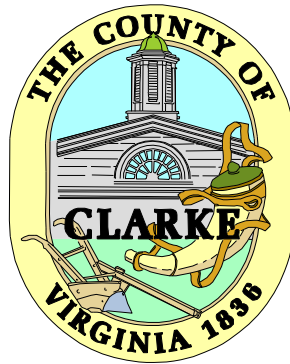


Board of Supervisors Committee Meeting Packet



Monday, April 10, 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, April 10, 2017 9:30 am

Item No.

Description

- A. Expiration of Term for appointments expiring through May 2017.

- B. Personnel Policy Update Re Overtime Estimates

Appointments by Expiration Through May 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

May 2017

Clarke County Historic Preservation Commission 4 Yr

York	Robert	White Post District	6/18/2013	5/31/2017	6/18/2013
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Section 3-E-3-d Zoning Ord "shall consist of at least 5 members not to exceed 7 members; Members shall be residents of Clarke County with a demonstrated interest in and knowledge of the historic character of Clarke County. Reasonable effort to appoint at least 2 members with professional training or equivalent experience in 1 or more of the following: architecture, architectural history, historic preservation, archeology, land use planning, or related fields. Reasonable effort to appoint at least 1 member that is a professional architect or architectural historian. At least 1 member shall be appointed from the Planning Commission upon recommendation to the Board by the Planning Commission. After the establishment of an Historic District, at least 1 member shall be a resident of a local Historic District."

Caldwell	Anne	Millwood District	4/16/2014	5/31/2017	4/16/2014
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Section 3-E-3-d Zoning Ord "shall consist of at least 5 members not to exceed 7 members; Members shall be residents of Clarke County with a demonstrated interest in and knowledge of the historic character of Clarke County. Reasonable effort to appoint at least 2 members with professional training or equivalent experience in 1 or more of the following: architecture, architectural history, historic preservation, archeology, land use planning, or related fields. Reasonable effort to appoint at least 1 member that is a professional architect or architectural historian. At least 1 member shall be appointed from the Planning Commission upon recommendation to the Board by the Planning Commission. After the establishment of an Historic District, at least 1 member shall be a resident of a local Historic District."

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, April 03, 2017

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			<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

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			<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	3/21/2017	4/30/2021
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	3/21/2017	4/30/2021

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			<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

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			<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

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			<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>				<i>1 Yr</i>
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>				<i>Open End</i>
Byrd	Barbara J.	Russell District	1/9/2017	12/31/2017
<i>Northwestern Community Services Board</i>				<i>4 Yr</i>
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>				<i>1 Yr</i>
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>				<i>1 Yr</i>
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>				<i>3 Yr</i>
Roper	Anthony	Sheriff	12/20/2016	12/31/2019
<i>Old Dominion Community Criminal Justice Board</i>				<i>3 Yr</i>
Roper	Anthony	Sheriff	12/20/2016	12/31/2019
<i>Our Health</i>				<i>3 Yr</i>
Shipe	Diane	Buckmarsh District	7/19/2016	3/15/2019
<i>Parks & Recreation Advisory Board</i>				<i>1 Yr</i>
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

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			<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

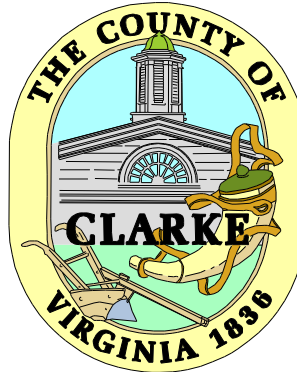
April 10, 2017 10:00 AM

Item

No. Description

- A. Personnel Policy Review 04/04/2017 Revision

- B. Closed Session with Robert Mitchell Pursuant to §2.2-3711-A7 Probable Litigation - Undisclosed



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 Disciple #3 Level 1 shall be documented “and kept . . file”. Add reference to Form F1211-13 to Level 2 & 3.; Add Employee Privacy Policy	

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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 Agency Personnel Administrator.

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 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.

County of Clarke – Personnel Policies

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.

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.

County of Clarke – Personnel Policies

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.

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.

County of Clarke – Personnel Policies

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.

County of Clarke – Personnel Policies

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
- Employees of constitutional offices

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 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.

County of Clarke – Personnel Policies

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	[300] hours

<i>Employee Status</i>	<i>Years of Continuous Service</i>	<i>Monthly Accrual</i>	<i>Maximum Accrual</i>
	5-9 Years	14 hours	300 Hours
	10 + Years	16 hours	300 Hours
Permanent Part-time Working an Average 24 Hours Per Week	All Years	8 hours	300 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.

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

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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 as 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;

- 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: 4/10/2017

RE: April Finance

1. **FY 17 Supplemental Appropriations and Transfers.** The Finance Committee should consider the following actions:

Contribution to Barns of Rose Hill. This action was carried forward from the March agenda. Attached are documents relating to the purpose of the endowment fund. *"Be it resolved that \$1,000 be transferred from the FY 17 professional services contingency to the Barns of Rose Hill budget, and payment made in the same amount, all for a contribution to an endowment fund whose purpose to fund capital expenses of the Barns of Rose Hill."*

2. **FY 18 Budget Adjustments.** The following known adjustments may be considered for inclusion in the budget adoption April 18:
 - a. Reduce Social Services \$2,867 because benefits were inadvertently computed on the new position which is part-time.
 - b. Sales Tax estimate. Two additional months were considered in the estimate. However, this does not result in any meaningful change to the overall estimate.
 - c. Machinery and Tools update. To be provided at meeting.
 - d. Convenience center update. To be provided at meeting.
 - e. Reduce Town of Berryville EMT contribution from \$50,000 to \$33,000.
 - f. EMS Vehicle was budgeted at \$70,000 expenditure offset by \$40,000 revenue. Request was intended to be \$110,000 expenditure offset by 40,000 revenue, an increase of \$40,000 in local funds.
 - g. Revenue for Government Capital should be reduced \$9,628 reflecting a change to a dispatch center grant.
 - h. Request from Planning for \$10K Historic Preservation Fund.
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.
5. Discussion Financial Impact of Proposed Personnel Policy

Final – 8-25-16 kh
BARNS OF ROSE HILL - General Endowment Policy

BARNS OF ROSE HILL Endowment Fund (the "Endowment") was created to ensure, to the degree reasonably possible, funds are available to keep pace with inflation and provide from the Fund, a regular source of income for operational expense and for needed capital improvements in perpetuity. To these ends, the Board of Directors has adopted the following spending policy for the Endowment, which will apply to all endowed funds unless a particular donor has otherwise stipulated specific spending restrictions.

In adopting this policy, the Endowment seeks an appropriate balance among three goals:

- ✓ Current income for operations
- Preservation of principal
- Capital appreciation

Authorized distribution during the Endowment's current fiscal year (ending December 31) shall not exceed 3.5% of the total market value of the endowment for the prior year ending December 31. Effective for the fiscal year ending December 31, 2019 and thereafter, authorized distribution from the Endowment shall not exceed 3.5% of the average total market value of the Endowment for the prior three years.

In calculating distributions from the Endowment Fund, consideration will be given to the use of both the Net Income and Net Capital Appreciation (defined as realized and unrealized appreciation in the fair market value of the investments) in excess of the fund's Historic Dollar Value (i.e. corpus). The Historic Dollar Value shall be determined in accordance with the Uniform Prudent Management of Institutional Funds Act, which defines Historic Dollar Value as "the aggregate fair value in dollars of an endowment at the time it became an endowment, each subsequent donation to the fund at the time it is made, and each accumulation made pursuant to a direction in the applicable gift instrument at the time the accumulation is added to the fund."

The Board of Directors of Barns of Rose Hill shall have discretion over whether or not distributions are made. If it is determined that a distribution is not needed in a current fiscal year, the Board may waive all or a portion of the distribution for the year.

Any exceptions or changes to this policy shall be made only upon the written approval of the Barns of Rose Hill Board of Directors.

This statement of spending policy is adopted on September 21, 2016

CLARKE COUNTY FY 18 BUDGET

Capital Outlay Request

Use this form to request a capital outlay item including furniture, equipment, vehicles, major maintenance, or other similar infrequent large dollar purchase. Use the Technology Request form for computers, printers, etc. Complete a separate sheet for each request, and attach additional information as necessary.

Department, School, or Agency Name: Fire, EMS and Emergency Management
Account Manager or Contact Person: Brian Lichty
Object or Project Name: Vehicle Replacement/Upgrade 2017-18

Month & Year Needed: August 2017 New or Replacement? Replacement
Cost: \$70,000.00

Non-local Revenue for Object:

Source: Virginia Office of EMS-Rescue Squad Assistance Grant for second function of EMS-ALS non-transport vehicle.

Amount: \$40,000
(Approximate)

JUSTIFICATION Please justify your request below as succinctly, factually, and legibly as possible:

This vehicle is to replace the current vehicle (2005 Ford Crown Victoria) with approximately 163,000 miles. This vehicle was used prior by the Clarke County Sheriff's Office. Due to the size and type of vehicle it is limited on capabilities. Replacement vehicle will serve the Clarke County Fire, EMS and Emergency Management Department in a two phases-as an Incident Management Vehicle (Command) and as an EMS-ALS non-transport vehicle.

This vehicle, a 2017 Ford Expedition will support the current Clarke County Fire and EMS incident management system by providing Fire Operations Command, Technical Rescue Operations Command and Emergency Medical Incident Command. Additionally, this vehicle will provide another resource in providing advanced life support services to meet the Clarke County Fire, EMS and Emergency Management Strategic Plan Goals #1-Fire and EMS Operations (strategy 1) and 4 - Resource Management (strategies 1, 2). The current life-cycle replacement of this vehicle will be 10years.

The purchase of this vehicle is broken into a two phase approach-

- Phase 1 – Purchase of vehicle and command elements-Fiscal Year 2018
 - Vehicle price with emergency lighting-\$45,723.75
 - Base Vehicle-\$38,781.23 (see attached)
 - Lights, radio and electronics - \$6942.02 (see attached)
 - Command Consul and equipment-\$15,000.00 (approximate cost)
 - Total Cost for phase 1 - \$60,723.75
 - Funding – single year request

- **Phase 2 – Purchase of advanced life support equipment-Fiscal Year 2019**
 - **Life Pack - \$30,000.00 (approximate cost)**
 - **Other EMS Equipment - \$10,000.00 (approximate cost)**
 - **Total Cost for phase 2- \$40,000.00**
 - **Primary Funding -Virginia Department of Health, Office of
Emergency Medical Services – Rescue Squad Assistance Grant
(RSAF) – Application for this grant will take place in 2017 and 2018.**
 - **Secondary Funding – single year request**

1	2017, Ford Expedition EL 4WD, - X3U41K/536 (Note: This base vehicle includes many options - Use the Delete options to remove any unwanted items.)	K1G	\$ 38,781.73						
				1	\$ 38,781.73		\$		
2	Additional Delivery Charges - (Note: 30 Miles are included in the base price of each vehicle.) Only enter miles in excess of 50. The spreadsheet will auto calculate the mileage by the qty of vehicles ordered.	n/a	\$ 1.80				\$		\$
A1	3.5L V8 EcoBoost Engine (Included)	98T	\$ -		\$ -		\$		\$
A2	6 speed automatic transmission (Included)	446	\$ -		\$ -		\$		\$
A3	"TOW PACKAGE CREDIT"	538	\$ (538.80)		\$ -		\$		\$
A4	SYNC (BLUETOOTH) *only available with SSV package*	52M	\$ 219.40	1	\$ 219.40		\$		\$
A5	SYNC (BLUETOOTH) *Non-SSV package* SYNC® with MyFord® Enhanced Voice Recognition Communications and Entertainment System, SiriusXM® Satellite Radio (*N/A in AK or HI* (Not Available in Alaska or Hawaii)), AM/FM Single-CD/Single-4.2" instrument cluster / 4.2" Center Stack w/rear view camera, Single-Zone Electronic Air Temperature Control (EATC) w/Rear Aux Control of Compass, SelectShift® automatic transmission with Progressive Range Select Seats, 3rd Row 60/40 Manual Bench, Cloth*	101A	\$ 1,079.65	1	\$ 1,079.65		\$		\$
A6	Skid Plates (Included)	41K	\$ -		\$ -		\$		\$
A7	SSV PACKAGE- *Deletes* 3rd Row seating, standard carpet flooring and floor mats, replace with heavy Duty Rubber or Vinyl Floor Covering w/rubber or vinyl floor mats (deletes cloth seats replaced with vinyl covered seats)(Front bucket seats without center console in lieu of manufacturer standard front seats)	102A	\$ (3,060.47)	1	\$ (3,060.47)		\$		\$
A8	SSV 3RD ROW SEAT (3rd row seat included on NON-SSV model)	875	\$ 972.50		\$ -		\$		\$
A9	Fleet Convenience Package- Power Adj Pedals and reverse sensors	50F	\$ 393.95	1	\$ 393.95		\$		\$
A10	Running Boards (Req. with 102A)	188	\$ 433.80		\$ -		\$		\$
A11	Service Manual	HELM	\$ 224.56		\$ -		\$		\$
A12	All Weather floor mats	51R	\$ 77.27		\$ -		\$		\$
A13	REGULAR LENGTH EXPEDITION - 119" Wheel Base, 206" Length	U1G	\$ (2,435.40)		\$ -		\$		\$
A14	SSV PACKAGE FOR REGULAR LENGTH	102A	\$ (1,837.86)		\$ -		\$		\$
A14	Paint Color Option: Shadow Black (STD)	G1	\$ -		\$ -		\$		\$
A15	Paint Color Option: Bronze Fire (STD)	H7	\$ -		\$ -		\$		\$
A16	Paint Color Option: Green Gem (STD)	JW	\$ -		\$ -		\$		\$
A17	Paint Color Option: Magnetic (STD)	J7	\$ -		\$ -		\$		\$
A18	Paint Color Option: Blue Jeans (STD)	N1	\$ -		\$ -		\$		\$
A19	Paint Color Option: Race Red (STD)	PQ	\$ -		\$ -		\$		\$
A20	Paint Color Option: Ingot Silver (STD)	UX	\$ -		\$ -		\$		\$
A21	Paint Color Option: Oxford White (STD)	Z1	\$ -	1	\$ -		\$		\$
A22	Paint Color Option: Ruby Red	RR	\$ 395.00		\$ -		\$		\$
Not for order use				1 ea	\$ 37,414.26	1 ea	#DIV/0!		
Grand Total of all vehicles ordered on this spreadsheet: \$				1	\$ 37,414.26	0	\$		
<p>Enter Other Information or Instructions in Yellow Block to the Right</p> <p>Note: Entities may not order anything other than what's stated above. Buyers must choose a color choice above - do not enter it here.</p> <p>Use this spreadsheet to configure your vehicle(s). You will need to use a separate column for each model type you are ordering. Use a separate spreadsheet for each model type ordered if it has different options. Only complete the Yellow cells in the spreadsheet with the Quantity for the base vehicle and each option you want to order. When you are done the actual order needs to be entered through the eVA PUNCHOUT Catalog. CLICK BELOW FOR PUNCH OUT ORDERING GUIDE</p>									

Sheehy Ford - Municipal Sales & Service

641 Johnston Willis Drive - Richmond, VA 23236-3954

Phone: (804) 419-1364 - Fax: (804) 378-3685

QUOTE

<p>Sold To: Clarke County Sheriffs Office 100 North Church Street Berryville, VA 22611</p> <p>Contact: Travis Sumption</p> <p>Phone: (540) 955-5182 Ext. Fax: (540) 955-4111</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>R.O. No:</td><td></td></tr> <tr><td>Date</td><td>11/02/16</td></tr> <tr><td>Quote #</td><td>AAAQ9010</td></tr> <tr><td>P.O. Number</td><td></td></tr> <tr><td>C/I Pay:</td><td>Customer</td></tr> <tr><td>Customer No:</td><td></td></tr> <tr><td>Rep</td><td>Chet Smith</td></tr> </table>	R.O. No:		Date	11/02/16	Quote #	AAAQ9010	P.O. Number		C/I Pay:	Customer	Customer No:		Rep	Chet Smith
R.O. No:															
Date	11/02/16														
Quote #	AAAQ9010														
P.O. Number															
C/I Pay:	Customer														
Customer No:															
Rep	Chet Smith														
<p>Year: 2017 Make: Ford Model: Expedition V.I.N. TBA Stock No.:</p>															

