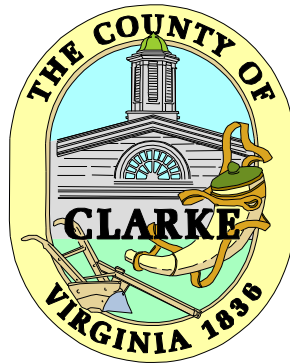


Board of Supervisors Committee Meeting Packet



Monday, May 8, 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, May 8, 2017 9:30 am

Item No.

Description

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

- B. Personnel Policy Update 04/28/2017 Revision

Appointments by Expiration Through July 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
---------	-------	------------------	----------	-----------	-----------

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

June 2017

Lord Fairfax Emergency Medical Services Council 3 Yr

Conrad	Bryan H.	Volunteer Representative; White Post District	6/17/2014	6/30/2017	6/17/2014
--------	----------	---	-----------	-----------	-----------

3 Clarke County Members; 3-year term; 3 consecutive terms limit; Each locality will be represented with at least 1 volunteer and 1 career EMS provider. The following classes and categories of individuals, organizations, and professions will be eligible as members of the Board: Consumers; Governmental Representatives; Hospital Administration; Physicians; Nurses; Rescue Squads and Fire Companies

Shenandoah Valley Workforce Investment Board 4 Yr

James	Patricia	Buckmarsh District	9/17/2013	6/30/2017	9/17/2013
-------	----------	--------------------	-----------	-----------	-----------

Beginning July 1, 2011, the term of appointment for SVWIB members shall be 4 years, with terms ending on June 30 of the year the term ends. Members may be eligible to serve two full consecutive terms.

July 2017

Board of Social Services 4 Yr

Butcher	Jeff		10/18/2016	7/15/2017	10/18/2016
---------	------	--	------------	-----------	------------

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

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		
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, May 01, 2017

Page 1 of 7

			<i>Appt Date</i>	<i>Exp Date</i>
<i>Board of Social Services</i>				4 Yr
Butcher	Jeff		10/18/2016	7/15/2017
Byrd	Barbara J.	BoS - Appointed Member	1/9/2017	12/31/2017
Dodson	Gerald		10/18/2016	7/15/2020
Gray	Lynn	Berryville District	6/17/2014	7/15/2018
Pierce	Edwin Ralph	Berryville District	11/18/2014	7/15/2018
<i>Board of Supervisors</i>				4 Yr
Byrd	Barbara J.	Russell District	1/9/2017	12/31/2019
Catlett	Terri T.	Millwood/Pinegrove Districts	1/1/2016	12/31/2019
Daniel	Mary L.C.	Berryville District	1/1/2016	12/31/2019
McKay	Beverly B.	White Post District, Vice Chair	1/1/2016	12/31/2019
Weiss	David S.	Buckmarsh/Blue Ridge Districts; Chair	1/1/2016	12/31/2019
<i>Board of Supervisors Finance Committee</i>				1 Yr
Byrd	Barbara J.	BoS - Alternate	1/9/2017	12/31/2017
Catlett	Terri T.	BoS - Appointed Member	1/9/2017	12/31/2017
McKay	Beverly B.	BoS - Alternate	1/9/2017	12/31/2017
Weiss	David S.	BoS - Appointed Member	1/9/2017	12/31/2017
<i>Board of Supervisors Personnel Committee</i>				1 Yr
Byrd	Barbara J.	BoS - Alternate	1/9/2017	12/31/2017
McKay	Beverly B.	BoS - Appointed Member	1/9/2017	12/31/2017
Weiss	David S.	BoS - Appointed Member	1/9/2017	12/31/2017
<i>Board of Zoning Appeals</i>				5 Yr
Borel	Alain F.	White Post District	1/23/2014	2/15/2019
Caldwell	Anne	Millwood District	2/25/2015	2/15/2020
Kackley	Charles	Russell District	2/12/2008	2/15/2018
McKelvy	Pat	Alternate At Large	2/6/2014	2/15/2019
Means	Howard	Millwood District	2/15/2016	2/15/2021
Volk	Laurie	White Post District	2/18/2014	2/15/2019
<i>Broadband Implementation Committee</i>				
Bouffault	Robina Rich	White Post District	2/21/2017	
Daniel	Mary L.C.	Berryville District	2/21/2017	
McKay	Beverly B.	White Post District	2/21/2017	
Turkel	Jon	Millwood District	2/21/2017	
<i>Building and Grounds</i>				1 Yr
McKay	Beverly B.	BoS - Appointed Member	1/9/2017	12/31/2017
Weiss	David S.	BoS - Alternate	1/9/2017	12/31/2017

Monday, May 01, 2017

Page 2 of 7

			<i>Appt Date</i>	<i>Exp Date</i>
<i>Career and Technical Education Advisory Committee</i>				1 Yr
Catlett	Terri T.	BoS - Appointed Member	1/9/2017	12/31/2017
<i>Clarke County Historic Preservation Commission</i>				4 Yr
Arnett	Betsy	Berryville District	4/19/2016	5/31/2020
Caldwell	Anne	Millwood District	4/18/2017	5/31/2021
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	4/18/2017	5/31/2021
<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

Monday, May 01, 2017

Page 3 of 7

			<i>Appt Date</i>	<i>Exp Date</i>
Ohrstrom, II	George	Russell District; Chair	3/17/2015	4/30/2019
Stidham	Brandon	Staff Representative	4/30/2012	
Turkel	Jon	Millwood / Chapel District	3/17/2015	4/30/2019
<i>Clarke County Sanitary Authority</i>				<i>4 Yr</i>
DeArment	Roderick	White Post District, Chair	1/17/2017	1/5/2021
Dunning, Jr.	A.R.	White Post District, Treasurer/Secretary	11/19/2013	1/5/2018
Legge	Michael	Staff Representative		
Mackay-Smith, Jr.	Alexander	White Post District, Vice Chair	1/17/2017	1/5/2021
McKay	Beverly B.	BoS - Liaison	1/9/2017	12/31/2017
Myer	Joseph	Town of Boyce	11/17/2015	1/5/2020
Welliver	Ralph	Berryville District	7/19/2016	6/30/2020
<i>Conservation Easement Authority</i>				<i>3 Yr</i>
Buckley	Randy	White Post District	12/20/2016	12/31/2019
Byrd	Barbara J.	BoS - Appointed Member	1/9/2017	12/31/2017
Engel	Peter	White Post District	11/17/2015	12/31/2018
Jones	Michelle	Millwood / Pine Grove District	12/20/2016	12/31/2019
Ohrstrom, II	George	Russell District; Planning Commission Representative	3/15/2016	4/30/2019
Teetor	Alison	Staff Representative		
Thomas	Walker	Buckmarsh District	11/17/2015	12/31/2018
Wallace	Laure	Millwood District	12/20/2016	12/31/2019
<i>Constitutional Officer</i>				
Butts	Helen	Clerk of the Circuit Court	1/1/2016	12/31/2023
Keeler	Sharon	Treasurer	1/1/2016	12/31/2019
Mackall	Suzanne	Commonwealth Attorney	1/1/2016	12/31/2019
Peake	Donna	Commissioner of the Revenue	1/1/2016	12/31/2019
Roper	Anthony	Sheriff	1/1/2016	12/31/2019
<i>County Administrator</i>				
Ash	David L.	County Administrator	3/19/1991	
<i>Economic Development Advisory Committee</i>				<i>4 Yr</i>
Barb	Jim	Real Estate Rep, Business Owner	11/29/2013	12/31/2017
Conrad	Bryan H.	Agriculture, Fire & Rescue	12/16/2014	12/31/2018
Dunkle	Christy	Town of Berryville Representative	1/1/2016	12/31/2019
Kraybill	Christina	Berryville District, Business Owner	11/18/2014	12/31/2017
Milleson	John R.	Banking, Finance	12/16/2014	12/31/2018
Myer	Dr. Eric	Agriculture Rep, Business Owner	12/16/2014	12/31/2018
Pritchard	Elizabeth	Hospitality Industry	8/16/2016	8/31/2020
Weiss	David S.	BoS - Appointed Member	1/9/2017	12/31/2017

Monday, May 01, 2017

Page 4 of 7

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

Monday, May 01, 2017

Page 5 of 7

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

Monday, May 01, 2017

Page 6 of 7

			<i>Appt Date</i>	<i>Exp Date</i>
Trenary	Randy	School Superintendent Designee	10/24/2013	
Wisecarver	Steve	Appointed by Town of Boyce	11/5/2013	12/31/2017
<i>People Inc. of Virginia</i>				3 Yr
Hillerson	Coleen	Clarke County Rep Board of Directors	8/16/2016	7/31/2019
<i>Regional Airport Authority</i>				1 Yr
Ash	David L.	BoS - Alternate	1/9/2017	12/31/2017
Crawford	John	Buckmarsh District	7/19/2016	6/30/2020
McKay	Beverly B.	BoS - Alternate	1/9/2017	12/31/2017
<i>Shenandoah Area Agency on Aging, Inc.</i>				4 Yr
Bouffault	Robina Rich	White Post District	10/21/2014	9/30/2018
<i>Shenandoah Valley Chief Local Elected Officials Consortium</i>				
Ash	David L.	BoS Designee for Chief Elected Official		
<i>Shenandoah Valley Workforce Investment Board</i>				4 Yr
James	Patricia	Buckmarsh District	9/17/2013	6/30/2017
<i>Towns and Villages: Berryville</i>				1 Yr
Byrd	Barbara J.	BoS - Liaison	1/9/2017	12/31/2017
Daniel	Mary L.C.	BoS - Liaison - Alternate	1/9/2017	12/31/2017
<i>Towns and Villages: Boyce</i>				1 Yr
Catlett	Terri T.	BoS - Liaison	1/9/2017	12/31/2017
McKay	Beverly B.	BoS - Liaison	1/9/2017	12/31/2017
<i>Towns and Villages: Millwood</i>				1 Yr
Catlett	Terri T.	BoS - Liaison	1/9/2017	12/31/2017
<i>Towns and Villages: Pine Grove</i>				1 Yr
Catlett	Terri T.	Bos - Liaison	1/9/2017	12/31/2017
Weiss	David S.	BoS - Liaison	1/9/2017	12/31/2017
<i>Towns and Villages: White Post</i>				1 Yr
McKay	Beverly B.	Bos - Liaison	1/9/2017	12/31/2017



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

May 8, 2017 10:00 AM

Item

No. Description

- A. Millwood Parking Issue

- B. Personnel Policy Review 04/28/2017 Revision



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

TO: Board of Supervisors

FROM: Brandon Stidham, Planning Director

SUBJECT: Discussion, Application of Parking Requirements for Existing Neighborhood Commercial-zoned Properties in Millwood

DATE: May 1, 2017

Planning Staff seeks direction from the Board of Supervisors regarding the issue of parking requirements for businesses located on Neighborhood Commercial (CN) zoned properties in the village of Millwood. Recent development activity in this area – located along Millwood Road at and immediately south of the intersection with Bishop Meade Road (Rt. 255) – has raised the question of how to apply the Zoning Ordinance parking requirements as new businesses arrive and existing businesses seek to expand. Five properties in this area contain existing business buildings with either very limited space or no space at all for onsite parking. Staff is concerned that future development in this area and its increasing popularity among visitors to the Burwell-Morgan Mill will result in new conflicts with the County’s parking requirements.

The specific properties in question are listed below and referenced on the attached zoning maps. All of these properties are zoned Neighborhood Commercial (CN) and Historic Overlay District:

- 2037 Millwood Road. Currently vacant but under renovation. Unlikely that the property has on-site parking that meets current ordinance requirements.
- 2045 Millwood Road. Currently vacant – most recently used as a hair salon. Unlikely that the property has on-site parking that meets current ordinance requirements.
- 2049 Millwood Road. Retail store. Onsite parking spots in front of store but it is unknown whether they meet current ordinance requirements. Customers also park offsite at the Burwell-Morgan Mill property across the street and a parking area located behind the store (part of the property located at 2053 Millwood Road).
- 2053 Millwood Road. Currently vacant – most recently used as an art gallery. Parking is potentially available in front of the building and in the rear of the building. Staff granted a “site plan amendment” approval in 2012 for the art gallery but the submitted plan does not comply with Article 6 (Site Development Plans) or Section 4-J (Off-Street Parking).
- 2038 Millwood Road. Antique business, located on the west side of Millwood Road. Onsite parking spots in front of store but it is unknown whether they meet current ordinance requirements.

Applicable sections of the Zoning Ordinance are as follows:

- 6-C, Waiver of Requirements. Allows the Agent (zoning administrator) to waive any site development plan requirement in Article 6 so long as such waiver is not inconsistent with this section, the applicant establishes that undue hardship would result from strict enforcement of the section, or if the requirement is unreasonable. It appears that Planning Staff may have utilized this section in the past and “waived” direct application of parking regulations due to the area constraints on these properties.
- 4-J-1, General Specifications. Off-street parking shall be provided at the time a building is constructed or any time a building is altered, enlarged, or increased in size. Spaces to be arranged so they are properly related to a street for access purposes and provide appropriate separation from streets and walkways.
- 4-J-2, Construction and Design Standards. Off-street parking shall be an all-weather surface, graded with property drainage. Minimum 9’ X 18’ or 8’ X 16’ for compact cars. Drive aisles minimum 24’ width.
- 4-J-3, Prohibited in Required Yards Adjacent to Streets. Parking is not allowed in required yards adjacent to streets for 4 or more automobiles.
- 4-J-4, Buffer Required Where Adjoining Property Residential. Continuous visual buffer with 6’ minimum height shall be provided for parking lots within 50 feet of a residential property line.
- 4-J-6, To Be Located on Same Lot as Principal Use: Exceptions. Onsite parking is required unless Planning Commission grants an exception for offsite parking in conjunction with site plan review. Must meet the following – buffering and design and improvement standards, special conditions and safeguards, and requirements of satisfactory assurance that the parking will remain available for the use or structure. Staff does not have record of any exceptions granted in the past by the Commission and is unaware of any formal offsite parking easements or agreements among the property owners.
- 4-J-7, Joint Parking Facilities. Joint parking is allowed where there are multiple uses on the same lot. Joint parking is also allowed among uses on other lots as approved by the Planning Commission in conjunction with site plan review. Staff has no record of any joint parking facility requests or approvals among these properties.
- 4-J-8, Other Areas Not Used to Meet Requirements. Cannot use loading or non-parking areas to meet off-street parking requirements.
- 4-J-10, Off-Street Parking Standards. This section contains parking space calculations based on use types. Any new or expanded uses would have to provide parking in compliance with these standards.

