	10.00
42400	10000350	3840		RefuseDisp Intergov Svc Agreem	175,500	175,500	78,177.58	0.00	0.00	97,322.42	44.50
42400 Total	Refuse Disposal				175,500	175,500	78,177.58	0.00	0.00	97,322.42	44.55
42600	10000360	3000		LitterCtrl Purchased Services	0	0	1,250.00	0.00	1,750.00	-3,000.00	100.00
42600	10000360	6000		LitterCtrl Materials & Supplie	5,310	5,310	435.71	435.71	0.00	4,874.29	8.20
42600 Total	Litter Control				5,310	5,310	1,685.71	435.71	1,750.00	1,874.29	64.70
42700	10000370	3840		Sanitation Intergov Svc Agreem	33,750	33,750	15,698.94	0.00	0.00	18,051.06	46.50
42700	10000370	5600		Sanitation Entity Gift	207,000	207,000	207,000.00	0.00	0.00	0.00	100.00
42700 Total	Sanitation				240,750	240,750	222,698.94	0.00	0.00	18,051.06	92.50
43200	10000380	1100		Maintenanc Salaries	150,079	150,079	92,713.87	11,178.00	46,267.11	11,098.02	92.60
43200	10000380	1300		Maintenanc Part Time Salaries	0	0	2,000.00	0.00	0.00	-2,000.00	100.00
43200	10000380	2100		Maintenanc FICA	10,476	10,476	9,163.28	827.04	3,422.37	-2,109.65	120.10
43200	10000380	2210		Maintenanc VRS Plans 1&2	10,634	10,634	4,691.44	536.26	2,156.30	3,786.26	64.40
43200	10000380	2220		Maintenanc VRS Hybrid	1,852	1,852	2,593.97	283.47	1,753.27	-2,495.24	234.70
43200	10000380	2300		Maintenanc Health Ins	24,361	24,361	9,697.95	1,185.22	4,881.96	9,781.09	59.80
43200	10000380	2400		Maintenanc Life Insurance	1,966	1,966	1,198.53	146.44	605.72	161.75	91.80
43200	10000380	2510		Mainten Disab Ins - Hybrid	129	129	191.93	25.55	110.23	-173.16	234.20
43200	10000380	2700		Maintenanc Workers Comp	4,560	4,560	4,426.20	0.00	0.00	133.80	97.10
43200	10000380	2800		Maintenanc Leave Pay	0	0	28,410.01	0.00	0.00	-28,410.01	100.00
43200	10000380	3000		Maintenanc Purchased Services	22,000	22,000	8,019.65	0.00	0.00	13,980.35	36.50
43200	10000380	3320		Maintenanc Maint Contracts	99,485	99,485	52,640.27	3,366.23	4,863.14	41,981.59	57.80
43200	10000380	3340		Maintenanc Custodial Contracts	37,000	37,000	20,197.39	0.00	0.00	16,802.61	54.60
43200	10000380	3600		Maintenanc Advertising	1,200	1,200	0.00	0.00	0.00	1,200.00	0.00
43200	10000380	5120		Maintenanc Heating	400	400	0.00	0.00	0.00	400.00	0.00
43200	10000380	5130		Maintenanc Water & Sewer	780	780	171.35	29.85	0.00	608.65	22.00
43200	10000380	5230		Maintenanc Telephone	2,750	2,750	863.89	62.97	400.76	1,485.35	46.00
43200	10000380	5300		Maintenanc Insurance	37,253	37,253	39,181.62	0.00	0.00	-1,928.62	105.20
43200	10000380	5400		Maintenanc Leases & Rentals	1,500	1,500	0.00	0.00	0.00	1,500.00	0.00
43200	10000380	5500		Maintenanc Travel	750	750	0.00	0.00	0.00	750.00	0.00
43200	10000380	6000		Maintenanc Materials & Supplie	35,000	35,000	23,024.77	1,837.06	1,361.36	10,613.87	69.70
43200	10000380	6008		Maintenanc Vehicle Fuel	4,780	4,780	1,573.51	183.08	0.00	3,206.49	32.90
10000380 Total	General Property Maintenance				446,955	446,955	300,759.63	19,661.17	65,822.22	80,373.15	82.02
43200	10000890	3000		JGC Maintenanc Purchased Servi	25,000	25,000	16,680.83	395.64	1,917.70	6,401.47	74.40
43200	10000890	3320		JGC Maint Contracts	29,212	29,212	8,499.05	2,332.38	0.00	20,712.95	29.10
43200	10000890	3340		JGC Maintenanc Custodial Contr	26,000	26,000	13,994.28	0.00	0.00	12,005.72	53.80
43200	10000890	5110		JGC Maintenanc Electric	32,500	32,500	18,102.70	3,016.95	0.00	14,397.30	55.70
43200	10000890	5120		JGC Maintenanc Heating	5,500	5,500	2,363.55	0.00	0.00	3,136.45	43.00
43200	10000890	5130		JGC Maintenanc Water & Sewer	1,500	1,500	764.43	0.00	0.00	735.57	51.00
43200	10000890	6000		JGC Maintenanc Materials & Sup	3,500	3,500	194.46	20.27	0.00	3,305.54	5.60
43200	10000890	8100		JGC Maintenanc Cap Outla Replc	0	0	0.00	0.00	3,768.26	-3,768.26	100.00
10000890 Total	Maintenance - 101 Chalmers Court				123,212	123,212	60,599.30	5,765.24	5,685.96	56,926.74	53.80
43200	10000900	3000		Maintenanc Purchased Services	7,244	7,244	5,994.17	144.00	0.00	1,249.83	82.70
43200	10000900	3320		Maintenanc Maint Contracts	3,500	3,500	4,426.05	0.00	0.00	-926.05	126.50
43200	10000900	5110		Maintenanc Electric	12,090	12,090	5,710.90	925.60	0.00	6,379.10	47.20
43200	10000900	5120		Maintenanc Heating	1,600	1,600	595.07	0.00	0.00	1,004.93	37.20
43200	10000900	5130		Maintenanc Water & Sewer	3,750	3,750	1,688.60	9.00	0.00	2,061.40	45.00
43200	10000900	6000		Maintenanc Materials & Supplie	1,500	1,500	170.91	0.00	0.00	1,329.09	11.40
10000900 Total	Maintenance - 100 N Ch St/Radio T				29,684	29,684	18,585.70	1,078.60	0.00	11,098.30	62.61
43200	10000910	3000		Maintenanc Purchased Services	5,000	5,000	891.00	144.00	0.00	4,109.00	17.80
43200	10000910	3320		Maintenanc Maint Contracts	2,000	2,000	3,046.30	0.00	0.00	-1,046.30	152.30
43200	10000910	5110		Maintenanc Electric	31,896	31,896	15,074.78	3,425.16	0.00	16,821.22	47.30
43200	10000910	6000		Maintenanc Materials & Supplie	1,000	1,000	574.91	3.29	0.00	425.09	57.50
10000910 Total	Maintenance - 102 N Church St				39,896	39,896	19,586.99	3,572.45	0.00	20,309.01	49.10
43200	10000920	3000		Maintenanc Purchased Services	9,500	9,500	1,654.50	144.00	0.00	7,845.50	17.40
43200	10000920	3320		Maintenanc Maint Contracts	2,100	2,100	3,478.30	0.00	0.00	-1,378.30	165.60
43200	10000920	5110		Maintenanc Electric	11,271	11,271	5,564.73	1,028.18	0.00	5,706.27	49.40
43200	10000920	5120		Maintenanc Heating	3,500	3,500	1,994.35	0.00	0.00	1,505.65	57.00
43200	10000920	5130		Maintenanc Water & Sewer	900	900	254.00	0.00	0.00	646.00	28.20