QTY	Part Number	Product Description	Unit Price	Ext. Price	Shipping	Labor	Outside Contractor
		UNMARKED UNIT, NO RADIO			\$0.00	0.00	
1	R1	Federal Signal, Ignition Sense Solenoid Relay Kit	\$51.89	\$51.89	\$6.00	1.00	0.00
2	615506-6	6 Way Fuse Blocks, Required For Installation Of Emergency Equipment With One Fuse Block Hot All The Time And One Fuse Block Ignition Controlled	\$14.63	\$29.26	\$0.00	0.50	0.00
		FRONT & FRONT LIGHT SOLUTION			\$0.00	0.00	
1	SA315P	Whelen 123db, 100 Watt Siren Speaker	\$236.40	\$236.40	\$0.00	1.00	0.00
1	SAK1	Whelen, Universal Speaker Bracket	\$28.80	\$28.80	\$0.00	0.00	0.00
1	UHF2150A	Whelen, Wig-Wags, (Alternating) Headlight Light Flasher, (4) Flash Patterns (For (+) or (-) Switching)	\$52.16	\$52.16	\$2.00	2.50	0.00
1	BK0534EPD1SPB8	Push Bumper, Satine, for 2017 Ford Expedition.	\$279.23	\$279.23	\$77.90	2.00	0.00
1	HK0809EPD07	Wraps for Push Bumper on a 2017 Ford Expedition.	\$261.16	\$261.16	\$49.87	2.00	0.00
4	RSB03ZCR	Whelen "TIR3" Blue With Clear Lens, Horizontal Super LED With Black Flange, Surface Mount/ Grill / Door / Pushbumper Lighthouse, Scan- Lock Flash Patterns Including Steady Burn And Synchronize Feature. MOUNTED ON PUSH BUMPER, 2 ON FRONT FLAT BAR AND ONE ON EACH OUTSIDE SURFACE, VERTICLE ORIENTATION AS HIGH AS POSSIBLE.	\$73.75	\$295.00	\$5.00	4.00	0.00
1	RBKT1	Whelen, (Sold In Pairs) Grill Brackets	\$18.00	\$18.00	\$5.00	0.00	0.00
1	IX08UFZ	Extra Low Profile Front Facing Super LED Inner Edge Interior Light Bar For Ford EXPEDITION, Driver & Passenger Section, Ten 3-LED Lamps, Upper Front Two Piece Unit, Individual Driver and Passenger Side Units, with Two LED Flashing/Take-Downs-ALL BLUE (Mounted Top Front Windshield)	\$777.00	\$777.00	\$0.00	2.00	0.00
		CONSOLE & INTERIOR			\$0.00	0.00	
1	425-6177	Floor Plate, Jotto, for 2016+ Ford Expedition, 28" Floor Plate Kit.	\$118.75	\$118.75	\$25.00	0.50	0.00
1	425-6232	Jotto Desk, Law enforcement equipment console designed to mount 18 inches of radio and communications equipment in public safety vehicles. This console provides 9 inches of sloped and 9 inches of flat mounting surface for communications equipment cup holders or storage compartment. Sloped design allows consoles to be mounted from dash to between seats on our extruded aluminum	\$283.78	\$283.78	\$35.00	1.00	0.00

Continued on Next Page

Quote No: AAAQ9010

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1 of 3

QTY	Part Number	Product Description	Unit Price	Ext. Price	Shipping	Labor	Outside Contractor
1	295SLSA6	floor plate. Easy access top down installation uses simple hand tools and requires no drilling Whelen, Single Unit Siren, with 9-Switch Light Control and Standard Switching, With Timed Out Relay & 17 Scan-Lock Siren Tones	\$496.92	\$496.92	\$15.00	1.50	0.00
1	425-6096	4", Faceplate Whelen 295SLSA6 Controller	\$0.00	\$0.00	\$0.50	0.00	0.00
1	425-2968	2", Faceplate Three 12v Outlets	\$42.97	\$42.97	\$1.24	0.50	0.00
1	425-6117	3", Faceplate Motorola XLT2500 & APX6500	\$0.00	\$0.00	\$0.00	0.00	0.00
1	425-6038	4", Jollo, Dual Cup Holder Faceplate Mount	\$56.58	\$56.58	\$7.00	0.00	0.00
1	425-6036	Storage Compartment, Jollo Desk, with Adjustable Arm Rest.	\$88.56	\$88.56	\$27.01	0.50	0.00
		SIDE & REAR LIGHT SOLUTION			\$0.00	0.00	
1	HG22PC72BB	Running Board Light, HG2, 2 piece, 72 inch, Blue LEDs	\$774.76	\$774.76	\$30.00	2.00	0.00
2	RSB03ZCR	Whelen "TIR3" Blue With Clear Lens", Horizontal Super LED With Black Flange, Surface Mount/ Grill / Door / Pushbumper Lighthouse, Scan- Lock Flash Patterns Including Steady Burn And Synchronize Feature. MOUNTED IN CARGO AREA REAR GLASS.	\$73.75	\$147.50	\$5.00	2.00	0.00
1	RBKT1	Whelen, (Sold in Pairs) Grill Brackets	\$18.00	\$18.00	\$5.00	0.00	0.00
1	D8BBBBO	Dominator 8 TIR3, Super-LED® Series 8 LAMP UNITS Blue/Blue, 30-1/16 Wide, SignalAlert 75, CometFlash® 75 SingleFlash 75, SingleFlash 150, SingleFlash 375, ActionFlash, ActionScan, MOUNTED TO CARGO AREA HEADLINER, FACING REAR.	\$496.95	\$496.95	\$0.00	2.00	0.00
1	DBKT5	Whelen, Dominator, Upper Rear Window Mounting Bracket Kit	\$18.73	\$18.73	\$0.00	0.00	0.00
1	VTX609B	Whelen, Vertex, "BLUE" (Sold in Pairs), Hide-A-Way Super-LED Lights, Single Self Contained Lighthoods With 26 Scan-Lock Flash Patterns & Steady Burn. MOUNTED IN CLEAR LENS OF BRAKE LIGHT ASSEMBLY.	\$183.10	\$183.10	\$0.00	2.00	0.00
1	VTX609R	Whelen, Vertex, "RED" (Sold in Pairs), Hide-A-Way Super-LED Lights, Single Self Contained Lighthoods With 26 Scan-Lock Flash Patterns & Steady Burn. MOUNTED IN RED LENS OF BRAKE LIGHT ASSEMBLY.	\$183.10	\$183.10	\$0.00	2.00	0.00
		PRISONER TRANSPORT SOLUTION			\$0.00	0.00	
1	TP-E-SL1-FS-F	Partition, Troy, Straight Flat Front Partition with Sliding Window, for 2017 Ford Expedition.	\$623.70	\$623.70	\$112.50	3.00	0.00
1	2-SAB-EXP07	Mounting Kit for Prisoner Partition in 2017 Ford Expedition, included with partition.	\$0.00	\$0.00	\$0.00	0.00	0.00
1	2-KB-PEXP07-F	Kick Panel, Flat, for Prisoner Partition in Ford Expedition.	\$94.50	\$94.50	\$15.60	0.00	0.00
1	TP-SSV07-R	Partition, Troy, Cargo Partition with diamond punch grate, for 2017 Ford Expedition.	\$415.60	\$415.60	\$112.50	2.50	0.00
		CARGO STORAGE			\$0.00	0.00	
1	CP-GB484012-PB	Troy Weapons Vault, Single Drawer with Push-Button Lock, 48"X40"X12".	\$1,595.00	\$1,595.00	\$230.00	2.00	0.00

Continued on Next Page

QTY	Part Number	Product Description	Unit Price	Ext. Price	Shipping	Labor	Outside Contractor		
<p><i>This Quote Expires 30 Days From Today.</i></p> <hr/> <p><i>Sincere & Hospitable Employees Enthusiastically Helping You!</i></p>									
						Parts	\$7,667.60		
						Labor (Hours/Amt)	36.50	\$2,263.00	
						Sales Tax		\$0.47	
						Shipping		\$767.12	
						Outside Contract Work		\$0.00	
						Misc. Supplies		\$292.00	
			Total		\$10,989.72				

Quote No: AAQ9010

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Sheehy Ford - Municipal Sales & Service

641 Johnston Willis Drive - Richmond, VA 23236-3954

Phone: (804) 419-1364 - Fax: (804) 378-3685

QUOTE

Sold To: Clarke County Fire & EMS Contact: Brian Lichty Phone: (540) 277-7993 Ext.: Fax:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td style="width: 50%;">R.O. No:</td><td></td></tr> <tr><td>Date:</td><td>12/02/16</td></tr> <tr><td>Quote #:</td><td>AAAQ9057</td></tr> <tr><td>P.O. Number:</td><td></td></tr> <tr><td>C/I Pay:</td><td>Customer</td></tr> <tr><td>Customer No:</td><td></td></tr> <tr><td>Rep:</td><td>Chet Smith</td></tr> </table>	R.O. No:		Date:	12/02/16	Quote #:	AAAQ9057	P.O. Number:		C/I Pay:	Customer	Customer No:		Rep:	Chet Smith
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2	615506-8	6 Way Fuse Blocks, Required For Installation Of Emergency Equipment With One Fuse Block Hot All The Time And One Fuse Block Ignition Controlled	\$14.63	\$29.26	\$0.00	0.50	0.00
		FRONT & FRONT LIGHT SOLUTION			\$0.00	0.00	
1	SA315P	Whelen 123db, 100 Watt Siren Speaker	\$236.40	\$236.40	\$0.00	1.00	0.00
1	SAK1	Whelen, Universal Speaker Bracket	\$28.80	\$28.80	\$0.00	0.00	0.00
1	UHF2150A	Whelen, Wig-Wags, (Alternating) Headlight Light Flasher, [4] Flash Patterns (For (+) or (-) Switching)	\$52.16	\$52.16	\$2.00	2.50	0.00
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1	HK0809EPD07	Wraps for Push Bumper on a 2017 Ford Expedition.	\$261.16	\$261.16	\$49.87	2.00	0.00
4	RSB02ZCR	Whelen "TIR3" RED With Clear Lens", Horizontal Super LED With Black Flange, Surface Mount/ Grill / Door / Pushbumper Lighthouse, Scan- Lock Flash Patterns Including Steady Burn And Synchronize Feature. MOUNTED ON PUSH BUMPER, 2 ON FRONT FLAT BAR AND ONE ON EACH OUTSIDE SURFACE, VERTICLE ORIENTATION AS HIGH AS POSSIBLE.	\$73.75	\$295.00	\$5.00	4.00	0.00
1	RBKT1	Whelen, (Sold In Pairs) Grill Brackets	\$18.00	\$18.00	\$5.00	0.00	0.00
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		CONSOLE & INTERIOR			\$0.00	0.00	
1	425-6177	Floor Plate, Jolto, for 2016+ Ford Expedition, 28" Floor Plate Kit.	\$118.75	\$118.75	\$25.00	0.50	0.00
1	425-6232	Jolto Desk, Law enforcement equipment console designed to mount 18 inches of radio and communications equipment in public safety vehicles. This console provides 9 inches of sloped and 9 inches of flat mounting surface for communications equipment cup holders or storage compartment. Sloped design allows consoles to be mounted from dash to between seats on our extruded aluminum	\$283.78	\$283.78	\$35.00	1.00	0.00

Continued on Next Page

Quote No: AAAQ9057

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		floor plate. Easy access top down installation uses simple hand tools and requires no drilling					
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1	RBKT1	Whelen, (Sold In Pairs) Grill Brackets	\$18.00	\$18.00	\$5.00	0.00	0.00
1	D8RRRRO	Dominator 8 TIR3, Super-LED® Series 8 LAMP UNITS RED/RED, 30-1/16 Wide, SignalAlert 75, CometFlash® 75 SingleFlash 75, SingleFlash 150, SingleFlash 375, ActionFlash, ActionScan. MOUNTED TO CARGO AREA HEADLINER, FACING REAR.	\$496.95	\$496.95	\$0.00	2.00	0.00
1	DBKT6	Whelen, Dominator, Upper Rear Window Mounting Bracket Kit	\$18.73	\$18.73	\$0.00	0.00	0.00
1	VTX609R	Whelen, Vertex, "RED" (Sold In Pairs), Hide-A-Way Super-LED Lights, Single Self Contained Lighthoods With 25 Scan-Lock Flash Patterns & Steady Burn. MOUNTED IN RED LENS OF BRAKE LIGHT ASSEMBLY.	\$183.10	\$183.10	\$0.00	2.00	0.00

This Quote Expires 30 Days From Today.

Sincere & Hospitable Employees Enthusiastically Helping You!

Parts	\$4,755.50
Labor (Hours/Amt)	27.00 \$1,674.00
Sales Tax	\$0.00
Shipping	\$296.52
Outside Contract Work	\$0.00
Misc. Supplies	\$216.00
Total	\$6,942.02

Quote No: AAAQ9057

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Clarke County Planning Department
101 Chalmers Court, Suite B
Berryville, Virginia 22611
(540) 955-5132

TO: Tom Judge
FROM: Brandon Stidham
RE: Planning Department FY2017-2018 Budget Documents
DATE: January 10, 2017

Attached for your review is the Planning Department's budget submission for FY2017-2018. The materials include a brief Departmental narrative listing our functions and responsibilities and special projects anticipated for the fiscal year, as well as supporting documentation for a new funding request from the Historic Preservation Commission listed below:

- **Historic Preservation Stabilization Fund -- \$10,000.** The Historic Preservation Commission (HPC) is requesting new funding in the amount of \$10,000 for the purpose of creating a fund to aid property owners in the stabilization of contributing structures within the County's local historic districts. A memo describing the request in greater detail is provided along with a completed capital outlay form.

As we have done in previous years, Staff is also recommending that the Board of Supervisors strongly consider providing the \$150,000 of local tax savings to the Easement Authority for purchase of easements as included in their Fiscal Policies. In the event that these funds cannot be provided, Staff alternatively recommends that funding be provided to ensure that the annual "fund balance" for easement purchases does not fall below \$150,000.

We are also proposing the following changes or notations to budget line items:

Planning Administration

- **3000 Purchased Services -- \$10,000 to \$15,000.** Staff recommends increasing this line item to better avoid shortfalls due to legal services costs. Staff anticipates legal services in FY17-18 to be on par with or greater than FY15-16 due to work on the upcoming Zoning and Subdivision Ordinance rewrite project.
- **3600 Advertising -- \$3,000 to \$0.** In order to better comply with your request that advertising costs should be matched up with entity that incurs the cost, we recommend moving the entire (\$3,000) Planning Administration advertising budget to Planning Commission -- the source of the majority of advertising expenses. Staff has identified only employment advertising as a cost incurred directly by Planning Administration in the past, and we do not expect to incur these costs in FY17-18.

- **5210 Postage -- \$1,000 to \$1,200.** Staff recommends increasing the postage budget to \$1,200 to be more consistent with recent projections and to avoid shortfalls.

Planning Commission

- **3600 Advertising -- \$1,000 to \$4,000.** See related comments on Planning Administration-Advertising. Staff recommends moving the entire (\$3,000) Planning Administration advertising budget to Planning Commission -- the source of the majority of advertising expenses.
- **5500 Travel – Maintain level funding of \$1,750.** Staff recommends maintaining a fund of \$1,750 in Planning Commission-Travel to cover the cost of two Commissioners to attend the Virginia Certified Planning Commissioners training program. Classes are held twice per year in varying locations and do not always coincide with Commissioners' schedules. We have Commissioners that have not taken the class and Staff's goal is to encourage all to take it. Alternatively, Staff recommends that any unused funds from previous budget year be carried forward to ensure that there is always sufficient funding for two Commissioners to take the class.

Berryville Area Development Authority (BADA)

- **3000 Purchased Services – Maintain level funding of \$1,000.** Staff supports maintaining this amount based on recent projections. However, any work on the Berryville Area Plan, BADA, or County land use applications in the Annexation Area could require legal services under this line item.
- **3160 Board Member Fees -- \$500 to \$900.** Staff recommends budgeting \$900 -- the minimum amount to cover the cost of full attendance (3 members @ \$25/meeting) of members at a full annual schedule of meetings (12). While recent years have resulted in cancellation of meetings due to lack of applications to review or ongoing staff work on the Berryville Area Plan, Staff believes that the recent upturn in construction could result in increased applications coming before the BADA in FY17-18.
- **3600 Advertising -- \$500 to \$300.** Staff recommends reducing this line item from \$500 to \$300 to better match recent trends with County applications coming before the BADA. Staff proposes shifting the \$200 to the Board of Zoning Appeals advertising line item to avoid shortfalls.
- **5210 Postage -- \$0 to \$100.** Staff recommends restoring this line item to a minimal level. Postage costs would be incurred if any County applications are received during the budget year. No County applications have been received in recent years.