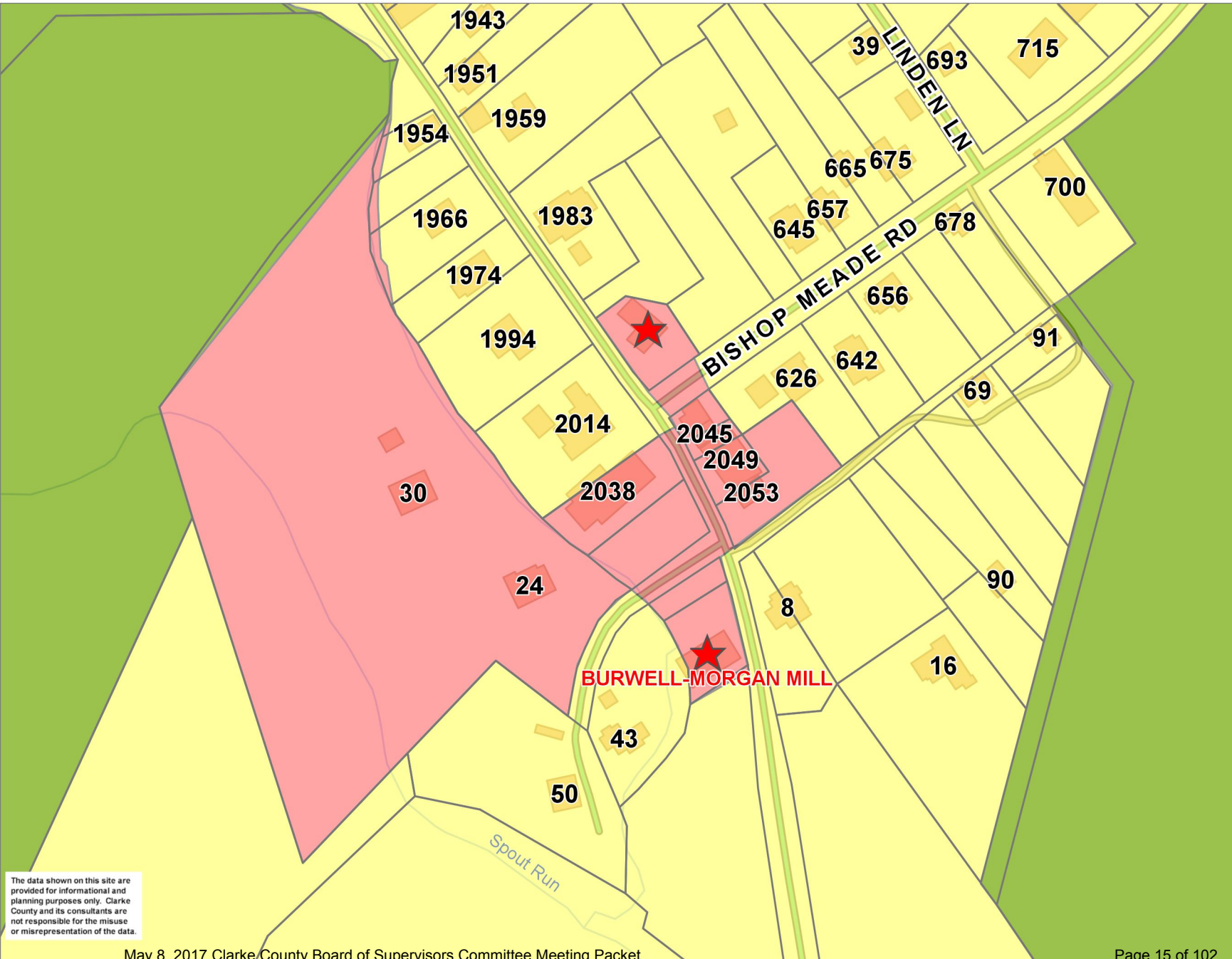
- 4-J-11, Off-Street Loading Space. Off-street loading spaces are required. Staff does not have record of prior Staff approving any off-street loading spaces.

Staff notes that parking issues occur in this area at infrequent intervals, resulting in all current available on and off-site spaces being occupied and patrons being forced to park along the limited shoulder area on Millwood Road. These intervals are sometimes predictable (special events held at the Burwell-Morgan Mill) but most often are not as they coincide with lunchtime and weekend patronage. Rather than continue with using the Zoning Administrator's administrative waiver authority to address new and expanding businesses in this area, Staff recommends that the Board consider forwarding this to the Planning Commission for further study and recommendation as a policy matter.

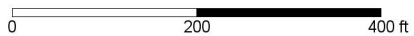
If you have any questions or concerns in advance of the meeting, please do not hesitate to contact me.

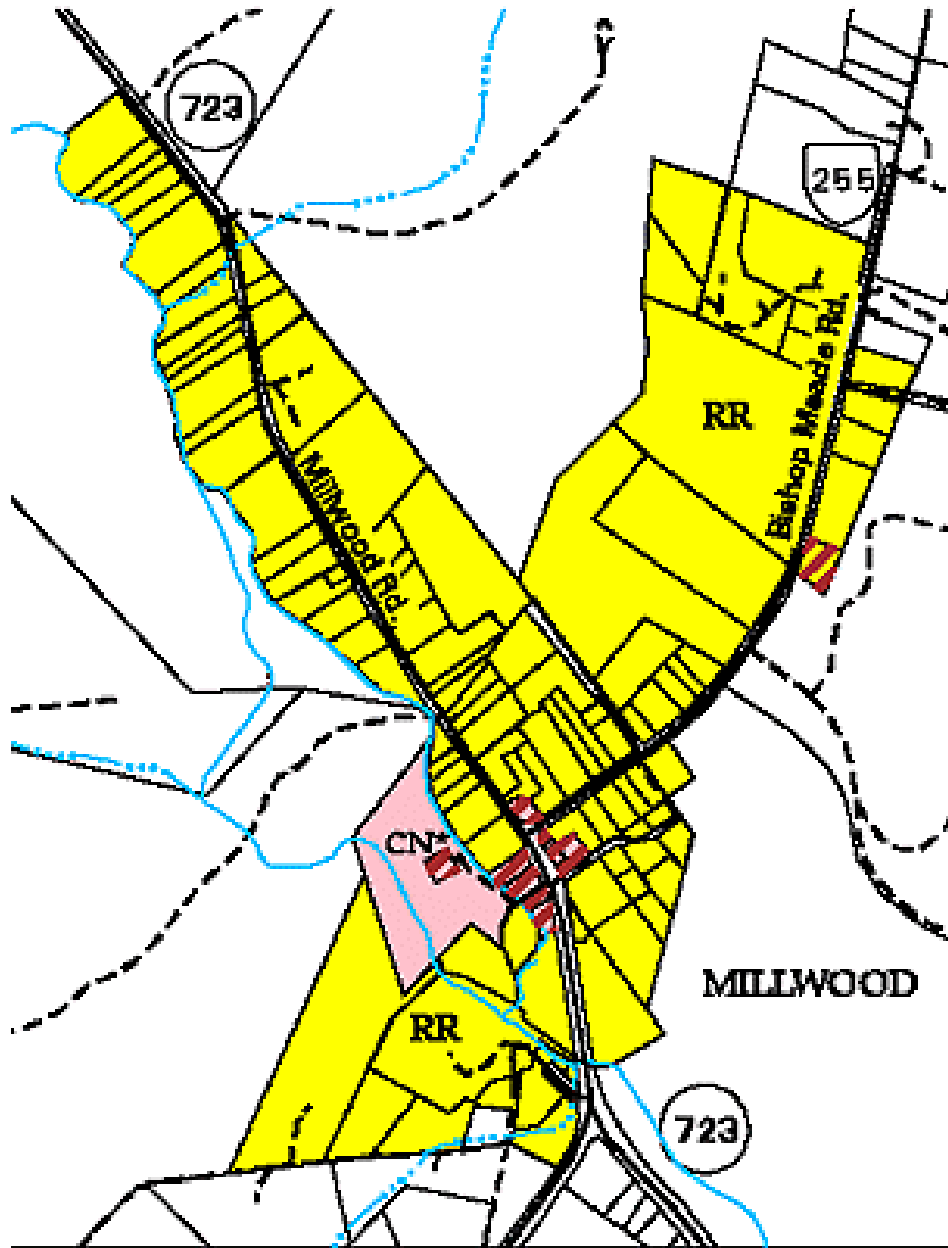


- Public
- Points of Interest
- Parcels
- County Zoning
 - Rural Residential (RR)
 - Commercial Nhbhd (CN)
 - Commercial Hwy (CH)
 - Ag/OS/Conserv (AC)
 - Forest/OS/Conserv (FC)
- Towns
- Clarke County Boundary
- Major Roads
 - Interstate
 - US Highway
 - State Highway
- Surrounding Counties Opaque
- Clarke County Roads
 - Private Roads
 - Roads
- Rail
- Buildings
- Appalachian Trail
- Streams
 - Perennial Streams
 - Intermittent Streams
- Ponds
- Rivers

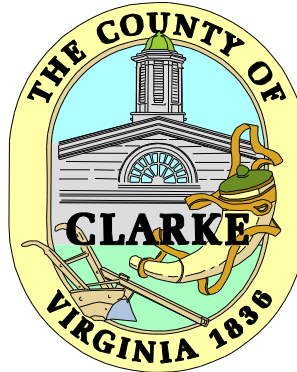


The data shown on this site are provided for informational and planning purposes only. Clarke County and its consultants are not responsible for the misuse or misrepresentation of the data.





- Hatched - Historic (H) District
- Yellow - Rural Residential (RR) District
- Pink - Neighborhood Commercial (CN) District
- White - Agricultural-Open Space-Conservation (AOC) District



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: 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. Replace With: 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.</u>	
16	4/28/2017	Draft – Yellow highlighted text denotes decision point.	

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	

Table of Contents	4
Chapter 1 Organization and Administration	7
1.1 Adoption of Personnel Policies	7
1.2 General Policy	7
1.3 Purpose and Scope of Manual	8
1.4 Personnel Definitions.....	9
Chapter 2 Employment	15
2.1 Equal Employment Opportunity	15
2.2 Open Door Policy	15
2.3 Rehire/ Reinstatement.....	15
2.4 Orientation.....	15
2.5 Employment Categories	16
2.6 Employment Status	17
2.7 Personnel Files.....	17
Chapter 3 Compensation	19
3.1 Position Classification and Pay Plan	19
3.1.1 Interpretation	19
3.1.2 Review and Revisions.....	19
3.1.3 Classifications	19
3.1.4 Classification of New Positions	20
3.1.5 Appeals and Reclassification	20
3.1.6 New Employees	20
3.1.7 Job Descriptions.....	21
3.2 Pay Policies.....	21
3.2.1 Payday Frequency Requirements	21
3.2.2 Working Hours	21
3.2.3 Record of Time Worked	22
3.2.4 Garnishments, Tax Liens and Court Orders.....	22
3.2.5 Overtime and Compensatory Time	22
Non-exempt.....	22
Exempt	23

3.3 Employee Transfers	23
3.3.1 Temporary Transfers.....	23
3.3.2 Employee Transfer Request.....	23
3.3.3 Transfer Training Period.....	24
3.3.4 Compensation of Transferred Employees	24
Chapter 4 Paid Time Off and Other Absences.....	25
4.1 Holidays.....	25
4.1.1 Eligibility for Holiday Pay	25
4.2 Sick Leave	26
VRS Plan Definitions.....	26
4.2.1 Excused Absences.....	26
4.2.2 Unexcused Absences or Abuse	27
4.2.3 Donation of Sick Leave	27
4.2.4 Accumulation.....	27
4.2.5 VRS Hybrid Employees Short-term Disability Benefits.....	29
4.3 Annual Leave.....	30
4.4 Bereavement Leave	31
4.5 Leave for Court Appearances.....	31
4.5.1 Jury Duty.....	31
4.5.2 Subpoenas.....	32
4.6 Military Leave	32
4.7 Leave Without Pay	32
4.8 Administrative Leave	33
4.9 Volunteer Fire and Rescue Calls.....	33
4.10 Voting and Elections.....	33
4.11 Pay Upon Termination.....	34
4.11.1 General	34
4.11.2 Full-time employees Plan 1 and 2	34
4.11.3 Hybrid employees	34
4.11.4 Regular Part-time employees Plan 1 and 2.....	35
Chapter 5 Employee Responsibilities	36
5.1 Standards of Conduct and Performance	36
5.1.1 Standards of Conduct	36

County of Clarke – Personnel Policies

5.2 Secondary Employment	37
5.3 Conflict of Interest.....	37
5.4 Attendance	38
5.5 Use of Computer Systems, Internet and Phones.....	38
5.5.1 Incidental Use	38
5.5.2 Use of Licensed Software	39
5.6 County-Owned Vehicles.....	40
5.6.1 Accidents Involving County-Owned Vehicles.....	40
5.7 Keys to Facilities.....	41
5.8 Harassment	41
5.8.1 Procedure.....	41
5.9 Drug Free Workplace	42
5.9.1 Inspection.....	43
5.9.2 Drug Policy.....	43
Drug and Alcohol Policy and Regulations	45
5.10 Workplace Violence.....	47
5.10.1 Prohibited Conduct.....	48
5.10.2 Threat Reporting Procedures.....	48
5.11 Domestic Violence.....	49
5.11.1 Education and Training	49
5.11.2 Safety and Security	49
5.11.3 Employees Who Commit Acts of Domestic Violence	50
5.12 Discipline	50
5.12.1 Progressive Discipline.....	50
5.12.2 Resignation with Pending Charges to Terminate	51
5.12.3 Appeal.....	51
5.12.4 Notification	51
5.12.5 List of Offenses Typically Addressed Through Progressive Discipline	51
5.12.6 List of Offenses Addressed Through More Serious Discipline	52
5.13 Separation of Employment	53

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 or Clarke County Social Services without specific action by the appropriate 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 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 Clarke County employees regardless of status.

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.

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

County of Clarke – Personnel Policies

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.

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.

County of Clarke – Personnel Policies

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.

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 hired when the employee's services are only needed for a part of a workday or workweek, and generally will work 24 or fewer hours per week.

Regular Part-time Employees:

- Consistently work between 24 and 29 hours per week.
- Receive pro-rated sick leave and annual leave.
- Are eligible for paid holidays after three years.