Clarke County
YTD Budget Report
February 28, 2017

FUNCTION	ORG	OBJ	PROJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	% USED
43200	10000920	6000		Maintenanc Materials & Supplie	1,500	1,500	417.81	81.11	0.00	1,082.19	27.90
	10000920 Total			Maintenance - 104/106 N Church St	28,771	28,771	13,363.69	1,253.29	0.00	15,407.31	46.45
43200	10000930	3000		Maintenanc Purchased Services	5,000	5,000	1,361.00	0.00	0.00	3,639.00	27.20
43200	10000930	3320		Maintenanc Maint Contracts	650	650	2,770.00	0.00	0.00	-2,120.00	426.20
43200	10000930	5110		Maintenanc Electric	5,410	5,410	4,008.99	387.08	0.00	1,401.01	74.10
43200	10000930	5120		Maintenanc Heating	6,000	6,000	3,281.45	546.39	0.00	2,718.55	54.70
43200	10000930	5130		Maintenanc Water & Sewer	500	500	0.00	0.00	0.00	500.00	0.00
43200	10000930	6000		Maintenanc Materials & Supplie	1,000	1,000	123.63	123.63	0.00	876.37	12.40
	10000930 Total			Maintenance - 225 Ramsburg Ln	18,560	18,560	11,545.07	1,057.10	0.00	7,014.93	62.20
43200	10000940	3000		Maintenanc Purchased Services	1,400	1,400	6,427.00	0.00	0.00	-5,027.00	459.10
43200	10000940	3320		Maintenanc Maint Contracts	500	500	742.00	0.00	0.00	-242.00	148.40
43200	10000940	5110		Maintenanc Electric	1,446	1,446	1,105.19	108.74	0.00	340.81	76.40
43200	10000940	5120		Maintenanc Heating	2,500	2,500	518.26	0.00	0.00	1,981.74	20.70
43200	10000940	6000		Maintenanc Materials & Supplie	750	750	23.65	0.00	0.00	726.35	3.20
	10000940 Total			Maintenance - 524 Westwood Road	6,596	6,596	8,816.10	108.74	0.00	-2,220.10	133.66
43200	10000950	3000		Maintenanc Purchased Services	12,500	12,500	10,952.19	1,112.90	0.00	1,547.81	87.60
43200	10000950	3320		Maintenanc Maint Contracts	3,000	3,000	3,610.00	0.00	0.00	-610.00	120.30
43200	10000950	3340		Maintenance Custodial Contract	3,500	3,500	542.75	127.60	0.00	2,957.25	15.50
43200	10000950	5110		Maintenanc Electric	25,247	25,247	18,437.96	2,239.17	0.00	6,809.04	73.00
43200	10000950	5120		Maintenanc Heating	4,500	4,500	1,911.82	0.00	0.00	2,588.18	42.50
43200	10000950	5130		Maintenanc Water & Sewer	1,800	1,800	799.00	0.00	0.00	1,001.00	44.40
43200	10000950	6000		Maintenanc Materials & Supplie	5,000	5,000	899.11	0.00	0.00	4,100.89	18.00
	10000950 Total			Maintenance - 225 Al Smith Cir Rec Ctr	55,547	55,547	37,152.83	3,479.67	0.00	18,394.17	66.89
43200	10000960	3000		Maintenanc Purchased Services	16,000	16,000	4,003.34	135.00	0.00	11,996.66	25.00
43200	10000960	5110		Maintenanc Electric	3,350	3,350	2,208.67	132.93	0.00	1,141.33	65.90
43200	10000960	5130		Maintenanc Water & Sewer	2,700	2,700	1,198.40	0.00	0.00	1,501.60	44.40
43200	10000960	6000		Maintenanc Materials & Supplie	5,000	5,000	688.70	131.93	0.00	4,311.30	13.80
	10000960 Total			Maintenance - 225 Al Smith Cir Ofc/Grounds	27,050	27,050	8,099.11	399.86	0.00	18,950.89	29.94
43200	10000970	3000		Maintenanc Purchased Services	9,500	9,500	772.87	0.00	0.00	8,727.13	8.10
43200	10000970	5110		Maintenanc Electric	5,066	5,066	4,429.92	67.16	0.00	636.08	87.40
43200	10000970	5130		Maintenanc Water & Sewer	20,000	20,000	5,221.60	0.00	0.00	14,778.40	26.10
43200	10000970	6000		Maintenanc Materials & Supplie	5,000	5,000	204.23	0.00	0.00	4,795.77	4.10
	10000970 Total			Maintenance - 225 Al Smith Cir Pool	39,566	39,566	10,628.62	67.16	0.00	28,937.38	26.86
43200	10000980	3000		Maintenanc Purchased Services	750	750	226.18	0.00	0.00	523.82	30.20
43200	10000980	5110		Maintenanc Electric	1,040	1,040	605.62	28.24	0.00	434.38	58.20
43200	10000980	6000		Maintenanc Materials & Supplie	7,500	7,500	1,417.06	243.77	1,000.00	5,082.94	32.20
	10000980 Total			Maintenance - 225 Al Smith Cir Baseball	9,290	9,290	2,248.86	272.01	1,000.00	6,041.14	34.97
43200	10000990	3000		Maintenanc Purchased Services	1,300	1,300	1,205.34	0.00	0.00	94.66	92.70
43200	10000990	5110		Maintenanc Electric	500	500	263.63	30.44	0.00	236.37	52.70
43200	10000990	6000		Maintenanc Materials & Supplie	8,500	8,500	2,846.21	209.98	1,338.12	4,315.67	49.20
	10000990 Total			Maintenance - 225 Al Smith Cir Soccer	10,300	10,300	4,315.18	240.42	1,338.12	4,646.70	54.89
43200	10000995	3320		Maintenanc Maint Contracts	250	250	382.50	0.00	0.00	-132.50	153.00
43200	10000995	6000		Maintenance Mtls and Supplies	1,000	1,000	0.00	0.00	0.00	1,000.00	0.00
	10000995 Total			Maintenance - 106 N Church St Old Comm At	1,250	1,250	382.50	0.00	0.00	867.50	30.60
43200	10001000	3000		Maintenanc Purchased Services	750	750	0.00	0.00	0.00	750.00	0.00
43200	10001000	6000		Maintenanc Materials & Supplie	500	500	0.00	0.00	0.00	500.00	0.00
	10001000 Total			Maintenance - 32 E Main St	1,250	1,250	0.00	0.00	0.00	1,250.00	0.00
43200	10001010	3000		Maintenanc Purchased Services	5,000	5,000	0.00	0.00	0.00	5,000.00	0.00
43200	10001010	3320		Maintenanc Maint Contracts	0	0	432.00	0.00	0.00	-432.00	100.00
43200	10001010	6000		Maintenanc Materials & Supplie	500	500	75.96	0.00	0.00	424.04	15.20
	10001010 Total			Maintenance - 36 E Main St	5,500	5,500	507.96	0.00	0.00	4,992.04	9.24
43200	10001020	3000		Maintenanc Purchased Services	5,500	5,500	1,659.94	144.00	0.00	3,840.06	30.20
43200	10001020	3320		Maintenanc Maint Contracts	1,900	1,900	3,505.86	293.78	0.00	-1,605.86	184.50
43200	10001020	3340		Maintenanc Custodial Contracts	0	0	1,762.68	0.00	0.00	-1,762.68	100.00
43200	10001020	5110		Maintenanc Electric	10,060	10,060	4,480.25	755.91	0.00	5,579.75	44.50
43200	10001020	5130		Maintenanc Water & Sewer	1,100	1,100	660.40	0.00	0.00	439.60	60.00
43200	10001020	6000		Maintenanc Materials & Supplie	1,000	1,000	57.90	0.00	0.00	942.10	5.80
	10001020 Total			Maintenance - 311 E Main St	19,560	19,560	12,127.03	1,193.69	0.00	7,432.97	62.00
43200	10001410	3000		Maintenanc Purchased Services	2,500	2,500	90.00	0.00	0.00	2,410.00	3.60
43200	10001410	3320		Maintenanc Maint Contracts	750	750	341.00	0.00	0.00	409.00	45.50
43200	10001410	5110		Maintenanc Electric	3,000	3,000	1,595.52	194.87	0.00	1,404.48	53.20
43200	10001410	5120		Maintenanc Heating	2,200	2,200	1,556.21	558.08	0.00	643.79	70.70
43200	10001410	5130		Maintenanc Water & Sewer	250	250	195.50	0.00	0.00	54.50	78.20
43200	10001410	6000		Maintenanc Materials & Supplie	1,500	1,500	0.00	0.00	0.00	1,500.00	0.00
	10001410 Total			Maintenance - 129 Ramsburg Ln	10,200	10,200	3,778.23	752.95	0.00	6,421.77	37.04
43200 Total	General Property Maintenance - All Accounts				873,187	873,187	512,496.80	38,902.35	73,846.30	286,843.90	67.15
51100	10000385	5600		Local Health Dept Contribution	220,000	220,000	165,000.00	55,000.00	0.00	55,000.00	75.00
51100 Total	Local Health Department				220,000	220,000	165,000.00	55,000.00	0.00	55,000.00	75.00
51200	10000390	5600		Our Health Entity Gift	5,000	5,000	5,000.00	0.00	0.00	0.00	100.00
51200 Total	Our Health				5,000	5,000	5,000.00	0.00	0.00	0.00	100.00

