



# Board of Supervisors Committee Meeting Packet

## Monday, February 11, 2019

**Personnel Committee** **9:30 am**

**Work Session / FY2020  
Budget Work Session** **10:00 am**

**Finance Committee** **Immediately Follows  
Work Session**



## Personnel Committee Items

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

Monday, February 11, 2019 9:30 am

*Item  
No.*

*Description*

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- A. Expiration of Term for appointments expiring through March 2019.
- B. 2019 Conflict of Interest Compliance Report to Anne Williams, Clarke County Commonwealth's Attorney

# Appointments by Expiration Through March 2019

			<i>Appt Date</i>	<i>Exp Date</i>	<i>Orig Appt Date:</i>
<i>November 2017</i>					
Shenandoah Valley Workforce Development Board			4 Yr		
James	Patricia	Buckmarsh District	5/16/2017	11/9/2017	9/17/2013
Left area 11-09-2017 expires 6-30-2021					
3.01: MEMBERSHIP The voting members of the Consortium shall be the Chief Local Elected Official of each jurisdiction that is a party to this agreement, or that official's duly appointed designee. The Chair of the Shenandoah Valley Workforce Investment Board (SVWIB), or the Chair's duly appointed designee, shall serve as a voting member of the Consortium.					
3.02: TERMS OF OFFICE The term of office for a Consortium member or designee shall coincide with the member's term as chief elected official for the member jurisdiction.					
<i>December 2018</i>					
Clarke County Historic Preservation Commission			4 Yr		
Caldwell	Anne	Millwood District	4/18/2017	12/6/2018	4/16/2014
Resigned 12/06/2018, term expires 5/31/2021					
Section 3-E-3-d Zoning Ord "shall consist of at least 5 members not to exceed 7 members; Members shall be residents of Clarke County with a demonstrated interest in and knowledge of the historic character of Clarke County. Reasonable effort to appoint at least 2 members with professional training or equivalent experience in 1 or more of the following: architecture, architectural history, historic preservation, archeology, land use planning, or related fields. Reasonable effort to appoint at least 1 member that is a professional architect or architectural historian. At least 1 member shall be appointed from the Planning Commission upon recommendation to the Board by the Planning Commission. After the establishment of an Historic District, at least 1 member shall be a resident of a local Historic District."					
Economic Development Advisory Committee					
Myer	Dr. Eric	Agriculture Rep, Business Owner	12/16/2014	12/31/2018	1/21/2003
Members of the committee should include one or more people from all key government and business groups such as planning commission, board of supervisors, school board, industrial development authority, town of Berryville, chamber of commerce, and key business sectors such as agriculture, banking, realty, light industry, retail and tourism. Membership not limited.					
Conrad	Bryan H.	Agriculture, Fire & Rescue	12/16/2014	12/31/2018	12/19/2000
Members of the committee should include one or more people from all key government and business groups such as planning commission, board of supervisors, school board, industrial development authority, town of Berryville, chamber of commerce, and key business sectors such as agriculture, banking, realty, light industry, retail and tourism. Membership not limited.					
Northwestern Community Services Board			3 Yr		
Harris	Celie	Millwood District	11/17/2015	12/31/2018	12/21/2010
Fills unexpired term of Kathleen Ruffo					
2 Clarke County Members; 3 Term Limit [AKA Chapter 10 Board; 37.2-501(A)]					
Parks & Recreation Advisory Board			4 Yr		
Jones	Paul	Russell District; At Large	12/16/2014	12/31/2018	
There shall be nine (9) voting members on the Advisory Board. Six (6) members shall be appointed by the Board of Supervisors to represent the five (5) voting districts and one (1) at large. The Superintendent of Schools or the Superintendent's designee shall serve on the Advisory Board. The Town Councils for Berryville and Boyce shall each appoint a representative to serve on the Advisory Board. The Board of Supervisors shall also designate one (1) member of the Board of Supervisors to serve as a non-voting liaison to the Advisory Board. All terms, except the student representatives, shall be staggered and the initial terms shall be established by random lot. All terms subsequent to the initial terms shall be (4) years.					

## *January 2019*

			<i>Appt Date</i>	<i>Exp Date</i>	<i>Orig Appt Date:</i>
Berryville Area Development Authority			4 Yr		
McFillen	Thomas	Berryville District	3/20/2018	1/24/2019	10/18/2016
Resigned 1/24 term expires 3/31/2022					
Membership set by the County/Town Annexation Agreement of 1988 2.1 The Authority shall consist of six (6) members, shall be qualified voters of Clarke County; three (3) of the members shall be appointed by the BoS, three ( 3) of the members shall be appointed by the Town Council.					
2.2. The appointed members shall serve a term of three (3) years; except, when appointed to fill a vacancy occurring during a term, the appointment shall be for the remainder of the unexpired term.					
Family Assessment and Planning Team			3 Yr		
Phillips	Courtney	26th District Court Svcs Unit	10/17/2017	1/17/2019	10/17/2017
Transferred 01/17/2019; Term expires 12/31/2019					
§ 2.2-5207. Family assessment & planning team; membership; immunity from liability. Each community policy and management team shall establish and appoint one or more family assessment and planning teams as the needs of the community require. Each family assessment and planning team shall include representatives of the following community agencies who have authority to access services within their respective agencies: community services board established pursuant to § 37.2-501, juvenile court services unit, department of social services, and local school division. Each family, planning team also shall include a parent representative, may include a representative of the department of health at the request of the chair of the local community policy and management team. Parent representatives who are employed by a public or private program that receives funds pursuant to this chapter or agencies represented on a family assessment, planning team may serve as a parent representative provided that they do not, as a part of their employment, interact directly on a regular and daily basis with children or supervise employees who interact directly on a regular basis with children. Notwithstanding this provision, foster parents may serve as parent representatives. The family assessment and planning team may include a representative of a private organization or association of providers for children's or family services and of other public agencies. COI - Parent & Private - SOEI file at time of original appointment only					
Industrial Development Authority of the Clarke County, Virginia			4 Yr		
Juday	David	Russell District	10/16/2018	1/24/2019	4/19/2005
Resigned 01-24-2019 term expires 10-30-2022; Chair 2011 -2017					
Appointed by BOS; Oath of Office Required - Clerk of Circuit Court; 7 members, 1 BOS liaison (non-voting) and 6 others that are chosen on their expertise in the business field. Membership governed by IDA by-laws. 15.2-4904 No director shall be an officer or employee of the locality except in towns under 3,500					