Regular Full-Time Employees:

- Consistently work a 40-hour week on a year-round basis. *Some regular full-time positions involve non-standard work hours to insure continuous operation.*
- Receive full benefits, including retirement, group life, health insurance, sick leave, annual leave, military leave, paid holidays, and voluntary payroll deductions.

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. 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.

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.

[Note: Policy statement on participation in pay adjustments.]

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 weeks and pay periods in accordance with State and Federal law.

3.2.3 Record of Time Worked

Employees are required to keep a record of time worked certifying that they have neither reported hours not worked nor worked hours not reported during the specified pay period. Falsification of time records is grounds for disciplinary action, including dismissal.

At the end of the specified pay period, employees shall provide their time records to their supervisor / Agency Personnel Administrator for review, approval, processing and retention per schedule.

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 / 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. It is anticipated that exempt employees shall manage their schedules and workload such that the departmental objectives are met.

Annual leave shall be used for absences of one day or more.

Agency Personnel Administrators who determine that specific exempt employees are subject to unreasonable hours 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

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

Regular part-time employees working an average of 24 to 29 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 eight [8] hours of sick leave per month of employment.

Regular part-time employees working an average of 24 to 29 hours per week are eligible for sick leave at a rate of two [2] hours of sick leave per month of employment.

- 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 eight [8] 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 Annual Leave

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

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

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

<i>Employee Status</i>	<i>Years of Continuous Service</i>	<i>Monthly Accrual</i>	<i>Maximum Accrual</i>
Full-time	0-4 Years	12 hours	240 hours
	5-9 Years	14 hours	240 Hours
	10 + Years	16 hours	240 Hours
Regular Part-time Working an Average 24 to 29 Hours/Week	All Years	8 hours	240 Hours

Note: Scheduled leave is taken at the employer’s discretion. When granting an employee scheduled leave, Department Heads/Supervisors are required to:

- Ensure coverage of all required department activities; and,
- To be fair to all persons in the department with regard to the distribution of leave.

4.4 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.

4.5 Leave for Court Appearances

4.5.1 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 any compensation from the court.

4.5.2 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.

4.6 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.

4.7 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 may 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.

4.8 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 may 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.

4.9 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.

4.10 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.

County of Clarke – Personnel Policies

- 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.

4.11 Pay Upon Termination

4.11.1 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.

4.11.2 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.

4.11.3 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.

4.11.4 Regular 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

County of Clarke – Personnel Policies

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

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

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

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

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

5.5.2 Use of Licensed Software

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

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

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

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

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

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

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

5.6 County-Owned Vehicles

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

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

Vehicles are to be used as authorized.

5.6.1 Accidents Involving County-Owned Vehicles

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

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

5.7 Keys to Facilities

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

The keys are considered County-owned property.

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

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

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

5.8 Harassment

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

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

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

The County will not tolerate discrimination or harassment.

5.8.1 Procedure

The following procedure applies to any harassment complaint:

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

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

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

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

5.9 Drug Free Workplace

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

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

County of Clarke – Personnel Policies

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

5.9.1 Inspection

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

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

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

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

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

5.9.2 Drug Policy

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

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

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

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

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

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

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

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

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

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

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

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

Drug and Alcohol Policy and Regulations

A. Purpose

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

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

B. Policy and Regulations

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

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

C. Drug Testing

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

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

2. Refusal to Submit to Drug Test

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

5.10 Workplace Violence

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

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

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

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

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

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

County of Clarke – Personnel Policies

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

5.10.1 Prohibited Conduct

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

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

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

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

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

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

5.10.2 Threat Reporting Procedures

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

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

County of Clarke – Personnel Policies

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

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

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

5.11 Domestic Violence

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

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

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

5.11.1 Education and Training

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

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

5.11.2 Safety and Security

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

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

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

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

5.11.3 Employees Who Commit Acts of Domestic Violence

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

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

5.12 Discipline

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

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

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

5.12.1 Progressive Discipline

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

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

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

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

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

5.12.2 Resignation with Pending Charges to Terminate

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

5.12.3 Appeal

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

5.12.4 Notification

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

5.12.5 List of Offenses Typically Addressed Through Progressive Discipline

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

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

County of Clarke – Personnel Policies

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

5.12.6 List of Offenses Addressed Through More Serious Discipline

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

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

- Willfully or negligently damaging or defacing County property.

5.13 Separation of Employment

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

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

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

End of Document

MEMORANDUM

TO: Board of Supervisors

FR: Thomas Judge, Director of Joint Administrative Services

DT: 5/8/2017

RE: *May Finance Report*

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

- a. Planning Budget Transfer: *"Be it resolved that \$150 expenditure be transferred from the Planning Department budget to the Historic Preservation Commission budget, to partially fund the cost of two reprint brochures."*
- b. Conservation Easement Purchases. Please find a memo attached regarding several Conservation Easement purchases, as well as a statement of balances in the conservation easement fund.
- c. Historic Preservation Commission. Historic Resources Grant. The following action was approved in March:

"Be it resolved that the Historic Preservation Commission budgeted expenditure and appropriation be increased \$9,500 and that revenue from the Commonwealth be recognized in the same amount, all for the purpose outlining a book regarding the architectural history of Clarke County."

At the time it was understood that the local match was all in-kind, however only \$586 is. The remainder comes from: Conservation Easement Donations \$2500, Clermont Foundation \$2000, and Board of Supervisors \$1000. The following action would correct this oversight:

"Be it resolved that Historic Preservation Commission budgeted expenditure and appropriation be increased \$5,500, that revenue from the Conservation Easement Authority of \$2500 be recognized, that revenue from the Clermont Foundation be recognized, and that the designation for government savings be decreased \$1000, all for the purpose of outlining a book regarding the architectural history of Clarke County."

2. **Projected Overtime Cost Associated with Personnel Policy Revision.** The attached estimate shows additional annual straight time & overtime. The estimate shows a range on the low end of \$60,888 if exempt and non-exempt employees take the same amount of comp time off as they have previously, and are only paid overtime for excess earned comp time; and on the high end of \$127,928 if cash is requested for all comp time earned. Figures for exempt employees are separately provided since they may not factor into the new policy.

- a. The Sheriff's non-grant premium pay which is comprised of both straight time over 160 and overtime over 172 is added.
- b. EMTs are not included because they are already paid overtime.
- c. No estimates are provided for: Constitutional Officers other than the Sheriff.

3. **Bills and Claims.** The attached is recommended for approval.

4. **Standing Reports.** The following reports are attached: Reconciliation of Appropriations; Fund Balance; Expenditure Summary; Capital Projects Status.

MEMORANDUM

TO: Finance Committee
FROM: Alison Teetor
DATE: April 27, 2017
SUBJECT: Applications for DUR purchase

In recent years the Board of Supervisors has changed policy with regards to funding the Conservation Easement Authority. Previously the Authority was funded \$150,000 per year. Currently the Board has agreed to fund easement purchases on a case by case basis. Typically with DUR purchases the Authority is able to match County funds with VDACS funds, however due to numerous applications in 2016, the VDACS balance until 2018 is \$13,909.52. The Authority has received three excellent applications for purchase in the last 30 days and therefore could not include them as part of the annual budget process. These applications are detailed below and Staff will be present at the Finance Committee to provide additional details and to answer questions.

At their April 20, 2017 meeting the Authority gave preliminary approval to the following easement DUR purchases and is requesting funding approval for these three applications. Maps are attached. These are listed in priority for funding.

1) **Fairfield Farm** - George Greenhalgh has applied to the easement authority for approval of a DUR purchase. The property is located on the east side of Lord Fairfax Highway (Route 34) approximately 1 mile south of the West Virginia line. The parcel is identified as Tax Map# 9-3-1B and consists of 35.87 acres, with 4 exemptions and 2 DURs. The property resource score is 81.43. The applicant would retire at least one of the remaining DUR's. The parcel is within the Long Marsh Rural Historic District and has several contributing structures and is listed individually as a National Register property. There is a perennial stream and spring and the parcel fronts on Lord Fairfax Highway (Route 340), a primary highway. The property has been in the family for more than 50 years.
Purchase Price - \$80,000 for the retirement of 2 DURs. Remaining VDACS funds \$13,909.52, County share \$66,090.48

2) **Bates Lea Farm, LLC** - Chris Bates has applied to the easement authority for approval of a DUR purchase. The property is located on the east side of Stonewall Jackson Highway (Route 340/522) approximately 1.5 miles south of the Double Toll Gate. The parcel is identified as Tax Map# 35-A-1 and consists of 97 acres, with 1 existing house and 4 DURs. The property resource score is 93.23. The applicant would retire all 4 of the remaining DUR's. The parcel is adjacent to an existing easement (Brumback); and the parcel fronts on a Stonewall Jackson Route 522/340), a primary highway. The property has been in the family for more than 45 years.
Purchase Price - \$121,600 for the retirement of 4 DURs

3) **Shan Hill** - George Greenhalgh has applied to the easement authority for approval of a DUR purchase. The property is located on the north side of Ellerslie Road at the intersection with Clay Hill Road at 475 Shan Hill Lane, Tax Map# 30-((A))-98. The parcel is 259 acres with 2 existing house and 6 DURs. The applicant would like to retire 3 of the 6 remaining DURs. The parcel meets all 4 criteria. The property

resource score was 115.53, he retiring at least 1 DUR, it is over 40 acres, and adjacent to existing easements. The parcel has nearly ½ mile frontage on the Shenandoah River, and the two houses are contributing to the Greenway Historic District. Additional points were given for retiring DURs, being adjacent to existing easements, being a family farm. The applicant would agree to a 200' building setback to the River, building envelopes, and would like the ability to subdivide the 259 acre parcel once.

Purchase Price - \$120,000 for the retirement of 3 DURs

Recommendation

Recommend approval to the Board of Supervisors the DUR purchase and appropriate the funding as presented.

JAS - B Bennett
 Through 04/11/2017
 Fund 235 - Conservation Easement Balances

	Total Fund Balance	Donations	Stewardship Account	Local Funds
EOY 2016	259,135	160,259	86,478	12,398
Fiscal Year 2017				
July Rev/AR		400	33	
July Exps/AP		-50	0	0
Aug Rev/AR		1,340	33	
Aug Exps/AP		-2,115	-2,160	-8,248
Sept Rev/AR		714	32	82,427
Sept Exps/AP		-1,949	0	-208
Sept Exp Moore & Dorsey Inc purchase		-81,020		-81,020
Oct Rev/AR		432	12,093	1,589
Oct Exps/AP		-2,258	0	-453
Nov Rev/AR		1,025	32	4,456
Nov Exps/AP		-790	0	-3,310
Dec Rev/AR		5,516		147,822
Dec Exps/AP		-1,762	0	-2,195
Dec Exp Susan Digges & Digges Farm purchase		-32,225		-138,670
Jan Rev/AR		19,499		309,302
Jan Exps/AP		-1,560	0	-605
Jan Exp Cool Spring Farm purchase		-5,738		-311,262
Feb Rev/AR		9,165		400
Feb Exps/AP		-1,995	0	-1,073
Mar Rev/AR		2,150		58,095
Mar Exps/AP		-2,929	0	-415
Apr Rev/AR		648		400
Apr Exps/AP		0	0	0
YTD Rev/AR	657,604	40,889	12,223	604,492
YTD Exps/AP	684,008	134,392	2,160	547,457
Adjustments	0			
YTD FUND BALANCE (AR & AP)	232,731	66,757	96,542	69,433

These beginning balances not final yet

Brenda Bennett:
 Accts Rec for Moore & Dorsey easements (VDACS). Rec'd 12/21/16

Brenda Bennett:
 Land Use rollback tax

Brenda Bennett:
 Land Use rollback tax

Clarke County:
 Land Use rollback tax - \$8,097
 Accts Rec for Digges Farm- \$20,084.50 -Rec'd 01/2017
 Accts Rec for Digges Farm-70,250.00-Rec'd 3/2017
 Accts Rec for Susan Digges- \$12,140.50-Rec'd 01/2017
 Accts Rec for Susam Digges-\$37,250.00-Rec'd 03/2017

Clarke County:
 Land Use rollback tax - \$3,927
 Est. Accts Rec for Cool Spring Farm - \$305,375-Rec'd \$126,125 03/2017, Rec'd \$179,250 3/21/17

Clarke County:
 Land Use rollback tax - \$400

Clarke County:
 Land Use rollback tax=500+42,946.24+4648.44
 Transfer from general fund-\$10,000

VDACS	
101,322.82	Expires 12/31/2017 (FY2015)
42,319.18	Expires 12/31/2018 (FY2016)
143,642.00	
-82,427.48	
0.00	
-20,084.50	
-12,140.50	
-15,080.00	estimated
13,909.52	AVAILABLE Estimated YTD BALANCE-VDACS

Anticipated Easement Closings:

- Moore & Dorsey Inc (Approp 07/2016)-CLOSED-Actual EXPS above
- Cool Spring Farm, Mike Cassidy-CLOSED-Actual EXPS above
- Digges Farm LLC -CLOSED- Actual EXPS above
- Susan Digges -CLOSED- Actual EXPS above
- Bill & Jane Johnston-Estimated

ESTIMATED YTD BALANCE

232,731

66,757

96,542

69,433

FY16 Expenditure Appropriations	Local Funds	Actual Expenses	Appropriated Balance	
				Remaining
General Expenses	30,000	34,073		-4,073
Moore & Dorsey Inc - closed in Sept	160,000	162,040		-2,040
Cool Springs -closed in Jan	317,100	317,000		100
Susan Digges Appraisal - closed in Dec	70,500	65,010		5,490
Digges Farm Appraisals - closed in Dec	111,375	105,885		5,490
Bill & Jane Johnston	30,160			30,160
	719,135	684,008		35,127

Clarke County:
 includes expenses not specifically designated to an easement (including stewardship and monthly Hall, Monahan invoices).

**REQUEST FOR APPLICATIONS – 2016-2017 CLG Sub-grant Program
April 2016**

Applications will be received until **4:00 pm, Friday, May 27, 2016**. Applicants must submit **two (2) copies** of each application--**one printed original application (with original signatures) and one (1) electronic copy by email or disc**. Receipt of the electronic copy by the deadline will suffice for eligibility, provided that the hard copy with original section arrives by close of business, Wednesday, June 1, 2016. All inquiries for information should be directed as follows:

Aubrey Von Lindern 540-868-7029
Aubrey.Vonlindern@dhr.virginia.gov

Hard copy applications should be mailed or hand delivered to: Aubrey Von Lindern, Virginia Department of Historic Resources, Northern Regional Preservation Office, P.O. Box 519 5357 Main Street Stephens City, Virginia 22655 (Please waive the need for signature if UPS or FedEx delivery. Call 540-868-7029 to ensure that someone will be in the office to accept delivery of parcels.)