**Clarke County
YTD Budget Report
February 28, 2017**

FUNCTION	ORG	OBJ	PROJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	% USED
52400	10000395	5600		N Shen Vally Sub Abuse Coal Co	15,000	15,000	15,000.00	0.00	0.00	0.00	100.00
52400 Total	N Shen Valley Subst Abuse Coal				15,000	15,000	15,000.00	0.00	0.00	0.00	100.00
52500	10000400	5600		NW Community Svc Entity Gift	88,000	88,000	66,000.00	0.00	0.00	22,000.00	75.00
52500 Total	Northwestern Community Svcs				88,000	88,000	66,000.00	0.00	0.00	22,000.00	75.00
52800	10000410	5600		Concern Hotline Entity Gift	750	750	750.00	0.00	0.00	0.00	100.00
52800 Total	Concern Hotline				750	750	750.00	0.00	0.00	0.00	100.00
52900	10000420	5600		NW Works Entity Gift	1,000	1,000	0.00	0.00	0.00	1,000.00	0.00
52900 Total	NW Works				1,000	1,000	0.00	0.00	0.00	1,000.00	0.00
53230	10000430	5600		SAAA EntityGift	40,000	40,000	30,000.00	10,000.00	0.00	10,000.00	75.00
53230 Total	Shenandoah Area Agency on Aging				40,000	40,000	30,000.00	10,000.00	0.00	10,000.00	75.00
53240	10000440	5600		Virginia Regional Transit Cont	19,302	19,302	9,651.00	4,825.50	0.00	9,651.00	50.00
53240 Total	VA Regional Transp Assn				19,302	19,302	9,651.00	4,825.50	0.00	9,651.00	50.00
53250	10000445	5600		FISH of Clarke County Contr	1,000	1,000	1,000.00	0.00	0.00	0.00	100.00
53250 Total	FISH of Clarke County				1,000	1,000	1,000.00	0.00	0.00	0.00	100.00
53600	10000450	5600		Access Independence Contr	750	750	0.00	0.00	0.00	750.00	0.00
53600 Total	Access Independence				750	750	0.00	0.00	0.00	750.00	0.00
53700	10000460	5600		Laurel Center Contribution	2,000	2,000	0.00	0.00	0.00	2,000.00	0.00
53700 Total	The Laurel Ctr (Women's Shltr)				2,000	2,000	0.00	0.00	0.00	2,000.00	0.00
69100	10000470	5600		Lord FairfaxComm College Cont	16,441	16,441	4,110.25	0.00	0.00	12,330.75	25.00
69100 Total	Lord Fairfax Community College				16,441	16,441	4,110.25	0.00	0.00	12,330.75	25.00
71100	10000480	1100		Parks Adm Salaries	258,547	258,547	170,094.96	21,261.87	85,047.48	3,404.56	98.70
71100	10000480	1300		Parks Adm Part Time Salaries	16,020	16,020	9,401.22	0.00	0.00	6,618.78	58.70
71100	10000480	2100		Parks Adm FICA	20,848	20,848	12,676.49	1,495.30	6,474.09	1,697.42	91.90
71100	10000480	2210		Parks Adm VRS Plans 1&2	23,824	23,824	14,441.04	1,805.13	7,256.16	2,126.80	91.10
71100	10000480	2300		Parks Adm Health Ins	46,519	46,519	26,309.36	3,288.67	13,214.06	6,995.58	85.00
71100	10000480	2400		Parks Adm Life Insurance	3,676	3,676	2,228.24	278.53	1,119.65	328.11	91.10
71100	10000480	2700		Parks Adm Workers Comp	13,110	13,110	10,930.95	0.00	0.00	2,179.05	83.40
71100	10000480	3000		Parks Adm Purchased Services	0	0	0.00	-99.99	0.00	0.00	0.00
71100	10000480	3180		Parks Adm Credit Card Fees	3,500	3,500	2,720.22	0.00	0.00	779.78	77.70
71100	10000480	3320		Parks Adm Maint Contracts	6,241	6,241	1,166.34	104.16	1,563.31	3,511.35	43.70
71100	10000480	3500		Parks Adm Printing & Binding	200	200	1,307.00	0.00	0.00	-1,107.00	653.50
71100	10000480	3600		Parks Adm Advertising	1,148	1,148	0.00	0.00	0.00	1,148.00	0.00
71100	10000480	5210		Parks Adm Postal Svcs	1,999	1,999	296.74	38.55	0.00	1,702.26	14.80
71100	10000480	5230		Parks Adm Telephone	1,000	1,000	536.57	0.00	0.00	463.43	53.70
71100	10000480	5400		Parks Adm Leases & Rentals	530	530	385.97	0.00	0.00	144.03	72.80
71100	10000480	5500		Parks Adm Travel	1,500	1,500	168.60	0.00	0.00	1,331.40	11.20
71100	10000480	5810		Parks Adm Dues Subscr & Memb	2,260	2,260	758.00	118.00	0.00	1,502.00	33.50
71100	10000480	6000		Parks Adm Materials & Supplies	5,156	5,156	774.80	144.84	0.00	4,381.20	15.00
71100	10000480	6008		Parks Adm Vehicle Fuel	700	700	290.45	41.98	0.00	409.55	41.50
71100	10000480	6011		Parks Adm Clothing	1,100	1,100	500.50	0.00	0.00	599.50	45.50
71100 Total	Parks Administration				407,878	407,878	254,987.45	28,477.04	114,674.75	38,215.80	90.63
71310	10000490	1100		Rec Center Salaries	45,779	45,779	31,660.80	3,957.60	15,830.40	-1,712.20	103.70
71310	10000490	1300		Rec Center Part Time Salaries	30,179	30,179	17,930.17	3,010.13	0.00	12,248.83	59.40
71310	10000490	2100		Rec Center FICA	5,068	5,068	3,764.73	529.42	1,195.11	108.16	97.90
71310	10000490	2210		Rec Center VRS Plans 1&2	3,887	3,887	2,688.00	336.00	1,346.79	-147.79	103.80
71310	10000490	2300		Rec Center Health Ins	7,056	7,056	4,704.24	588.03	2,356.94	-5.18	100.10
71310	10000490	2400		Rec Center Life Insurance	600	600	414.72	51.84	207.82	-22.54	103.80
71310	10000490	2700		Rec Center Workers Comp	1,254	1,254	1,195.51	0.00	0.00	58.49	95.30
71310	10000490	3600		Rec Center Advertising	200	200	0.00	0.00	0.00	200.00	0.00
71310	10000490	5810		Rec Center Dues Subscr & Memb	0	0	91.00	0.00	0.00	-91.00	100.00
71310	10000490	5830		Rec Center Refunds	450	450	334.00	0.00	0.00	116.00	74.20
71310	10000490	6000		Rec Center Materials & Supplie	8,670	8,670	2,799.04	27.62	0.00	5,870.96	32.30
71310	10000490	6012		Rec Center Merch for Resale	3,000	3,000	552.72	164.67	0.00	2,447.28	18.40
71310 Total	Recreation Center				106,143	106,143	66,134.93	8,665.31	20,937.06	19,071.01	82.03
71320	10000500	1300		Pool Part Time Salaries	60,251	60,251	37,241.34	0.00	0.00	23,009.66	61.80
71320	10000500	2100		Pool FICA	4,751	4,751	2,937.06	0.00	0.00	1,813.94	61.80
71320	10000500	2300		Pool Health Ins	0	0	112.79	0.00	0.00	-112.79	100.00
71320	10000500	3000		Pool Purchased Services	1,500	1,500	289.00	0.00	0.00	1,211.00	19.30
71320	10000500	5500		Pool Travel	350	350	0.00	0.00	0.00	350.00	0.00
71320	10000500	5810		Pool Dues Subscr & Memb	1,000	1,000	920.00	0.00	1,100.00	-1,020.00	202.00
71320	10000500	5830		Pool Refunds	300	300	496.00	0.00	0.00	-196.00	165.30
71320	10000500	6000		Pool Materials & Supplies	3,400	3,400	850.79	0.00	0.00	2,549.21	25.00
71320	10000500	6011		Pool Clothing	1,204	1,204	17.00	0.00	0.00	1,187.00	1.40
71320	10000500	6012		Pool Merch for Resale	1,000	1,000	375.88	366.20	0.00	624.12	37.60
71320	10000500	6026		Pool Chemicals	10,000	10,000	3,399.44	0.00	0.00	6,600.56	34.00
71320 Total	Swimming Pool				83,756	83,756	46,639.30	366.20	1,100.00	36,016.70	57.00
71350	10000510	1100		Programs Salaries	53,868	53,868	24,314.48	3,039.31	12,157.24	17,396.28	67.70
71350	10000510	1300		Programs Part Time Salaries	84,100	84,100	52,055.06	5,403.65	0.00	32,044.94	61.90
71350	10000510	2100		Programs FICA	8,924	8,924	5,715.30	630.02	1,042.41	2,166.29	75.70
71350	10000510	2210		Programs VRS Plans 1&2	2,977	2,977	2,064.32	258.04	1,033.58	-120.90	104.10