*February 2019*

Board of Zoning Appeals			5 Yr		
Brumback	Clay	White Post District	12/20/2017	2/15/2019	12/20/2017
BoS Recommendation					
Appointed by Circuit Court; BOS letter of recommendation to Clerk. Oath of Office Required - Clerk of Circuit Court; 5 total members: 1 member may be on the Planning Commission Pg 1114 Supv Manual; other 4 have been generally 1 from each magisterial district, although not required.; Section 7-A-1 of the Zoning Ord states: "The Board shall consist of 5 residents of Clarke Co. Members of the Board shall hold no other public office in the locality except that 1 may be a member of the Clarke Co Planning Commission."					
Volk	Laurie	White Post District	2/18/2014	2/15/2019	2/17/2004
Appointed by Circuit Court; BOS letter of recommendation to Clerk. Oath of Office Required - Clerk of Circuit Court; 5 total members: 1 member may be on the Planning Commission Pg 1114 Supv Manual; other 4 have been generally 1 from each magisterial district, although not required.; Section 7-A-1 of the Zoning Ord states: "The Board shall consist of 5 residents of Clarke Co. Members of the Board shall hold no other public office in the locality except that 1 may be a member of the Clarke Co Planning Commission."					
Borel	Alain F.	White Post District	1/23/2014	2/15/2019	3/21/2000
Reappointed 1st 4/6/00 thru 2/15/04					
Appointed by Circuit Court; BOS letter of recommendation to Clerk. Oath of Office Required - Clerk of Circuit Court; 5 total members: 1 member may be on the Planning Commission Pg 1114 Supv Manual; other 4 have been generally 1 from each magisterial district, although not required.; Section 7-A-1 of the Zoning Ord states: "The Board shall consist of 5 residents of Clarke Co. Members of the Board shall hold no other public office in the locality except that 1 may be a member of the Clarke Co Planning Commission."					

*March 2019*

Berryville Area Development Authority

3 Yr

Ohrstrom, II	George	Russell District	3/15/2016	3/31/2019	3/20/2007
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Membership set by the County/Town Annexation Agreement of 1988 2.1 The Authority shall consist of six (6) members, shall be qualified voters of Clarke County; three (3) of the members shall be appointed by the BoS, three (3) of the members shall be appointed by the Town Council.

2.2. The appointed members shall serve a term of three (3) years; except, when appointed to fill a vacancy occurring during a term, the appointment shall be for the remainder of the unexpired term.

Our Health

Shipe	Diane	Buckmarsh District	7/19/2016	3/15/2019	3/16/2010
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1 Clarke County Member - "Group A Directors" shall serve at the discretion of the appointing Group A entity

**Clarke County****lwalburn@clarkecounty.gov**

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**Berryville Area Development Authority**

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**From :** Thomas McFillen <mcfillen@comcast.net>

Thu, Jan 24, 2019 07:37 AM

**Subject :** Berryville Area Development Authority**To :** mdaniel@clarkecounty.gov**Cc :** planner@berryville.gov, lwalburn@clarkecounty.gov

Good morning Mary,

Please accept my resignation to the BADA effective with receipt of this mail, for the remainder of such term as may exist. As with pass service to the Clarke County Planning Commission and various other assignments throughout two plus decades, I am greatly appreciative of the opportunity to have been involved in some small way to the planning and governance of our home County.

Best,

**Tom McFillen****117 Rosemont Circle****Berryville, VA 22611****540-247-2716 mobile****540-955-1977**[mcfillen@comcast.net](mailto:mcfillen@comcast.net)

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Clarke County

lwalburn@clarkecounty.gov

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**Re: FAPT Courtney Phillips Replacement**

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**From :** Blau, Judith <judith.blau@dss.virginia.gov>

Wed, Jan 23, 2019 09:03 AM

**Subject :** Re: FAPT Courtney Phillips Replacement**To :** Lora Walburn <lwalburn@clarkecounty.gov>

Good morning Lora,

I am writing to let you know that Courtney Phillips, the Court Services representative for the FAPT has been transferred to Woodstock and therefore resigned from her position on FAPT.

Erin Casarotti will be her replacement until a new person is hired to fill Courtney's position. Erin's contact information is as follows:

Erin Casarotti  
26th District Court Services Unit  
26 Rouss Ave. Suite 100  
Winchester, VA. 22601  
540-722-7960  
[Erin.Casarotti@djj.virginia.gov](mailto:Erin.Casarotti@djj.virginia.gov)

Thank you,  
Judy Blau

Judy Blau, MSW  
CSA Coordinator  
Clarke County DSS  
Phone: 540-955-5198  
Fax: 540-955-3958

On Tue, Jan 22, 2019 at 11:08 AM Lora Walburn <[lwalburn@clarkecounty.gov](mailto:lwalburn@clarkecounty.gov)> wrote:  
Good Morning Judi:

- 1) Would you please send an email verifying that Courtney Phillips, the appointed FAPT member term expires December 31, 2019, is resigning the appointment due to transfer.
- 2) Provide the name, contact information, etc. for Erin Cassaroti [???] as the proposed replacement on the FAPT board for Board of Supervisor Personnel Committee review and recommendation to the Board of Supervisors. The next scheduled meeting of the

BoS Personnel Committee is February 11 with the earliest possible possible BoS approval of the proposed appointment to serve the unexpired term of Courtney Phillips would be Tuesday, February 19.

Any questions, let me know. In the interim, I will update the database to reflect Ms. Phillips resignation so it will make the list of actionable appointments.