By submitting an application, the undersigned agrees to comply with all terms and conditions set forth in this Request for Applications or as mutually agreed upon by subsequent negotiation.

Name of Project:

Grant Period: **Date of Execution of Grant Agreement** Ending Date: **June 30, 2017**


Amount of Award Requested	Matching Share Offered	Total Project Cost
\$9,500	\$6,086 (39%)	\$15,586

Name and Address of Applicant

Name: Clarke County Board of Supervisors
Address: 101 Chalmers Ct., Suite B
Berryville, VA 22611
FEI/FIN #: 54-1070553
Telephone #: 540-955-5100
Fax Number: NA

Local Project Coordinator

Name: Alison Teetor
Title: Natural Resource Planner
Address: 101 Chalmers Ct., Suite B
Berryville, VA 22611
Telephone #: 540-955-5134
E-mail Address: ateetor@clarkecounty.gov

Authorized Applicant's Signature: 
Printed Name and Title: David G. Ash County Administrator
Date: 5/26/16

*Full 100 suppl. - Tax has \$9,500 Exp
" " " " " Rev*

PROJECT BUDGET

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

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

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

SOURCES OF MATCHING SHARE

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

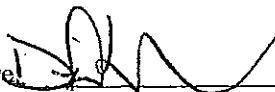
* General funds not previously appropriated for in-kind services.

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

Certification:

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

Signature



Title: County Administrator

Date: 5/26/16

Clarke County
Estimate of Comp Time Costs
May 1, 2017

Last Name	Earned	FY 15	Used	FY 15	Earned	FY 16	Used	FY 16	Average Earned		Average Used	
	FY 15	Cost	FY 15	Savings	FY 16	Cost	FY 16	Savings	Hours	Cost	Hours	Cost
County Exempt	903.90	37,421.40	1,043.60	41,904.22	779.10	31,535.66	600.40	24,659.81	841.50	34,478.53	822.00	33,282.02
County Nonexempt	510.30	11,486.16	422.80	9,505.57	515.70	11,653.44	264.90	5,954.78	513.00	11,569.80	343.85	7,730.17
Sheriff	396.50	10,245.03	363.25	9,428.81	313.50	7,854.61	381.75	10,169.32	355.00	9,049.82	372.50	9,799.06
Communications	1,163.00	22,434.88	723.25	12,993.72	1,411.88	26,423.24	498.00	9,935.67	1,287.44	24,429.06	610.63	11,464.70
Total Nonexempt	2,069.80	44,166.07	1,509.30	31,928.10	2,241.08	45,931.29	1,144.65	26,059.77	2,155.44	45,048.68	1,326.98	28,993.94
Total of Exempt and Nonexempt	6,457.70	81,587.46	5,528.60	73,832.32	6,556.05	77,466.95	3,755.00	50,719.58	2,996.94	79,527.21	2,148.98	62,275.95

	Net						If all comp time taken as a payout					
	Hours Earned		Dollar Value		Average	Dollar Value		Average				
	FY 15	FY 16	FY 15	FY 16	Dollar Value	FY 15	FY 16	Dollar Value	Dollar Value			
County Exempt	(139.70)	178.70	(4,482.82)	6,875.85	1,196.51	37,421.40	31,535.66	34,478.53				
FICA			(342.94)	526.00	91.53	2,862.74	2,412.48	2,637.61				
Total Exempt			(4,825.76)	7,401.85	1,288.05	40,284.14	33,948.14	37,116.14				
County Nonexempt		87.50		250.80	1,980.59	5,698.66	3,839.63	11,486.16	11,569.80			
Sheriff time		33.25		(68.25)	816.22	(2,314.71)	(749.24)	10,245.03	9,049.82			
Communications time		439.75		913.88	9,441.15	16,487.57	12,964.36	22,434.88	24,429.06			
Communications Overtime pay (actual)						(4,179.55)	(4,179.55)	(4,179.55)	(4,179.55)			
Sheriff's non grant premium pay						43,489.87	43,489.87	43,489.87	43,489.87			
Straight time				1,528.75								
Overtime				174.00								
Total Nonexempt		560.50		2,625.18	12,237.97	59,181.84	55,365.06	44,166.07	85,241.61			
FICA					936.20	4,527.41	4,235.43	3,378.70	6,520.98			
Total nonexempt					13,174.17	63,709.25	59,600.49	47,544.77	91,762.60			
Total of both exempt and nonexempt					8,348.41	71,111.11	60,888.54	87,828.91	125,710.73			

Clarke County
Invoice History Report
April 30, 2017

VENDOR NAME	ACCOUNT DESC	FULL DESC	INVOICE DATE	AMOUNT
Ahold Financial Serv	Programs Materials & Supplies	supplies	04/13/2017	53.14
Ahold Financial Serv Total				53.14
Alger, Fred; Jr	Circuit C Juror Pay	Grand Jury Service on 04/17/17	04/18/2017	30.00
Alger, Fred; Jr Total				30.00
Amazon Acct	Comm Atty Materials & Supplies	OFFICE SUPPLIES, GENERAL	04/08/2017	16.95
Amazon Acct	Sheriff Mtls & Supplies Commun	CD-R's 52x700mb and DVD RAM Me	04/06/2017	35.72
Amazon Acct	Sheriff Mtls & Supplies Commun	Computer Cahrger and Printer I	03/29/2017	125.95
Amazon Acct	Sheriff Police Supplies	Computer Cahrger and Printer I	03/31/2017	43.83
Amazon Acct	Sheriff Police Supplies	Battery, Blue Light Replacemen	03/29/2017	124.95
Amazon Acct	Sheriff Office Supplies	thermal printer ribbon	03/31/2017	56.94
Amazon Acct	Sheriff Vehicle Repair Parts	Battery, Blue Light Replacemen	03/29/2017	72.99
Amazon Acct	Plan Adm Materials & Supplies	Universal Clear Front Report C	03/13/2017	35.30
Amazon Acct	Victim Witnes Matl & Supplies	OFFICE SUPPLIES, GENERAL	04/08/2017	22.05
Amazon Acct	Sheriff Materials & Supplies	Training Books	04/06/2017	132.48
Amazon Acct Total				667.16
Anderson Control	Maintenanc Purchased Services	rm Anderson 524 Westwood found faulty wire	04/07/2017	95.00
Anderson Control	Maintenanc Purchased Services	rm Anderson Rec Center alarm monitoring	04/03/2017	252.00
Anderson Control Total				347.00
Arc Water Treatment	JGC Maintenanc Purchased Servi	rm ARC water treatment 101 Chlamers ct	04/03/2017	70.85
Arc Water Treatment	Maintenanc Purchased Services	rm ARC water treatment 101 Chlamers ct	04/03/2017	42.15
Arc Water Treatment Total				113.00
At&t	County Adm Telephone	Acct 287015712672 Govt/Schools cell phones	04/01/2017	41.97
At&t	IT Telephone	Acct 287015712672 Govt/Schools cell phones	04/01/2017	103.25
At&t	Registrar Telephone	Acct 287015712672 Govt/Schools cell phones	04/01/2017	61.28
At&t	Comm Atty Telephone	Acct 287015712672 Govt/Schools cell phones	04/01/2017	167.88
At&t	Sheriff Telephone	AT&T E911 Wireless Acct - April 1, 2017 Statement	04/01/2017	7.53
At&t	Sheriff Telephone	Acct 287015712672 Govt/Schools cell phones	04/01/2017	1,012.41
At&t	Communicat Telephone	Acct 287015712672 Govt/Schools cell phones	04/01/2017	172.42
At&t	EMS Telephone	Acct 287015712672 Govt/Schools cell phones	04/01/2017	41.97
At&t	Bldg Insp Telephone	Acct 287015712672 Govt/Schools cell phones	04/01/2017	179.33
At&t	AnimalCtrl Telephone	Acct 287015712672 Govt/Schools cell phones	04/01/2017	14.00
At&t	Maintenanc Telephone	Acct 287015712672 Govt/Schools cell phones	04/01/2017	62.97
At&t	Econ Dev Telephone	Acct 287015712672 Govt/Schools cell phones	04/01/2017	41.97
At&t Total				1,906.98
AVG Technologies USA	IT Technology SW/OL Content	AntiVirus Software renewal - 2	04/07/2017	2,042.59
AVG Technologies USA Total				2,042.59
BAI Muncpal Softwar	IT Maint Contracts	Bright Software Support, 6 month	04/28/2017	7,537.00
BAI Muncpal Softwar Total				7,537.00
BB&T	BoS Materials & Supplies	CAtty\$215.95;Bldg\$80;Bos\$157.93;IT\$337.93	04/10/2017	157.93
BB&T	IT Capital Outlay Adds	CAtty\$215.95;Bldg\$80;Bos\$157.93;IT\$337.93	04/10/2017	337.93
BB&T	Comm Atty Materials & Supplies	CAtty\$215.95;Bldg\$80;Bos\$157.93;IT\$337.93	04/10/2017	215.95
BB&T	Sheriff Travel - Communication	Various	04/10/2017	470.00
BB&T	Sheriff Travel - Sworn Staff	April Statement	04/10/2017	408.53
BB&T	Sheriff Travel - Sworn Staff	Various	04/10/2017	1,250.00
BB&T	Sheriff Dues Subscr & Memb	Various	04/10/2017	89.00
BB&T	Sheriff Mtls & Supplies Commun	April Statement	04/10/2017	21.55
BB&T	Sheriff Police Supplies	April Statement	04/10/2017	14.98
BB&T	Sheriff Office Supplies	April Statement	04/10/2017	274.93
BB&T	Sheriff Office Supplies	Various	04/10/2017	51.94
BB&T	Sheriff Office Supplies	Cleaning Supplies	04/10/2017	6.81
BB&T	Sheriff Uniform Communications	Various	04/10/2017	229.00
BB&T	EMS Travel	Fire & EMS Credit Card Invoice April 2017	04/10/2017	228.73
BB&T	EMS Clothing	Fire & EMS Credit Card Invoice April 2017	04/10/2017	100.00
BB&T	Bldg Insp Purchased Services	CAtty\$215.95;Bldg\$80;Bos\$157.93;IT\$337.93	04/10/2017	80.00
BB&T	AnimalCtrl Travel	rm BBT credit card charges 3/19/17 to 04/03/17 C&S	04/10/2017	327.60
BB&T	AnimalCtrl Materials & Supplie	rm BBT credit card charges 3/19/17 to 04/03/17 C&S	04/10/2017	111.28
BB&T	Maintenanc Materials & Supplie	rm BBT credit card charges 3/19/17 to 04/03/17 C&S	04/10/2017	116.83
BB&T	Parks Adm Dues Subscr & Memb	supplies	04/03/2017	40.00
BB&T	Parks Adm Materials & Supplies	supplies	04/03/2017	590.00

Clarke County
Invoice History Report
April 30, 2017

VENDOR NAME	ACCOUNT DESC	FULL DESC	INVOICE DATE	AMOUNT
BB&T	Plan Adm Travel	Management Course Fee	04/19/2017	75.00
BB&T	Sheriff Travel	Forfieted Asset Class / Bennett and Rose	04/10/2017	308.39
BB&T Total				5,506.38
Bean, Debbie	Plan Adm Purchased Services	Notary Fee Certificate	04/18/2017	10.00
Bean, Debbie Total				10.00
Berryville Auto Part	Sheriff Purchased Services	Estimated Vehicle Repair for Xterra	04/05/2017	40.00
Berryville Auto Part	Sheriff Purchased Services	Estimated Vehicle Repair for 1304	04/05/2017	80.00
Berryville Auto Part	Sheriff Purchased Services	Estimated Vehicle Repair for 1102	04/07/2017	30.00
Berryville Auto Part	Sheriff Purchased Services	Estimated Vehicle Repair for 1303	04/07/2017	40.00
Berryville Auto Part	Sheriff Purchased Services	Estimated Vehicle Repair for 1401	04/11/2017	80.00
Berryville Auto Part	Sheriff Purchased Services	Estimated Vehicle Repair for 1503	04/17/2017	68.00
Berryville Auto Part	Sheriff Purchased Services	Estimated Vehicle Repair for 1302	04/17/2017	93.00
Berryville Auto Part	Sheriff Vehicle Repair Parts	Estimated Vehicle Repair for Xterra	04/05/2017	15.16
Berryville Auto Part	Sheriff Vehicle Repair Parts	Estimated Vehicle Repair for 1304	04/05/2017	68.68
Berryville Auto Part	Sheriff Vehicle Repair Parts	Estimated Vehicle Repair for 1102	04/07/2017	106.26
Berryville Auto Part	Sheriff Vehicle Repair Parts	Estimated Vehicle Repair for 1303	04/07/2017	21.42
Berryville Auto Part	Sheriff Vehicle Repair Parts	Estimated Vehicle Repair for 1401	04/11/2017	71.17
Berryville Auto Part	Sheriff Vehicle Repair Parts	Estimated Vehicle Repair for 1302	04/17/2017	30.10
Berryville Auto Part	Sheriff Vehicle Repair Parts	Estimated Vehicle Repair for 1404	04/17/2017	137.27
Berryville Auto Part	Maintenanc Materials & Supplie	rm BAP ACO oil change and labor to install 4 tires	04/20/2017	115.58
Berryville Auto Part Total				996.64
Berryville True Valu	Registrar Materials & Supplies	Key tags & holder	04/05/2017	4.66
Berryville True Valu	Maintenanc Materials & Supplie	rm BH Maint spr pist nozzle and mtl nozzle	04/04/2017	34.96
Berryville True Valu	Maintenanc Materials & Supplie	rm BH Maint tape for elevator signs	04/10/2017	18.48
Berryville True Valu	Maintenanc Materials & Supplie	rm BH Maint swivel rivet tool	04/19/2017	24.99
Berryville True Valu	Maintenanc Materials & Supplie	rm BH Maint saw chain	04/20/2017	32.99
Berryville True Valu	Maintenanc Materials & Supplie	rm BH Maint stihl file 3 pack	04/21/2017	5.49
Berryville True Valu	Maintenanc Materials & Supplie	rm BH Maint general fastners for mower	04/24/2017	3.68
Berryville True Valu	Parks Adm Materials & Supplies	Mark paint	04/20/2017	11.98
Berryville True Valu	Rec Center Materials & Supplie	Lubricant/Mr. Clean	04/19/2017	14.47
Berryville True Valu	Programs Materials & Supplies	Supplies	03/31/2017	5.49
Berryville True Valu	Programs Materials & Supplies	supplies	04/07/2017	9.16
Berryville True Valu	Maintenanc Materials & Supplie	rm BH 104 N. Chruch wd glue and wtr putty	04/07/2017	10.07
Berryville True Valu	Maintenanc Materials & Supplie	rm BH Rec Center drain hose for diverter	04/19/2017	49.98
Berryville True Valu	Maintenanc Materials & Supplie	rm BH Park outside light on pool house	04/10/2017	11.98
Berryville True Valu	Maintenanc Materials & Supplie	rm BH Pool oct box	04/05/2017	3.78
Berryville True Valu	Maintenanc Materials & Supplie	rm BH Park baseball drag materials	04/07/2017	25.12
Berryville True Valu Total				267.28
Blue Ridge Rescue Su	EMS Capital Outlay Adds	Clothing for Fire Department-Includes 12.34 Shippi	04/03/2017	795.34
Blue Ridge Rescue Su	EMS Capital Outlay Adds	Clothing for Fire Department	04/04/2017	2,430.00
Blue Ridge Rescue Su	EMS Capital Outlay Adds	Clothing for Fire Department	04/06/2017	360.00
Blue Ridge Rescue Su Total				3,585.34
Blue Ridge Volunteer	Blue Ridge Vol Fire Co Contrib	Civic contribution FY 17 Qtr 4	04/01/2017	12,500.00
Blue Ridge Volunteer Total				12,500.00
Blue Sky Towers	Sheriff Leases & Rentals	Tower, Transmitter, 04/01-05/01	04/01/2017	2,380.50
Blue Sky Towers Total				2,380.50
BMS Direct	Treasurer Postal Svcs	1st half 2017 RE Postage	04/17/2017	2,771.00
BMS Direct	Treasurer Postal Svcs	1st half 2017 Personal Property -Postage	04/17/2017	4,653.00
BMS Direct Total				7,424.00
Bosserman, Barbara	Registrar Dues Subscr & Memb	Notary Filing Reimbursement	03/22/2017	10.00
Bosserman, Barbara Total				10.00
Bouffault, Robina	Plan Com Board Member Fees	Attd @ PC April '17 mtgs	04/11/2017	100.00
Bouffault, Robina Total				100.00
Boyce Volunteer Fire	Boyce Volunteer Fire Co Contr	Civic Contribution Qtrs 3 & 4	03/27/2017	25,000.00
Boyce Volunteer Fire Total				25,000.00
Brian Conrad	Maintenanc Materials & Supplie	Volunteer Winter Storm 2016-reimb for tractor tire	04/24/2017	1,504.10
Brian Conrad Total				1,504.10
Broys Car Wash	Sheriff Purchased Services	Car Wash	03/30/2017	17.50
Broys Car Wash Total				17.50