Board of Zoning Appeals (BZA)

- **3000 Purchased Services. Maintain level funding of \$2,000.** Staff supports maintaining level funding but notes that the BZA's case load varies and is difficult to project from year to year. Past overruns were due to changes in State law or particularly complex appeal cases requiring an unusual amount of legal services.

- **3600 Advertising -- \$500 to \$700.** Staff recommends increasing this line item to be more consistent with previous budget trends. We recommend funding this line item increase by reducing the advertising line item for the BADA by the same amount.
- **5210 Postage -- \$0 to \$50.** Staff recommends restoring a minimal amount of postage funding to cover costs associated with any applications reviewed by the BZA.

Historic Preservation Commission (HPC)

- **5510 Travel – Maintain level funding of \$500.** Staff recommends maintaining funding level for this line item as it is used to cover the cost for required training for HPC members necessary for the County to maintain its status as a Certified Local Government (CLG).
- **6000 Materials and Supplies -- \$3,500 to \$0.** FY16-17 funding was budgeted to reprint the Historic Driving Tour Brochure. Staff anticipates that the Brochure will need to be reprinted every two years and will likely request funding for this in FY18-19.

Board of Septic Appeals (BSA)

- **3000 Purchased Services -- \$0 to \$500.** Staff recommends providing a minimal amount of funding for this line item to cover potential legal review expenses. This line item has not been funded in recent years and the BSA meets only on an as-needed basis. Staff notes that when appeal cases are filed, there is a strong likelihood that we will consult with the County Attorney on the appeals.
- **3160 Board Member Fees -- \$200 to \$250.** Recommend a minor increase in this line item based on recent trends and to avoid cost overruns.

Please let me know if I have omitted anything or if you have any questions about the documentation.

**DEPARTMENT OF PLANNING
FY2017-2018 BUDGET
DEPARTMENTAL NARRATIVE**

The Department of Planning provides professional planning, code enforcement, project management, and technical services to support Clarke County's planning and land use objectives as well as special projects that are assigned by the Board of Supervisors. Staffing consists of four full-time employees (Director, Senior Planner/Zoning Administrator, Natural Resources Planner, and Administrative Assistant). A full-time Code Enforcement Officer-Inspector position was created and filled in 2016 and is shared with the Building Department. 20% of this position's workload is currently provided to the Planning Department to assist with zoning enforcement matters.

Department Functions and Responsibilities:

- Ordinance enforcement (Zoning, Subdivision, and various County Code provisions such as the Septic and Well Ordinance)
- Provide day to day customer service to citizens, appointed and elected officials, developers, and other stakeholders
- Process, present, and make recommendations on zoning map amendments (rezonings) and special use permits
- Draft, present, and make recommendations on text amendments to the Zoning, Subdivision, and other County ordinances
- Long-range planning activities including management of the County's Comprehensive Plan and implementing component plans
- Natural resource planning activities including water resource protection and water quality improvement projects
- Manage continuing activities to support the Spout Run TMDL implementation plan
- Manage the County's conservation easement program
- Maintain the County's database of dwelling unit rights (DURs)
- Manage the County's historic preservation program
- Oversee the County's energy management program
- Oversee the County's biosolids monitoring program
- Conduct commercial site plan reviews
- Review and process subdivision plats and boundary line adjustments
- Administer the review of erosion and sediment control and stormwater management plans in conjunction with the Building Department
- Zoning review of County building permits
- Zoning review of County business licenses
- Apply for and manage grants to support County projects
- Provide planning and zoning technical assistance to the Town of Boyce
- Staff support to numerous boards and committees including:
 - Planning Commission and Standing Committees/Special Subcommittees
 - Board of Zoning Appeals
 - Board of Septic and Well Appeals
 - Historic Preservation Commission

- Conservation Easement Authority
- Berryville Area Development Authority
- Litter Committee
- Other special committees designated by the Board of Supervisors
- Provide support to the County's geographic information system (GIS) program and staff
- Represent the County on various regional committees through the Northern Shenandoah Valley Regional Commission
- Coordinate/manage projects community development projects and other special projects as assigned by the County Administrator or Board of Supervisors
- Administrative functions including managing the Department website and developing/presenting the Department's annual report to the Board of Supervisors

Departmental Goals

1. Deliver professional-level technical guidance in the following subject areas:
 - a. Land use planning
 - b. Zoning and subdivision ordinance development and application
 - c. Environmental and natural resource planning
 - d. Land conservation
 - e. Historic preservation
 - f. Energy management
 - g. Transportation
 - h. State legislative items
 - i. Capital outlay planning
2. Conduct effective enforcement of County ordinances
3. Provide quality customer service across numerous platforms
4. Maximize finite County resources

Projected Special Projects for FY2017-2018

In addition to the daily workload items noted above and any special projects assigned by the County Administrator and Board of Supervisors or requested by the Planning Commission, the Department anticipates the following major special projects to be undertaken during the upcoming fiscal year.

The Planning Commission and department staff have designated the following projects in the work plan for calendar year 2017:

- Complete work on a text amendment to the Zoning Ordinance's monopole regulations.
- Begin work on a comprehensive review and update of the Zoning and Subdivision Ordinances.
- Evaluate need to revise the Water Resources Plans (Groundwater Resources Plan and Surface Water Resources Plan).
- Evaluate need to revise the Historic Resources Plan.

Staff notes that the comprehensive review and update of the Zoning and Subdivision Ordinances is expected to be a very demanding and labor-intensive project. It involves a cover-to-cover review of both ordinances to identify inconsistencies and to make both documents more streamlined and user-friendly.

Other major projects and work tasks identified by Staff for 2017 include:

- Comprehensive update of land use applications including the development of processes to complement MUNIS implementation.
- Companion projects to the Zoning and Subdivision Ordinance update including evaluation of the departmental fee schedule and creation of process checklists.
- Support the Board of Supervisors' efforts to expand broadband internet access.
- Expand resources and information presented on the Department's web page.
- Provide ongoing planning and zoning support to the Town of Boyce per the Town-County Memorandum of Understanding, including assisting with ordinance amendments and planning-related projects as requested by the Town.
- Any other special projects assigned by the Planning Commission or Board of Supervisors.

Workload Measures

Department workload measures including specific work assignments, permit and plans review activity, and other statistical information may be found in the Department's Annual Report.

CLARKE COUNTY FY 18 BUDGET

Capital Outlay Request

Use this form to request a capital outlay item including furniture, equipment, vehicles, major maintenance, or other similar infrequent large dollar purchase. Use the Technology Request form for computers, printers, etc. Complete a separate sheet for each request, and attach additional information as necessary.

Department, School, or Agency Name:

Department of Planning/Historic Preservation Commission

Account Manager or Contact Person:

Brandon Stidham and Alison Teetor

Object or Project Name:

Historic Preservation Stabilization Funds

Month & Year Needed: July 2017

New or Replacement? n/a

Cost: \$10,000

Non-local Revenue for Object:

None

JUSTIFICATION Please justify your request below as succinctly, factually, and legibly as possible:

See attached memo

Historic Preservation Stabilization Funds Historic Preservation Commission

Background

The Board of Supervisors appointed the first seven-member Historic Preservation Commission (HPC), in 1987. It serves as the architectural review board for properties in the local historic districts. The County's 2013 Comprehensive Plan Objective 4 Historic Resources states:

"Conserve the County's historic character by preserving its historical and cultural resources for the aesthetic, social, and educational benefits of present and future citizens through the following policies and the Historic Resources Plan."

Policies under that objective include in part:

1. Develop innovative ways to protect and promote the economic and cultural importance of historic and archaeological resources.
2. Encourage and assist property owners to pursue State and National Register designation, either individually or through thematic nominations.
10. Promote community awareness and public education through use of a wide variety of media regarding tax incentives, designation procedures, design guidelines, and appropriate rehabilitation guidelines. Support the creation of literature on the historic resources of the County to acquaint the general public, and in particular new residents, with the County's rich cultural heritage. These activities should have the objective of informing property owners and residents of the value that historic preservation adds to their properties and community.
13. Investigate solutions to address the issue of demolition by neglect including public education initiatives, cooperative efforts, and regulatory tools provided by State law.

Demolition by neglect has become an increasing problem in the local historic districts with many of the contributing structures deteriorating to the point where the cost of their repair exceeds their value, and owners choose demolition. The HPC has struggled with finding an effective means of stabilizing and/or renovating these important historic resources. Efforts to date have included direct mailings of information on tax incentives and mothballing to residents in the local historic districts, researching and review of ordinances in other localities, and amending the building code to enforce (do we really do that?) maintenance of historic structures. None have effectively prevented the continued loss of the County's historic resources.

Funding request

At their November 16th meeting, the Historic Preservation Commission, moved to request \$10,000 from the Board for the purpose of creating a fund to aid property owners in the stabilization of contributing structures within the county's local historic districts. The HPC will identify buildings within the districts in disrepair; develop criteria for prioritizing buildings based on owner income, importance of the structure to the historic district, and degree of deterioration. A return on investment of public funds will be realized through maintained and increased property values.

FY 17 Budget Transfers

FROM	TO	AMOUNT
<i>Professional Services</i>	<i>Barns of Rose Hill</i>	1,000 <i>Endowment</i>
Minor Capital	Clerk of Circuit Court	3,050 Copier
Minor Capital	Commissioner	600 3 Chairs
Minor Capital	Commonwealth's Attorney	350 DVD Copier
Minor Capital	Registrar	2,120 4 Laptops

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VENDOR NAME	ACCOUNT DESC	FULL DESC	INVOICE DATE	AMOUNT
Amazon Acct	County Adm Materials &Supplies	Toner Cartridges	02/19/2017	282.48
Amazon Acct	EMS Materials & Supplies	OFFICE SUPPLIES, GENERAL	02/28/2017	29.99
Amazon Acct	Bldg Insp Materials & Supplies	Two Gas Detectors	02/14/2017	376.20
Amazon Acct	Inventory - Mtls & Supplies	OFFICE SUPPLIES, GENERAL	01/12/2017	95.99
Amazon Acct	Inventory - Mtls & Supplies	OFFICE SUPPLIES, GENERAL	01/30/2017	302.23
Amazon Acct	Inventory - Mtls & Supplies	OFFICE SUPPLIES, GENERAL	01/18/2017	112.86
Amazon Acct	Inventory - Mtls & Supplies	OFFICE SUPPLIES, GENERAL	01/03/2017	-2.99
Amazon Acct	Inventory - Mtls & Supplies	OFFICE SUPPLIES, GENERAL	01/12/2017	845.01
Amazon Acct	Inventory - Mtls & Supplies	OFFICE SUPPLIES, GENERAL	02/14/2017	989.36
Amazon Acct	Inventory - Mtls & Supplies	OFFICE SUPPLIES, GENERAL	01/18/2017	14.67
Amazon Acct	Inventory - Mtls & Supplies	HP 55x (CE255XD) Black High Yield	02/28/2017	331.37
Amazon Acct	Inventory - Mtls & Supplies	OFFICE SUPPLIES, GENERAL	01/12/2017	8.93
Amazon Acct	Inventory - Mtls & Supplies	OFFICE SUPPLIES, GENERAL	01/19/2017	44.88
Amazon Acct	Finance Central Purchasing	Central Store Order-Ricoh Cart	03/09/2017	119.74
Amazon Acct	Finance Materials & Supplies	Charger for Tom's Laptop	02/28/2017	8.72
Amazon Acct Total				3,559.44
Anderson Control	JGC Maintenanc Purchased Servi	rm Anderson Control install panic alarm system tra	03/04/2017	2,102.04
Anderson Control	Maintenanc Purchased Services	rm Anderson C 524 Westwood bad smoke decetor	03/04/2017	240.45
Anderson Control	Maintenanc Purchased Services	rm Anderson Control install panic alarm system tra	03/04/2017	1,250.50
Anderson Control Total				3,592.99
Angie Cooke	Programs Refunds	park refund	03/29/2017	250.00
Angie Cooke Total				250.00
Arnett, Betsy	HstPrvCom Board Member Fees	Attd @ HPC 3-15-17 mtg	03/17/2017	25.00
Arnett, Betsy Total				25.00
Association of Clerk	District C Dues Subscr & Memb	Registration for spring conference	03/16/2017	25.00
Association of Clerk Total				25.00
At&t	County Adm Telephone	Acct 287015712672 - Cell phones/govt/schools	02/23/2017	41.97
At&t	IT Telephone	Acct 287015712672 - Cell phones/govt/schools	02/23/2017	306.45
At&t	Registrar Telephone	Acct 287015712672 - Cell phones/govt/schools	02/23/2017	61.28
At&t	Comm Atty Telephone	Acct 287015712672 - Cell phones/govt/schools	02/23/2017	167.88
At&t	Sheriff Telephone	March Statement	03/01/2017	18.69
At&t	Sheriff Telephone	Acct 287015712672 - Cell phones/govt/schools	02/23/2017	1,021.38
At&t	Communicat Telephone	Acct 287015712672 - Cell phones/govt/schools	02/23/2017	172.42
At&t	EMS Telephone	Acct 287015712672 - Cell phones/govt/schools	02/23/2017	41.97
At&t	Bldg Insp Telephone	Acct 287015712672 - Cell phones/govt/schools	02/23/2017	179.33
At&t	AnimalCtrl Telephone	Acct 287015712672 - Cell phones/govt/schools	02/23/2017	14.00
At&t	Maintenanc Telephone	Acct 287015712672 - Cell phones/govt/schools	02/23/2017	62.97
At&t	Econ Dev Telephone	Acct 287015712672 - Cell phones/govt/schools	02/23/2017	41.97
At&t Total				2,130.31
Atlantic Tactical	Sheriff Materials & Supplies	POLICE AND PRISON EQUIPMENT AN	03/22/2017	218.40
Atlantic Tactical	Sheriff Materials & Supplies	POLICE AND PRISON EQUIPMENT AN	03/22/2017	11,500.00
Atlantic Tactical Total				11,718.40
Attic Promotions	Programs Printing & Binding	Shirts Volleyball	03/02/2017	136.00
Attic Promotions Total				136.00
AZTEC Training Servi	Sheriff Travel - Sworn Staff	Training	03/20/2017	1,150.00
AZTEC Training Servi Total				1,150.00
Bank of Clarke	Treasurer Materials & Supplies	Deposit Slips - Treas. Office	02/22/2017	46.71
Bank of Clarke	Clk of CC Materials & Supplies	deposit slips	03/08/2017	58.15
Bank of Clarke Total				104.86
BB&T	IT Technology SW/OL Content	Apple/DRI/New Egg purchases	03/09/2017	414.98
BB&T	Sheriff Purchased Services	Statement	03/09/2017	45.00
BB&T	Sheriff Travel	Statement	03/09/2017	1,500.00
BB&T	Sheriff Travel - Sworn Staff	Credit Card Statement	03/09/2017	1,012.59
BB&T	Sheriff Mtls & Supplies Commun	Credit Card Statement	03/09/2017	401.09
BB&T	Sheriff Mtls & Supplies Commun	Statement	03/09/2017	15.78
BB&T	E-Ticket Mat'l and Supplies	Credit Card Statement	03/09/2017	184.20
BB&T	Sheriff Police Supplies	Credit Card Statement	03/09/2017	25.50
BB&T	Sheriff Office Supplies	Credit Card Statement	03/09/2017	166.10