Lora B. Walburn  
Executive Assistant - County Administration  
Deputy Clerk to the Board Supervisors  
Clerk to the BCCGC Joint Building Committee  
Clerk to the Industrial Development Authority  
Clerk to the Economic Development Advisory Committee  
Conflict of Interest Officer  
Freedom of Information Officer  
Records Officer  
County of Clarke  
101 Chalmers Court, Suite B  
Berryville, Virginia 22611  
[540] 955-5175  
[lwalburn@clarkecounty.gov](mailto:lwalburn@clarkecounty.gov)

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# Clarke County Committee Listing

			<i>Appt Date</i>	<i>Exp Date</i>
<i>Agricultural &amp; 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
<i>Barns of Rose Hill Board of Directors</i>				3 Yr
Cammack	Thomas		12/18/2018	12/31/2021
<i>BCCGC Joint Building Committee</i>				Open-End
Arnold, Jr.	Harry Lee	Berryville Town Council Representative	1/11/2018	
Ash	David L.	County Administrator		
Dalton	Keith	Berryville Town Manager		
McKay	Beverly B.	BoS - Appointed Member	1/15/2019	12/31/2019
<i>Berryville Area Development Authority</i>				4 Yr
McFillen	Thomas	Berryville District	3/20/2018	1/24/2019
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	1/15/2019	12/31/2019
Capelli	Len	Director of Economic Development	4/14/2015	
Dunkle	Christy	Staff Representative - Town		
Weiss	David S.	BoS - Appointed Member	1/15/2019	12/31/2019
<i>Board of Septic &amp; Well Appeals</i>				4 Yr
Blatz	Joseph	White Post District; Citizen Member	1/19/2016	2/15/2020
Buckley	Randy	White Post District; 2019 Planning Commission Vice Chair - Alternate	1/4/2019	12/31/2019
Daniel	Mary L.C.	BoS - Alternate	1/15/2019	12/31/2019
Fincham	Ryan	Staff Representative	1/12/2015	
McKay	Beverly B.	BoS - Vice Chair Appointed Member	1/15/2019	12/31/2019
Ohrstrom, II	George	Russell District; Planning Commission Chair	1/4/2019	12/31/2019

			<i>Appt Date</i>	<i>Exp Date</i>
<i>Board of Social Services</i>				1 Yr
Byrd	Barbara J.	BoS - Appointed Member	1/15/2019	12/31/2019
Dodson	Gerald	Berryville District	10/18/2016	7/15/2020
Gray	Lynn	Berryville District	7/17/2018	7/15/2022
Melusen	Alan	Russell District	7/17/2018	7/15/2022
Smith	James	Berryville District	8/15/2017	7/15/2021
<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	1/15/2019	12/31/2019
Catlett	Terri T.	BoS - Appointed Member	1/15/2019	12/31/2019
McKay	Beverly B.	BoS - Alternate	1/15/2019	12/31/2019
Weiss	David S.	BoS - Appointed Member	1/15/2019	12/31/2019
<i>Board of Supervisors Personnel Committee</i>				1 Yr
McKay	Beverly B.	BoS - Appointed Member	1/15/2019	12/31/2019
Weiss	David S.	BoS - Appointed Member	1/15/2019	12/31/2019
<i>Board of Zoning Appeals</i>				5 Yr
Borel	Alain F.	White Post District	1/23/2014	2/15/2019
Brumback	Clay	White Post District	12/20/2017	2/15/2019
Caldwell	Anne	Millwood District	2/25/2015	2/15/2020
Fincham	Ryan	Staff Representative	1/12/2015	
Kackley	Charles	Russell District	5/2/2018	2/12/2023
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	1/15/2019	12/31/2019
Kruhm	Doug	Buckmarsh / Battletown District	9/18/2018	
McKay	Beverly B.	White Post District	1/15/2019	12/31/2019
<i>Building and Grounds</i>				1 Yr
McKay	Beverly B.	BoS - Appointed Member	1/15/2019	12/31/2019
<i>Career and Technical Education Advisory Committee</i>				1 Yr

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			<i>Appt Date</i>	<i>Exp Date</i>
Catlett	Terri T.	BoS - Appointed Member	1/15/2019	12/31/2019
<i>Clarke County Historic Preservation Commission</i>				<i>4 Yr</i>
Arnett	Betsy	Berryville District	4/19/2016	5/31/2020
Berger	Katherine	Buckmarsh District	11/21/2017	5/31/2019
Caldwell	Anne	Millwood District	4/18/2017	12/6/2018
Carter	Paige	White Post District	4/19/2016	5/31/2020
Catlett	Terri T.	BoS - Liaison	1/15/2019	12/31/2019
Kruhm	Doug	Planning Commission Representative	1/4/2019	12/31/2019
Stieg, Jr.	Robert	Millwood District	6/17/2014	5/31/2022
Teetor	Alison	Staff Representative		
York	Robert	White Post District	4/18/2017	5/31/2021
<i>Clarke County Humane Foundation</i>				<i>1 Yr</i>
Byrd	Barbara J.	BoS - Liaison	1/15/2019	12/31/2018
<i>Clarke County Library Advisory Council</i>				<i>4 Yr</i>
Al-Khalili	Adeela	Buckmarsh District	3/17/2015	4/15/2019
Bogert	Aubrey	White Post District	4/17/2018	4/15/2022
Brondstater	Bette	Berryville 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	1/15/2019	12/31/2019
Foster	Nancy	Russell District	4/19/2016	4/15/2020
Graves	Suzette	Berryville District	11/21/2017	4/15/2021
Kalbiam	Maral	Millwood District	2/17/2015	4/15/2019
Payne	Lisa	Berryville District	7/17/2018	4/15/2021
<i>Clarke County Planning Commission</i>				<i>4 Yr</i>
Bouffault	Robina Rich	White Post / Greenway District	3/15/2016	4/30/2020
Buckley	Randy	White Post District; 2019 Vice Chair	4/17/2018	4/30/2022
Byrd	Barbara J.	BoS - Alternate	1/15/2019	12/31/2019
Caldwell	Anne	Millwood / Chapel District	3/21/2017	4/30/2021
Daniel	Mary L.C.	BoS - Appointed Member	1/15/2019	12/31/2019
Glover	Robert	Millwood District	1/16/2018	4/30/2019
Kreider	Scott	Buckmarsh / Battletown District	3/15/2016	4/30/2020
Kruhm	Doug	Buckmarsh / Battletown District	4/17/2018	4/30/2022
Lee	Francis	Berryville District	4/17/2018	4/30/2022
Malone	Gwendolyn	Berryville District	3/15/2016	4/30/2020
Nelson	Clifford	Russell / Longmarsh District	3/21/2017	4/30/2021
Ohrstrom, II	George	Russell District; 2019 Chair	3/17/2015	4/30/2019
Stidham	Brandon	Staff Representative	4/30/2012	