**Clarke County
Invoice History Report
April 30, 2017**

VENDOR NAME	ACCOUNT DESC	FULL DESC	INVOICE DATE	AMOUNT
BSN Sports Inc	Maintenanc Materials & Supplie	rm BSN Park Replace Bleacher & Soccer Goal storm	03/27/2017	2,495.73
BSN Sports Inc Total				2,495.73
Buckley, Randy	Plan Com Board Member Fees	Attd @ PC April '17 mtgs	04/11/2017	100.00
Buckley, Randy Total				100.00
Caldwell, Anne	Plan Com Board Member Fees	Attd @ PC mtgs April '17	04/11/2017	100.00
Caldwell, Anne Total				100.00
Capelli, Len	Econ Dev Purchased Services	lbw Len Capelli ED Dir Hrs 03-17 thru 04-17-2017	04/25/2017	3,250.00
Capelli, Len	Econ Dev Printing & Binding	lbw Farm Tour Signs Reimburse Capelli	04/10/2017	230.86
Capelli, Len	Econ Dev Travel	Econ Dev Capelli Agritourism Conf Richmond	04/21/2017	550.40
Capelli, Len Total				4,031.26
Cardillo, Robin Couc	Cnsrv Esmt Donation- Purch Svc	Services for CEA	04/11/2017	560.00
Cardillo, Robin Couc Total				560.00
Chatman, Stacey	Programs Purchased Services	contracted employee	04/15/2017	327.60
Chatman, Stacey Total				327.60
Chief Supply Corp	Sheriff Police Supplies	Mag Charger	04/11/2017	37.98
Chief Supply Corp Total				37.98
City of Winchester	Juv DetCtr Intergov Svc Agreem	FY 17 Qtr 3 NRJDC Operations	04/04/2017	5,525.00
City of Winchester Total				5,525.00
Clarke County Sherif	Sheriff Postal Svcs	Postage, Refreshments, Uniforms	03/31/2017	70.34
Clarke County Sherif	Sheriff Mtls & Supplies Commun	Postage, Refreshments, Uniforms	03/31/2017	33.24
Clarke County Sherif	Sheriff Office Supplies	Postage, Refreshments, Uniforms	03/31/2017	5.25
Clarke County Sherif	Sheriff Uniform Sworn Staff	Postage, Refreshments, Uniforms	03/31/2017	203.63
Clarke County Sherif Total				312.46
Comcast	Sheriff Purchased Services	Comcast High-Speed Internet for April Statement	04/18/2017	82.91
Comcast Total				82.91
Commercial Press	Treasurer Materials & Supplies	Envelopes - Treas. Office	03/31/2017	128.87
Commercial Press	Comm Atty Materials & Supplies	Comm Atty Stationery Invoice 121246	03/31/2017	318.00
Commercial Press Total				446.87
ComSonics	Sheriff Purchased Services	Calibration for Tuning Forks	04/12/2017	117.00
ComSonics Total				117.00
Costco	Rec Center Merch for Resale	vending food	03/22/2017	164.94
Costco Total				164.94
County of Frederick	RefuseDisp Intergov Svc Agreem	Refuse	04/05/2017	811.59
County of Frederick	RefuseDisp Intergov Svc Agreem	Refuse	04/05/2017	100.58
County of Frederick Total				912.17
County of Warren	RefuseDisp Intergov Svc Agreem	Shenandoah farms Refuse	03/31/2017	4,622.18
County of Warren Total				4,622.18
Daly Computers	JGC Maintenanc Capital Ou Adds	Gov Center AV Equipment	03/31/2017	963.70
Daly Computers	LEMPG Grant	Gov Center AV Equipment	03/31/2017	4,363.00
Daly Computers	Maintenanc Capital Outlay Adds	Gov Center AV Equipment	03/31/2017	573.30
Daly Computers Total				5,900.00
Dawn Jenkins	Rec Center Refunds	park refund	04/24/2017	150.00
Dawn Jenkins Total				150.00
Dehaven Berkeley	Sheriff Mtls & Supplies Commun	Cooler Rental	04/14/2017	9.00
Dehaven Berkeley	Sheriff Mtls & Supplies Commun	Water	04/06/2017	18.90
Dehaven Berkeley	Sheriff Office Supplies	Water	04/06/2017	24.80
Dehaven Berkeley	Maintenanc Water & Sewer	rm Dehaven Maint water cooler rental	04/14/2017	11.00
Dehaven Berkeley	Maintenanc Water & Sewer	rm Dehaven 100 N. water cooler rental	04/14/2017	9.00
Dehaven Berkeley Total				72.70
DMV	Treasurer DMV Stop	DMV Stops - March 2017	03/31/2017	400.00
DMV Total				400.00
eCivis Inc	Legal Svc Purchased Svcs	3 user licenses Grants Network	12/06/2016	4,697.00
eCivis Inc Total				4,697.00
eCore Software Inc	EMS Purchased Services	May invoice for schedule system	04/24/2017	244.00
eCore Software Inc Total				244.00
FastSpring	IT Technology SW/OL Content	Remote Support software	01/24/2017	718.00
FastSpring Total				718.00
Fincham, Ryan	Plan Adm Local Mileage	Mileage	04/18/2017	598.86
Fincham, Ryan	Plan Adm Local Mileage	VEHA Conference 2017	04/05/2017	50.00

**Clarke County
Invoice History Report
April 30, 2017**

VENDOR NAME	ACCOUNT DESC	FULL DESC	INVOICE DATE	AMOUNT
Fincham, Ryan	Plan Adm Local Mileage	Jan/Feb/Mar 2017 mileage	04/18/2017	80.78
Fincham, Ryan Total				729.64
Frederick-Winchester	Sanitation Intergov Svc Agreem	February 2017	03/23/2017	2,616.49
Frederick-Winchester Total				2,616.49
Galls/Best Uniforms	Sheriff Uniform Sworn Staff	Uniforms	03/30/2017	335.00
Galls/Best Uniforms Total				335.00
GCA	Maintenanc Custodial Contracts	rm GCA County Cleaning Service for April 2017	04/01/2017	3,366.23
GCA	JGC Maintenanc Custodial Contr	rm GCA County Cleaning Service for April 2017	04/01/2017	2,332.38
GCA	Maintenance Custodial Contract	rn GCA Senior Center cleaning service	04/10/2017	159.50
GCA	Maintenanc Custodial Contracts	rm GCA County Cleaning Service for April 2017	04/01/2017	293.78
GCA	Maintenanc Custodial Contracts	rm GCA County Cleaning Service for April 2017	04/01/2017	1,387.51
GCA Total				7,539.40
General Sales of Vir	Maintenanc Materials & Supplie	rm GSales Maint Cleaning Supplies	04/03/2017	1,444.46
General Sales of Vir Total				1,444.46
Glass Doctor	Maintenanc Materials & Supplie	rm Glass Dr Fire and EMS replace winshield	03/28/2017	220.22
Glass Doctor Total				220.22
Grainger Inc	Maintenanc Materials & Supplie	rm Grainger Rec Center roof leak diverters	04/17/2017	261.00
Grainger Inc Total				261.00
Gray, Ginger	Programs Purchased Services	contracted employee	04/01/2017	145.60
Gray, Ginger	Programs Purchased Services	contracted employee	04/15/2017	200.20
Gray, Ginger Total				345.80
Greatscapes	Maintenanc Purchased Services	rm Great Scapes Compound Athletic Fields	04/01/2017	2,721.00
Greatscapes Total				2,721.00
Greenhalgh, Robin R	Circuit C Juror Pay	Grand Jury Service on 04/17/17	04/18/2017	30.00
Greenhalgh, Robin R Total				30.00
Grubb, Kristen	Programs Purchased Services	Contracted Employe	04/15/2017	104.65
Grubb, Kristen Total				104.65
Hall, Monahan	Legal Svc Purchased Svcs	04-2017 PA \$1920, PC \$1990, BoS \$977.50	04/04/2017	977.50
Hall, Monahan	Plan Adm Purchased Services	04-2017 PA \$1920, PC \$1990, BoS \$977.50	04/04/2017	1,920.00
Hall, Monahan	Plan Com Purchased Services	04-2017 PA \$1920, PC \$1990, BoS \$977.50	04/04/2017	1,990.00
Hall, Monahan Total				4,887.50
Handley Regional	Handley Regional Library Contr	FY 17 Civic Contribution Qtr 4	04/03/2017	51,628.25
Handley Regional Total				51,628.25
Hurt&Proffitt	Citizens Conv Ctr Eng & Archit	Convenience Center Review and	03/31/2017	2,962.80
Hurt&Proffitt	Citizens Conv Ctr Eng & Archit	Conv Ctr Spec Ret Wall/Water Well Serv	03/31/2017	17,258.92
Hurt&Proffitt Total				20,221.72
ID Networks Inc	Sheriff Maint Contracts	Livescan software maintenance fee 6/1/17 - 5/31/18	04/19/2017	2,142.00
ID Networks Inc Total				2,142.00
Independent Statione	Inventory - Mtls & Supplies	Acct ETCPN00016 Central Store supplies	03/30/2017	691.76
Independent Statione Total				691.76
John H Enders Fire	Enders Volunteer Fire Co Contr	Civic Contribution FY 17 Qtr 4	04/03/2017	18,750.00
John H Enders Fire Total				18,750.00
Johnson, Emily	Finance Local Mileage	Mileage	04/04/2017	22.47
Johnson, Emily Total				22.47
Johnston, Jane	Programs Purchased Services	Contracted Employee	04/15/2017	591.50
Johnston, Jane Total				591.50
Julie Stonecipher	Programs Refunds	park refund	04/24/2017	133.00
Julie Stonecipher Total				133.00
Kalbiam, Maral	HstPrvCom Purchased Services	Preservation Consulting Servic	04/03/2017	330.00
Kalbiam, Maral Total				330.00
Kiln Doctor, The	Rec Center Materials & Supplie	Kiln repair	03/30/2017	747.00
Kiln Doctor, The Total				747.00
KNS Technologies	Econ Dev Maint Svc Contracts	Website Maintenance April	04/07/2017	150.00
KNS Technologies Total				150.00
Kruhm, Douglas	Plan Com Board Member Fees	Attd @ PC April '17 mtgs	04/11/2017	100.00
Kruhm, Douglas Total				100.00
Lee, Frank	Plan Com Board Member Fees	Attd @ PC mtgs April '17	04/11/2017	100.00
Lee, Frank Total				100.00
Logan Systems Inc	Clk of CC Microfilming	Indexing and Paper	04/15/2017	910.05