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VENDOR NAME	ACCOUNT DESC	FULL DESC	INVOICE DATE	AMOUNT
BB&T	Sheriff Vehicle Repair Parts	Credit Card Statement	03/09/2017	62.62
BB&T	Sheriff Uniform Sworn Staff	Credit Card Statement	03/09/2017	157.68
BB&T	EMS Travel	Fire & EMS BB&T credit card invoice 3/9/17	03/09/2017	653.74
BB&T	AnimalCtrl Purchased Services	rm BBT Credit Card Chages for 2/9/17-3/8/17	03/09/2017	286.59
BB&T	Pool Materials & Supplies	supplies	03/01/2017	204.51
BB&T	Programs Materials & Supplies	supplies	03/01/2017	120.98
BB&T	JGC Maintenanc Materials & Sup	rm BBT Credit Card Chages for 2/9/17-3/8/17	03/09/2017	129.63
BB&T	JGC Maintenanc Cap Outla Replc	Apple/DRI/New Egg purchases	03/09/2017	420.15
BB&T	Maintenanc Materials & Supplie	rm BBT Credit Card Chages for 2/9/17-3/8/17	03/09/2017	49.48
BB&T	Maintenanc Materials & Supplie	rm BBT Credit Card Chages for 2/9/17-3/8/17	03/09/2017	127.13
BB&T	Finance Dues Subscr & Memb	Acct 1636 VAGP Membership/Legge	03/09/2017	35.00
BB&T	Sheriff Materials & Supplies	Statement	03/09/2017	80.99
BB&T	Sheriff Materials & Supplies	Credit Card Statement	03/09/2017	30.61
BB&T	Sheriff Materials & Supplies	Statement	03/09/2017	96.62
BB&T	Cnsrv Esmt Donation- Purch Svc	Services for CEA	03/17/2017	63.17
BB&T	Maintenanc Materials & Supplie	rm BBT Credit Card Chages for 2/9/17-3/8/17	03/09/2017	77.12
BB&T Total				6,361.26
Bennett, Brenda	Finance Postal Svcs	postage/mileage	03/16/2017	9.55
Bennett, Brenda	Finance Local Mileage	postage/mileage	03/16/2017	8.56
Bennett, Brenda Total				18.11
Berryville Auto Part	Sheriff Purchased Services	Estimated Vehicle Repair for 1405	03/10/2017	75.00
Berryville Auto Part	Sheriff Office Supplies	Spark Plugs for Generator	03/11/2017	2.31
Berryville Auto Part	Sheriff Vehicle Repair Parts	Estimated Vehicle Repair for 1405	03/10/2017	43.51
Berryville Auto Part	Maintenanc Materials & Supplie	rm BAP Maint gas can	03/13/2017	18.61
Berryville Auto Part	Maintenanc Materials & Supplie	rm BAP Maint windshield washer fluid	03/13/2017	3.50
Berryville Auto Part Total				142.93
Berryville True Valu	Maintenanc Materials & Supplie	rm BH Maint fold up hex key for Dale	03/13/2017	7.49
Berryville True Valu	Maintenanc Materials & Supplie	rm BH Maint funnel	03/13/2017	3.79
Berryville True Valu	Maintenanc Materials & Supplie	rm BH Maint strap for Marks Truck	03/13/2017	24.99
Berryville True Valu	Programs Materials & Supplies	Key made	02/14/2017	4.00
Berryville True Valu Total				40.27
Blue Sky Towers	Sheriff Leases & Rentals	Tower, Transmitter, Antennae 03/01-04/01	03/01/2017	2,380.50
Blue Sky Towers Total				2,380.50
Bosserman, Barbara	Electoral Materials & Supplies	Costco Tote Reimburse	03/27/2017	7.36
Bosserman, Barbara	Registrar Travel	VEBA Mtg. Reg. Fee	03/06/2017	150.00
Bosserman, Barbara Total				157.36
Bouffault, Robina	Plan Com Board Member Fees	Attd @ PC brfing mtg 2-28-17	03/01/2017	50.00
Bouffault, Robina Total				50.00
Buckley, Randy	Plan Com Board Member Fees	Attd @ PC brfing mtg 2-28-17	03/01/2017	50.00
Buckley, Randy Total				50.00
BW Wilson Paper	Inventory - Mtls & Supplies	Customer 51015500 - copy paper/central store	03/07/2017	1,713.36
BW Wilson Paper Total				1,713.36
Caldwell, Anne	Plan Com Board Member Fees	Attd @ PC brfing mtg 2-28-17	03/01/2017	50.00
Caldwell, Anne	HstPrvCom Board Member Fees	Attd @ HPC 3-15-17 mtg	03/17/2017	25.00
Caldwell, Anne Total				75.00
Capelli, Len	Econ Dev Purchased Services	Econ Dev Director Feb 2017 Hours	02/23/2017	3,250.00
Capelli, Len	Econ Dev Purchased Services	Econ Dev Director 03-2017 Hours	03/26/2017	3,250.00
Capelli, Len Total				6,500.00
Cardillo, Robin Couc	Cnsrv Esmt Donation- Purch Svc	Services for CEA	03/08/2017	720.00
Cardillo, Robin Couc Total				720.00
Chatman, Stacey	Programs Purchased Services	contracted employee	03/15/2017	377.65
Chatman, Stacey Total				377.65
Chief Supply Corp	Sheriff Uniform Sworn Staff	Ankle Holster	03/01/2017	49.28
Chief Supply Corp	Sheriff Uniform Sworn Staff	Name Plates	03/20/2017	25.49
Chief Supply Corp Total				74.77
Clarke County Rurita	Programs Advertising	Advertising in Fair book	03/03/2017	50.00
Clarke County Rurita Total				50.00
Clarke County Treasu	New Park Shelter-Construction	Site Application	03/02/2017	625.00

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VENDOR NAME	ACCOUNT DESC	FULL DESC	INVOICE DATE	AMOUNT
Clarke County Treasu Total				625.00
Comcast	Telecommunications Online Tech	Government	03/27/2017	165.64
Comcast Total				165.64
Commercial Press	County Adm Printing & Binding	Hats	03/24/2017	477.77
Commercial Press	Com of Rev Materials & Supplie	Envelopes	01/27/2017	67.95
Commercial Press	Econ Dev Materials & Supplies	Business Cards Len Capelli	03/13/2017	39.95
Commercial Press Total				585.67
Consolidated Electri	JGC Maintenanc Purchased Servi	rm Consolidated 101 Chalmers replaced lights and p	03/07/2017	238.89
Consolidated Electri	JGC Maintenanc Purchased Servi	rm Consolidated 101 Chalmers LED flood light flag	03/13/2017	582.48
Consolidated Electri	Maintenanc Purchased Services	rm Consolidated 101 Chalmers replaced lights and p	03/07/2017	142.11
Consolidated Electri	Maintenanc Purchased Services	rm Consolidated 101 Chalmers LED flood light flag	03/13/2017	346.52
Consolidated Electri Total				1,310.00
Costco	Rec Center Merch for Resale	supplies	03/20/2017	149.88
Costco	Programs Materials & Supplies	supplies	03/20/2017	141.39
Costco Total				291.27
County of Frederick	RefuseDisp Intergov Svc Agreem	Refuse	03/03/2017	973.56
County of Frederick	RefuseDisp Intergov Svc Agreem	Refuse	03/03/2017	321.80
County of Frederick	RefuseDisp Intergov Svc Agreem	Refuse	02/21/2017	7,215.65
County of Frederick	RefuseDisp Intergov Svc Agreem	Refuse and container fee	03/20/2017	7,334.64
County of Frederick Total				15,845.65
Creative Print Solut	Programs Printing & Binding	Printing of the Core	03/03/2017	1,827.00
Creative Print Solut Total				1,827.00
CW Warthen	Clk of CC Materials & Supplies	casebinders	03/14/2017	741.50
CW Warthen Total				741.50
Daly Computers	JGC Maintenanc Materials & Sup	Acct 14506 ...EOC laptops and monitors	02/28/2017	444.55
Daly Computers	LEMPG Grant	Acct 14506 ...EOC laptops and monitors	02/28/2017	8,810.00
Daly Computers	Tk Improve Capital Outlay Repl	Acct 14506 ...EOC laptops and monitors	02/28/2017	2,815.00
Daly Computers	Maintenanc Materials & Supplie	Acct 14506 ...EOC laptops and monitors	02/28/2017	264.45
Daly Computers Total				12,334.00
Dehaven Berkeley	Sheriff Mtls & Supplies Commun	Cooler Rental	03/15/2017	9.00
Dehaven Berkeley	Sheriff Mtls & Supplies Commun	Water	03/03/2017	18.90
Dehaven Berkeley Total				27.90
DMV	Treasurer DMV Stop	Feb DMV Stops	02/28/2017	280.00
DMV Total				280.00
Downstream Project	Cnsrv Esmt Donation- Purch Svc	Domain Name Registration/Renewal	03/21/2017	25.00
Downstream Project Total				25.00
eCore Software Inc	EMS Purchased Services	One time setup fee	02/06/2017	50.00
eCore Software Inc	EMS Purchased Services	April Invoice Schedule system	03/24/2017	244.00
eCore Software Inc Total				294.00
ECore Software Inc.	EMS Purchased Services	Scheduling System Invoice 3/7/2017	03/07/2017	444.43
ECore Software Inc. Total				444.43
Election Systems	Electoral Maint Contracts	warranty	02/23/2017	62.50
Election Systems Total				62.50
Elevator Solutions	Maintenanc Purchased Services	rm Elevator S. 102 N. Elevator replace flex hose	03/09/2017	1,477.16
Elevator Solutions Total				1,477.16
Emmart Oil	Maintenanc Heating	rm Emmart 524 Westwood heating fuel	03/02/2017	194.92
Emmart Oil Total				194.92
Evident Inc	Sheriff Police Supplies	Evidence Supplies	03/03/2017	231.95
Evident Inc Total				231.95
Frederick-Winchester	Sanitation Intergov Svc Agreem	January 2017	02/27/2017	2,616.49
Frederick-Winchester Total				2,616.49
Galls/Best Uniforms	Sheriff Police Supplies	Uniforms / Police Supplies	03/07/2017	6.00
Galls/Best Uniforms	Sheriff Police Supplies	Uniform / Police Equipment	03/13/2017	32.50
Galls/Best Uniforms	Sheriff Police Supplies	Range Supplies	03/14/2017	161.94
Galls/Best Uniforms	Sheriff Uniform Sworn Staff	Uniforms / Police Supplies	03/07/2017	160.50
Galls/Best Uniforms	Sheriff Uniform Sworn Staff	boots	03/10/2017	170.79
Galls/Best Uniforms	Sheriff Uniform Sworn Staff	Uniform / Police Equipment	03/13/2017	284.71
Galls/Best Uniforms	Sheriff Uniform Sworn Staff	Uniforms	03/16/2017	6.00

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Galls/Best Uniforms	Sheriff Uniform Sworn Staff	Uniforms	03/17/2017	348.41
Galls/Best Uniforms	Sheriff Uniform Sworn Staff	Uniforms	03/17/2017	138.44
Galls/Best Uniforms Total				1,309.29
Gardner, Shelly	Victim Witnes Matl & Supplies	Reimbursement for office supplies	03/07/2017	18.49
Gardner, Shelly Total				18.49
GCA	Maintenanc Custodial Contracts	rm GCA March 2017 Cleaning for County	03/01/2017	3,366.23
GCA	JGC Maintenanc Custodial Contr	rm GCA March 2017 Cleaning for County	03/01/2017	2,332.38
GCA	Maintenanc Custodial Contracts	rm GCA March 2017 Cleaning for County	03/01/2017	293.78
GCA	Maintenanc Custodial Contracts	rm GCA March 2017 Cleaning for County	03/01/2017	1,387.51
GCA Total				7,379.90
Golden Seal Enter	Sheriff Travel	Sheriff Roper Range Training	03/02/2017	150.00
Golden Seal Enter Total				150.00
Grainger Inc	Maintenanc Materials & Supplie	rm Graingers Maint lock lubbricant	03/10/2017	66.00
Grainger Inc Total				66.00
Gray, Ginger	Programs Purchased Services	contracted employee	03/15/2017	145.60
Gray, Ginger Total				145.60
Greatscapes	Maintenanc Purchased Services	rm Greatscapes County Complex 100-104 N fertilize	03/06/2017	225.00
Greatscapes Total				225.00
Grubb, Kristen	Programs Purchased Services	Contracted Employee	03/15/2017	145.60
Grubb, Kristen Total				145.60
Hall, Monahan	BoS Purchased Services	Comcst Renewal Matt Ames	03/07/2017	58.00
Hall, Monahan	Legal Svc Purchased Svcs	Legal General File February 2017	03/01/2017	577.50
Hall, Monahan	Plan Adm Purchased Services	Legal General File February 2017	03/01/2017	1,740.00
Hall, Monahan	Dev Rights Purchased Services	Legal Service for February 2017	03/03/2017	415.00
Hall, Monahan Total				2,790.50
Hon Company, The	Victim Witnes Matl & Supplies	Acct 119155-001 Victim Witness Furniture	03/02/2017	3,944.16
Hon Company, The Total				3,944.16
Hurt&Proffitt	Plan Admin Pass Thru Eng Fees	CC Solar site Plan Rev	03/24/2017	500.00
Hurt&Proffitt	Citizens Conv Ctr Eng & Archit	Convenience Center Review and	02/28/2017	1,440.15
Hurt&Proffitt	Citizens Conv Ctr Eng & Archit	Conv Center Spec Ret Wall	02/28/2017	246.40
Hurt&Proffitt Total				2,186.55
Johnston, Jane	Programs Purchased Services	Contracted Employee	03/15/2017	550.55
Johnston, Jane Total				550.55
Kalbiam, Maral	HstPrvCom Purchased Services	Preservation Consulting Servic	03/07/2017	605.00
Kalbiam, Maral Total				605.00
KNS Technologies	Econ Dev Maint Svc Contracts	Website Maintenance (Tourism) December	12/07/2016	150.00
KNS Technologies	Econ Dev Maint Svc Contracts	Website Maintenance (Tourism) January	01/07/2017	150.00
KNS Technologies	Econ Dev Maint Svc Contracts	Website Maintenance (Tourism) February	02/07/2017	150.00
KNS Technologies	Econ Dev Maint Svc Contracts	Website Maintenance (Tourism) March	03/07/2017	150.00
KNS Technologies Total				600.00
Kruhm, Douglas	Plan Com Board Member Fees	Attd @ PC brfing mtg 2-28-17	03/01/2017	50.00
Kruhm, Douglas Total				50.00
Kustom Signals Inc	Sheriff Office Supplies	Batt Expanse Transceiver	03/07/2017	45.00
Kustom Signals Inc Total				45.00
Laura Schleef	Programs Refunds	Park Refund	03/09/2017	100.00
Laura Schleef Total				100.00
Lee, Frank	Plan Com Board Member Fees	Attd @ PC brfing mtg 2-28-17	03/01/2017	50.00
Lee, Frank Total				50.00
Logan Systems Inc	Clk of CC Maint Contracts	annual serv fee/contract for scanning/imaging	03/15/2017	10,700.00
Logan Systems Inc	Clk of CC Microfilming	computer indexing	03/15/2017	438.60
Logan Systems Inc Total				11,138.60
Lord Fairfax Commun	Lord FairfaxComm College Cont	FY 17 Qtr 2 Civic Contribution	02/27/2017	4,110.25
Lord Fairfax Commun	Lord FairfaxComm College Cont	FY 17 Qtr 3 Civic Contribution	02/27/2017	4,110.25
Lord Fairfax Commun Total				8,220.50
Malloy Ford	Maintenanc Materials & Supplie	Door Adjar lights stays on killing battery	02/22/2017	360.78
Malloy Ford Total				360.78
Malone, Gwendolyn	Plan Com Board Member Fees	Attd @ PC brfing mtg 2-28-17	03/01/2017	50.00
Malone, Gwendolyn Total				50.00