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			<i>Appt Date</i>	<i>Exp Date</i>
<i>Clarke County Sanitary Authority</i>				4 Yr
DeArment	Roderick	White Post District, Chair	1/17/2017	1/5/2021
Dunning, Jr.	A.R.	White Post District, Treasurer/Secretary	1/16/2018	1/5/2022
Mackay-Smith, Jr.	Alexander	White Post District, Vice Chair	1/17/2017	1/5/2021
McKay	Beverly B.	BoS - Liaison	1/15/2019	12/31/2019
Meredith	Mary	Staff Representative	1/2/2018	
Myer	Joseph	Town of Boyce	11/17/2015	1/5/2020
Welliver	Ralph	Berryville District	7/19/2016	6/30/2020
<i>Community Policy and Management Team</i>				3 Yr
Acker	Denise	Northwestern Community Services	12/18/2018	12/31/2021
Bauserman	Ellen	CCPS Director Pupil Svcs	7/18/2017	12/31/2019
Byrd	Barbara J.	BoS - Appointed Member	1/15/2019	12/31/2019
Goshen	Lisa	Parent Representative	11/21/2017	12/31/2020
Greene	Colin	VDH Representative	12/18/2018	12/31/2021
Jones	Angie	Director Clarke County DSS	7/18/2017	12/31/2019
Legrys	Mark	Court Services Unit Supervisor	7/18/2017	12/31/2019
Obradovic	Laura	Private Provider - Grafton School	7/18/2017	12/31/2020
<i>Conservation Easement Authority</i>				3 Yr
Bacon	Rives	Berryville District	8/15/2017	12/31/2019
Buckley	Randy	White Post District	12/20/2016	12/31/2019
Byrd	Barbara J.	BoS - Appointed Member	1/15/2019	12/31/2018
Engel	Peter	White Post District	12/18/2018	12/31/2021
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	12/18/2018	12/31/2021
<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
Peake	Donna	Commissioner of the Revenue	1/1/2016	12/31/2019
Roper	Anthony	Sheriff	1/1/2016	12/31/2019
Williams	Anne	Commonwealth Attorney	11/7/2017	12/31/2019
<i>County Administrator</i>				
Ash	David L.	County Administrator	3/19/1991	
<i>Director of Economic Development</i>				
Capelli	Len	Director of Economic Development	4/14/2015	

			<i>Appt Date</i>	<i>Exp Date</i>
<i>Economic Development Advisory Committee</i>				<i>4 Yr</i>
Barb	Jim	Real Estate Rep, Business Owner	12/19/2017	12/31/2021
Capelli	Len	Director of Economic Development		
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	2018 Vice Chair, Berryville District, Business Owner	12/19/2017	12/31/2021
McKay	Beverly B.	BoS - Appointed Member	1/15/2019	12/31/2019
Milleson	John R.	2018 Chair, Banking, Finance	1/15/2019	12/31/2022
Myer	Dr. Eric	Agriculture Rep, Business Owner	12/16/2014	12/31/2018
Pritchard	Betsy	Hospitality Industry	8/16/2016	8/31/2020
Walburn	Lora	EDAC Clerk		
<i>Family Assessment and Planning Team</i>				<i>3 Yr</i>
Allen	Gay	DSS - Foster Care Worker	12/31/2018	12/31/2021
Davis	Sara	Parent Representative	8/15/2017	12/31/2020
Myers-DePina	Martia	Northwestern Community Svcs Board Rep	12/18/2018	12/31/2021
Phillips	Courtney	26th District Court Svcs Unit	10/17/2017	1/17/2019
Rousseau	Christian	Private Provider - Intensive Supervisor & Counseling	6/12/2017	12/31/2020
Thompson	Christine	CCPS - Social Worker	7/18/2017	12/31/2019
<i>Fire &amp; EMS Commission</i>				<i>4 Yr</i>
Conrad	Bryan H.	Citizen-at-large	9/1/2015	8/31/2019
Harrison	Diane	Citizen-at-large	6/20/2017	8/31/2021
Hoff	Matt	Boyce VFRC Rep	9/18/2018	8/31/2019
Lawrence	Doug	John H. Enders VFRC Rep	10/16/2018	8/31/2019
Lichty	Brian	Staff Representative	11/14/2016	
Nicholson	Andrew	Citizen-at-large	10/17/2017	8/31/2020
Roper	Anthony	Sheriff	1/1/2016	12/31/2019
Weiss	David S.	BoS - Representative	1/15/2019	12/31/2018
White	Jacob	Blue Ridge VFRC Rep	10/16/2018	8/31/2019
<i>Handley Regional Library Board</i>				<i>4 Yr</i>
Leahy	Cindy	White Post District	11/21/2017	11/30/2021
<i>Industrial Development Authority of the Clarke County, Virginia</i>				
Capelli	Len	Director of Economic Development		
Cochran	Mark	Buckmarsh District; Chair 2018	10/17/2017	10/30/2021
Ferrell	Brian	Buckmarsh District; Vice Chair 2018	6/21/2016	10/30/2019
Jones	Paul	Russell District	3/15/2016	10/30/2019
Juday	David	Russell District	10/16/2018	1/24/2019