**Clarke County
Invoice History Report
April 30, 2017**

VENDOR NAME	ACCOUNT DESC	FULL DESC	INVOICE DATE	AMOUNT
Logan Systems Inc	Clk of CC Microfilming	Plat Scanning	04/15/2017	18.00
Logan Systems Inc Total				928.05
Lord Fairfax Commun	Lord FairfaxComm College Cont	Civic contribution FY 17 Qtr 4	04/03/2017	4,110.25
Lord Fairfax Commun Total				4,110.25
Lord Fairfax Health	Local Health Dept Contribution	4th Quarter local commitment	04/07/2017	55,000.00
Lord Fairfax Health Total				55,000.00
Lowes	Rec Center Materials & Supplie	black cable ties/plastic refinish/magic eraser/sig	03/31/2017	128.44
Lowes	Maintenanc Materials & Supplie	rm Lowes Park lights for back concession stand	04/12/2017	70.84
Lowes Total				199.28
Luck Stone Corp	Maintenanc Materials & Supplie	Ballfield Infield Mix 25 ton	03/31/2017	1,024.80
Luck Stone Corp Total				1,024.80
Malloy Ford	Sheriff Purchased Services	Vehicle Repair	04/06/2017	89.95
Malloy Ford Total				89.95
Malone, Gwendolyn	Plan Com Board Member Fees	Attd @ PC April '17 mtgs	04/11/2017	100.00
Malone, Gwendolyn Total				100.00
Mansfield Oil Co	County Adm Vehicle Fuel	rm Mansfield County fuel for 4/1/17 to 4/15/17	04/19/2017	28.49
Mansfield Oil Co	IT Vehicle Fuel	rm Mansfield County fuel for 4/1/17 to 4/15/17	04/19/2017	29.21
Mansfield Oil Co	Sheriff Vehicle Fuel	Fuel for 3/16-3/31/2017	04/05/2017	2,010.51
Mansfield Oil Co	Sheriff Vehicle Fuel	Fuel for 4/1 - 4/15/2017	04/19/2017	2,081.45
Mansfield Oil Co	EMS Vehicle Fuel	rm Mansfield O fuel for 3-16-17 to 3-31-17 County	04/05/2017	69.92
Mansfield Oil Co	EMS Vehicle Fuel	rm Mansfield County fuel for 4/1/17 to 4/15/17	04/19/2017	78.71
Mansfield Oil Co	Bldg Insp Vehicle Fuel	rm Mansfield O fuel for 3-16-17 to 3-31-17 County	04/05/2017	88.19
Mansfield Oil Co	Bldg Insp Vehicle Fuel	rm Mansfield County fuel for 4/1/17 to 4/15/17	04/19/2017	122.30
Mansfield Oil Co	AnimalCtrl Vehicle Fuel	rm Mansfield O fuel for 3-16-17 to 3-31-17 County	04/05/2017	37.52
Mansfield Oil Co	AnimalCtrl Vehicle Fuel	rm Mansfield County fuel for 4/1/17 to 4/15/17	04/19/2017	32.97
Mansfield Oil Co	Maintenanc Vehicle Fuel	rm Mansfield O fuel for 3-16-17 to 3-31-17 County	04/05/2017	66.62
Mansfield Oil Co	Maintenanc Vehicle Fuel	rm Mansfield County fuel for 4/1/17 to 4/15/17	04/19/2017	256.65
Mansfield Oil Co	Parks Adm Vehicle Fuel	rm Mansfield O fuel for 3-16-17 to 3-31-17 County	04/05/2017	32.57
Mansfield Oil Co	Parks Adm Vehicle Fuel	rm Mansfield County fuel for 4/1/17 to 4/15/17	04/19/2017	18.60
Mansfield Oil Co Total				4,953.71
Marconi, Gloria	Cnsrv Esmt Donation- Purch Svc	CEA Spring newsltr 2017	04/25/2017	450.00
Marconi, Gloria Total				450.00
Marple, Beth	Victim Witness Travel	Reimburse travel expenses - Inters. of Viol Conf.	04/19/2017	695.38
Marple, Beth Total				695.38
Matsch Systems	IT Purchased Services	Net-Phacs Call Accounting Serv may 2017	04/05/2017	200.00
Matsch Systems Total				200.00
McBride, William S	Circuit C Juror Pay	Grand Jury Service 04/17/17	04/18/2017	30.00
McBride, William S Total				30.00
McNeil&Co	Vol Fire Co Insurance	Ins Premium -Delete 1990 Pumper;Add 2017 Pumper	03/06/2017	82.16
McNeil&Co Total				82.16
Melvin, Donald E	Circuit C Juror Pay	Grand Jury Service 04/17/17	04/18/2017	30.00
Melvin, Donald E Total				30.00
Morgan, Cyrus	Comm Atty Travel	Reimburse Spring Institute expenses	04/05/2017	554.84
Morgan, Cyrus Total				554.84
Nelson, Clifford M	Plan Com Board Member Fees	Attd @ PC April '17 mtgs	04/11/2017	100.00
Nelson, Clifford M Total				100.00
Newsom Seed	Maintenanc Materials & Supplie	Grass Seed for the Park	03/30/2017	1,925.00
Newsom Seed Total				1,925.00
Northern Virginia Co	Cnsrv Esmt Donation- Purch Svc	Pledge for Conference	04/18/2017	250.00
Northern Virginia Co Total				250.00
Northern Virginia Da	BoS Dues, Subscrip & Member	Renewal 5-2017-2018	04/07/2017	135.20
Northern Virginia Da Total				135.20
Northwest Virginia R	Drug Task Force Entity Gift	First Qrt 2017 Drug and Gang Task Force Expenses	04/19/2017	2,568.18
Northwest Virginia R Total				2,568.18
Northwestern Communi	NW Community Svc Entity Gift	Civic Contribution FY 17 Qtr 4	04/03/2017	22,000.00
Northwestern Communi Total				22,000.00
Office Depot	Inventory - Mtls & Supplies	Acct 41685398 Central Store supplies	03/29/2017	47.62
Office Depot	Inventory - Mtls & Supplies	Acct 41685398 Central Store supplies	03/29/2017	94.57
Office Depot	Inventory - Mtls & Supplies	Acct 41685398 Central Store supplies	04/05/2017	56.28

Clarke County
Invoice History Report
April 30, 2017

VENDOR NAME	ACCOUNT DESC	FULL DESC	INVOICE DATE	AMOUNT
Office Depot	Inventory - Mtls & Supplies	Acct 4185398 Central Store supplies	04/05/2017	235.97
Office Depot Total				434.44
Ohrstrom, George II	Plan Com Board Member Fees	Attd @ PC April '17 mtgs	04/11/2017	50.00
Ohrstrom, George II Total				50.00
Peake, Donna M	Circuit C Juror Pay	Grand Jury Service on 04/17/17	04/18/2017	30.00
Peake, Donna M Total				30.00
Piedmont Geotechnica	Plan Admin Pass Thru Eng Fees	Resistvity rpt 28-A-44B	04/12/2017	235.00
Piedmont Geotechnica	Plan Admin Pass Thru Eng Fees	Resistivity Rpt 12-A-42A	04/20/2017	235.00
Piedmont Geotechnica Total				470.00
Pitney Bowes	J&D Court Materials & Supplies	Ink	04/01/2017	41.82
Pitney Bowes Total				41.82
Power Pro-Tech	Maintenanc Purchased Services	rm Power Pro 1531 Springsberry replace hoses	03/31/2017	277.61
Power Pro-Tech	Maintenanc Purchased Services	rm Power Pro 100 N. Church generator service	03/31/2017	350.00
Power Pro-Tech Total				627.61
Premier Accounts Rec	EMS Purchased Services	Premier Accts Rec Mang Billing Invoice March 2017	04/05/2017	2,049.75
Premier Accounts Rec Total				2,049.75
Purchase Power	BoS Postal Services	Postage through 03-20-17	04/03/2017	6.62
Purchase Power	Com of Rev Postal Svcs	Postage through 03-20-17	04/03/2017	207.42
Purchase Power	Treasurer Postal Svcs	Postage through 03-20-17	04/03/2017	1,697.81
Purchase Power	Electoral Postal Svcs	Postage through 03-20-17	04/03/2017	28.98
Purchase Power	Registrar Postal Svcs	Postage through 03-20-17	04/03/2017	133.38
Purchase Power	Clk of CC Postal Svcs	Postage through 03-20-17	04/03/2017	274.94
Purchase Power	EMS Postal Services	Postage through 03-20-17	04/03/2017	7.03
Purchase Power	Bldg Insp Postal Svcs	Postage through 03-20-17	04/03/2017	4.84
Purchase Power	Parks Adm Postal Svcs	Postage through 03-20-17	04/03/2017	1.59
Purchase Power	Plan Adm Postal Svcs	Postage through 03-20-17	04/03/2017	129.28
Purchase Power	Econ Dev Postal Svcs	Postage through 03-20-17	04/03/2017	20.00
Purchase Power	Coop Ext Postal Svcs	Postage through 03-20-17	04/03/2017	25.19
Purchase Power	Finance Postal Svcs	Postage through 03-20-17	04/03/2017	484.70
Purchase Power	Cnsvr Esmt Donation- Postal	Postage through 03-20-17	04/03/2017	48.50
Purchase Power Total				3,070.28
Quad Contracting	Lights-Baseball Field-Pur Svc	Ballfield Lighting Project	04/10/2017	6,800.00
Quad Contracting Total				6,800.00
Quarles Energy Servi	Maintenanc Heating	rm Quarles ACO lp gas	04/11/2017	259.40
Quarles Energy Servi	Maintenanc Heating	rm Quarles 129 Ramsburg Ln lp gas	03/31/2017	369.88
Quarles Energy Servi Total				629.28
Quill Corporation	J&D Court Materials & Supplies	Dial A blade trimmer/fax toner	03/27/2017	176.28
Quill Corporation Total				176.28
Rappahannock Electri	JGC Maintenanc Electric	rm REC County's Electric bills	04/05/2017	2,480.82
Rappahannock Electri	Maintenanc Electric	rm REC County's Electric bills	04/05/2017	866.82
Rappahannock Electri	Maintenanc Electric	rm REC County's Electric bills	04/05/2017	2,463.71
Rappahannock Electri	Maintenanc Electric	rm REC County's Electric bills	04/05/2017	914.24
Rappahannock Electri	Maintenanc Electric	rm REC County's Electric bills	04/05/2017	365.46
Rappahannock Electri	Maintenanc Electric	rm REC County's Electric bills	04/05/2017	110.04
Rappahannock Electri	Maintenanc Electric	rm REC County's Electric bills	04/05/2017	2,349.37
Rappahannock Electri	Maintenanc Electric	rm REC County's Electric bills	04/05/2017	281.92
Rappahannock Electri	Maintenanc Electric	rm REC County's Electric bills	04/05/2017	72.67
Rappahannock Electri	Maintenanc Electric	rm REC County's Electric bills	04/05/2017	26.84
Rappahannock Electri	Maintenanc Electric	rm REC County's Electric bills	04/05/2017	30.53
Rappahannock Electri	Maintenanc Electric	rm REC County's Electric bills	04/05/2017	620.88
Rappahannock Electri	Maintenanc Electric	rm REC County's Electric bills	04/05/2017	208.45
Rappahannock Electri	Maintenanc Electric	rm REC County's Electric bills	04/05/2017	1,475.83
Rappahannock Electri Total				12,267.58
Republic Services	LitterCtrl Purchased Services	Acct 3-0976-0015268 Litter @ JGC	03/26/2017	242.50
Republic Services	LitterCtrl Purchased Services	Acct 3-0976-4784245 Litter/Recycle	03/31/2017	150.00
Republic Services	Maintenanc Maint Contracts	Acct 3-0976-0015268 Waste Dumpsters/Govt	03/26/2017	879.78
Republic Services Total				1,272.28
Ricoh Usa	District C Maint Contracts	Contract 2247152 Gen Dist Ct copier	04/13/2017	102.64
Ricoh Usa Total				102.64

**Clarke County
Invoice History Report
April 30, 2017**

VENDOR NAME	ACCOUNT DESC	FULL DESC	INVOICE DATE	AMOUNT
Roseville & Plaza Pe	AnimalCtrl Purchased Services	rm RVet ACO medicine for Copper and Kee Kee	03/24/2017	125.98
Roseville & Plaza Pe	AnimalCtrl Purchased Services	rm RVet ACO rabies shot for Wisdom	02/07/2017	16.25
Roseville & Plaza Pe	AnimalCtrl Purchased Services	rm RVet ACO rabies shot for Tokki	02/16/2017	16.25
Roseville & Plaza Pe	AnimalCtrl Purchased Services	rm RVet ACO rabies for Nova, Waylon and Steven Kat	02/16/2017	48.75
Roseville & Plaza Pe	AnimalCtrl Purchased Services	rm RVet ACO rabies for Marley and Peggy	02/21/2017	32.50
Roseville & Plaza Pe	AnimalCtrl Purchased Services	rm RVet ACO rabies shot and meds for Benny	02/23/2017	34.32
Roseville & Plaza Pe	AnimalCtrl Purchased Services	rm RVet ACO rabies shot for Wisdom	02/08/2017	16.25
Roseville & Plaza Pe	AnimalCtrl Purchased Services	rm RVet ACO rabies shots Gypsy Kahn Puzzle Snap	03/07/2017	65.00
Roseville & Plaza Pe Total				355.30
Schenck Foods Compan	Programs Materials & Supplies	Food for afterschool	04/25/2017	166.99
Schenck Foods Compan Total				166.99
Shade Equipment	Maintenanc Materials & Supplie	rm Shade E Maint ladder rack for truck	04/18/2017	820.98
Shade Equipment Total				820.98
Shentel	Telecommunications Online Tech	Government Shentel Dark Fiber	04/01/2017	690.00
Shentel	IT Leases & Rentals	Government Shentel Dark Fiber	04/01/2017	1,978.80
Shentel Total				2,668.80
Signet Screen Printi	Sheriff Uniform Communications	ECC Staff shirts	04/14/2017	310.43
Signet Screen Printi Total				310.43
Stalvey, Marissa L.	Econ Dev Purchased Services	Feb 27-Apr 07	04/09/2017	350.00
Stalvey, Marissa L. Total				350.00
Supply Room, The	Inventory - Mtls & Supplies	Customer 4506100 - central store supplies	03/29/2017	83.12
Supply Room, The Total				83.12
Thomas Plumbing & He	Maintenanc Purchased Services	rm Thomas PH Park and Pool turn on water for sprin	03/31/2017	529.67
Thomas Plumbing & He	Maintenanc Purchased Services	rm Thomas PH Park and Pool turn on water for sprin	03/31/2017	1,226.74
Thomas Plumbing & He Total				1,756.41
Timberlake, Mark	Circuit C Juror Pay	Grand Jury Service on 04/17/17	04/18/2017	30.00
Timberlake, Mark Total				30.00
Tinsman, Nancy	Circuit C Juror Pay	Grand Jury Service on 04/17/17	04/18/2017	30.00
Tinsman, Nancy Total				30.00
Tire World	Sheriff Vehicle Repair Parts	Tires for 1302	04/15/2017	496.80
Tire World	Sheriff Vehicle Repair Parts	Tires for 1503	04/18/2017	496.80
Tire World	Maintenanc Materials & Supplie	rm Tire World ACO 1 tire	04/13/2017	87.26
Tire World	Maintenanc Materials & Supplie	rm TireWorld ACO 3 Tires for Van	04/14/2017	261.78
Tire World Total				1,342.64
Touch of Glass	BoS Miscellaneous Expenditures	Service Awards Etching	04/06/2017	150.00
Touch of Glass Total				150.00
Town Police Supply	Sheriff Uniform Sworn Staff	Vest	04/04/2017	282.50
Town Police Supply	Sheriff Materials & Supplies	Vest	04/04/2017	282.50
Town Police Supply Total				565.00
Treasurer Of Virgini	Programs Dues Subscr & Memb	VDSS license 2017	04/06/2017	105.00
Treasurer Of Virgini Total				105.00
Turkel, Jon	Plan Com Board Member Fees	Attd @ PC April '17 mtgs	04/11/2017	50.00
Turkel, Jon Total				50.00
US Geological Survey	Water Qual Purchased Services	Continued appraisal 10/01-12/31/16	04/12/2017	7,500.00
US Geological Survey	Water Qual Purchased Services	Continued appraisal 01/01-03/31/17	04/18/2017	7,500.00
US Geological Survey Total				15,000.00
US Postmaster	Clk of CC Postal Svcs	5 rolls stamps	04/21/2017	245.00
US Postmaster Total				245.00
USSC	Parks Adm Materials & Supplies	Paint and Sprayer	03/29/2017	274.45
USSC Total				274.45
Valley Health	EMS Materials & Supplies	WMC Supply Invoice March 2017	04/07/2017	922.44
Valley Health Total				922.44
Verizon	County Adm Telephone	Phone bill	03/26/2017	12.00
Verizon	Com of Rev Telephone	Phone bill	03/26/2017	8.00
Verizon	Treasurer Telephone	Phone bill	03/26/2017	4.00
Verizon	IT Telephone	Phone bill	03/26/2017	196.27
Verizon	Registrar Telephone	Phone bill	03/26/2017	4.00
Verizon	District C Telephone	Phone bill	03/26/2017	48.86
Verizon	J&D Court Telephone	Phone bill	03/26/2017	50.86