**Clarke County
YTD Budget Report
February 28, 2017**

FUNCTION	ORG	OBJ	PROJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	% USED
71350	10000510	2300		Programs Health Ins	7,056	7,056	4,704.24	588.03	2,355.42	-3.66	100.10
71350	10000510	2400		Programs Life Insurance	459	459	318.48	39.81	159.51	-18.99	104.10
71350	10000510	2700		Programs Workers Comp	1,026	1,026	915.25	0.00	0.00	110.75	89.20
71350	10000510	3000		Programs Purchased Services	54,000	54,000	22,144.29	2,883.63	50,688.57	-18,832.86	134.90
71350	10000510	3500		Programs Printing & Binding	7,000	7,000	1,454.00	0.00	5,648.00	-102.00	101.50
71350	10000510	3600		Programs Advertising	3,000	3,000	439.10	50.00	0.00	2,560.90	14.60
71350	10000510	5210		Programs Postal Svcs	100	100	15.00	0.00	0.00	85.00	15.00
71350	10000510	5400		Programs Leases & Rentals	300	300	65.00	0.00	0.00	235.00	21.70
71350	10000510	5500		Programs Travel	500	500	0.00	0.00	0.00	500.00	0.00
71350	10000510	5560		Programs Group Trip	3,500	3,500	1,985.30	0.00	0.00	1,514.70	56.70
71350	10000510	5810		Programs Dues Subscr & Memb	1,000	1,000	523.00	20.00	0.00	477.00	52.30
71350	10000510	5830		Programs Refunds	3,500	3,500	2,249.00	360.00	0.00	1,251.00	64.30
71350	10000510	6000		Programs Materials & Supplies	12,500	12,500	4,954.67	524.52	0.00	7,545.33	39.60
71350	10000510	6011		Programs Clothing	1,500	1,500	455.05	0.00	0.00	1,044.95	30.30
71350	10000510	6012		Programs Merch for Resale	7,000	7,000	6,055.96	4,821.00	2,573.00	-1,628.96	123.30
71350 Total	Parks Programs				252,310	252,310	130,427.50	18,618.01	75,657.73	46,224.77	81.68
71360	10000520	1300		Concession Part Time Salaries	4,125	4,125	3,493.42	0.00	0.00	631.58	84.70
71360	10000520	2100		Concession FICA	376	376	267.26	0.00	0.00	108.74	71.10
71360	10000520	6000		Concession Materials & Supplie	100	100	32.98	0.00	0.00	67.02	33.00
71360	10000520	6012		Concession Merch for Resale	10,700	10,700	4,423.08	0.00	0.00	6,276.92	41.30
71360 Total	Concession Stand				15,301	15,301	8,216.74	0.00	0.00	7,084.26	53.70
72240	10000527	5600		Barns of Rose Hill Contr	5,000	5,000	5,000.00	0.00	0.00	0.00	100.00
72240 Total	Barns of Rose Hill				5,000	5,000	5,000.00	0.00	0.00	0.00	100.00
72700	10000530	5600		VA Comm for Arts Contr	10,000	10,000	10,000.00	0.00	0.00	0.00	100.00
72700 Total	VA Commission for the Arts				10,000	10,000	10,000.00	0.00	0.00	0.00	100.00
73200	10000540	5600		Handley Regional Library Contr	206,513	206,513	154,884.75	0.00	0.00	51,628.25	75.00
73200 Total	Handley Regional Library				206,513	206,513	154,884.75	0.00	0.00	51,628.25	75.00
81110	10000550	1100		Plan Adm Salaries	297,536	297,536	183,834.21	23,620.94	96,176.16	17,525.63	94.10
81110	10000550	2100		Plan Adm FICA	22,528	22,528	13,962.67	1,794.21	7,384.43	1,180.90	94.80
81110	10000550	2210		Plan Adm VRS Plans 1&2	23,293	23,318	15,545.28	1,943.16	7,826.62	-53.90	100.20
81110	10000550	2220		Plan Adm VRS Hybrid	1,968	1,943	62.26	62.26	374.06	1,506.68	22.50
81110	10000550	2300		Plan Adm Health Ins	25,212	25,212	14,230.33	1,881.70	7,632.66	3,349.01	86.70
81110	10000550	2400		Plan Adm Life Insurance	3,898	3,898	2,408.25	309.44	1,265.33	224.42	94.20
81110	10000550	2510		Plan Adm Disab Ins - Hybrid	137	137	4.33	4.33	26.00	106.67	22.10
81110	10000550	2700		Plan Adm Workers Comp	6,840	6,840	6,898.71	0.00	0.00	-58.71	100.90
81110	10000550	3000		Plan Adm Purchased Services	10,000	10,000	5,218.75	207.50	0.00	4,781.25	52.20
81110	10000550	3140		Plan Adm Engineer & Architect	10,000	10,000	1,800.00	0.00	0.00	8,200.00	18.00
81110	10000550	3320		Plan Adm Maint Contracts	300	300	726.94	261.09	183.39	-610.33	303.40
81110	10000550	3500		Plan Adm Printing & Binding	1,500	1,500	0.00	0.00	0.00	1,500.00	0.00
81110	10000550	3600		Plan Adm Advertising	3,000	3,000	2,574.00	572.00	0.00	426.00	85.80
81110	10000550	5210		Plan Adm Postal Svcs	1,000	1,000	250.41	103.24	0.00	749.59	25.00
81110	10000550	5230		Plan Adm Telephone	400	400	204.18	0.00	0.00	195.82	51.00
81110	10000550	5500		Plan Adm Travel	1,000	1,000	218.50	0.00	0.00	781.50	21.90
81110	10000550	5510		Plan Adm Local Mileage	1,000	1,000	574.57	89.88	0.00	425.43	57.50
81110	10000550	5810		Plan Adm Dues Subscr & Memb	300	300	0.00	0.00	0.00	300.00	0.00
81110	10000550	6000		Plan Adm Materials & Supplies	2,500	2,500	830.78	16.24	0.00	1,669.22	33.20
81110	10000550	6000	RBP15	Plan Adm Materials & Supplies	200	200	0.00	0.00	0.00	200.00	0.00
81110	10001200	3140	PTPLN	Plan Admin Pass Thru Eng Fees	0	0	0.00	0.00	14,200.00	-14,200.00	100.00
81110 Total	Planning Administration				412,612	412,612	249,344.17	30,865.99	135,068.65	28,199.18	93.17
81120	10000560	1300		Plan Com Part Time Salaries	500	500	400.00	0.00	0.00	100.00	80.00
81120	10000560	2100		Plan Com FICA	39	39	25.49	0.00	0.00	13.51	65.40
81120	10000560	2300		Plan Com Health Ins	0	0	756.61	0.00	0.00	-756.61	100.00
81120	10000560	2700		Plan Com Workers Comp	0	0	0.49	0.00	0.00	-0.49	100.00
81120	10000560	3000		Plan Com Purchased Services	0	0	40.00	40.00	0.00	-40.00	100.00
81120	10000560	3160		Plan Com Board Member Fees	8,000	8,000	6,540.00	750.00	0.00	1,460.00	81.80
81120	10000560	3600		Plan Com Advertising	1,000	1,000	0.00	0.00	0.00	1,000.00	0.00
81120	10000560	5210		Plan Com Postal Svcs	100	100	0.00	0.00	0.00	100.00	0.00
81120	10000560	5500		Plan Com Travel	0	1,750	1,000.00	0.00	0.00	750.00	57.10
81120 Total	Planning Commission				9,639	11,389	8,762.59	790.00	0.00	2,626.41	76.94
81130	10000570	3000		BryDevAuth Purchased Services	1,000	1,000	0.00	0.00	0.00	1,000.00	0.00
81130	10000570	3160		BryDevAuth Board Member Fees	500	500	300.00	75.00	0.00	200.00	60.00
81130	10000570	3600		BryDevAuth Advertising	500	500	0.00	0.00	0.00	500.00	0.00
81130 Total	Berryville Dev Authority				2,000	2,000	300.00	75.00	0.00	1,700.00	15.00
81140	10000580	5600		Regional Airport Auth Contr	2,500	2,500	1,875.00	625.00	0.00	625.00	75.00
81140 Total	Regional Airport Authority				2,500	2,500	1,875.00	625.00	0.00	625.00	75.00
81310	10000590	5600		Help with Housing Contrib	5,400	5,400	0.00	0.00	0.00	5,400.00	0.00
81310 Total	Help With Housing				5,400	5,400	0.00	0.00	0.00	5,400.00	0.00
81400	10000600	1300		BrdZonApp Part Time Salaries	250	250	0.00	0.00	0.00	250.00	0.00
81400	10000600	2100		BrdZonApp FICA	20	20	0.00	0.00	0.00	20.00	0.00
81400	10000600	3000		BrdZonApp Purchased Services	2,000	2,000	0.00	0.00	0.00	2,000.00	0.00