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			<i>Appt Date</i>	<i>Exp Date</i>
Koontz	English	Buckmarsh District	10/16/2018	10/30/2022
Pierce	Rodney	Buckmarsh District	10/18/2016	10/30/2020
Waite	William	Millwood District; Secretary/Treasurer 2018	10/31/2017	10/30/2021
Walburn	Lora	IDA Clerk		
Weiss	David S.	BoS - Liaison	1/15/2019	12/31/2019
<i>Joint Administrative Services Board</i>				<i>Open-End</i>
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	1/15/2019	12/31/2019
Schutte	Charles	School Board Representative	1/8/2012	
Weiss	David S.	BoS - Appointed Member	1/15/2019	12/31/2019
<i>Josephine School Community Museum Board</i>				
Daniel	Mary L.C.	BoS - Liaison	1/15/2019	12/31/2019
<i>Legislative Liaison and High Growth Coalition</i>				<i>1 Yr</i>
Daniel	Mary L.C.	BoS - Liaison	1/15/2019	12/31/2019
<i>Lord Fairfax Community College Board</i>				<i>4 Yr</i>
Daniel	William	Berryville District	7/19/2016	6/30/2020
<i>Lord Fairfax Emergency Medical Services Council</i>				<i>1 Yr</i>
Conrad	Bryan H.	Volunteer Representative; White Post District	8/15/2018	8/15/2019
Trent	Carolyn	Medical Professional	8/15/2018	8/15/2019
Wilson	Wade	Career Representative	8/15/2018	8/15/2019
<i>Northern Shenandoah Valley Regional Commission</i>				<i>1 Yr</i>
Daniel	Mary L.C.	BoS - Alternate	1/15/2019	12/31/2019
McKay	Beverly B.	BoS - Appointed Member	1/15/2019	12/31/2019
Stidham	Brandon	Citizen Representative [Planning Director]	1/15/2019	1/31/2022
<i>Northwest Regional Adult Drug Treatment Court Advisory Committee</i>				<i>Open End</i>
Byrd	Barbara J.	Russell District	1/15/2019	12/31/2019
<i>Northwestern Community Services Board</i>				<i>3 Yr</i>
Brown	Audrey	White Post District	11/21/2017	12/31/2020
Harris	Celie	Millwood District	11/17/2015	12/31/2018
<i>Northwestern Regional Jail Authority</i>				<i>1 Yr</i>
Ash	David L.	BoS - Appointed Member	1/15/2019	12/31/2018

*Tuesday, February 5, 2019*

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			<i>Appt Date</i>	<i>Exp Date</i>
Byrd	Barbara J.	BoS - Liaison - Alternate	1/15/2019	12/31/2019
Roper	Anthony	Sheriff	1/1/2016	12/31/2019
Wyatt	Jimmy	Millwood District	11/17/2015	12/31/2019
<i>Northwestern Regional Juvenile Detention Center Commission</i>				<i>1 Yr</i>
Byrd	Barbara J.	BoS - Liaison	1/15/2019	12/31/2019
Wyatt	Jimmy	Millwood District	12/20/2016	12/20/2020
<i>Old Dominion Alcohol Safety Action Policy Board &amp; Division of Court Services</i>				<i>3 Yr</i>
Roper	Anthony	Sheriff	12/20/2016	12/31/2019
<i>Old Dominion Community Criminal Justice Board</i>				<i>3 Yr</i>
Roper	Anthony	Sheriff	12/20/2016	12/31/2019
<i>Our Health</i>				<i>3 Yr</i>
Shipe	Diane	Buckmarsh District	7/19/2016	3/15/2019
<i>Parks &amp; Recreation Advisory Board</i>				<i>1 Yr</i>
Catlett	Terri T.	BoS - Liaison	1/15/2019	12/31/2019
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	12/19/2017	12/31/2021
Smith	Tracy	Millwood District	12/19/2017	12/31/2021
Trenary	Randy	School Superintendent Designee	10/24/2013	
Wisecarver	Steve	Appointed by Town of Boyce	1/2/2018	7/31/2018
<i>People Inc. of Virginia</i>				<i>3 Yr</i>
Hillerson	Coleen	Clarke County Rep Board of Directors	8/16/2016	7/31/2019
<i>Regional Airport Authority</i>				<i>1 Yr</i>
Ash	David L.	BoS - Alternate	1/15/2019	12/31/2019
Crawford	John	Buckmarsh District	7/19/2016	6/30/2020
McKay	Beverly B.	BoS - Alternate	1/15/2019	12/31/2019
<i>Shenandoah Area Agency on Aging, Inc.</i>				<i>4 Yr</i>
Pritchard	Betsy		9/30/2018	9/30/2022
<i>Shenandoah Valley Chief Local Elected Officials Consortium</i>				
Ash	David L.	BoS Designee for Chief Elected Official		
<i>Shenandoah Valley Workforce Development Board</i>				<i>4 Yr</i>
James	Patricia	Buckmarsh District	5/16/2017	11/9/2017

*Tuesday, February 5, 2019*

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			<i>Appt Date</i>	<i>Exp Date</i>
<i>Strategic Planning Committee</i>				1 Yr
Catlett	Terri T.	BoS - Appointed Member	1/15/2019	12/31/2019
<i>Towns and Villages: Berryville</i>				1 Yr
Byrd	Barbara J.	BoS - Liaison	1/15/2019	12/31/2019
Daniel	Mary L.C.	BoS - Liaison - Alternate	1/15/2019	12/31/2019
<i>Towns and Villages: Boyce</i>				1 Yr
Catlett	Terri T.	BoS - Liaison	1/15/2019	12/31/2019
McKay	Beverly B.	BoS - Liaison	1/15/2019	12/31/2019
<i>Towns and Villages: Millwood</i>				1 Yr
Catlett	Terri T.	BoS - Liaison	1/15/2019	12/31/2019
<i>Towns and Villages: Pine Grove</i>				1 Yr
Catlett	Terri T.	BoS - Liaison	1/15/2019	12/31/2019
Weiss	David S.	BoS - Liaison	1/15/2019	12/31/2019
<i>Towns and Villages: White Post</i>				1 Yr
McKay	Beverly B.	BoS - Liaison	1/15/2019	12/31/2019