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VENDOR NAME	ACCOUNT DESC	FULL DESC	INVOICE DATE	AMOUNT
Mansfield Oil Co	Sheriff Vehicle Fuel	Fuel for 3/1-15/2017	03/20/2017	1,792.75
Mansfield Oil Co Total				1,792.75
Marconi, Gloria	Cnsrv Esmt Donation- Purch Svc	CEA services on winter newsletter	03/07/2017	450.00
Marconi, Gloria Total				450.00
Marple, Beth	Victim Witness Postal Svcs	reimburse postage	03/20/2017	6.65
Marple, Beth Total				6.65
Matsch Systems	IT Purchased Services	Net-Phacs Call Accounting Serv April 2017	03/01/2017	200.00
Matsch Systems Total				200.00
McFillen, Thomas W	BryDevAuth Board Member Fees	Attd @ BADA mtg 2-22-17	03/01/2017	25.00
McFillen, Thomas W Total				25.00
McIntosh, Anne	Equalize Purchased Services	2016 Meetings	01/03/2017	600.00
McIntosh, Anne Total				600.00
Montgomery, Christel	Programs Purchased Services	Contracted acct	03/29/2017	1,114.50
Montgomery, Christel Total				1,114.50
National Recreation	Parks Adm Dues Subscr & Memb	Dues	03/21/2017	600.00
National Recreation Total				600.00
Nelson, Clifford M	Plan Com Board Member Fees	Attd @ PC brfing mtg 2-28-17	03/01/2017	50.00
Nelson, Clifford M Total				50.00
NRADC	Regional Jail Joint Ops	FY 17 Fourth Quarter Operating Budget	03/03/2017	122,267.75
NRADC Total				122,267.75
Ohrstrom, George II	BryDevAuth Board Member Fees	Attd @ BAD 3-2-17 mtg	03/24/2017	25.00
Ohrstrom, George II Total				25.00
Olde Master Original	Sheriff Materials & Supplies	Retirement Gift	03/03/2017	147.50
Olde Master Original Total				147.50
Piedmont Geotechnica	Plan Admin Pass Thru Eng Fees	Resistivity Report 30-A-30	03/01/2017	235.00
Piedmont Geotechnica	Plan Admin Pass Thru Eng Fees	Resistivity rpt for 30A-A-93	03/01/2017	235.00
Piedmont Geotechnica	Plan Admin Pass Thru Eng Fees	Resistivity rpt 16-A-33	03/03/2017	235.00
Piedmont Geotechnica	Plan Admin Pass Thru Eng Fees	Review of Resistivity Report	03/07/2017	235.00
Piedmont Geotechnica	Plan Admin Pass Thru Eng Fees	ER Review	03/08/2017	235.00
Piedmont Geotechnica Total				1,175.00
Pitcock, Tracey	Programs Materials & Supplies	Dollar tree reimbursement	03/21/2017	3.18
Pitcock, Tracey Total				3.18
Pitney Bowes	IT Maint Contracts	Mailing Machine Lease-Govt Cen	03/01/2017	822.51
Pitney Bowes	District C Postal Svcs	Lease	03/01/2017	159.00
Pitney Bowes	J&D Court Postal Svcs	Leasing charges	03/01/2017	93.00
Pitney Bowes	Sheriff Postal Svcs	Postage Machine Rental	03/12/2017	90.46
Pitney Bowes Total				1,164.97
Power Pro-Tech	JGC Maintenanc Purchased Servi	rm Power Pro generator maintenance	02/28/2017	714.78
Power Pro-Tech	Maintenanc Purchased Services	rm Power Pro Park Generator Maintenance	02/28/2017	460.00
Power Pro-Tech	Maintenanc Purchased Services	rm Power Pro generator maintenance	02/28/2017	425.22
Power Pro-Tech Total				1,600.00
Premier Accounts Rec	EMS Purchased Services	Premier Accts Rec Mang Billing Invoice Feb 2017	03/03/2017	1,989.44
Premier Accounts Rec Total				1,989.44
Public Agency Traini	Sheriff Travel - Sworn Staff	Seminar ID 14871 / Moreland	03/14/2017	325.00
Public Agency Traini Total				325.00
Quarles Energy Servi	Maintenanc Heating	rm Quarles ACO heating fuel	03/06/2017	196.14
Quarles Energy Servi Total				196.14
Quill Corporation	J&D Court Materials & Supplies	Utility economy mat	03/09/2017	114.98
Quill Corporation Total				114.98
Rappahannock Electri	JGC Maintenanc Electric	rm REC 101 Chalmes Ct electric bill	03/07/2017	5,866.30
Rappahannock Electri	Maintenanc Electric	rm REC County electric bills for March 2017	03/07/2017	1,294.25
Rappahannock Electri	Maintenanc Electric	rm REC County electric bills for March 2017	03/07/2017	3,492.63
Rappahannock Electri	Maintenanc Electric	rm REC County electric bills for March 2017	03/07/2017	1,396.33
Rappahannock Electri	Maintenanc Electric	rm REC 225 Ramsburg ACO electric bill `	03/07/2017	514.54
Rappahannock Electri	Maintenanc Electric	rm REC County electric bills for March 2017	03/07/2017	152.75
Rappahannock Electri	Maintenanc Electric	rm REC County electric bills for March 2017	03/07/2017	2,755.77
Rappahannock Electri	Maintenanc Electric	rm REC County electric bills for March 2017	03/07/2017	199.79
Rappahannock Electri	Maintenanc Electric	rm REC County electric bills for March 2017	03/07/2017	84.09

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VENDOR NAME	ACCOUNT DESC	FULL DESC	INVOICE DATE	AMOUNT
Rappahannock Electri	Maintenanc Electric	rm REC County electric bills for March 2017	03/07/2017	45.35
Rappahannock Electri	Maintenanc Electric	rm REC County electric bills for March 2017	03/07/2017	35.72
Rappahannock Electri	Maintenanc Electric	rm REC County electric bills for March 2017	03/07/2017	927.97
Rappahannock Electri	Maintenanc Electric	rm REC County electric bills for March 2017	03/07/2017	260.25
Rappahannock Electri Total				17,025.74
Republic Services	LitterCtrl Purchased Services	Acct 3-0976-4784245 Litter/Recycle JWMS/CCHS	01/31/2017	784.07
Republic Services	LitterCtrl Purchased Services	Acct 3-0976-0015268 JGC-litter dumpster	02/26/2017	107.50
Republic Services	LitterCtrl Purchased Services	Acct 3-0976-4784245 Litter/Recycle JWMS/CCHS	02/28/2017	150.00
Republic Services	Maintenanc Maint Contracts	Acct 3-0976-0015268 Waste Dumpster-Government	01/26/2017	879.78
Republic Services	Maintenanc Maint Contracts	Acct 3-0976-0015268 Waste Dumpster-Govt.	02/26/2017	879.78
Republic Services Total				2,801.13
Rhodes, Clesta	Comm Atty Postal Svcs	Reimburse postage to CLR	02/24/2017	14.40
Rhodes, Clesta Total				14.40
Ricoh Usa	J&D Court Maint Contracts	Contract 2231815 Copier JDR court	03/18/2017	132.62
Ricoh Usa	Comm Atty Maint Contracts	Contract 3004805 Comm Atty Copier MP2852SP, SN:C	03/17/2017	95.85
Ricoh Usa	Parks Adm Maint Contracts	Contract 2231850 Copier Parks/Rec	03/19/2017	53.61
Ricoh Usa Total				282.08
Riddleberger Bros	JGC Maintenanc Purchased Servi	rm RBI 101 Chalmers chiller blows fuses	03/09/2017	1,771.78
Riddleberger Bros	Maintenanc Purchased Services	rm RBI 101 Chalmers chiller blows fuses	03/09/2017	1,054.03
Riddleberger Bros Total				2,825.81
Rose, Janine	Sheriff Travel - Sworn Staff	Mileage for Forfeited Asset Class in Richmond	03/10/2017	164.78
Rose, Janine	Sheriff Travel - Sworn Staff	Airfare to APCO Conference	03/27/2017	504.42
Rose, Janine Total				669.20
Schenck Foods Compan	Programs Materials & Supplies	Food for Afterschool	02/28/2017	100.90
Schenck Foods Compan	Programs Materials & Supplies	food	03/21/2017	244.79
Schenck Foods Compan Total				345.69
Secure Shred	District C Purchased Services	Shredding services 2/24/17	03/01/2017	249.00
Secure Shred	Sheriff Purchased Services	Monthly Shredding	03/01/2017	25.00
Secure Shred Total				274.00
Shentel	Telecommunications Online Tech	Government Shentel Dark Fiber	03/01/2017	690.00
Shentel	IT Leases & Rentals	Government Shentel Dark Fiber	03/01/2017	1,980.00
Shentel Total				2,670.00
Shred-It	Com of Rev Purchased Services	Jan/Feb/Mar	02/22/2017	70.77
Shred-It	Treasurer Purchased Services	October payment missed and Current charges	02/22/2017	47.18
Shred-It Total				117.95
Smart, Kathy	BryDevAuth Board Member Fees	Attd @ BADA mtg 2-22-17	03/01/2017	25.00
Smart, Kathy	BryDevAuth Board Member Fees	Attd @ BADA 3-22-17 mtg	03/24/2017	25.00
Smart, Kathy Total				50.00
Stieg, Bob	HstPrvCom Board Member Fees	Attd @ HPC 3-15-17 mtg	03/17/2017	25.00
Stieg, Bob Total				25.00
Supply Room, The	District C Materials & Supplie	Wipes/Spray	03/09/2017	11.63
Supply Room, The Total				11.63
T3 Corporation	JGC Maintenanc Cap Outla Replc	Rep Pujals/Govt IT equipment	02/15/2017	3,701.26
T3 Corporation	Maintenanc Captal Outlay Repla	Rep Pujals/Govt IT equipment	02/15/2017	1,823.01
T3 Corporation Total				5,524.27
Treasurer Of Virgini	Sheriff Purchased Services	Calibration Fees	03/14/2017	17.21
Treasurer Of Virgini	Plan Adm Dues Subscr & Memb	Notary Public renewal D. Bean	03/17/2017	45.00
Treasurer Of Virgini Total				62.21
Turkel, Jon	Plan Com Board Member Fees	Attd @ PC brfing mtg 2-28-17	03/01/2017	50.00
Turkel, Jon Total				50.00
Tyler Technologies	ERP Sys Purchased Services	ERP Implementation Costs C. Duncan Feb 13-15	02/25/2017	2,152.25
Tyler Technologies	ERP Sys Purchased Services	ERP Implementation Application services 03/01-05/3	03/01/2017	434.00
Tyler Technologies Total				2,586.25
University Of Virgin	Treasurer Travel	TAV Spring District Meeting	03/17/2017	160.00
University Of Virgin Total				160.00
USDA Rural Develop	RDA JGC Principal	March 2017 Debt Svc Pymt - Joint Gov Center	03/16/2017	7,956.20
USDA Rural Develop	RDA JGC Interest	March 2017 Debt Svc Pymt - Joint Gov Center	03/16/2017	13,018.80
USDA Rural Develop Total				20,975.00

**Clarke County
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VENDOR NAME	ACCOUNT DESC	FULL DESC	INVOICE DATE	AMOUNT
VAAO	Com of Rev Dues Subscr & Memb	Donna Peake/Page Smoot/Sue Braithwaite	01/06/2017	90.00
VAAO Total				90.00
Valley Doors Unlimit	JGC Maintenanc Purchased Servi	rm Valley Doors 101 Chalmers replace hinges on doo	03/20/2017	693.46
Valley Doors Unlimit	Maintenanc Purchased Services	rm Valley Doors 101 Chalmers replace hinges on doo	03/20/2017	412.54
Valley Doors Unlimit Total				1,106.00
Valley Health	EMS Materials & Supplies	WMC Supply Invoice Feb 2017	03/07/2017	1,756.86
Valley Health Total				1,756.86
Verizon	County Adm Telephone	Phone bill	02/26/2017	12.00
Verizon	Com of Rev Telephone	Phone bill	02/26/2017	8.00
Verizon	Treasurer Telephone	Phone bill	02/26/2017	4.00
Verizon	IT Telephone	Phone bill	02/26/2017	196.29
Verizon	Registrar Telephone	Phone bill	02/26/2017	4.00
Verizon	District C Telephone	Phone bill	02/26/2017	48.57
Verizon	J&D Court Telephone	Phone bill	02/26/2017	47.43
Verizon	Clk of CC Telephone	Phone bill	02/26/2017	76.92
Verizon	Comm Atty Telephone	Phone bill	02/26/2017	16.00
Verizon	Sheriff Telephone	Central Alarm	03/01/2017	997.70
Verizon	Sheriff Telephone	Acct 000012245193 38Y 3/1/2017 Statement	03/01/2017	1,002.04
Verizon	Sheriff Telephone	Account 000138953258 95Y March 1, 2017 Statement	03/01/2017	1.74
Verizon	Sheriff Telephone	Phone bill	02/26/2017	245.02
Verizon	Sheriff Telephone	Verizon Radio Tower	03/01/2017	42.10
Verizon	EMS Telephone	Phone bill	02/26/2017	45.01
Verizon	Probation Telephone	Phone bill	02/26/2017	4.00
Verizon	Bldg Insp Telephone	Phone bill	02/26/2017	8.00
Verizon	AnimalCtrl Telephone	Phone bill	02/26/2017	36.57
Verizon	Maintenanc Telephone	Phone bill	02/26/2017	36.57
Verizon	Parks Adm Telephone	Phone bill	02/26/2017	63.14
Verizon	Plan Adm Telephone	Phone bill	02/26/2017	20.00
Verizon	Coop Ext Telephone	Phone bill	02/26/2017	4.00
Verizon	Finance Telephone	Phone bill	02/26/2017	105.28
Verizon Total				3,024.38
Virginia Tech	Coop Ext VPI Agent	FY 2017 2nd Quarter Billing Salary	01/05/2017	9,709.24
Virginia Tech Total				9,709.24
VITA	BoS Telephone	January 2017	02/28/2017	2.98
VITA	County Adm Telephone	January 2017	02/28/2017	2.38
VITA	Com of Rev Telephone	January 2017	02/28/2017	3.36
VITA	Treasurer Telephone	January 2017	02/28/2017	2.64
VITA	IT Telephone	January 2017	02/28/2017	698.55
VITA	Registrar Telephone	January 2017	02/28/2017	2.06
VITA	District C Telephone	January 2017	02/28/2017	108.20
VITA	J&D Court Telephone	January 2017	02/28/2017	3.02
VITA	Clk of CC Telephone	January 2017	02/28/2017	2.75
VITA	Comm Atty Telephone	January 2017	02/28/2017	11.63
VITA	Sheriff Telephone	January 2017	02/28/2017	821.34
VITA	EMS Telephone	January 2017	02/28/2017	0.37
VITA	Probation Telephone	January 2017	02/28/2017	0.02
VITA	Bldg Insp Telephone	January 2017	02/28/2017	6.33
VITA	AnimalCtrl Telephone	January 2017	02/28/2017	0.35
VITA	Maintenanc Telephone	January 2017	02/28/2017	3.29
VITA	Parks Adm Telephone	January 2017	02/28/2017	14.52
VITA	Plan Adm Telephone	January 2017	02/28/2017	6.80
VITA	Coop Ext Telephone	January 2017	02/28/2017	6.42
VITA	Finance Telephone	January 2017	02/28/2017	2.00
VITA	Maintenanc Telephone	January 2017	02/28/2017	318.45
VITA Total				2,017.46
Wage Works	Finance Flex Reimbursement Py	Daily flex settlement	03/01/2017	425.00
Wage Works	Finance Flex Reimbursement Py	Daily flex settlement	03/02/2017	175.38
Wage Works	Finance Flex Reimbursement Py	Daily flex settlement	03/03/2017	692.00

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VENDOR NAME	ACCOUNT DESC	FULL DESC	INVOICE DATE	AMOUNT
Wage Works	Finance Flex Reimbursement Py	Daily flex settlement	03/06/2017	251.75
Wage Works	Finance Flex Reimbursement Py	Daily flex settlement	03/07/2017	62.62
Wage Works	Finance Flex Reimbursement Py	Daily flex settlement	03/08/2017	560.00
Wage Works	Finance Flex Reimbursement Py	Daily flex settlement	03/09/2017	14.00
Wage Works	Finance Flex Reimbursement Py	Daily flex settlement	03/10/2017	270.04
Wage Works	Finance Flex Reimbursement Py	Daily flex settlement	03/13/2017	153.49
Wage Works	Finance Flex Reimbursement Py	Daily flex settlement	03/15/2017	251.55
Wage Works	Finance Flex Reimbursement Py	Daily flex settlement	03/17/2017	90.83
Wage Works	Finance Flex Reimbursement Py	Daily flex settlement	03/20/2017	119.62
Wage Works	Finance Flex Reimbursement Py	Daily flex settlement	03/21/2017	93.31
Wage Works	Finance Flex Reimbursement Py	Daily flex settlement	03/22/2017	26.49
Wage Works	Finance Flex Reimbursement Py	Daily flex settlement	03/23/2017	117.07
Wage Works	Finance Flex Reimbursement Py	Daily flex settlement	03/24/2017	400.00
Wage Works	Finance Flex Reimbursement Py	Daily Flex Settlement	03/27/2017	734.31
Wage Works	Finance Flex Reimbursement Py	Daily flex settlement	03/28/2017	323.00
Wage Works	Finance Flex Reimbursement Py	Daily flex settlement	03/29/2017	3.60
Wage Works	Finance Flex Reimbursement Py	daily flex settlement	03/30/2017	324.18
Wage Works	Finance Flex Reimbursement Py	Daily flex settlement	03/31/2017	4.38
Wage Works Total				5,092.62
Walmart	Parks Adm Materials & Supplies	supplies acct 6032-2020-0056-0731	03/01/2017	25.94
Walmart	Rec Center Materials & Supplie	supplies acct 6032-2020-0056-0731	03/01/2017	25.50
Walmart	Rec Center Merch for Resale	supplies acct 6032-2020-0056-0731	03/01/2017	203.45
Walmart	Programs Materials & Supplies	supplies acct 6032-2020-0056-0731	03/01/2017	116.83
Walmart Total				371.72
Washington Gas	JGC Maintenanc Heating	101 Chalmers 02/14-03/15	03/17/2017	46.48
Washington Gas	Maintenanc Heating	100 N Church 02/14-03/15	03/17/2017	156.33
Washington Gas	Maintenanc Heating	104 N Church St 02/14-03/15	03/17/2017	549.18
Washington Gas	Maintenanc Heating	225 Al Smith 02/15-03/16	03/20/2017	534.00
Washington Gas	Maintenanc Heating	101 Chalmers 02/14-03/15	03/17/2017	27.65
Washington Gas Total				1,313.64
Winchester Fire Spri	Maintenanc Purchased Services	rm WSprinkler 104 N. repack OS&Y Valve	03/10/2017	180.00
Winchester Fire Spri Total				180.00
Winchester Star	Programs Advertising	Summer Employment Ad	02/22/2017	417.00
Winchester Star Total				417.00
York, Robin	HstPrvCom Board Member Fees	Attd @ HPC 3-15-17 mtg	03/17/2017	25.00
York, Robin Total				25.00
Grand Total				336,336.95