**Clarke County
YTD Budget Report
February 28, 2017**

FUNCTION	ORG	OBJ	PROJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	% USED
81400	10000600	3160		BrdZonApp Board Member Fees	500	500	0.00	0.00	0.00	500.00	0.00
81400	10000600	3600		BrdZonApp Advertising	500	500	0.00	0.00	0.00	500.00	0.00
81400 Total	Board of Zoning Appeals				3,270	3,270	0.00	0.00	0.00	3,270.00	0.00
81510	10000610	1300		Econ Dev Part Time Salaries	11,354	11,354	0.00	0.00	0.00	11,354.00	0.00
81510	10000610	2100		Econ Dev FICA	871	871	0.00	0.00	0.00	871.00	0.00
81510	10000610	3000		Econ Dev Purchased Services	57,350	57,350	24,528.75	2,047.50	0.00	32,821.25	42.80
81510	10000610	3320		Econ Dev Maint Svc Contracts	0	0	600.00	0.00	450.00	-1,050.00	100.00
81510	10000610	3500		Econ Dev Printing & Binding	2,500	2,500	0.00	0.00	0.00	2,500.00	0.00
81510	10000610	3600		Econ Dev Advertising	1,700	1,700	0.00	0.00	0.00	1,700.00	0.00
81510	10000610	5230		Econ Dev Telephone	0	0	296.25	41.97	254.97	-551.22	100.00
81510	10000610	5500		Econ Dev Travel	900	900	0.00	0.00	0.00	900.00	0.00
81510	10000610	5510		Econ Dev Local Mileage	1,500	1,500	0.00	0.00	0.00	1,500.00	0.00
81510	10000610	5600		Ofc of Econ Dev Contrib	750	750	0.00	0.00	0.00	750.00	0.00
81510	10000610	5800		Econ Dev Miscellaneous Expendi	0	0	1,080.00	0.00	0.00	-1,080.00	100.00
81510	10000610	5810		Econ Dev Dues Subscr & Memb	1,725	1,725	1,000.00	0.00	0.00	725.00	58.00
81510	10000610	6000		Econ Dev Materials & Supplies	1,350	1,350	317.75	0.00	0.00	1,032.25	23.50
81510 Total	Office of Economic Development				80,000	80,000	27,822.75	2,089.47	704.97	51,472.28	35.66
81530	10000620	5600		Small Bus Dev Ctr Contrib	1,500	1,500	1,500.00	0.00	0.00	0.00	100.00
81530 Total	Small Business Dev Center				1,500	1,500	1,500.00	0.00	0.00	0.00	100.00
81540	10000630	5600		Blandy Exp Farm Contrib	3,000	3,000	3,000.00	0.00	0.00	0.00	100.00
81540 Total	Blandy Experimental Farm				3,000	3,000	3,000.00	0.00	0.00	0.00	100.00
81800	10000640	3000		HstPrvCom Purchased Services	6,000	6,000	4,620.00	1,320.00	1,380.00	0.00	100.00
81800	10000640	3160		HstPrvCom Board Member Fees	1,000	1,000	525.00	0.00	0.00	475.00	52.50
81800	10000640	3600		HstPrvCom Advertising	300	300	0.00	0.00	0.00	300.00	0.00
81800	10000640	5210		HstPrvCom Postal Svcs	100	100	0.00	0.00	0.00	100.00	0.00
81800	10000640	5500		HstPrvCom Travel	500	500	0.00	0.00	0.00	500.00	0.00
81800	10000640	6000		HstPrvCom Materials & Supplies	3,500	3,500	0.00	0.00	0.00	3,500.00	0.00
81800 Total	Historic Preservation Comm				11,400	11,400	5,145.00	1,320.00	1,380.00	4,875.00	57.24
81910	10000650	5600		NSVRC EntityGift	7,384	7,384	7,383.44	0.00	0.00	0.56	100.00
81910 Total	Northern Shen Valley Reg Comm				7,384	7,384	7,383.44	0.00	0.00	0.56	99.99
82210	10000660	3000		Water Qual Purchased Services	30,000	30,000	7,500.00	0.00	15,000.00	7,500.00	75.00
82210 Total	Water Quality Management				30,000	30,000	7,500.00	0.00	15,000.00	7,500.00	75.00
82220	10000670	5600		Friends of Shenandoah Contr	3,000	3,000	3,000.00	0.00	0.00	0.00	100.00
82220 Total	Friends of the Shenandoah				3,000	3,000	3,000.00	0.00	0.00	0.00	100.00
82230	10000680	1300		BrdSepApp Part Time Salaries	200	200	0.00	0.00	0.00	200.00	0.00
82230	10000680	2100		BrdSepApp FICA	16	16	0.00	0.00	0.00	16.00	0.00
82230	10000680	3000		BrdSepApp Purchased Services	0	0	340.48	0.00	0.00	-340.48	100.00
82230	10000680	3160		BrdSepApp Board Member Fees	200	200	0.00	0.00	0.00	200.00	0.00
82230	10000680	3600		BrdSepApp Advertising	500	500	0.00	0.00	0.00	500.00	0.00
82230	10000680	5210		BrdSepApp Postal Svcs	100	100	18.54	0.00	0.00	81.46	18.50
82230 Total	Board of Septic Appeals				1,016	1,016	359.02	0.00	0.00	656.98	35.34
82400	10000690	5600		Lord Fairfax S&W Contr	5,000	5,000	5,000.00	0.00	0.00	0.00	100.00
82400 Total	LF Soil & Water Cons Dist				5,000	5,000	5,000.00	0.00	0.00	0.00	100.00
82600	10000700	1300		Biosolids Part Time Salaries	8,000	8,000	437.75	0.00	0.00	7,562.25	5.50
82600	10000700	2100		Biosolids FICA	500	500	33.49	0.00	0.00	466.51	6.70
82600	10000700	2700		Biosolids Workers Comp	228	228	0.00	0.00	0.00	228.00	0.00
82600	10000700	5510		Biosolids Local Mileage	1,300	1,300	146.88	0.00	0.00	1,153.12	11.30
82600 Total	Bio-solids Application				10,028	10,028	618.12	0.00	0.00	9,409.88	6.16
83100	10000710	3320		Coop Ext Maint Contracts	0	0	576.57	207.09	145.45	-722.02	100.00
83100	10000710	3841		Coop Ext VPI Agent	40,202	40,202	9,599.60	0.00	0.00	30,602.40	23.90
83100	10000710	5210		Coop Ext Postal Svcs	0	0	208.51	90.81	0.00	-208.51	100.00
83100	10000710	5230		Coop Ext Telephone	0	0	83.93	0.00	0.00	-83.93	100.00
83100	10000710	6000		Coop Ext Materials & Supplies	2,000	2,000	175.99	22.88	0.00	1,824.01	8.80
83100 Total	Cooperative Extension Program				42,202	42,202	10,644.60	320.78	145.45	31,411.95	25.57
83400	10000720	5600		4-H Center EntityGift	2,300	2,300	2,300.00	0.00	0.00	0.00	100.00
83400 Total	4-H Center				2,300	2,300	2,300.00	0.00	0.00	0.00	100.00
91600	10000730	1000		Reserve Personal	20,000	20,000	0.00	0.00	0.00	20,000.00	0.00
91600	10000730	3140		Reserve Engineer & Architect	15,000	15,000	0.00	0.00	0.00	15,000.00	0.00
91600	10000730	3150		Reserve Legal Svcs	20,000	20,000	0.00	0.00	0.00	20,000.00	0.00
91600	10000730	8000		Reserve Capital Outlay	15,000	15,000	0.00	0.00	0.00	15,000.00	0.00
91600 Total	Contingency Reserves				70,000	70,000	0.00	0.00	0.00	70,000.00	0.00
Grand Total					9,722,387	9,769,533	6,262,339.79	587,910.72	1,896,698.58	1,610,494.63	83.52

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Clarke County
YEAR-TO-DATE BUDGET REPORT

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FOR 2017 07

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
94110 HVAC System Replacement	11,000	10,300	21,300	23,984.00	.00	-2,684.00	112.6%
94120 Roofing	0	136,633	136,633	.00	.00	136,633.00	.0%
94130 Painting and Flooring	0	20,787	20,787	.00	20,860.00	-73.00	100.4%
94140 Landscaping	0	15,375	15,375	.00	.00	15,375.00	.0%
94150 Asphalt, Sidewalk, Path	0	72,500	72,500	5,927.18	.00	66,572.82	8.2%
94180 GenDist Court Bldg Repair	0	72,973	72,973	4,660.13	2,565.00	65,747.87	9.9%
94310 Sheriff's Equipment	0	1,330	1,330	847.50	.00	482.50	63.7%
94320 Auto Replacement	30,000	1,483	31,483	26,937.81	.00	4,545.19	85.6%
94331 Sheriff's Vehicles	80,100	1,493	81,593	80,078.41	.00	1,514.59	98.1%
94409 Citizen's Convenience Center	612,000	29,742	641,742	10,409.20	18,870.80	612,462.00	4.6%
94502 Econ Development Construction	0	102,434	102,434	.00	.00	102,434.00	.0%
94503 Spout Run Improvement NFWF	0	35,214	35,214	.00	.00	35,214.00	.0%
94504 Spout Run Improvement EPA	0	270,393	270,393	177,184.69	.00	93,208.31	65.5%
94506 Greenway Court Preservation	0	53,227	53,227	57,032.50	4,860.00	-8,665.50	116.3%
94507 Egg Plant Facility	0	200,000	200,000	200,000.00	.00	.00	100.0%
94601 Technology Improvements	40,000	75,100	115,100	.00	.00	115,100.00	.0%
94602 Systems Integration	60,000	168,346	228,346	57,781.68	2,066.79	168,497.53	26.2%
94603 Mobile Radio System	0	120,354	120,354	73,000.00	.00	47,354.00	60.7%
94606 Telecommunic & Broadband Stud	30,000	0	30,000	24,750.00	300.00	4,950.00	83.5%
94607 E-Ticket Software	29,562	0	29,562	12,012.00	17,550.00	.00	100.0%
94702 Swimming Pool	42,500	119,900	162,400	143.00	.00	162,257.00	.1%
94703 Park Fencing	0	31,036	31,036	.00	.00	31,036.00	.0%
94704 Old Park Office	0	20,313	20,313	.00	.00	20,313.00	.0%
94705 Park Lighting	0	65,918	65,918	3,863.00	36,650.00	25,405.00	61.5%
94708 Park-Kohn Prpty Master Plan	20,000	0	20,000	.00	.00	20,000.00	.0%
94709 New Park Shelter	0	90,800	90,800	41,987.00	30,307.50	18,505.50	79.6%
94803 Tourism Signs	0	20,000	20,000	19,910.80	.00	89.20	99.6%
GRAND TOTAL	955,162	1,735,651	2,690,813	820,508.90	134,030.09	1,736,274.01	35.5%

** END OF REPORT - Generated by Thomas Judge **

AGENDA

FY 18 Budget Process

March 13, 2017 10:00 am

JGC

1. Documents:

- a. Net Tax Funding.
- b. Proposed Budget and Tax rates.
- c. General Government Capital Budget.

2. Highlights:

- a. Reduce Real Estate Tax rate \$.01 (-\$218,655).
- b. Budget funds for a salary increase in the amount of 3% of current salary (\$636,000 including the impact on benefits) to agencies funded by the County, including Public Schools, Social Services, and Joint Administrative Services, to be further distributed by those agencies based on the pay and classification systems in use by those agencies. Note that this does not mean that each individual employee receives a 3% salary increase.
- c. Position Changes:
 - i. Add Human Services Asst to Social Services: \$23,872.
 - ii. Add additional on-call pay to Social Services: \$1,170.
 - iii. Add additional part-time EMT: \$25,760.
 - iv. Add to contingency full-time clerical to serve multiple departments: \$49,118.
- d. Add to General Government Capital \$376,746 to fund the first phase of the Communications System upgrade.
- e. Add \$200,000 for convenience center operations.
- f. Reduce local tax funding for CSA \$307,969 based on reduced need.
- g. Reduce School Debt service \$843,798 based on reduced need.