## County of Clarke Lora B. Walburn, Conflict of Interest Officer

Re: 2019 Conflict of Interest Compliance Report

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To: Anne Williams, Clarke County Commonwealth's Attorney

Copy: Helen Butts, Clarke County Circuit Court Clerk  
Ryan Fincham, Board of Zoning Appeals Clerk  
Mark Cochran, Chair Industrial Development Authority of the Clarke County, Virginia  
David Weiss, Clarke County Board of Supervisors Chair  
David Ash, Clarke County Administrator

Date: February 5, 2019

As set forth in the Code of Virginia Chapter 31. State and Local Government Conflict of Interests Act, 2019 Conflict of Interest Notice, with instructions, appropriate form[s], hard copy of Chapter 31, and last year's filing, were distributed to members of the Board of Supervisors and its employees required to file on or before December 26, 2019. Written notices to appointees of the Board of Supervisors required to file were mailed via United States Postal Service on December 26, 2018. Further, written notice was sent via email on:

1. December 26, 2018
2. January 2, 2019
3. January 22, 2019
4. January 30, 2019
5. January 31, 2019 – *Ryan Fincham to Clay Brumback and Laurie Volk*

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### 2019 Non-compliant

Code of Virginia § 2.2-3115. Disclosure by local government officers and employees states, *"In accordance with the requirements set forth in § 2.2-3118.2, such disclosure shall be filed as a condition to assuming office or employment, and thereafter shall be filed annually with the clerk of the governing body of such county, city, or town on or before February 1."*

Pursuant to § 2.2-3121. Advisory opinions. C. and § 2.2-3124. Civil penalty from violation of this chapter. B. I am providing written notice that the following appointees subject to this filing have not provided the required disclosures as of this writing, Tuesday, February 5, 2019.

Board of Zoning Appeals – Appointed by Clarke County Circuit Court on recommendation of the Clarke County Board of Supervisors

- Clay Brumback
  - Original Appointment Date: December 20, 2017

[www.clarkecounty.gov](http://www.clarkecounty.gov)

101 Chalmers Court, Suite B  
Berryville, VA 22611

Telephone: [540] 955-5175

*This institution is an equal opportunity provider and employer.*

- Expiration Date: February 15, 2019
- Address: 536 Silver Ridge Lane, White Post, Virginia
- Laurie Volk
  - Original Appointment Date: February 17, 2004
  - Expiration Date Current Appointment: February 15, 2019
  - Address: PO Box 116; 163 Greenfields Lane, White Post, Virginia

Industrial Development Authority of the Clarke County, Virginia – Appointed by Clarke County Board of Supervisors

- Paul Jones
  - Original Appointment Date: March 20, 2007
  - Expiration Date Current Appointment: October 30, 2019
  - Address: P.O. Box 751, Berryville, Virginia

Please instruct on how you wish to proceed in this matter.

**2019 Compliant**

The following members of the Board of Supervisors, its employees, and its appointees met the February 1 deadline:

Conflict of Interest		
Committee/Board	First Name	Name
Northwestern Regional Jail Authority	David L.	Ash
County Administrator	David L.	Ash
Conservation Easement Authority	Rives	Bacon
Board of Septic & Well Appeals	Joseph	Blatz
Board of Zoning Appeals	Alain F.	Borel
Clarke County Planning Commission	Robina Rich	Bouffault
Board of Septic & Well Appeals	Randy	Buckley
Clarke County Planning Commission	Randy	Buckley
Conservation Easement Authority	Randy	Buckley
Board of Social Services	Barbara J.	Byrd
Northwestern Regional Jail Authority	Barbara J.	Byrd
Board of Supervisors	Barbara J.	Byrd
Conservation Easement Authority	Barbara J.	Byrd
Board of Zoning Appeals	Anne	Caldwell
Clarke County Planning Commission	Anne	Caldwell
Director of Economic Development	Len	Capelli

Conflict of Interest		
Committee/Board	First Name	Name
Board of Supervisors	Terri T.	Catlett
Industrial Development Authority of the Clarke County, Virginia	Mark	Cochran
Clarke County Planning Commission	Mary L.C.	Daniel
Board of Supervisors	Mary L.C.	Daniel
Board of Septic & Well Appeals	Mary L.C.	Daniel
Family Assessment and Planning Team	Sara	Davis
Clarke County Sanitary Authority	Roderick	DeArment
Board of Social Services	Gerald	Dodson
Clarke County Sanitary Authority	A.R.	Dunning, Jr.
Conservation Easement Authority	Peter	Engel
Industrial Development Authority of the Clarke County, Virginia	Brian	Ferrell
Clarke County Planning Commission	Robert	Glover
Community Policy and Management Team	Lisa	Goshen
Board of Social Services	Lynn	Gray
Conservation Easement Authority	Michelle	Jones
Board of Zoning Appeals	Charles	Kackley
Industrial Development Authority of the Clarke County, Virginia	English	Koontz
Clarke County Planning Commission	Scott	Kreider
Clarke County Planning Commission	Doug	Kruhm
Clarke County Planning Commission	Francis	Lee
Clarke County Sanitary Authority	Alexander	Mackay-Smith, Jr.
Clarke County Planning Commission	Gwendolyn	Malone
Board of Septic & Well Appeals	Beverly B.	McKay
Board of Supervisors	Beverly B.	McKay
Clarke County Sanitary Authority	Beverly B.	McKay
Board of Zoning Appeals	Howard	Means
Board of Social Services	Alan	Melusen
Clarke County Sanitary Authority	Joseph	Myer
Clarke County Planning Commission	Clifford	Nelson
Community Policy and Management Team	Laura	Obradovic
Board of Septic & Well Appeals	George	Ohrstrom, II
Berryville Area Development Authority	George	Ohrstrom, II
Clarke County Planning Commission	George	Ohrstrom, II
Conservation Easement Authority	George	Ohrstrom, II
Industrial Development Authority of the Clarke County, Virginia	Rodney	Pierce
Shenandoah Area Agency on Aging, Inc.	Betsy	Pritchard