**Clarke County
Invoice History Report
April 30, 2017**

VENDOR NAME	ACCOUNT DESC	FULL DESC	INVOICE DATE	AMOUNT
Verizon	Clk of CC Telephone	Phone bill	03/26/2017	76.92
Verizon	Comm Atty Telephone	Phone bill	03/26/2017	16.00
Verizon	Sheriff Telephone	Central Alarm April	04/04/2017	997.70
Verizon	Sheriff Telephone	Phone bill	03/26/2017	240.01
Verizon	Sheriff Telephone	Verizon Radio Tower April 1	04/04/2017	41.88
Verizon	EMS Telephone	Phone bill	03/26/2017	44.15
Verizon	Probation Telephone	Phone bill	03/26/2017	4.00
Verizon	Bldg Insp Telephone	Phone bill	03/26/2017	8.00
Verizon	AnimalCtrl Telephone	Phone bill	03/26/2017	36.57
Verizon	Maintenanc Telephone	Phone bill	03/26/2017	36.57
Verizon	Parks Adm Telephone	Phone bill	03/26/2017	60.57
Verizon	Plan Adm Telephone	Phone bill	03/26/2017	20.00
Verizon	Coop Ext Telephone	Phone bill	03/26/2017	4.00
Verizon	Finance Telephone	Phone bill	03/26/2017	105.43
Verizon Total				2,015.79
Virginia Department	Programs Dues Subscr & Memb	back ground check	04/11/2017	10.00
Virginia Department Total				10.00
Virginia Tech	Coop Ext VPI Agent	FY2017 3RD Quarter	04/05/2017	9,792.91
Virginia Tech Total				9,792.91
VITA	BoS Telephone	Phone bill February 2017	03/29/2017	2.12
VITA	County Adm Telephone	Phone bill February 2017	03/29/2017	2.66
VITA	Com of Rev Telephone	Phone bill February 2017	03/29/2017	2.47
VITA	Treasurer Telephone	Treasurer's office	03/31/2017	6.28
VITA	Treasurer Telephone	Phone bill February 2017	03/29/2017	5.38
VITA	IT Telephone	Phone bill February 2017	03/29/2017	655.25
VITA	Registrar Telephone	Phone bill February 2017	03/29/2017	7.64
VITA	District C Telephone	Phone bill February 2017	03/29/2017	110.13
VITA	J&D Court Telephone	Phone bill February 2017	03/29/2017	2.26
VITA	Clk of CC Telephone	Phone bill February 2017	03/29/2017	2.18
VITA	Comm Atty Telephone	Phone bill February 2017	03/29/2017	10.34
VITA	Sheriff Telephone	Phone bill February 2017	03/29/2017	819.05
VITA	EMS Telephone	Phone bill February 2017	03/29/2017	0.45
VITA	Bldg Insp Telephone	Phone bill February 2017	03/29/2017	7.23
VITA	AnimalCtrl Telephone	Phone bill February 2017	03/29/2017	0.45
VITA	Maintenanc Telephone	Phone bill February 2017	03/29/2017	0.91
VITA	Parks Adm Telephone	Phone bill February 2017	03/29/2017	11.01
VITA	Plan Adm Telephone	Phone bill February 2017	03/29/2017	9.78
VITA	Coop Ext Telephone	Phone bill February 2017	03/29/2017	11.75
VITA	Finance Telephone	Phone bill February 2017	03/29/2017	0.78
VITA	Maintenanc Telephone	Phone bill February 2017	03/29/2017	322.76
VITA Total				1,990.88
Wage Works	Finance Flex Reimbursement Py	Daily flex settlement	04/03/2017	781.64
Wage Works	Finance Flex Reimbursement Py	Daily flex settlement	04/04/2017	748.00
Wage Works	Finance Flex Reimbursement Py	Daily flex settlement	04/05/2017	559.21
Wage Works	Finance Flex Reimbursement Py	Daily flex settlement	04/06/2017	135.00
Wage Works	Finance Flex Reimbursement Py	Daily flex settlement	04/07/2017	710.00
Wage Works	Finance Flex Reimbursement Py	Daily flex settlement	04/10/2017	50.29
Wage Works	Finance Flex Reimbursement Py	Daily flex settlement	04/11/2017	2,201.74
Wage Works	Finance Flex Reimbursement Py	Daily flex settlement	04/12/2017	240.99
Wage Works	Finance Flex Reimbursement Py	Daily flex settlement	04/13/2017	186.00
Wage Works	Finance Flex Reimbursement Py	Daily flex settlement	04/14/2017	41.91
Wage Works	Finance Flex Reimbursement Py	Daily flex settlement	04/17/2017	78.81
Wage Works	Finance Flex Reimbursement Py	Daily flex settlement	04/18/2017	279.15
Wage Works	Finance Flex Reimbursement Py	Daily flex settlement	04/19/2017	136.25
Wage Works	Finance Flex Reimbursement Py	Daily flex settlement	04/20/2017	145.00
Wage Works	Finance Flex Reimbursement Py	Daily flex settlement	04/21/2017	543.79
Wage Works	Finance Flex Reimbursement Py	Daily flex settlement	04/24/2017	121.18
Wage Works	Finance Flex Reimbursement Py	Daily flex settlement	04/25/2017	155.22
Wage Works	Finance Flex Reimbursement Py	Daily flex settlement	04/27/2017	286.80

Clarke County
Invoice History Report
April 30, 2017

VENDOR NAME	ACCOUNT DESC	FULL DESC	INVOICE DATE	AMOUNT
Wage Works	Finance Flex Reimbursement Py	Daily flex settlement	04/28/2017	285.66
Wage Works	Finance Purchased Services	Monthly admin & compliance fees	03/24/2017	412.25
Wage Works Total				8,098.89
Walmart	Parks Adm Materials & Supplies	supplies	03/31/2017	33.97
Walmart	Rec Center Materials & Supplie	supplies	03/31/2017	20.41
Walmart	Rec Center Merch for Resale	supplies	03/31/2017	12.19
Walmart	Programs Materials & Supplies	supplies	03/31/2017	275.39
Walmart Total				341.96
Washington Gas	JGC Maintenanc Heating	101 Chalmers 02/14-03/15	03/17/2017	46.48
Washington Gas	JGC Maintenanc Heating	101 Chalmers Ct 03/16-04/13	04/18/2017	493.10
Washington Gas	Maintenanc Heating	100 N church 03/16-04/13	04/18/2017	117.94
Washington Gas	Maintenanc Heating	104 N Church st 03/16-04/13	04/18/2017	428.98
Washington Gas	Maintenanc Heating	225 Al Smith 03/17-04/17	04/19/2017	353.61
Washington Gas	Maintenanc Heating	101 Chalmers 02/14-03/15	03/17/2017	27.65
Washington Gas	Maintenanc Heating	101 Chalmers Ct 03/16-04/13	04/18/2017	293.35
Washington Gas Total				1,761.11
Wayne Mcdonald	Programs Refunds	Refund	04/04/2017	100.00
Wayne Mcdonald Total				100.00
Wendy Gooditis	Misc Rev - General Fund	Refund for Primary Filing Fee	04/21/2017	352.80
Wendy Gooditis Total				352.80
Winchester Star	BoS Advertising	PH 17-03	04/01/2017	543.40
Winchester Star	BoS Advertising	COMMUNICATIONS AND MEDIA RELAT	03/31/2017	2,095.25
Winchester Star	BoS Dues, Subscrip & Member	Renewal FY2017	04/19/2017	125.00
Winchester Star Total				2,763.65
Wright, Jenny	AnimalCtrl Travel	rm J. Wright ACO meal and milege for class	04/01/2017	169.38
Wright, Jenny Total				169.38
Grand Total				396,931.96

Date	Total	General Fund	Soc Svcs Fund	CSA Fund	Sch Oper Fund	Food Serv Fund	GG Cap Fund	School Cap Fund	GG Debt Fund	School Debt Fund	Joint Fund	Conservation Easements	Shen Farm Sanitary	Unemploy. Fund
04/12/16 Appropriations Resolution: Total	45,436,058	9,722,387	1,546,124	1,097,426	22,137,428	838,400	955,162	4,412,000	251,700	3,815,812	592,619	30,000	20,000	17,000
<i>Adjustments:</i>														
7/19/2016 County Radio Maintenance		9,300												
7/19/2016 Moore & Dorsey Conservation Easement												160,000		
8/16/2016 Victim Witness Grant Carryover		1,304												
10/18/2016 Handsome Brook Grant							200,000							
10/18/2016 Planning Commissioner Training		1,750												
10/18/2016 Ball Field Lighting							44,949							
12/20/2016 School Operating Carryover								878,708						
12/20/2016 Conservation Easement: Susan Digges												70,500		
12/20/2016 Conservation Easement: Digges Farm												111,375		
12/20/2016 Conservation Easement: Cool Spring												317,100		
12/20/2016 Sheriff's Grant: Naxolone		1,000												
12/20/2016 Fire & EMS Personal Protective Equipment		22,080												
2/14/2017 Sheriff's Grant: Police In 21st Century		11,712												
2/14/2017 Greenway Court Restoration							6,059							
2/14/2017 Conservation Easement Purchase: Johnston												30,160		
2/14/2017 Stewardship: Community Services Study												11,894		
3/21/2017 Sheriff Grant: Emergency Management		15,000					-7,500							
3/21/2017 Historic Resources Grant: book		9,500												
5/16/2017 Historic Resources Grant: book		5,500												
Revised Appropriation	47,336,449	9,799,533	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	1,900,391	77,146	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	0	178,908	2,000	20,000	20,000	0
<i>Adjustments:</i>														
7/19/2016 Moore & Dorsey Conservation Easement VDACS												80,000		
7/19/2016 Moore & Dorsey Conservation Easement CE FB												80,000		
8/16/2016 Victim Witness Grant Carryover		1,304												
10/18/2016 Handsome Brook Grant							200,000							
12/20/2016 Conservation Easement: Susan Digges												56,750		
12/20/2016 Conservation Easement: Digges Farm												90,812		
12/20/2016 Conservation Easement: Cool Spring												311,262		
12/20/2016 Sheriff's Grant: Naxolone		1,000												
2/14/2017 Sheriff's Grant: Police In 21st Century: State		11,712												
2/14/2017 Greenway Court Restoration: State							3,340							
2/14/2017 Greenway Court Restoration: Donation							2,719							
2/14/2017 Conservation Easement: Johnston - VDACS												15,080		
2/14/2017 Stewardship balance												11,894		
3/21/2017 Sheriff Grant: Emergency Management		7,500												
3/21/2017 Historic Resources Grant: book		9,500												
5/16/2017 Historic Resources Grant: book		4,500												
Revised Revenue Estimate	16,588,946	3,127,127	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	887,373	35,516	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	30,747,503	6,672,406	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	1,013,018	41,630	0	0	0	0	37,449	878,708	0	0	0	55,231	0	0

Italics = Proposed actions

Title: General Fund Balance FY 17

05/01/17

Source: Clarke County Joint Administrative Services

Prior Titles

	<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)	(168,575)
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)	(12,645,615)
FY 17 Supplemental Expenditure	(1,894,891)	(1,900,391)
FY 17 Supplemental Revenue	882,873	887,373
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>Historic Book</i>	1,000
<i>Total</i>	79,079
<i>Conservation Easement Usage:</i>	\$55,231