Net Tax Funding

FUND	FY 2017 Budget	Variance	Percent Variance	FY 2018 Proposed
EXPENDITURE				
General	9,722,387	604,411	6.2%	10,326,798
Social Services	1,546,124	70,476	4.6%	1,616,600
School Operating	22,137,428	398,313	1.8%	22,535,741
School Food Service	838,400	(5,992)	-0.7%	832,408
CSA	1,097,426	(618,737)	-56.4%	478,689
Conservation Easement	30,000	15,000	50.0%	45,000
Shenandoah Farms Sanitary District Fees	20,000	(20,000)	-100.0%	-
Government Capital Projects	955,162	(144,973)	-15.2%	810,189
School Capital Projects	4,412,000	(3,570,000)	-80.9%	842,000
Government Debt Service	251,700	-	0.0%	251,700
School Debt Service	3,815,812	(843,798)	-22.1%	2,972,014
Joint Services Fund	592,619	26,842	4.5%	619,461
Unemployment Compensation	17,000	(4,000)	-23.5%	13,000
Total	45,436,058	(4,092,458)	-9.0%	41,343,600
CATEGORICAL REVENUE				
General	3,128,051	32,183	1.0%	3,160,234
Social Services	1,023,207	48,861	4.8%	1,072,068
School Operating	9,822,991	263,146	2.7%	10,086,137
School Food Service	838,400	(5,992)	-0.7%	832,408
CSA	550,456	(310,768)	-56.5%	239,688
Conservation Easement	20,000	10,000	50.0%	30,000
Shenandoah Farms Sanitary District Fees	20,000	(20,000)	-100.0%	-
Government Capital Projects	-	157,420	0.0%	157,420
School Capital Projects	154,000	-	0.0%	154,000
Government Debt Service	-	-	0.0%	-
School Debt Service	178,908	43,977	24.6%	222,885
Joint Services Fund	2,000	-	0.0%	2,000
Unemployment Compensation	-	-	0.0%	-
Total	15,738,013	218,827	1.4%	15,956,840
NON-CATEGORICAL REVENUE REQUIRED				
General	6,594,336	572,228	8.7%	7,166,564
Social Services	522,917	21,615	4.1%	544,532
School Operating	12,314,437	135,167	1.1%	12,449,604
School Food Service	-	-	0.0%	-
CSA	546,970	(307,969)	-56.3%	239,001
Shenandoah Farms Sanitary District Fees	-	-	0.0%	-
Conservation Easement	10,000	5,000	50.0%	15,000
Government Capital Projects	955,162	(302,393)	-31.7%	652,769
School Capital Projects	4,258,000	(3,570,000)	-83.8%	688,000
Government Debt Service	251,700	-	0.0%	251,700
School Debt Service	3,636,904	(887,775)	-24.4%	2,749,129
Joint Services Fund	590,619	26,842	4.5%	617,461
Unemployment Compensation	17,000	(4,000)	-23.5%	13,000
Total	29,698,045	(4,311,285)	-14.5%	25,386,760
BUDGET BALANCING				
GF Estimated Non-categorical revenue	25,124,645	296,426	1.2%	25,421,071
Rounding Adjustments	-	-	-	-
Surplus/(Deficit)	(4,573,399)	4,607,711	-100.8%	34,312
Pay-as-you-go	4,288,772	(4,288,772)	-100.0%	-
Surplus/(Deficit) Net of pay-as-you-go	(284,627)	318,939	-112.1%	34,312
Pay-as-you-go Elements				
CCSA Sewer Shortfall	150,000	-	-	-
Landfill Costs	50,000	-	-	-
Convenience Center	612,000	-	-	-
Primary School Renovation	1,250,000	-	-	-
Additional Primary Renovation Funds	2,073,914	-	-	-
Comprehensive Services	73,858	-	-	-
Vehicle Replacements	59,000	-	-	-
Parks Master Plan	20,000	-	-	-
Data & Communications Technology	-	-	-	-
	4,288,772	-	-	-

**CLARKE COUNTY PROPOSED BUDGET
FOR THE FISCAL YEAR
COMMENCING JULY 1, 2017 AND ENDING JUNE 30, 2018**

	FY16 Original Budget	FY16 Audited Actual	FY17 Adopted Budget	01/31/17 FY17 Revised Budget	FY18 Proposed Budget	Variance 18 Proposed- 17 Adopted
EXPENDITURE						
Board of Supervisors	58,964	56,713	60,176	60,176	57,265	(2,911)
County Administrator	300,415	302,700	306,335	306,335	305,181	(1,154)
Legal Services	70,000	28,576	35,000	35,000	35,000	-
Commissioner of Revenue	203,717	205,187	205,850	205,850	202,790	(3,060)
Assessor	3,500	3,500	3,500	3,500	3,500	-
Treasurer	268,891	270,514	275,354	275,354	279,648	4,294
Information Technology	280,244	272,613	294,840	294,840	291,783	(3,057)
Electoral Board	43,308	31,337	40,980	40,980	44,003	3,023
General Registrar	72,797	72,837	73,970	73,970	76,486	2,516
Circuit Court	12,680	13,585	12,180	12,180	12,680	500
General District Court	3,700	6,548	4,420	4,420	4,420	-
Magistrate	400	97	200	200	100	(100)
J&D Court	2,990	4,568	3,500	3,500	3,500	-
Clerk of the Circuit Court	248,563	250,722	252,874	252,874	251,749	(1,125)
Victim/Witness Coordinator	41,976	44,835	70,775	72,079	70,775	-
Blue Ridge Legal Services	1,500	1,500	1,500	1,500	1,500	-
Regional Court Services	4,494	4,494	4,494	4,494	4,494	-
Commonwealth Attorney	269,236	277,260	328,504	328,504	331,999	3,495
Commonwealth Attorney Grants	40,754	26,468	28,995	28,995	28,053	(942)
Sheriff	2,162,805	2,163,335	2,244,600	2,253,900	2,245,551	951
Sheriff's Grants	15,181	18,632	26,433	27,433	21,982	(4,451)
Criminal Justice Training Center	18,582	19,067	19,593	19,593	20,000	407
Drug Task Force	12,500	11,557	12,500	12,500	12,500	-
Fire and Rescue Services	621,643	695,504	767,392	789,472	779,142	11,750
Volunteer Fire Companies	66,652	70,485	140,485	140,485	118,153	(22,332)
Blue Ridge Volunteer Fire Company	51,742	51,088	51,200	51,200	51,200	-
Boyce Volunteer Fire Company	52,264	51,800	51,900	51,900	51,600	(300)
Enders Volunteer Fire Company	77,927	77,040	77,200	77,200	77,800	600
Lord Fairfax Emergency Medical Services	5,422	5,422	5,422	5,422	6,282	860
Forestry Service	2,712	2,712	2,712	2,712	2,712	-
Regional Jail	515,422	520,768	512,000	512,000	555,556	43,556
Juvenile Detention Service	31,008	30,560	22,595	22,595	16,254	(6,341)
Probation Office	800	70	800	800	800	-
Building Inspections	144,092	134,503	172,409	172,409	206,494	34,085
Animal Control	128,744	101,856	117,557	117,557	115,940	(1,617)
Medical Examiner & Indigent Burial	1,000	100	1,000	1,000	500	(500)
Refuse Disposal	100,000	135,558	175,500	175,500	162,000	(13,500)
Convenience Center	-	-	-	-	200,000	200,000
Litter Control	3,000	3,270	5,310	5,310	5,310	-
Sanitation	162,377	162,827	240,750	240,750	240,750	-
Maintenance/Buildings & Grounds	824,209	785,712	873,187	873,187	849,126	(24,061)
Local Health Department	218,594	218,594	220,000	220,000	221,909	1,909
Our Health	5,000	5,000	5,000	5,000	6,500	1,500
N Shen Valley Subst Abuse Coal	-	15,000	15,000	15,000	15,000	-
Northwestern Community Services	88,000	88,000	88,000	88,000	90,000	2,000
Concern Hotline	750	750	750	750	750	-
NW Works	1,000	1,000	1,000	1,000	1,000	-
Shenandoah Area Agency on Aging	40,000	40,000	40,000	40,000	40,000	-
Loudoun Transit Service	19,302	19,302	19,302	19,302	19,302	-