Conflict of Interest		
Committee/Board	First Name	Name
Northwestern Regional Jail Authority	Anthony	Roper
Family Assessment and Planning Team	Christian	Rousseau
Berryville Area Development Authority	Kathy	Smart
Board of Social Services	James	Smith
Northern Shenandoah Valley Regional Commission	Brandon	Stidham
Conservation Easement Authority	Walker	Thomas
Industrial Development Authority of the Clarke County, Virginia	William	Waite
Board of Supervisors	David S.	Weiss
Clarke County Sanitary Authority	Ralph	Welliver
Northwestern Regional Jail Authority	Jimmy	Wyatt



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

February 11, 2019 10:00 AM

Item  
No.      Description

- A.      Veteran of the Year Plaque Cost Estimate Review
- B.      106 North Church Street Lease Agreement
- C.      Review Wordmark Designs
- D.      Closed Session Pursuant to §2.2-3711-A8 Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel.
- E.      FY2020 Budget Status by Tom Judge

Please find attached several documents related to the FY2020 Budget. These documents will be presented at the Work Session and discussed in the coming weeks.

- 1.      FY2020 Budget by Fund [Net Tax Funding]
- 2.      FY2020 Draft Budget Document
- 3.      FY2020 Major Capital Requests
- 4.      FY2020 Personnel Requests
- 5.      FY2020 Minor Capital Requests

**THIS LEASE AGREEMENT**, made and entered into this 16<sup>th</sup> day of April, 2013, by and between **THE COUNTY OF CLARKE COUNTY, VIRGINIA**, a political subdivision of the Commonwealth of Virginia, hereinafter called the Lessor, and Dunn Land Surveys, Inc., a Virginia corporation, hereinafter called the Lessee.

**WITNESSETH:**

For and in consideration of the rental sums reserved hereunder and the mutual promises and covenants herein contained, Lessor does hereby lease to Lessee the following described property consisting of a good and substantial brick building, one story high, containing two rooms to be occupied for offices, upon the following terms and conditions:

1. DESCRIPTION:

The Lessor hereby leases to the Lessee that certain lot or parcel of land, and the building located thereon lying and being situated in the Town of Berryville, County of Clarke, Virginia, and situated on that certain lot or parcel of land beginning at the North-west Corner of the Court House lot near the G.E. Church and running thence along Church Street in said Town of Berryville fronting on said street sixty feet, thence in an Easterly direction from said street a distance of sixty feet, by a straight line a distance of sixty feet to the northern boundary line of said Court House lot, thence with said boundary line to the place of beginning, together with the improvements thereon and appurtenances thereto belonging, said lot being designated for street purposes as 106 North Church Street, Berryville, Virginia.

2. TERM:

The term of this lease shall be three (3) years commencing upon the date Lessee takes occupancy and possession of the Property.

3. RENT:

As rental for the leased premises, Lessee shall pay to Lessor the sum of Five Hundred and Fifty Dollars (\$550.00) per month, payable in advance on or before MAY 1, 2013 and on the first day of each month thereafter. In the event that the monthly rent payment is not paid within FIFTEEN (15) days of the due date, there shall be added to the rental amount a late charge of five percent (5%) of the payment amount.

4. **OPTION TO EXTEND:**

At the expiration of the primary term of this Lease, provided Lessee shall not be in default in the payment of rent or the performance of any of the covenants on its part to be performed, and except as hereinafter provided, Lessee shall have the option to renew this Lease for an additional term of three (3) years, upon giving written notice of the intention to renew to Lessor not less than ninety (90) days prior to expiration of the primary term. The terms and conditions on the renewal term shall be the same as set forth herein, except as to rent. Upon being notified of Lessee's intention to renew, Lessor shall advise Lessee of the rental amount for the renewal term not less than sixty (60) days prior to the expiration of the primary term; Lessee shall then notify Lessor not less than forty-five (45) days prior to expiration of the primary term whether Lessees shall elect to renew at the new rental rate. Provided, however, that if the Lessor intends to use the Property for its own uses at the expiration of the primary term, it shall notify Lessee in writing not less than six (6) months prior to the expiration of the primary term, in which

event the option to renew contained herein shall become null and void and in no further force and effect.

5. ASSIGNMENT:

Lessees shall not assign this lease or sublet the described Property or any part thereof, without the written consent of Lessor, which consent shall not be unreasonably withheld.

6. USE:

The Property shall be used as office space for the Lessee's doing survey business. No other use of the Property shall be permitted without the prior express written consent of Lessor. No use of the Property may be maintained that would be in violation of any contractual obligation or duty of Lessor. Lessor shall have the right to terminate this Lease when in its judgment the Lessee is no longer using the Property for the approved use stated above.

7. PARKING:

Lessee shall have use of a maximum of two (2) unreserved parking spaces in the Courthouse parking lot. Such use is not exclusive, and available parking spaces from day to day shall not be guaranteed. Overnight parking shall be prohibited on the paved areas of the courthouse lot, but shall be permissible on the unpaved gravel portion behind the old library.

8. UTILITIES:

During the term of this Lease, costs of electricity are included in the monthly rental term. Lessee shall be responsible for arranging and paying for phone service.



Lessor discloses and Lessee acknowledges that there is no plumbing in or on the Property. Public restroom facilities are located in the adjacent Clarke County District Court Building (104 North Church Street in the Town of Berryville, Virginia), and are accessible during regular District Court Clerk's Office hours only.

9. REPAIRS AND MAINTENANCE:

Lessee agrees to maintain the Property in a good and sufficient state of repair, and in a clean and healthy condition, loss by fire and ordinary wear and tear excepted.