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							6,058							
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					-7,500							
3/21/2017	Historic Resources Grant: book		9,500												
	Revised Appropriation	47,330,949	9,794,033	1,546,124	1,097,426	22,137,428	838,400	1,198,670	5,290,708	251,700	3,815,812	592,619	731,029	20,000	17,000
	Change to Appropriation	1,894,891	71,646	0	0	0	0	243,508	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		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	30,746,503	6,671,406	522,917	546,970	12,314,437	0	992,611	5,136,708	251,700	3,636,904	590,619	65,231	0	17,000
	Change to Local Tax Funding	1,012,018	40,630	0	0	0	0	37,449	878,708	0	0	0	55,231	0	0

Italics = Proposed actions

Title: General Fund Balance FY 17

03/24/17

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)
Emergency Vehicles	(30,000)	(30,000)
Government Savings (GenGov, JAS, DSS)*	(169,575)	(169,575)
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	(12,646,615)	(12,646,615)
FY 17 Supplemental Expenditure	(1,894,891)	(1,894,891)
FY 17 Supplemental Revenue	882,873	882,873
Undesignated	270,000	270,000

*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>Total</i>	78,079
<i>Conservation Easement Usage:</i>	\$55,231

**Clarke County
YTD Budget Report
March 31, 2017**

FUNCTION	ORG	OBJ	PROJECT	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	10,600.00	1,200.00	3,450.00	-250.00	101.80
11010	10000010	2100		BoS FICA	907	960	744.50	83.85	231.14	-15.64	101.60
11010	10000010	2300		BoS Health Ins	14,169	14,116	9,827.93	1,176.06	4,646.66	-358.59	102.50
11010	10000010	3000		BoS Purchased Services	5,000	5,000	958.00	58.00	0.00	4,042.00	19.20
11010	10000010	3600		BoS Advertising	5,600	5,600	3,446.30	0.00	2,201.65	-47.95	100.90
11010	10000010	5210		BoS Postal Services	300	300	381.98	0.00	0.00	-81.98	127.30
11010	10000010	5230		BoS Telephone	0	0	18.62	2.98	0.00	-18.62	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	0.00	0.00	1,975.08	10.20
11010	10000010	5810		BoS Dues, Subscrip & Member	5,500	5,500	5,181.04	0.00	0.00	318.96	94.20
11010	10000010	6000		BoS Materials & Supplies	500	500	1,496.89	0.00	0.00	-996.89	299.40
11010 Total	Board of Supervisors				60,176	60,176	42,525.15	2,520.89	10,529.45	7,121.40	88.17
12110	10000020	1100		County Adm Salaries	232,439	232,439	174,975.39	19,441.71	58,325.13	-861.52	100.40
12110	10000020	2100		County Adm FICA	15,788	16,006	11,752.08	1,432.17	4,463.02	-209.10	101.30
12110	10000020	2210		County Adm VRS Plans 1&2	19,730	19,808	14,855.40	1,650.60	5,235.85	-283.25	101.40
12110	10000020	2300		County Adm Health Ins	26,648	26,340	19,013.49	2,112.61	6,646.97	679.54	97.40
12110	10000020	2400		County Adm Life Insurance	3,045	3,057	2,292.21	254.69	807.86	-43.07	101.40
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	0.00	271.91	-49.81	103.80
12110	10000020	3500		County Adm Printing & Binding	1,000	1,000	477.77	477.77	0.00	522.23	47.80
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	462.17	56.35	211.55	326.28	67.40
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	0.00	0.00	1,295.00	13.70
12110	10000020	6000		County Adm Materials & Supplies	1,000	1,000	2,034.20	282.48	0.00	-1,034.20	203.40
12110	10000020	6008		County Adm Vehicle Fuel	1,000	1,000	381.49	0.00	0.00	618.51	38.10
12110 Total	County Administrator				306,335	306,335	228,945.31	25,708.38	75,962.29	1,427.40	99.53
12210	10000030	3000		Legal Svc Purchased Svcs	35,000	35,000	31,647.95	577.50	0.00	3,352.05	90.40
12210 Total	Legal Services				35,000	35,000	31,647.95	577.50	0.00	3,352.05	90.42
12310	10000040	1100		Com of Rev Salaries	148,796	148,796	110,605.86	12,289.54	36,868.62	1,321.52	99.10
12310	10000040	2100		Com of Rev FICA	10,340	10,340	7,733.41	860.45	2,556.23	50.36	99.50
12310	10000040	2210		Com of Rev VRS Plans 1&2	12,632	12,543	9,390.42	1,043.38	3,184.62	-32.04	100.30
12310	10000040	2300		Com of Rev Health Ins	22,367	22,456	16,841.61	1,871.29	5,697.63	-83.24	100.40
12310	10000040	2400		Com of Rev Life Insurance	1,950	1,950	1,448.91	160.99	491.37	9.72	99.50
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	427.26	70.77	0.00	-27.26	106.80
12310	10000040	3320		Com of Rev Maint Contracts	400	400	162.62	0.00	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	0.00	0.00	618.05	71.90
12310	10000040	5230		Com of Rev Telephone	200	200	89.46	11.36	0.00	110.54	44.70
12310	10000040	5500		Com of Rev Travel	1,500	1,500	1,985.99	0.00	0.00	-485.99	132.40
12310	10000040	5810		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	742.50	90.00	0.00	257.50	74.30
12310	10000040	6000		Com of Rev Materials & Supplie	1,100	1,100	779.53	399.95	0.00	320.47	70.90
12310	10000040	8200		Com of Rev Capital Outlay Adds	0	600	0.00	0.00	363.03	236.97	60.50
12310 Total	Commissioner of Revenue				205,850	206,450	152,088.13	16,797.73	49,541.62	4,820.25	97.67
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	3,800.00	600.00	0.00	-3,800.00	100.00
12330 Total	Equalization Board				0	0	3,800.00	600.00	0.00	-3,800.00	100.00
12410	10000070	1100		Treasurer Salaries	180,638	180,638	134,514.81	14,946.09	44,838.27	1,284.92	99.30
12410	10000070	2100		Treasurer FICA	13,569	13,719	10,153.04	1,128.10	3,482.43	83.53	99.40
12410	10000070	2210		Treasurer VRS Plans 1&2	15,336	12,549	9,330.75	1,036.75	3,129.37	88.88	99.30
12410	10000070	2220		Treasurer VRS Hybrid	0	2,787	2,089.63	259.53	738.48	-41.11	101.50
12410	10000070	2300		Treasurer Health Ins	20,745	20,745	10,584.54	1,176.06	3,548.88	6,611.58	68.10
12410	10000070	2400		Treasurer Life Insurance	2,366	2,022	1,762.20	195.80	552.44	-292.64	114.50
12410	10000070	2510		Treasurer Disab Ins - Hybrid	0	194	145.26	16.14	48.45	0.29	99.90
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	188.72	47.18	0.00	111.28	62.90
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	2,540.00	280.00	0.00	-1,740.00	317.50
12410	10000070	3320		Treasurer Maint Contracts	200	200	162.62	0.00	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	0.00	0.00	10,652.26	48.00
12410	10000070	5230		Treasurer Telephone	1,600	1,600	999.66	6.64	0.00	600.34	62.50
12410	10000070	5500		Treasurer Travel	1,500	1,500	547.72	160.00	0.00	952.28	36.50
12410	10000070	5510		Treasurer Local Mileage	200	200	147.96	0.00	0.00	52.04	74.00

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FUNCTION	ORG	OBJ	PROJECT	ACCOUNT DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	% USED
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	2,338.84	102.71	0.00	2,661.16	46.80
12410 Total	Treasurer				275,354	275,354	196,780.34	19,355.00	56,718.43	21,855.23	92.06
12510	10000080	1100		IT Salaries	133,844	133,844	103,502.18	11,778.02	35,334.06	-4,992.24	103.70
12510	10000080	2100		IT FICA	10,034	10,577	7,910.34	901.11	2,691.05	-24.39	100.20
12510	10000080	2210		IT VRS Plans 1&2	11,364	10,821	5,179.05	575.45	1,750.77	3,891.18	64.00
12510	10000080	2220		IT VRS Hybrid	0	0	3,396.00	474.50	1,350.55	-4,746.55	100.00
12510	10000080	2300		IT Health Ins	13,708	14,113	10,584.54	1,176.06	3,555.98	-27.52	100.20
12510	10000080	2400		IT Life Insurance	1,753	1,348	1,323.11	154.29	466.94	-442.05	132.80
12510	10000080	2510		IT Disab Ins - Hybrid	0	0	236.00	29.50	88.61	-324.61	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	3,611.79	200.00	450.00	-61.79	101.50
12510	10000080	3320		IT Maint Contracts	68,162	68,162	46,845.39	822.51	2,221.67	19,094.94	72.00
12510	10000080	5210		IT Postal Svcs	25	25	2.46	0.00	0.00	22.54	9.80
12510	10000080	5230		IT Telephone	35,000	35,000	17,062.20	1,201.29	8,938.68	8,999.12	74.30
12510	10000080	5240		Telecommunications Online Tech	0	0	4,916.84	855.64	6,394.20	-11,311.04	100.00
12510	10000080	5400		IT Leases & Rentals	0	0	13,860.00	1,980.00	4,932.00	-18,792.00	100.00
12510	10000080	5500		IT Travel	300	300	0.00	0.00	0.00	300.00	0.00
12510	10000080	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	6,802.98	414.98	718.40	-521.38	107.40
12510	10000080	8200		IT Capital Outlay Adds	7,000	7,000	5,889.23	0.00	0.00	1,110.77	84.10
12510 Total	Data Processing/IT				294,840	294,840	232,019.81	20,563.35	68,892.91	-6,072.72	102.06
13100	10000090	1300		Electoral Part Time Salaries	6,319	6,319	4,212.00	0.00	2,106.00	1.00	100.00
13100	10000090	2100		Electoral FICA	484	484	322.20	0.00	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	4,562.50	62.50	0.00	-62.50	101.40
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	0.00	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	2,073.14	7.36	0.00	-403.14	124.10
13100 Total	Electoral Board and Officials				40,980	40,980	25,280.27	69.86	2,267.13	13,432.60	67.22
13200	10000100	1100		Registrar Salaries	49,637	49,637	38,468.97	4,274.33	12,822.99	-1,654.96	103.30
13200	10000100	1300		Registrar Part Time Salaries	8,840	8,840	7,081.20	543.08	0.00	1,758.80	80.10
13200	10000100	2100		Registrar FICA	4,294	4,294	3,509.15	371.26	981.01	-196.16	104.60
13200	10000100	2210		Registrar VRS Plans 1&2	4,372	4,372	3,266.01	362.89	1,112.90	-6.91	100.20
13200	10000100	2400		Registrar Life Insurance	675	675	503.91	55.99	171.74	-0.65	100.10
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	0.00	31.61	43.06	78.50
13200	10000100	5210		Registrar Postal Svcs	750	750	1,052.74	0.00	0.00	-302.74	140.40
13200	10000100	5230		Registrar Telephone	1,000	1,000	550.37	67.34	169.00	280.63	71.90
13200	10000100	5500		Registrar Travel	1,470	1,470	853.00	150.00	0.00	617.00	58.00
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	0.00	0.00	-35.00	123.30
13200	10000100	6000		Registrar Materials & Supplies	725	725	544.81	0.00	0.00	180.19	75.10
13200	10000100	8200		Registrar Capital Outlay Adds	0	2,120	0.00	0.00	0.00	2,120.00	0.00
13200 Total	Registrar				73,970	76,090	56,793.61	5,824.89	15,289.25	4,007.14	94.73
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	249.00	249.00	0.00	101.00	71.10
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	0.00	368.36	-420.00	240.00
21200	10000120	5210		District C Postal Svcs	700	700	477.00	159.00	0.00	223.00	68.10
21200	10000120	5230		District C Telephone	2,000	2,000	1,188.73	156.77	0.00	811.27	59.40
21200	10000120	5810		District C Dues Subscr & Memb	200	200	65.00	25.00	0.00	135.00	32.50
21200	10000120	6000		District C Materials & Supplie	600	600	128.15	11.63	0.00	471.85	21.40
21200 Total	General District Court				4,420	4,420	2,610.55	601.40	368.36	1,441.09	67.40
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
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	353.46	132.62	126.54	220.00	68.60
21600	10000140	5210		J&D Court Postal Svcs	700	700	279.00	93.00	0.00	421.00	39.90

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21600	10000140	5230		J&D Court Telephone	700	700	452.17	50.45	0.00	247.83	64.60
21600	10000140	5810		J&D Court Dues Subscr & Memb	200	200	75.00	0.00	0.00	125.00	37.50
21600	10000140	6000		J&D Court Materials & Supplies	1,200	1,200	141.36	114.98	0.00	1,058.64	11.80
21600 Total	Juvenile & Domestic Relations				3,500	3,500	1,300.99	391.05	126.54	2,072.47	40.79
21700	10000150	1100		Clk of CC Salaries	174,747	174,747	130,335.75	14,481.75	43,445.25	966.00	99.40
21700	10000150	2100		Clk of CC FICA	13,222	13,222	10,089.52	1,121.00	3,285.12	-152.64	101.20
21700	10000150	2210		Clk of CC VRS Plans 1&2	14,836	14,802	11,065.50	1,229.50	3,908.60	-172.10	101.20
21700	10000150	2300		Clk of CC Health Ins	14,079	14,113	10,584.54	1,176.06	3,720.94	-192.48	101.40
21700	10000150	2400		Clk of CC Life Insurance	2,290	2,290	1,707.39	189.71	603.08	-20.47	100.90
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	11,346.87	10,700.00	1,034.99	-381.86	103.20
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	4,607.10	438.60	0.00	1,892.90	70.90
21700	10000150	5210		Clk of CC Postal Svcs	3,500	3,500	1,411.86	0.00	0.00	2,088.14	40.30
21700	10000150	5230		Clk of CC Telephone	1,000	1,000	809.78	79.67	0.00	190.22	81.00
21700	10000150	6000		Clk of CC Materials & Supplies	6,500	6,500	4,438.00	799.65	0.00	2,062.00	68.30
21700 Total	Clerk of the Circuit Court				252,874	252,874	186,570.00	30,215.94	55,997.98	10,306.02	95.92
21910	10001440	1100	VWIT	Victim Witness Regular Salary	34,296	36,927	27,695.16	3,077.24	9,231.71	-0.02	100.00
21910	10001440	1300	VWIT	Victim Witness Part Time Salar	30,449	14,392	3,954.00	1,215.00	0.00	10,437.68	27.50
21910	10001440	2100	VWIT	Victim Witness FICA	2,623	3,930	2,424.84	328.75	706.16	798.72	79.70
21910	10001440	2210	VWIT	Victim Witness VRS Plans 1&2	2,912	3,135	2,351.34	261.26	787.26	-3.58	100.10
21910	10001440	2400	VWIT	VictimWit Life Insurance	449	484	362.79	40.31	121.49	-4.55	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	6.65	6.65	0.00	333.35	2.00
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	0.00	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	0.00	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 Mail & Supplies	0	6,420	4,215.94	3,962.65	0.00	2,204.06	65.70
21910 Total	Victim and Witness Assistance				70,775	72,079	44,284.29	8,891.86	10,846.62	16,948.09	76.49
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	176,565.25	19,616.55	58,849.66	6,098.09	97.50
22100	10000170	1300		Comm Atty Part Time Salaries	12,300	12,300	10,543.30	0.00	0.00	1,756.70	85.70
22100	10000170	2100		Comm Atty FICA	16,857	16,857	13,926.74	1,442.54	4,333.89	-1,403.63	108.30
22100	10000170	2210		Comm Atty VRS Plans 1&2	18,799	15,608	11,749.68	1,300.98	4,004.42	-146.10	100.90
22100	10000170	2220		Comm Atty VRS Hybrid	0	3,191	4,088.03	430.51	1,161.89	-2,058.92	164.50
22100	10000170	2300		Comm Atty Health Ins	20,040	20,040	17,655.03	1,267.77	3,893.60	-1,508.63	107.50
22100	10000170	2400		Comm Atty Life Insurance	2,900	2,900	2,440.20	256.98	787.28	-327.48	111.30
22100	10000170	2510		Comm Atty Disab Ins - Hybrid	0	0	282.51	25.33	76.26	-358.77	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	383.40	95.85	0.00	116.60	76.70
22100	10000170	5210		Comm Atty Postal Svcs	1,300	1,300	695.35	14.40	0.00	604.65	53.50
22100	10000170	5230		Comm Atty Telephone	3,000	3,000	1,565.05	195.51	852.00	582.95	80.60
22100	10000170	5500		Comm Atty Travel	6,050	6,050	2,187.12	0.00	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	254.81	59.55	0.00	1,745.19	12.70
22100	10000170	8200		Comm Atty Capital Outlay Adds	0	350	0.00	0.00	0.00	350.00	0.00
	10000170 Total	Commonwealth's Attorney			328,504	328,854	244,756.06	24,705.97	73,959.00	10,138.94	96.92
22100	10001420	1100	VSTOP	Comm Atty Salaries	8,625	8,625	19,978.16	2,219.80	6,659.40	-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	712.34	145.69	435.52	1,512.14	43.20
22100	10001420	2210	VSTOP	Comm Atty VRS Plans 1&2	3,398	870	478.26	57.68	174.52	217.22	75.00
22100	10001420	2220	VSTOP	Comm Atty VRS Hybrid	0	2,528	369.21	123.07	416.77	1,742.02	31.10
22100	10001420	2300	VSTOP	Comm Atty Health Ins	5,311	5,311	770.43	256.81	774.05	3,766.52	29.10
22100	10001420	2400	VSTOP	Comm Atty Life Insurance	525	525	134.34	29.08	87.68	302.98	42.30
22100	10001420	2510	VSTOP	Comm Atty Disab Ins - Hybrid	0	0	27.27	9.09	27.36	-54.63	100.00
	10001420 Total	Violence Against Women Prev			28,995	28,995	22,470.01	2,841.22	8,575.30	-2,050.31	107.07
22100 Total	Commonwealth's Attorney - Total				357,499	357,849	267,226.07	27,547.19	82,534.30	8,088.63	97.74
31200	10000180	1100		Sheriff Salaries	1,312,295	1,312,295	973,870.02	111,163.73	325,281.94	13,143.04	99.00
31200	10000180	1200		Sheriff Overtime	0	0	196.56	0.00	0.00	-196.56	100.00
31200	10000180	1300		Sheriff Part Time Salaries	43,000	43,000	27,452.80	2,719.91	0.00	15,547.20	63.80
31200	10000180	1660		Sheriff Emp Bonuses	0	0	1,750.00	500.00	0.00	-1,750.00	100.00
31200	10000180	2100		Sheriff FICA	97,216	97,216	73,726.59	8,365.67	23,319.73	169.68	99.80
31200	10000180	2210		Sheriff VRS Plans 1&2	103,361	103,361	74,377.28	8,303.16	26,450.27	2,533.45	97.50