**CLARKE COUNTY PROPOSED BUDGET
FOR THE FISCAL YEAR
COMMENCING JULY 1, 2017 AND ENDING JUNE 30, 2018**

	FY16 Original Budget	FY16 Audited Actual	FY17 Adopted Budget	01/31/17 FY17 Revised Budget	FY18 Proposed Budget	Variance 18 Proposed- 17 Adopted
FISH	1,000	1,000	1,000	1,000	1,000	-
Laurel Center	2,000	2,000	2,000	2,000	2,500	500
Access Independence (serves the disabled)	750	750	750	750	1,000	250
Tax Relief for the Elderly	-	219,993	-	-	212,501	212,501
Lord Fairfax Community College	15,580	15,580	16,441	16,441	15,788	(653)
Parks Administration	391,613	377,304	407,878	407,878	431,043	23,165
Recreation Center	102,423	99,307	106,143	106,143	106,806	663
Swimming Pool	87,154	66,656	83,756	83,756	82,821	(935)
Concession Stand	14,841	12,454	15,301	15,301	15,241	(60)
Parks Programs	254,084	201,798	252,310	252,310	238,126	(14,184)
Barns of Rose Hill	5,000	5,000	5,000	5,000	5,000	-
Virginia Commission for Arts	10,000	10,000	10,000	10,000	10,000	-
Regional Library	190,000	190,000	206,513	206,513	223,757	17,244
Planning Administration	379,873	384,128	412,612	412,612	389,025	(23,587)
Rain Barrel Program	200	-	-	-	-	-
Housing Services	5,400	5,400	5,400	5,400	2,500	(2,900)
Board of Zoning Appeals	3,470	3,321	3,270	3,270	3,520	250
Office of Economic Development	109,544	47,928	80,000	80,000	61,575	(18,425)
Berryville Development Authority	4,100	1,676	2,000	2,000	2,300	300
Small Business Development Center	1,500	1,500	1,500	1,500	1,500	-
Berryville Main Street	-	-	-	-	2,500	2,500
Blandy Experimental Farm	3,000	3,000	3,000	3,000	3,000	-
Planning Commission	22,250	8,041	9,639	11,389	14,389	4,750
Board of Septic Appeals	720	2,034	1,016	1,016	1,566	550
Historic Preservation Commission	8,000	7,861	11,400	11,400	7,900	(3,500)
NSV Regional Planning District Commission	7,329	7,329	7,384	7,384	10,273	2,889
Regional Airport	2,500	2,500	2,500	2,500	2,500	-
Friends of the Shenandoah	3,000	3,000	3,000	3,000	3,000	-
Water Quality Management	30,000	30,000	30,000	30,000	30,000	-
Lord Fairfax Soil & Water Conservation	5,000	5,000	5,000	5,000	5,000	-
Biosolids Application	14,459	4,860	10,028	10,028	6,882	(3,146)
Cooperative Extension	40,736	41,633	42,202	42,202	43,712	1,510
Northern Virginia 4-H Center	2,300	2,300	2,300	2,300	2,300	-
Non-Departmental Legal/Prof. Contingency	182,000	250	70,000	70,000	248,734	178,734
Social Services	1,445,745	1,458,685	1,546,124	1,546,124	1,616,600	70,476
School Operations	21,537,710	20,827,138	22,137,428	22,137,428	22,535,741	398,313
School Food Service	820,245	808,455	838,400	838,400	832,408	(5,992)
Comprehensive Services Act	972,948	591,785	1,097,426	1,097,426	478,689	(618,737)
Public Safety Fund	-	170,394	-	-	-	-
Conservation Easement	30,000	288,361	30,000	688,975	45,000	15,000
Shenandoah Farms Sanitary District	-	-	20,000	20,000	-	(20,000)
General Capital Improvements	735,930	755,711	955,162	2,690,813	810,189	(144,973)
School Capital Improvements	852,000	1,195,033	4,412,000	7,573,063	842,000	(3,570,000)
General Debt Service	345,700	345,700	251,700	251,700	251,700	-
School Debt Service	3,846,945	3,846,945	3,815,812	3,815,812	2,972,014	(843,798)
Joint Administrative Services	577,953	576,215	592,619	592,619	619,461	26,842
Unemployment Compensation	17,000	12,706	17,000	17,000	13,000	(4,000)
TOTAL EXPENDITURE	40,380,859	39,944,298	45,436,058	51,027,181	41,343,600	(4,092,458)
<i>Local Funds for Schools</i>	<i>16,136,654</i>	<i>15,651,350</i>	<i>20,209,341</i>	<i>23,070,688</i>	<i>15,886,733</i>	<i>(4,322,608)</i>

**CLARKE COUNTY PROPOSED BUDGET
FOR THE FISCAL YEAR
COMMENCING JULY 1, 2017 AND ENDING JUNE 30, 2018**

	FY16 Original Budget	FY16 Audited Actual	FY17 Adopted Budget	01/31/17 FY17 Revised Budget	FY18 Proposed Budget	Variance 18 Proposed- 17 Adopted	
ESTIMATED REVENUE							
LOCAL REVENUE							
Current Real Estate Taxes	14,208,241	14,321,261	14,500,000	14,500,000	14,693,827	193,827	*
Delinquent Real Estate Taxes	48,189	15,293	50,000	50,000	42,639	(7,361)	*
Land Redemptions	-	33,824	-	-	-	-	*
Proceeds from Delinquent Land Sale	-	-	-	-	-	-	*
Public Service Corporation Real Estate	419,200	439,021	482,255	482,255	475,887	(6,368)	*
Delinquent Taxes on Public Service Corp	-	-	-	-	-	-	*
Current Personal Property Taxes	4,023,605	4,044,253	4,475,997	4,475,997	4,610,712	134,715	*
Delinquent Personal Property Taxes	45,000	4,126	64,192	64,192	15,430	(48,762)	*
Mobile Home Taxes	876	989	1,099	1,099	1,183	84	*
Machinery and Tools Taxes	174,014	172,247	164,962	164,962	195,167	30,205	*
Delinquent Taxes on Machinery & Tools	-	-	-	-	-	-	*
Penalties (All Property Taxes)	132,583	137,932	134,147	134,147	134,147	(0)	*
Interest (All Property Taxes)	110,189	132,565	131,901	131,901	133,477	1,576	*
Administrative Costs Delinq	12,235	9,712	12,360	12,360	11,406	(954)	*
DMV Stop Fee	480	2,340	453	453	2,340	1,887	
Credit Card Fees	7,000	9,315	8,327	8,327	11,364	3,037	
Sales and Use Taxes	871,738	877,365	886,732	886,732	959,874	73,142	*
Consumer's Utility Taxes	379,174	340,856	364,567	364,567	340,856	(23,711)	*
Consumption Tax	35,950	33,942	34,318	34,318	35,165	846	*
Communications Tax	442,829	415,515	430,180	430,180	415,390	(14,790)	*
Business License Tax	31,136	26,563	31,135	31,135	25,172	(5,963)	*
Franchise License Tax	12,319	-	-	-	-	-	*
Motor Vehicle Licenses	298,038	308,678	301,285	301,285	301,924	639	*
Recordation Taxes	252,095	274,788	258,490	258,490	262,385	3,895	*
Taxes on Wills	11,254	4,631	4,184	4,184	4,053	(131)	*
Circuit Court Online Land Record Fees	-	-	-	-	-	-	
Transient Occupancy Tax	32,618	23,564	32,711	32,711	23,564	(9,147)	*
Animal Licenses	7,683	4,950	11,930	11,930	8,440	(3,490)	
Animal Shelter Fees - Dogs & Cats	10,087	8,235	7,910	7,910	8,525	615	
Spay & Neuter Fund Distribution	180	29	125	125	99	(26)	
Dangerous Dog Registration	-	35	-	-	200	200	
Land Use Application Fees Penalty	3,600	3,200	3,400	3,400	3,450	50	
Land Use Application Fees	-	400	24,575	24,575	400	(24,175)	
Transfer Fees	448	498	444	444	461	17	
Zoning and Subdivision Permits	112,166	78,823	67,754	67,754	90,490	22,736	
Building Permits	152,845	173,825	163,987	163,987	200,000	36,013	
Road Sign Fees	-	-	275	275	-	(275)	
New Dwelling Address Fee	2,275	3,380	2,275	2,275	3,380	1,105	
Mapping Fee	450	310	-	-	450	450	
Sign Permits and Inspection Fees	221	775	360	360	488	128	
Rain Barrel Sales	200	-	-	-	-	-	
Weapons Permits	5,579	4,769	7,000	7,000	5,959	(1,041)	
Other permits, fees, and licenses	1,950	950	1,900	1,900	1,300	(600)	*
Court Fines and Forfeitures	250,000	282,771	310,095	310,095	310,095	-	
DNA Fees - Blood Test	261	191	696	696	235	(461)	
Courthouse Security Fees	52,000	28,428	41,285	41,285	41,285	-	

**CLARKE COUNTY PROPOSED BUDGET
FOR THE FISCAL YEAR
COMMENCING JULY 1, 2017 AND ENDING JUNE 30, 2018**

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E-Ticket Fee	-	16,691	30,000	30,000	25,000	(5,000)
Local Jury Fees	95	-	-	-	-	-
Interest on Bank Deposits	54,143	33,559	67,802	67,802	20,071	(47,731) *
Rental of Property	7,000	51,824	55,947	55,947	55,947	- *
Sheriff's Fees	797	796	800	800	796	(4)
Commonwealth's Attorney Fees	1,743	1,869	1,777	1,777	1,776	(1)
Law Library Fee	-	-	-	-	-	-
Court Appointed Attorney	1,174	263	1,228	1,228	1,032	(196)
Central Alarm - Berryville	2,000	2,000	2,000	2,000	2,000	-
Fees for Ambulance & Rescue Services	275,000	354,920	325,000	325,000	354,920	29,920
Jail Processing Fee	1,779	1,245	1,890	1,890	1,825	(65)
Revenue from Shared Costs - Berryville	67,777	67,920	79,637	79,637	50,000	(29,637)
Wireless E-911	37,610	41,729	46,009	46,009	42,038	(3,971)
Humane Foundation Contribution	25,000	25,000	25,000	25,000	20,000	(5,000)
Recycling Rebate	38,013	20,011	20,011	20,011	21,311	1,300
Recreation Center Fees	35,042	34,352	34,995	34,995	33,931	(1,064)
Swimming Pool Fees	76,420	76,319	73,845	73,845	83,963	10,118
Concession Stand Revenue	15,000	13,520	12,500	12,500	14,336	1,836
Parks Programs Fees	265,000	282,003	275,000	275,000	277,140	2,140
Sale of Maps, Surveys, etc.	-	-	650	650	-	(650)
Sale of Publications	25	30	35	35	35	-
Zoning Research Fee	-	-	1,182	1,182	-	(1,182)
Engineer's Fees	10,654	13,735	8,670	8,670	10,000	1,330
Biosolids Application Fees	14,458	5,454	10,000	10,000	6,882	(3,118)
Rebates & Refunds	24,772	12,400	24,772	24,772	21,992	(2,780) *
Gifts & Donations in Lieu of Taxes	22,933	31,645	-	-	31,645	31,645 *
Donations	5,000	-	2,750	2,750	-	(2,750) *
Sale of Salvage & Surplus Property	3,681	3,902	6,075	6,075	3,680	(2,395) *
Sale of Vehicles	2,253	(91)	6,100	6,100	4,433	(1,667) *
Insurance Adjustments	7,876	6,527	7,876	7,876	7,016	(860) *
Miscellaneous Revenue	3,894	73,840	5,608	5,608	5,174	(434) *
Loan Repayment	3,495	3,495	3,495	3,495	3,495	(0) *
Transfer from Animal Control Fund	-	-	-	-	-	-
Transfer from Parks Construction Fund	-	600	-	-	-	- *
Tsfr from Capital Projects - Industrial Park	-	-	-	-	-	- *
Tsfr from Public Safety	-	50,000	-	-	-	-
Insurance Recovery	13,754	22,619	13,058	13,058	13,002	(56) *
Welfare	-	61,461	-	-	-	-
Comprehensive Services Act	-	3,278	-	-	-	-
School Operations	398,543	546,003	488,927	488,927	423,766	(65,161)
School Food Service	536,300	533,227	574,420	574,420	542,661	(31,759)
Public Safety Fund	-	9,671	-	-	-	-
Conservation Easement	-	69,071	20,000	20,000	30,000	10,000
General Capital Projects	-	10,000	-	35,000	-	-
School Capital Projects Proffers	-	-	-	-	-	-
School Capital Projects	-	13,996	-	25,589	-	-
Shenandoah Farms Sanitary District Fees	-	-	20,000	20,000	-	(20,000)
Parks Construction Fund	-	1,747	-	-	-	-
General Debt Service	-	9,910	-	-	-	-
School Debt Service	52,463	52,463	58,075	58,075	104,231	46,156