**Clarke County
YTD Budget Report
April 30, 2017**

FUNCTION	ORG	OBJ	PROJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	% USED
11010	10000010	1300		BoS Part Time Salaries	13,800	13,800	11,850.00	1,250.00	2,300.00	-350.00	102.50
11010	10000010	2100		BoS FICA	907	960	832.18	87.68	149.99	-22.17	102.30
11010	10000010	2300		BoS Health Ins	14,169	14,116	11,003.99	1,176.06	3,651.53	-539.52	103.80
11010	10000010	3000		BoS Purchased Services	5,000	5,000	958.00	0.00	0.00	4,042.00	19.20
11010	10000010	3600		BoS Advertising	5,600	5,600	6,084.95	2,638.65	0.00	-484.95	108.70
11010	10000010	5210		BoS Postal Services	300	300	388.60	6.62	0.00	-88.60	129.50
11010	10000010	5230		BoS Telephone	0	0	20.74	2.12	0.00	-20.74	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	374.92	150.00	0.00	1,825.08	17.00
11010	10000010	5810		BoS Dues, Subscrip & Member	5,500	5,500	5,441.24	260.20	0.00	58.76	98.90
11010	10000010	6000		BoS Materials & Supplies	500	500	1,654.82	157.93	0.00	-1,154.82	331.00
11010 Total	Board of Supervisors				60,176	60,176	48,254.41	5,729.26	6,101.52	5,820.07	90.33
12110	10000020	1100		County Adm Salaries	232,439	232,439	194,417.10	19,441.71	38,883.42	-861.52	100.40
12110	10000020	2100		County Adm FICA	15,788	16,006	13,184.25	1,432.17	3,062.81	-241.06	101.50
12110	10000020	2210		County Adm VRS Plans 1&2	19,730	19,808	16,506.00	1,650.60	3,622.33	-320.33	101.60
12110	10000020	2300		County Adm Health Ins	26,648	26,340	21,126.10	2,112.61	4,576.27	637.63	97.60
12110	10000020	2400		County Adm Life Insurance	3,045	3,057	2,546.90	254.69	558.89	-48.79	101.60
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	0.00	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	518.80	56.63	169.58	311.62	68.80
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	2,070.32	36.12	242.02	-1,312.34	231.20
12110	10000020	6008		County Adm Vehicle Fuel	1,000	1,000	443.16	28.49	0.00	556.84	44.30
12110 Total	County Administrator				306,335	306,335	253,991.51	25,013.02	51,387.23	956.26	99.69
12210	10000030	3000		Legal Svc Purchased Svcs	35,000	35,000	37,322.45	5,674.50	0.00	-2,322.45	106.60
12210 Total	Legal Services				35,000	35,000	37,322.45	5,674.50	0.00	-2,322.45	106.64
12310	10000040	1100		Com of Rev Salaries	148,796	148,796	122,895.40	12,289.54	24,579.08	1,321.52	99.10
12310	10000040	2100		Com of Rev FICA	10,340	10,340	8,593.86	860.45	1,702.51	43.63	99.60
12310	10000040	2210		Com of Rev VRS Plans 1&2	12,632	12,543	10,433.80	1,043.38	2,149.23	-40.03	100.30
12310	10000040	2300		Com of Rev Health Ins	22,367	22,456	18,712.90	1,871.29	3,838.53	-95.43	100.40
12310	10000040	2400		Com of Rev Life Insurance	1,950	1,950	1,609.90	160.99	331.61	8.49	99.60
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	0.00	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	1,789.37	207.42	0.00	410.63	81.30
12310	10000040	5230		Com of Rev Telephone	200	200	99.93	10.47	0.00	100.07	50.00
12310	10000040	5500		Com of Rev Travel	1,500	1,500	1,985.99	0.00	0.00	-485.99	132.40
12310	10000040	5510		Com of Rev Local Mileage	500	500	0.00	0.00	0.00	500.00	0.00
12310	10000040	5810		Com of Rev Dues Subscr & Memb	1,000	1,000	742.50	0.00	0.00	257.50	74.30
12310	10000040	6000		Com of Rev Materials & Supplie	1,100	1,100	779.53	0.00	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	168,531.67	16,443.54	33,344.11	4,574.22	97.78
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	0.00	0.00	-3,800.00	100.00
12330 Total	Equalization Board				0	0	3,800.00	0.00	0.00	-3,800.00	100.00
12410	10000070	1100		Treasurer Salaries	180,638	180,638	149,460.90	14,946.09	29,892.18	1,284.92	99.30
12410	10000070	2100		Treasurer FICA	13,569	13,719	11,281.14	1,128.10	2,356.52	81.34	99.40
12410	10000070	2210		Treasurer VRS Plans 1&2	15,336	12,549	10,367.50	1,036.75	2,094.99	86.51	99.30
12410	10000070	2220		Treasurer VRS Hybrid	0	2,787	2,321.81	232.18	520.08	-54.89	102.00
12410	10000070	2300		Treasurer Health Ins	20,745	20,745	11,760.60	1,176.06	2,375.37	6,609.03	68.10
12410	10000070	2400		Treasurer Life Insurance	2,366	2,022	1,958.00	195.80	357.03	-293.03	114.50
12410	10000070	2510		Treasurer Disab Ins - Hybrid	0	194	161.40	16.14	32.32	0.28	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	0.00	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	2,940.00	400.00	0.00	-2,140.00	367.50
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	18,969.55	9,121.81	0.00	1,530.45	92.50
12410	10000070	5230		Treasurer Telephone	1,600	1,600	1,015.32	15.66	0.00	584.68	63.50

Clarke County
YTD Budget Report
April 30, 2017

FUNCTION	ORG	OBJ	PROJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	% USED
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	3,847.70	388.20	576.54	420.76	91.30
35100	10000330	2210		AnimalCtrl VRS Plans 1&2	3,576	3,576	2,992.90	299.29	603.71	-20.61	100.60
35100	10000330	2220		AnimalCtrl VRS Hybrid	1,807	1,807	1,750.70	198.67	175.45	-119.15	106.60
35100	10000330	2300		AnimalCtrl Health Ins	14,184	14,184	13,585.60	1,229.66	2,127.81	-1,529.41	110.80
35100	10000330	2400		AnimalCtrl Life Insurance	831	831	731.90	76.83	120.27	-21.17	102.50
35100	10000330	2510		AnimalCtrl Disab Ins - Hybrid	126	126	121.70	13.81	12.15	-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	4,735.27	355.30	0.00	3,264.73	59.20
35100	10000330	3320		AnimalCtrl Maint Svc Contracts	100	100	62.22	0.00	12.78	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	499.03	51.02	39.80	-38.83	107.80
35100	10000330	5500		AnimalCtrl Travel	1,000	1,000	496.98	496.98	0.00	503.02	49.70
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	3,871.83	111.28	0.00	2,128.17	64.50
35100	10000330	6008		AnimalCtrl Vehicle Fuel	1,500	1,500	782.39	70.49	0.00	717.61	52.20
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	92,624.78	9,156.72	15,398.89	9,533.33	91.89
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 Agreeem	175,500	175,500	99,557.58	5,534.35	0.00	75,942.42	56.70
42400 Total	Refuse Disposal				175,500	175,500	99,557.58	5,534.35	0.00	75,942.42	56.73
42600	10000360	3000		LitterCtrl Purchased Services	0	0	2,684.07	392.50	880.93	-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	3,119.78	392.50	880.93	1,309.29	75.34
42700	10000370	3840		Sanitation Intergov Svc Agreeem	33,750	33,750	20,931.92	2,616.49	0.00	12,818.08	62.00
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	227,931.92	2,616.49	0.00	12,818.08	94.68
43200	10000380	1100		Maintenanc Salaries	150,079	150,079	115,292.00	11,178.00	23,911.11	10,875.89	92.80
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	10,837.23	827.04	1,775.83	-2,137.06	120.40
43200	10000380	2210		Maintenanc VRS Plans 1&2	10,634	10,634	5,887.05	536.26	1,087.59	3,659.36	65.60
43200	10000380	2220		Maintenanc VRS Hybrid	1,852	1,852	3,103.68	367.61	1,189.24	-2,440.92	231.80
43200	10000380	2300		Maintenanc Health Ins	24,361	24,361	12,179.79	1,185.22	2,523.19	9,658.02	60.40
43200	10000380	2400		Maintenanc Life Insurance	1,966	1,966	1,492.58	146.44	314.21	159.21	91.90
43200	10000380	2510		Mainten Disab Ins - Hybrid	129	129	232.04	25.55	59.42	-162.46	225.90
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	10,965.65	2,721.00	0.00	11,034.35	49.80
43200	10000380	3320		Maintenanc Maint Contracts	99,485	99,485	55,297.73	879.78	2,205.68	41,981.59	57.80
43200	10000380	3340		Maintenanc Custodial Contracts	37,000	37,000	26,929.85	3,366.23	0.00	10,070.15	72.80
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	193.35	11.00	0.00	586.65	24.80
43200	10000380	5230		Maintenanc Telephone	2,750	2,750	1,067.17	100.45	274.82	1,408.01	48.80
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	30,370.81	4,590.22	0.00	4,629.19	86.80
43200	10000380	6008		Maintenanc Vehicle Fuel	4,780	4,780	2,173.41	323.27	0.00	2,606.59	45.50
10000380 Total	General Property Maintenance				446,955	446,955	350,040.17	26,258.07	33,341.09	63,573.74	85.78
43200	10000890	3000		JGC Maintenanc Purchased Servi	25,000	25,000	22,925.96	70.85	4,930.20	-2,856.16	111.40
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	18,659.04	2,332.38	0.00	7,340.96	71.80
43200	10000890	5110		JGC Maintenanc Electric	32,500	32,500	26,449.82	2,480.82	0.00	6,050.18	81.40
43200	10000890	5120		JGC Maintenanc Heating	5,500	5,500	2,949.61	539.58	0.00	2,550.39	53.60
43200	10000890	5130		JGC Maintenanc Water & Sewer	1,500	1,500	939.61	0.00	0.00	560.39	62.60
43200	10000890	6000		JGC Maintenanc Materials & Sup	3,500	3,500	771.96	0.00	0.00	2,728.04	22.10
43200	10000890	8100		JGC Maintenanc Cap Outla Reple	0	0	4,121.41	0.00	0.00	-4,121.41	100.00
43200	10000890	8200		JGC Maintenanc Capital Ou Adds	0	0	963.70	963.70	0.00	-963.70	100.00
10000890 Total	Maintenance - 101 Chalmers Court				123,212	123,212	86,280.16	6,387.33	4,930.20	32,001.64	74.03
43200	10000900	3000		Maintenanc Purchased Services	7,244	7,244	6,971.78	627.61	0.00	272.22	96.20
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	7,871.97	866.82	0.00	4,218.03	65.10
43200	10000900	5120		Maintenanc Heating	1,600	1,600	869.34	117.94	0.00	730.66	54.30
43200	10000900	5130		Maintenanc Water & Sewer	3,750	3,750	3,103.60	9.00	0.00	646.40	82.80
43200	10000900	6000		Maintenanc Materials & Supplie	1,500	1,500	229.38	0.00	0.00	1,270.62	15.30
10000900 Total	Maintenance - 100 N Ch St/Radio T				29,684	29,684	23,472.12	1,621.37	0.00	6,211.88	79.07
43200	10000910	3000		Maintenanc Purchased Services	5,000	5,000	2,368.16	0.00	0.00	2,631.84	47.40

**Clarke County
YTD Budget Report
April 30, 2017**

FUNCTION	ORG	OBJ	PROJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	% USED
91600 Total				Contingency Reserves	70,000	63,930	0.00	0.00	0.00	63,930.00	0.00
92300	10000760	5830		Rev Rf BP Refunds	0	0	3,349.55	0.00	0.00	-3,349.55	100.00
92300 Total				Rev Refunds - Building Permits	0	0	3,349.55	0.00	0.00	-3,349.55	100.00
92900	10000780	5830		Rev Rf Msc Refunds	0	0	500.00	0.00	0.00	-500.00	100.00
92900 Total				Rev Refunds - Other Misc	0	0	500.00	0.00	0.00	-500.00	100.00
Grand Total					9,722,387	9,794,033	7,845,871.79	813,849.68	1,040,703.00	907,458.21	90.73



05/01/2017 11:18
2600tjudge

Clarke County
YEAR-TO-DATE BUDGET REPORT

P 1
glytdbud

FOR 2017 10

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
94110 HVAC System Replacement	11,000	10,300	21,300	23,984.00	.00	-2,684.00	112.6%
94120 Roofing	0	136,633	136,633	.00	.00	136,633.00	.0%
94130 Painting and Flooring	0	20,787	20,787	.00	20,810.00	-23.00	100.1%
94140 Landscaping	0	15,375	15,375	.00	.00	15,375.00	.0%
94150 Asphalt, Sidewalk, Path	0	72,500	72,500	5,927.18	.00	66,572.82	8.2%
94180 GenDist Court Bldg Repair	0	72,973	72,973	6,599.77	2,565.00	63,808.23	12.6%
94310 Sheriff's Equipment	0	1,330	1,330	847.50	.00	482.50	63.7%
94320 Auto Replacement	30,000	1,483	31,483	26,937.81	.00	4,545.19	85.6%
94331 Sheriff's Vehicles	80,100	1,493	81,593	80,078.41	.00	1,514.59	98.1%
94409 Citizen's Convenience Center	612,000	29,742	641,742	33,059.37	14,341.95	594,340.68	7.4%
94502 Econ Development Construction	0	102,434	102,434	.00	.00	102,434.00	.0%
94503 Spout Run Improvement NFWF	0	35,214	35,214	.00	.00	35,214.00	.0%
94504 Spout Run Improvement EPA	0	270,393	270,393	177,523.36	.00	92,869.64	65.7%
94506 Greenway Court Preservation	0	59,286	59,286	57,032.50	2,253.00	.50	100.0%
94507 Egg Plant Facility	0	200,000	200,000	200,000.00	.00	.00	100.0%
94601 Technology Improvements	40,000	67,600	107,600	2,815.00	9,926.00	94,859.00	11.8%
94602 Systems Integration	60,000	168,346	228,346	60,367.93	8,265.12	159,712.95	30.1%
94603 Mobile Radio System	0	120,354	120,354	73,000.00	.00	47,354.00	60.7%
94606 Telecommunic & Broadband Stud	30,000	0	30,000	24,750.00	300.00	4,950.00	83.5%
94607 E-Ticket Software	29,562	0	29,562	21,762.00	7,800.00	.00	100.0%
94702 Swimming Pool	42,500	119,900	162,400	143.00	82,204.00	80,053.00	50.7%
94703 Park Fencing	0	31,036	31,036	.00	.00	31,036.00	.0%
94704 Old Park Office	0	20,313	20,313	.00	.00	20,313.00	.0%
94705 Park Lighting	0	65,918	65,918	10,663.00	29,850.00	25,405.00	61.5%
94708 Park-Kohn Prpty Master Plan	20,000	0	20,000	.00	.00	20,000.00	.0%
94709 New Park Shelter	0	90,800	90,800	49,149.50	23,770.00	17,880.50	80.3%
94803 Tourism Signs	0	20,000	20,000	19,910.80	.00	89.20	99.6%
GRAND TOTAL	955,162	1,734,210	2,689,372	874,551.13	202,085.07	1,612,735.80	40.0%

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