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31200	10000180	2220		Sheriff VRS Hybrid	8,049	8,049	8,182.11	982.95	2,999.57	-3,132.68	138.90
31200	10000180	2300		Sheriff Health Ins	201,377	201,377	146,883.33	15,895.18	53,343.97	1,149.70	99.40
31200	10000180	2400		Sheriff Life Insurance	17,193	17,193	12,738.80	1,420.40	4,526.26	-72.06	100.40
31200	10000180	2510		Sheriff Disab Ins - Hybrid	560	560	568.50	62.70	200.49	-208.99	137.30
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	16,532.20	162.21	2,625.10	5,842.70	76.60
31200	10000180	3320		Sheriff Maint Contracts	121,033	130,333	99,058.10	0.00	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	1,182.66	90.46	0.00	1,017.34	53.80
31200	10000180	5230		Sheriff Telephone	55,000	55,000	27,202.65	4,150.01	6,378.68	21,418.67	61.10
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	19,561.50	2,380.50	5,278.50	3,160.00	88.70
31200	10000180	5500		Sheriff Travel	46,900	46,900	3,839.37	1,650.00	0.00	43,060.63	8.20
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	16,510.00	3,156.79	1,890.00	-18,400.00	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	4,065.00	0.00	0.00	-765.00	123.20
31200	10000180	6000		Sheriff Materials & Supplies	51,000	51,000	1,863.85	291.60	0.00	49,136.15	3.70
31200	10000180	6000	COS	Sheriff Mtls & Supplies Commun	0	0	1,687.02	444.77	125.95	-1,812.97	100.00
31200	10000180	6000	ETK	E-Ticket Mat'l and Supplies	0	0	289.05	184.20	0.00	-289.05	100.00
31200	10000180	6000	PSU	Sheriff Police Supplies	0	0	5,381.02	457.89	159.85	-5,540.87	100.00
31200	10000180	6000	SOS	Sheriff Office Supplies	0	0	2,694.43	213.41	56.94	-2,751.37	100.00
31200	10000180	6000	VRP	Sheriff Vehicle Repair Parts	0	0	14,559.29	106.13	3,812.49	-18,371.78	100.00
31200	10000180	6008		Sheriff Vehicle Fuel	60,000	60,000	27,604.12	1,792.75	0.00	32,395.88	46.00
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	6,285.02	1,341.30	0.00	-6,285.02	100.00
31200	10000180	6015		Sheriff Ammunition	12,500	12,500	7,590.57	0.00	3,162.78	1,746.65	86.00
	10000180	Total	Sheriff		2,244,600	2,253,900	1,641,399.78	165,835.72	463,764.15	148,736.07	93.40
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	4,103.68	847.48	0.00	-4,103.68	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	7,964.42	847.48	0.00	4,958.58	61.63
31200	10001500	1200	DMVSP	DMV Speed Overtime	0	0	1,395.88	405.70	0.00	-1,395.88	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	1,395.88	405.70	0.00	6,604.12	17.45
31200	10001520	5500	41017	ICAC Travel	2,000	2,000	2,404.95	0.00	0.00	-404.95	120.20
31200	10001520	5500	ICAC	ICAC Travel	0	0	795.00	0.00	0.00	-795.00	100.00
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	3,199.95	0.00	0.00	800.05	80.00
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 Century Grant-Travel	0	1,410	0.00	0.00	0.00	1,410.00	0.00
31200	10001552	6000		Byrne-21st Century Grant Mat&Su	0	8,956	8,956.00	0.00	0.00	0.00	100.00
	10001552	Total	DCJS Byrne Justice Assist		0	11,712	8,956.00	0.00	0.00	2,756.00	76.47
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	1,663,401.32	167,088.90	463,764.15	165,879.53	92.77
31210	10000190	5600		Criminal Justice Training Ctr	19,593	19,593	21,157.43	0.00	0.00	-1,564.43	108.00
31210 Total	Criminal Justice Training Ctr				19,593	19,593	21,157.43	0.00	0.00	-1,564.43	107.98
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	5230		Communicat Telephone	0	0	341.51	172.42	258.49	-600.00	100.00
31400 Total	Communications				0	0	341.51	172.42	258.49	-600.00	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
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

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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	209,604.97	23,421.54	94,317.74	55,359.29	84.60
32310	10000260	1200		EMS Overtime	56,000	56,000	67,274.80	4,538.52	16,850.78	-28,125.58	150.20
32310	10000260	1300		EMS Part Time Salaries	117,000	117,000	114,447.85	13,513.56	0.00	2,552.15	97.80
32310	10000260	2100		EMS FICA	40,720	40,720	27,869.29	2,889.10	4,509.53	8,341.18	79.50
32310	10000260	2210		EMS VRS Plans 1&2	21,306	23,877	18,935.15	2,438.00	8,139.75	-3,197.90	113.40
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	38,450.49	4,716.39	14,516.86	6,994.65	88.30
32310	10000260	2400		EMS Life Insurance	4,550	4,620	3,077.42	376.17	1,256.05	286.53	93.80
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	34,574.84	2,727.87	0.00	2,925.16	92.20
32310	10000260	5210		EMS Postal Services	2,000	2,000	8.28	0.00	0.00	1,991.72	0.40
32310	10000260	5230		EMS Telephone	1,000	1,000	683.44	87.35	264.62	51.94	94.80
32310	10000260	5500		EMS Travel	10,000	10,000	711.61	653.74	0.00	9,288.39	7.10
32310	10000260	6000		EMS Materials & Supplies	10,000	10,000	9,512.57	1,786.85	0.00	487.43	95.10
32310	10000260	6008		EMS Vehicle Fuel	2,000	2,000	1,394.11	0.00	0.00	605.89	69.70
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	20,607.75	3,472.25	85.60
	10000260 Total	Emergency Medical Services			767,392	789,472	564,423.97	57,149.09	165,867.60	59,180.43	92.50
32310	10001700	6000		LEMPG Grant	0	15,000	8,810.00	8,810.00	1,960.00	4,230.00	71.80
	10001700 Total	FEMA-VDEM LEMPG			0	15,000	8,810.00	8,810.00	1,960.00	4,230.00	71.80
32310 Total	Fire and Rescue Services				767,392	804,472	573,233.97	65,959.09	167,827.60	63,410.43	92.12
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	489,071.00	122,267.75	0.00	22,929.00	95.50
33210 Total	Regional Jail				512,000	512,000	489,071.00	122,267.75	0.00	22,929.00	95.52
33220	10000300	3840		Juv DetCtr Intergov Svc Agreeem	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	35.34	4.02	0.00	464.66	7.10
33300	10000310	6000		Probation Materials & Supplies	300	300	0.00	0.00	0.00	300.00	0.00
33300 Total	Probation Office				800	800	35.34	4.02	0.00	764.66	4.42
34100	10000320	1100		Bldg Insp Salaries	119,087	119,087	95,117.33	10,938.44	39,584.83	-15,615.16	113.10
34100	10000320	2100		Bldg Insp FICA	8,337	8,337	6,691.44	771.89	2,753.68	-1,108.12	113.30
34100	10000320	2210		Bldg Insp VRS Plans 1&2	8,142	8,156	6,116.67	679.63	2,058.33	-19.00	100.20
34100	10000320	2220		Bldg Insp VRS Hybrid	1,968	1,954	1,743.28	249.04	1,247.57	-1,036.85	153.10
34100	10000320	2300		Bldg Insp Health Ins	21,124	21,124	17,602.21	1,995.00	6,189.83	-2,668.04	112.60
34100	10000320	2400		Bldg Insp Life Insurance	1,559	1,559	1,212.79	143.29	510.09	-163.88	110.50
34100	10000320	2510		Bldg Insp Disab Ins - Hybrid	137	137	121.12	17.30	86.71	-70.83	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	1,734.83	0.00	491.74	-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	0.00	0.00	125.09	16.60
34100	10000320	5230		Bldg Insp Telephone	1,380	1,380	1,002.46	193.66	721.06	-343.52	124.90
34100	10000320	5500		Bldg Insp Travel	2,000	2,000	766.11	0.00	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	1,259.90	376.20	0.00	740.10	63.00
34100	10000320	6008		Bldg Insp Vehicle Fuel	2,000	2,000	1,248.79	0.00	0.00	751.21	62.40
34100 Total	Building Inspections				172,409	172,409	136,873.52	15,364.45	53,643.84	-18,108.36	110.50
35100	10000330	1100		AnimalCtrl Salaries	63,398	63,398	48,969.21	5,865.19	17,595.57	-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	3,459.50	388.20	964.19	421.31	91.30
35100	10000330	2210		AnimalCtrl VRS Plans 1&2	3,576	3,576	2,693.61	299.29	902.30	-19.91	100.60
35100	10000330	2220		AnimalCtrl VRS Hybrid	1,807	1,807	1,552.03	198.67	374.09	-119.12	106.60
35100	10000330	2300		AnimalCtrl Health Ins	14,184	14,184	12,355.94	1,229.66	3,355.87	-1,527.81	110.80
35100	10000330	2400		AnimalCtrl Life Insurance	831	831	655.07	76.83	196.98	-21.05	102.50
35100	10000330	2510		AnimalCtrl Disab Ins - Hybrid	126	126	107.89	13.81	25.96	-7.85	106.20
35100	10000330	2700		AnimalCtrl Workers Comp	1,140	1,140	880.21	0.00	0.00	259.79	77.20
35100	10000330	3000		AnimalCtrl Purchased Services	8,000	8,000	4,363.72	286.59	0.00	3,636.28	54.50
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	106.95	0.00	0.00	93.05	53.50
35100	10000330	5110		AnimalCtrl Electric	750	750	0.00	0.00	0.00	750.00	0.00
35100	10000330	5230		AnimalCtrl Telephone	500	500	448.01	50.92	53.80	-1.81	100.40
35100	10000330	5500		AnimalCtrl Travel	1,000	1,000	0.00	0.00	0.00	1,000.00	0.00

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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	0.00	0.00	2,239.45	62.70
35100	10000330	6008		AnimalCtrl Vehicle Fuel	1,500	1,500	674.24	0.00	0.00	825.76	44.90
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	83,393.07	8,409.16	23,502.62	10,661.31	90.93
35300	10000340	3000		Exam&Bury Purchased Services	1,000	1,000	120.00	0.00	0.00	880.00	12.00
35300 Total	Med Examiner & Indigent Burial				1,000	1,000	120.00	0.00	0.00	880.00	12.00
42400	10000350	3840		RefuseDisp Intergov Svc Agreem	175,500	175,500	94,023.23	15,845.65	0.00	81,476.77	53.60
42400 Total	Refuse Disposal				175,500	175,500	94,023.23	15,845.65	0.00	81,476.77	53.57
42600	10000360	3000		LitterCtrl Purchased Services	0	0	2,291.57	1,041.57	1,273.43	-3,565.00	100.00
42600	10000360	6000		LitterCtrl Materials & Supplie	5,310	5,310	435.71	0.00	0.00	4,874.29	8.20
42600 Total	Litter Control				5,310	5,310	2,727.28	1,041.57	1,273.43	1,309.29	75.34
42700	10000370	3840		Sanitation Intergov Svc Agreem	33,750	33,750	18,315.43	2,616.49	0.00	15,434.57	54.30
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	225,315.43	2,616.49	0.00	15,434.57	93.59
43200	10000380	1100		Maintenanc Salaries	150,079	150,079	103,891.87	11,178.00	35,089.11	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	9,990.32	827.04	2,599.10	-2,113.42	120.20
43200	10000380	2210		Maintenanc VRS Plans 1&2	10,634	10,634	5,227.70	536.26	1,621.93	3,784.37	64.40
43200	10000380	2220		Maintenanc VRS Hybrid	1,852	1,852	3,129.90	535.93	1,471.26	-2,749.16	248.40
43200	10000380	2300		Maintenanc Health Ins	24,361	24,361	10,883.17	1,185.22	3,702.58	9,775.25	59.90
43200	10000380	2400		Maintenanc Life Insurance	1,966	1,966	1,344.97	146.44	459.97	161.06	91.80
43200	10000380	2510		Mainten Disab Ins - Hybrid	129	129	217.48	25.55	84.83	-173.31	234.30
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	8,244.65	225.00	0.00	13,755.35	37.50
43200	10000380	3320		Maintenanc Maint Contracts	99,485	99,485	54,399.83	1,759.56	3,103.58	41,981.59	57.80
43200	10000380	3340		Maintenanc Custodial Contracts	37,000	37,000	23,563.62	3,366.23	0.00	13,436.38	63.70
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	0.00	0.00	608.65	22.00
43200	10000380	5230		Maintenanc Telephone	2,750	2,750	966.72	102.83	337.79	1,445.49	47.40
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	25,684.59	485.16	0.00	9,315.41	73.40
43200	10000380	6008		Maintenanc Vehicle Fuel	4,780	4,780	1,623.61	0.00	0.00	3,156.39	34.00
	10000380 Total		General Property Maintenance		446,955	446,955	323,357.61	20,373.22	48,470.15	75,127.24	83.19
43200	10000890	3000		JGC Maintenanc Purchased Servi	25,000	25,000	22,855.11	6,103.43	1,917.70	227.19	99.10
43200	10000890	3320		JGC Maint Contracts	29,212	29,212	8,499.05	0.00	0.00	20,712.95	29.10
43200	10000890	3340		JGC Maintenanc Custodial Contr	26,000	26,000	16,326.66	2,332.38	0.00	9,673.34	62.80
43200	10000890	5110		JGC Maintenanc Electric	32,500	32,500	23,969.00	5,866.30	0.00	8,531.00	73.80
43200	10000890	5120		JGC Maintenanc Heating	5,500	5,500	2,410.03	46.48	0.00	3,089.97	43.80
43200	10000890	5130		JGC Maintenanc Water & Sewer	1,500	1,500	859.98	0.00	0.00	640.02	57.30
43200	10000890	6000		JGC Maintenanc Materials & Sup	3,500	3,500	768.64	574.18	444.55	2,286.81	34.70
43200	10000890	8100		JGC Maintenanc Cap Outla Replc	0	0	4,121.41	4,121.41	0.00	-4,121.41	100.00
43200	10000890	8200		JGC Maintenanc Capital Ou Adds	0	0	0.00	0.00	2,470.51	-2,470.51	100.00
	10000890 Total		Maintenance - 101 Chalmers Court		123,212	123,212	79,809.88	19,044.18	4,832.76	38,569.36	68.70
43200	10000900	3000		Maintenanc Purchased Services	7,244	7,244	5,994.17	0.00	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	7,005.15	1,294.25	0.00	5,084.85	57.90
43200	10000900	5120		Maintenanc Heating	1,600	1,600	751.40	156.33	0.00	848.60	47.00
43200	10000900	5130		Maintenanc Water & Sewer	3,750	3,750	1,942.60	0.00	0.00	1,807.40	51.80
43200	10000900	6000		Maintenanc Materials & Supplie	1,500	1,500	220.39	49.48	0.00	1,279.61	14.70
	10000900 Total		Maintenance - 100 N Ch St/Radio T		29,684	29,684	20,339.76	1,500.06	0.00	9,344.24	68.52
43200	10000910	3000		Maintenanc Purchased Services	5,000	5,000	2,368.16	1,477.16	0.00	2,631.84	47.40
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	18,567.41	3,492.63	0.00	13,328.59	58.20
43200	10000910	6000		Maintenanc Materials & Supplie	1,000	1,000	574.91	0.00	0.00	425.09	57.50
	10000910 Total		Maintenance - 102 N Church St		39,896	39,896	24,556.78	4,969.79	0.00	15,339.22	61.55
43200	10000920	3000		Maintenanc Purchased Services	9,500	9,500	1,834.50	180.00	0.00	7,665.50	19.30
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	6,961.06	1,396.33	0.00	4,309.94	61.80
43200	10000920	5120		Maintenanc Heating	3,500	3,500	2,543.53	549.18	0.00	956.47	72.70
43200	10000920	5130		Maintenanc Water & Sewer	900	900	304.80	0.00	0.00	595.20	33.90
43200	10000920	6000		Maintenanc Materials & Supplie	1,500	1,500	417.81	0.00	0.00	1,082.19	27.90
	10000920 Total		Maintenance - 104/106 N Church St		28,771	28,771	15,540.00	2,125.51	0.00	13,231.00	54.01
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	4,523.53	514.54	0.00	886.47	83.60
43200	10000930	5120		Maintenanc Heating	6,000	6,000	3,477.59	196.14	0.00	2,522.41	58.00
43200	10000930	5130		Maintenanc Water & Sewer	500	500	0.00	0.00	0.00	500.00	0.00