**CLARKE COUNTY PROPOSED BUDGET
FOR THE FISCAL YEAR
COMMENCING JULY 1, 2017 AND ENDING JUNE 30, 2018**

	FY16 Original Budget	FY16 Audited Actual	FY17 Adopted Budget	01/31/17 FY17 Revised Budget	FY18 Proposed Budget	Variance 18 Proposed- 17 Adopted
Joint Administrative Services	3,000	2,725	2,000	2,000	2,000	-
Unemployment Fund	-	-	-	-	-	-
TOTAL LOCAL REVENUE	24,155,402	24,782,079	25,320,440	25,381,029	25,587,317	266,877
REVENUE FROM THE COMMONWEALTH OF VIRGINIA						
Motor Vehicles Carrier's Taxes	24,373	25,445	23,382	23,382	24,138	756 *
Mobile Home Titling Tax	-	300	-	-	-	-
Tax on Deeds (Grantor's Tax)	53,719	78,420	66,695	66,695	66,820	125 *
Quarterly Rental Tax	3,546	2,575	2,186	2,186	2,796	610 *
Personal Property Tax Relief	2,483,842	2,483,842	2,483,842	2,483,842	2,483,842	- *
Circuit Court Online Land Records	-	-	-	-	-	-
Commonwealth's Attorney	187,157	189,622	192,722	192,722	195,575	2,853
Sheriff	749,413	760,380	768,916	768,916	771,856	2,940
Commissioner of Revenue	75,178	76,581	77,727	77,727	77,529	(198)
Treasurer	92,369	93,654	95,550	95,550	94,888	(662)
Medical Examiner	-	-	-	-	-	-
Registrar	39,797	46,944	39,797	39,797	36,601	(3,196)
Clerk of the Circuit Court	152,728	165,271	157,247	157,247	157,091	(156)
Litter Control	6,171	5,310	5,310	5,310	5,310	-
Other Categorical Aid	430	-	-	-	-	-
Extradition	2,000	-	-	-	-	-
Fire Programs Fund	42,135	46,452	45,475	45,475	47,153	1,678
Virginia Commission for the Arts	5,000	5,000	5,000	5,000	5,000	-
Historic Preservation Grants	-	-	-	-	-	-
Welfare	981,846	978,394	1,023,207	1,023,207	1,072,068	48,861
School Operations	8,631,798	8,792,555	8,668,432	8,668,432	8,939,299	270,867
School Food Service	8,000	7,542	6,980	6,980	10,862	3,882
Comprehensive Services Act	499,836	225,809	550,456	550,456	239,688	(310,768)
Public Safety Fund	-	5,349	-	-	-	-
Conservation Easement	5,000	141,488	-	319,399	-	-
General Capital Projects	-	9,057	-	200,000	157,420	157,420
School Capital Projects	154,000	54,598	154,000	428,127	154,000	-
School Debt Service	-	-	-	-	-	-
TOTAL COMMONWEALTH REVENUE	14,198,338	14,194,588	14,366,924	15,160,450	14,541,936	175,012
FEDERAL REVENUE						
Payment in Lieu of Taxes	5,971	6,464	5,700	5,700	6,464	764 *
Miscellaneous Federal Revenue	2,477	-	-	-	-	- *
Crime Victims Assistance	39,024	44,920	70,775	72,079	70,775	-
DMV Alcohol Enforcement	10,625	12,552	12,870	12,870	11,859	(1,011)
DMV Speed Enforcement	4,000	1,167	8,000	8,000	5,005	(2,995)
Internet Crimes Against Children Task Force	6,000	3,573	4,000	4,000	4,000	-
DOJ Vest Grant	-	-	-	-	-	-
DOJ Local Law Enforcement Block Grant	2,181	923	1,510	1,510	1,118	(392)
State Criminal Alien Assistance Program	862	921	921	921	775	(146)
Byrne Justice Assistance Grant	-	-	-	1,000	-	-
Violence Against Women Grant	28,053	28,731	28,053	28,053	28,053	-
Fire & Emergency Response Grant	140,000	-	-	-	-	-
Org Crime Drug Enforcement Task Force	-	-	-	-	-	-
Comprehensive Services Act	-	12,231	-	-	-	-
Conservation Easement	-	-	-	239,425	-	-
Public Safety Fund	-	10,613	-	-	-	-

**CLARKE COUNTY PROPOSED BUDGET
FOR THE FISCAL YEAR
COMMENCING JULY 1, 2017 AND ENDING JUNE 30, 2018**

	FY16 Original Budget	FY16 Audited Actual	FY17 Adopted Budget	01/31/17 FY17 Revised Budget	FY18 Proposed Budget	Variance 18 Proposed- 17 Adopted
School Operations	743,329	603,248	665,632	665,632	723,071	57,439
School Food Service	274,980	300,878	257,000	257,000	278,885	21,885
General Capital Projects	145,067	88,345	-	350,704	-	-
School Capital Projects	-	-	-	-	-	-
School Debt Service	120,833	121,711	120,833	120,833	118,654	(2,179)
TOTAL FEDERAL REVENUE	1,523,402	1,236,278	1,175,294	1,767,727	1,248,659	73,365

BUDGET BALANCE PROCEDURE

TOTAL EXPENDITURES	40,380,859	39,944,298	45,436,058	51,027,181	41,343,600	(4,092,458)
TOTAL REVENUE	39,877,143	40,212,944	40,862,658	42,309,207	41,377,912	515,253
SURPLUS (DEFICIT)	(503,716)	268,647	(4,573,399)	(8,717,974)	34,312	4,607,711
FROM FUND BALANCE	503,716	(268,647)	4,573,399	8,717,974	(34,312)	(4,607,711)
NET	-	-	-	-	-	-

SURPLUS/DEFICIT ADJUSTMENTS:

TOTAL SURPLUS (DEFICIT) ADJUSTMENTS

ADJUSTED SURPLUS (DEFICIT)

PAY-AS-YOU-GO:

DATA AN COMMUNICATIONS TECHNOLOGY

TOTAL PAY-AS-YOU-GO

SURPLUS (DEFICIT) NET OF PAY-AS-YOU-GO

-
34,312
-
34,312

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

	2017
1. Real Estate, including the real estate of public service corporations**	\$ 0.710
2. Tangible personal property except machinery and tools and qualified Fire and Rescue Vehicles*	\$ 4.496
3. Tangible Machinery and tools	\$ 1.250
4. Tangible personal property of qualified Fire & Rescue Vehicles*	\$ 2.248

** 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 isstill to be determined.

Government Projects	FY 2018 Proposed	FY 2019 Projected	FY 2020 Projected	FY 2021 Projected	FY 2022 Projected
<i>Public Safety</i>					
Sheriff Vehicles	50,000	116,000	116,000	116,000	116,000
Sheriff Court Security Electronic Control Arm					
Sheriff Weapons and Armor		10,000	10,000	10,000	10,000
Communications: Radios System upgrade	376,746		562,085		
Communications: Card Set Replacement	15,000				
Communications: Phone System Hardware Replacement	92,792				
Fire & EMS Director Vehicle	70,000				
<i>Parks</i>					
New Projects					
Athletic Fields			200,000		
Major Capital Asset Renovation and Repair					
Parks Replace ballfield and pool fencing	40,000	10,000	10,000	10,000	10,000
Recreation Center: Handicap Accessible Door	15,651				
Parks: Trail Renovation	30,000				
<i>Community Development</i>					
Real Property Assessment		200,000			
<i>General</i>					
Regular Capital Asset Renovation and Repair					
Technology	40,000	40,000	40,000	40,000	40,000
Vehicles	30,000	30,000	30,000	30,000	30,000
General	50,000	50,000	50,000	50,000	50,000
Totals	810,189	456,000	1,018,085	256,000	256,000

Sources

Communications Card Set through EMD grant from RSAF	15,000				
Communications Phone System through Wireless Board	92,792				
Fire & EMS Director Vehicle EMS-ALS Grant	40,000				
<i>Total Revenue</i>	147,792	-	-	-	-
<i>Fund Balance for Capital (pay-as-you-go):</i>					
Data and Communications Technology			128,000		
<i>Total Fund Balance for Capital</i>	0	-	128,000	-	-
General Fund Transfer net of Revenue and Pay-as-you go	662,397	456,000	890,085	256,000	256,000