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FUNCTION	ORG	OBJ	PROJECT	ACCOUNT DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	% USED
43200	10000930	6000		Maintenanc Materials & Supplie	1,000	1,000	123.63	0.00	0.00	876.37	12.40
	10000930 Total		Maintenance - 225 Ramsburg Ln		18,560	18,560	12,255.75	710.68	0.00	6,304.25	66.03
43200	10000940	3000		Maintenanc Purchased Services	1,400	1,400	6,667.45	240.45	0.00	-5,267.45	476.20
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	1,257.94	152.75	0.00	188.06	87.00
43200	10000940	5120		Maintenanc Heating	2,500	2,500	713.18	194.92	0.00	1,786.82	28.50
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	9,404.22	588.12	0.00	-2,808.22	142.57
43200	10000950	3000		Maintenanc Purchased Services	12,500	12,500	11,612.69	460.00	0.00	887.31	92.90
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	0.00	0.00	2,957.25	15.50
43200	10000950	5110		Maintenanc Electric	25,247	25,247	21,193.73	2,755.77	0.00	4,053.27	83.90
43200	10000950	5120		Maintenanc Heating	4,500	4,500	2,445.82	534.00	0.00	2,054.18	54.40
43200	10000950	5130		Maintenanc Water & Sewer	1,800	1,800	935.00	0.00	0.00	865.00	51.90
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	41,239.10	3,749.77	0.00	14,307.90	74.24
43200	10000960	3000		Maintenanc Purchased Services	16,000	16,000	4,742.94	0.00	0.00	11,257.06	29.60
43200	10000960	5110		Maintenanc Electric	3,350	3,350	2,408.46	199.79	0.00	941.54	71.90
43200	10000960	5130		Maintenanc Water & Sewer	2,700	2,700	1,339.40	0.00	0.00	1,360.60	49.60
43200	10000960	6000		Maintenanc Materials & Supplie	5,000	5,000	736.12	0.00	1,905.00	2,358.88	52.80
	10000960 Total		Maintenance - 225 Al Smith Cir Ofc/Grounds		27,050	27,050	9,226.92	199.79	1,905.00	15,918.08	41.15
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	4,514.01	84.09	0.00	551.99	89.10
43200	10000970	5130		Maintenanc Water & Sewer	20,000	20,000	5,241.60	0.00	0.00	14,758.40	26.20
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	10,732.71	84.09	0.00	28,833.29	27.13
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	650.97	45.35	0.00	389.03	62.60
43200	10000980	6000		Maintenanc Materials & Supplie	7,500	7,500	1,496.06	0.00	1,000.00	5,003.94	33.30
	10000980 Total		Maintenance - 225 Al Smith Cir Baseball		9,290	9,290	2,373.21	45.35	1,000.00	5,916.79	36.31
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	299.35	35.72	0.00	200.65	59.90
43200	10000990	6000		Maintenanc Materials & Supplie	8,500	8,500	2,973.34	127.13	1,338.12	4,188.54	50.70
	10000990 Total		Maintenance - 225 Al Smith Cir Soccer		10,300	10,300	4,478.03	162.85	1,338.12	4,483.85	56.47
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 A		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	0.00	0.00	3,840.06	30.20
43200	10001020	3320		Maintenanc Maint Contracts	1,900	1,900	3,505.86	0.00	0.00	-1,605.86	184.50
43200	10001020	3340		Maintenanc Custodial Contracts	0	0	2,056.46	293.78	0.00	-2,056.46	100.00
43200	10001020	5110		Maintenanc Electric	10,060	10,060	5,408.22	927.97	0.00	4,651.78	53.80
43200	10001020	5130		Maintenanc Water & Sewer	1,100	1,100	762.00	0.00	0.00	338.00	69.30
43200	10001020	6000		Maintenanc Materials & Supplie	1,000	1,000	64.88	0.00	0.00	935.12	6.50
	10001020 Total		Maintenance - 311 E Main St		19,560	19,560	13,457.36	1,221.75	0.00	6,102.64	68.80
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	1,855.77	260.25	0.00	1,144.23	61.90
43200	10001410	5120		Maintenanc Heating	2,200	2,200	1,556.21	0.00	0.00	643.79	70.70
43200	10001410	5130		Maintenanc Water & Sewer	250	250	255.00	0.00	0.00	-5.00	102.00
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	4,097.98	260.25	0.00	6,102.02	40.18
43200 Total	General Property Maintenance - All Accounts				873,187	873,187	571,759.77	55,035.41	57,546.03	243,881.20	72.07
51100	10000385	5600		Local Health Dept Contribution	220,000	220,000	165,000.00	0.00	0.00	55,000.00	75.00
51100 Total	Local Health Department				220,000	220,000	165,000.00	0.00	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
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	0.00	0.00	10,000.00	75.00

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FUNCTION	ORG	OBJ	PROJECT	ACCOUNT DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	% USED
53230 Total	Shenandoah Area Agency on Aging				40,000	40,000	30,000.00	0.00	0.00	10,000.00	75.00
53240	10000440	5600		Virginia Regional Transit Cont	19,302	19,302	9,651.00	0.00	0.00	9,651.00	50.00
53240 Total	VA Regional Transp Assn				19,302	19,302	9,651.00	0.00	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	12,330.75	8,220.50	0.00	4,110.25	75.00
69100 Total	Lord Fairfax Community College				16,441	16,441	12,330.75	8,220.50	0.00	4,110.25	75.00
71100	10000480	1100		Parks Adm Salaries	258,547	258,547	191,356.83	21,261.87	63,785.61	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	14,171.79	1,495.30	4,983.66	1,692.55	91.90
71100	10000480	2210		Parks Adm VRS Plans 1&2	23,824	23,824	16,246.17	1,805.13	5,456.73	2,121.10	91.10
71100	10000480	2300		Parks Adm Health Ins	46,519	46,519	29,598.03	3,288.67	9,935.04	6,985.93	85.00
71100	10000480	2400		Parks Adm Life Insurance	3,676	3,676	2,506.77	278.53	842.00	327.23	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	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	1,467.83	53.61	1,261.82	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	0.00	0.00	1,702.26	14.80
71100	10000480	5230		Parks Adm Telephone	1,000	1,000	614.23	77.66	0.00	385.77	61.40
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	1,358.00	600.00	0.00	902.00	60.10
71100	10000480	6000		Parks Adm Materials & Supplies	5,156	5,156	896.94	122.14	0.00	4,259.06	17.40
71100	10000480	6008		Parks Adm Vehicle Fuel	700	700	290.45	0.00	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	284,218.24	28,982.91	86,264.86	37,394.90	90.83
71310	10000490	1100		Rec Center Salaries	45,779	45,779	35,618.40	3,957.60	11,872.80	-1,712.20	103.70
71310	10000490	1300		Rec Center Part Time Salaries	30,179	30,179	20,369.69	2,439.52	0.00	9,809.31	67.50
71310	10000490	2100		Rec Center FICA	5,068	5,068	4,250.49	485.76	896.33	-78.82	101.60
71310	10000490	2210		Rec Center VRS Plans 1&2	3,887	3,887	3,024.00	336.00	1,011.18	-148.18	103.80
71310	10000490	2300		Rec Center Health Ins	7,056	7,056	5,292.27	588.03	1,769.59	-5.86	100.10
71310	10000490	2400		Rec Center Life Insurance	600	600	466.56	51.84	156.04	-22.60	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	2,824.54	25.50	0.00	5,845.46	32.60
71310	10000490	6012		Rec Center Merch for Resale	3,000	3,000	906.05	353.33	0.00	2,093.95	30.20
71310 Total	Recreation Center				106,143	106,143	74,372.51	8,237.58	15,705.94	16,064.55	84.87
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	1,055.30	204.51	0.00	2,344.70	31.00
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	0.00	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	46,843.81	204.51	1,100.00	35,812.19	57.24
71350	10000510	1100		Programs Salaries	53,868	53,868	27,353.79	3,039.31	9,117.93	17,396.28	67.70
71350	10000510	1300		Programs Part Time Salaries	84,100	84,100	56,040.14	3,985.08	0.00	28,059.86	66.60
71350	10000510	2100		Programs FICA	8,924	8,924	6,236.82	521.52	825.95	1,861.23	79.10
71350	10000510	2210		Programs VRS Plans 1&2	2,977	2,977	2,322.36	258.04	775.74	-121.10	104.10
71350	10000510	2300		Programs Health Ins	7,056	7,056	5,292.27	588.03	1,767.85	-4.12	100.10
71350	10000510	2400		Programs Life Insurance	459	459	358.29	39.81	119.73	-19.02	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	24,478.19	2,333.90	48,354.67	-18,832.86	134.90
71350	10000510	3500		Programs Printing & Binding	7,000	7,000	3,417.00	1,963.00	3,821.00	-238.00	103.40
71350	10000510	3600		Programs Advertising	3,000	3,000	906.10	467.00	0.00	2,093.90	30.20
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	0.00	0.00	477.00	52.30
71350	10000510	5830		Programs Refunds	3,500	3,500	2,599.00	350.00	0.00	901.00	74.30

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FUNCTION	ORG	OBJ	PROJECT	ACCOUNT DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	% USED
71350	10000510	6000		Programs Materials & Supplies	12,500	12,500	5,686.74	732.07	0.00	6,813.26	45.50
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	0.00	2,573.00	-1,628.96	123.30
71350 Total	Parks Programs				252,310	252,310	144,705.26	14,277.76	67,355.87	40,248.87	84.05
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	207,455.15	23,620.94	72,555.21	17,525.64	94.10
81110	10000550	2100		Plan Adm FICA	22,528	22,528	15,756.88	1,794.21	5,597.52	1,173.60	94.80
81110	10000550	2210		Plan Adm VRS Plans 1&2	23,293	23,318	17,488.44	1,943.16	5,891.57	-62.01	100.30
81110	10000550	2220		Plan Adm VRS Hybrid	1,968	1,943	124.52	62.26	311.90	1,506.58	22.50
81110	10000550	2300		Plan Adm Health Ins	25,212	25,212	16,112.03	1,881.70	5,760.85	3,339.12	86.80
81110	10000550	2400		Plan Adm Life Insurance	3,898	3,898	2,717.69	309.44	957.15	223.16	94.30
81110	10000550	2510		Plan Adm Disab Ins - Hybrid	137	137	8.66	4.33	21.68	106.66	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	6,958.75	1,740.00	0.00	3,041.25	69.60
81110	10000550	3140		Plan Adm Engineer & Architect	10,000	10,000	0.00	-1,800.00	0.00	10,000.00	0.00
81110	10000550	3140	PTPLN	Plan Admin Pass Thru Eng Fees	0	0	3,475.00	3,475.00	14,200.00	-17,675.00	100.00
81110	10000550	3320		Plan Adm Maint Contracts	300	300	726.94	0.00	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	0.00	0.00	426.00	85.80
81110	10000550	5210		Plan Adm Postal Svcs	1,000	1,000	250.41	0.00	0.00	749.59	25.00
81110	10000550	5230		Plan Adm Telephone	400	400	230.98	26.80	0.00	169.02	57.70
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	0.00	0.00	425.43	57.50
81110	10000550	5810		Plan Adm Dues Subscr & Memb	300	300	45.00	45.00	0.00	255.00	15.00
81110	10000550	6000		Plan Adm Materials & Supplies	2,500	2,500	830.78	0.00	35.30	1,633.92	34.60
81110	10000550	6000	RBP15	Plan Adm Materials & Supplies	200	200	0.00	0.00	0.00	200.00	0.00
81110	10001600	3000		VA DHR LocGovt Grant - Book	0	9,500	5,000.00	0.00	4,500.00	0.00	100.00
81110 Total	Planning Administration				412,612	422,112	287,447.01	33,102.84	110,014.57	24,650.42	94.16
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	0.00	0.00	-40.00	100.00
81120	10000560	3160		Plan Com Board Member Fees	8,000	8,000	6,940.00	400.00	0.00	1,060.00	86.80
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	9,162.59	400.00	0.00	2,226.41	80.45
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	400.00	100.00	0.00	100.00	80.00
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	400.00	100.00	0.00	1,600.00	20.00
81140	10000580	5600		Regional Airport Auth Contr	2,500	2,500	1,875.00	0.00	0.00	625.00	75.00
81140 Total	Regional Airport Authority				2,500	2,500	1,875.00	0.00	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
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	31,028.75	6,500.00	0.00	26,321.25	54.10
81510	10000610	3320		Econ Dev Maint Svc Contracts	0	0	1,200.00	600.00	450.00	-1,650.00	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	338.22	41.97	213.00	-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

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FUNCTION	ORG	OBJ	PROJECT	ACCOUNT DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	% USED
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	357.70	39.95	0.00	992.30	26.50
81510 Total	Office of Economic Development				80,000	80,000	35,004.67	7,181.92	663.00	44,332.33	44.58
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	5,225.00	605.00	775.00	0.00	100.00
81800	10000640	3160		HstPrvCom Board Member Fees	1,000	1,000	625.00	100.00	0.00	375.00	62.50
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	5,850.00	705.00	775.00	4,775.00	58.11
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	0.00	145.45	-722.02	100.00
83100	10000710	3841		Coop Ext VPI Agent	40,202	40,202	19,308.84	9,709.24	0.00	20,893.16	48.00
83100	10000710	5210		Coop Ext Postal Svcs	0	0	208.51	0.00	0.00	-208.51	100.00
83100	10000710	5230		Coop Ext Telephone	0	0	94.35	10.42	0.00	-94.35	100.00
83100	10000710	6000		Coop Ext Materials & Supplies	2,000	2,000	175.99	0.00	0.00	1,824.01	8.80
83100 Total	Cooperative Extension Program				42,202	42,202	20,364.26	9,719.66	145.45	21,692.29	48.60
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	11,930	0.00	0.00	0.00	11,930.00	0.00
91600 Total	Contingency Reserves				70,000	66,930	0.00	0.00	0.00	66,930.00	0.00
Grand Total					9,722,387	9,794,033	7,018,803.85	724,602.63	1,485,105.73	1,290,123.42	86.83