Lessor agrees that during the term of this Lease and any renewal thereof, Lessor shall do the following:

- (a) Keep the exterior walls in proper and substantial repair;
- (b) Keep the roof in proper and substantial repair;
- (c) Keep the heating system in proper and substantial repair; and
- (d) Maintain the exterior appearance of the building, including paint, windows and landscaping.

It is agreed by the parties that Lessor is not an insurer and that Lessor's responsibility and liability for each of the terms of maintenance and repair set forth above shall be to make the proper repairs within a reasonable time after the necessity, nature, and location thereof has been called to Lessor's attention by Lessee.

10. EXTERIOR SIGNAGE:

The Lessee shall have the right to place and maintain on the exterior of the Property, at its own expense, necessary or appropriate identification signs, in conformance with any regulations for such established by the Town of Berryville,

Virginia; provided, however, that no such sign shall be placed without the prior approval of Lessor as to design and location, which approval shall not be unreasonably withheld.

11. IMPROVEMENTS:

- A. **Improvements by Lessee:** Lessee shall have the right to make modifications and improvements to the Property to adapt it for Lessee's use of the Property as described above. However, no alterations of the building will be permitted without prior written consent of Lessor, which consent will not be unreasonably withheld.
- B. **Improvements by Lessor:** Lessor is under no obligation to make any improvements to Property. Lessee accepts Property as-is. Lessor reserves the right to address any exterior building features that it deems compromised or in disrepair by repairing or removing the feature.

12. DAMAGE OR DESTRUCTION:

If the leased premises shall, without fault of Lessee, be destroyed or be so damaged as to become wholly or partially untenable by fire or by providential means, then, if the Lessor shall elect to rebuild or repair, this lease shall remain in force and Lessor shall rebuild or repair the premises within a reasonable time after such election, putting premises in as good condition as they were at time of destruction or damage, and for that purpose they may enter said premises, and rent shall abate during time the premises are untenable; but if Lessor does not elect, as aforesaid, to rebuild or repair, then Lessor shall have possession of the premises hereby let, Lessee shall deliver and surrender to Lessor possession of the premises, this lease shall terminate, and the Lessee

shall have no obligation for the payment of rent from the date the premises became wholly or partially untenable.

13. DEFAULT:

If any rent shall be due or unpaid for a period of twenty (20) days, or if default shall be made in any of the conditions or covenants herein contained, and if such a default should continue for thirty (30) days after written notification thereof is given to Lessee, Lessor shall have the right to terminate this lease and to recover any amounts due and owing by Lessee upon termination.

14. INSURANCE:

A. Property Insurance:

Lessor shall maintain in full force and effect during the term of this Lease Agreement a policy of hazard insurance on the Property at Lessor's sole cost and expense, to its full insurable value. Such policy shall be sufficient to protect against loss incurred by damage or destruction by fire or other perils covered by the standard form of extended coverage endorsements to fire insurance policies in the Commonwealth of Virginia in effect at the time the policy is obtained.

Lessee shall be solely responsible for maintaining contents insurance for Lessee's personal property and equipment, should Lessee be so advised.

B. Liability Insurance

Lessee shall maintain in effect throughout the terms of this Lease, and any extension thereof, general public liability insurance coverage with limits of at least One Million and 00/100 Dollars (\$1,000,000.00). Lessee shall annually provide Lessor with a proof of such insurance coverage. Lessor shall be listed as

an additional named insured under said policy. The policy shall be subject to the term and condition that it shall not be cancelled prior to thirty (30) day written notice to Lessor. Failure to obtain or maintain such insurance shall be grounds for termination of this Lease Agreement by Lessor without further notice to Lessee.

15. INDEMNIFICATION:

Lessee agrees to indemnify and hold Lessor harmless from any and all liability, cost, expense, including attorney's fees, which the Lessor may or shall be required to pay or undertake as a result of the use, occupancy and operation of the Property by the Lessee under this Lease.

16. NOTICES:

Any notice, invoice, statement, instructions, or direction required or permitted by this Lease Agreement shall be addressed as follows:

- a. To the Lessor: David Ash, County Administrator  
101 Chalmers Court, Suite B  
Berryville, VA 22611
- b. To the Lessee: W. Stuart Dunn  
Dunn Land Surveys, Inc.  
106 North Church Street  
Berryville, VA 22611

or to such other address or addresses as shall at any time or from time to time be specified by any Party by written notice to the other Party.

17. MODIFICATION OF AGREEMENT:

Any modification of this agreement or additional obligation assumed by either party in connection with this Lease Agreement shall be binding only if evidenced in writing and signed by each party or an authorized representative of each party.

18. MISCELLANEOUS:

A. Entire Agreement:

This Lease Agreement shall constitute the entire agreement between Lessor and Lessee. Any prior understanding or representation of any kind preceding the date of this agreement shall not be binding upon either party except to the extent to the extent incorporated in this Agreement. Lessee has had the opportunity to have this Lease Agreement reviewed by independent legal counsel of his choosing.

B. Governing Law:

This Lease Agreement shall be governed by, construed, and enforced in accordance with the laws of the Commonwealth of Virginia, and any action brought to enforce its provisions shall be brought in the Circuit Court of Clarke County, Virginia.

C. Provisions Several:

The provisions of the Lease Agreement are several, and should a court of competent jurisdiction declare that any one or more of the provisions is unenforceable, the remainder shall remain in full force and effect.

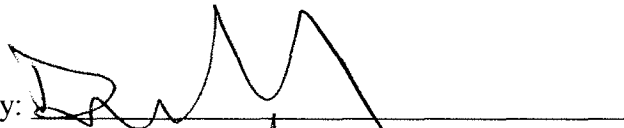
D. Attorneys' Fees:

In the event that any legal action is taken in relation to this Lease Agreement, the unsuccessful party in the action shall pay to the successful party in addition to all sums that either party may be called on to pay, a reasonable sum for the successful party's attorney's fees.

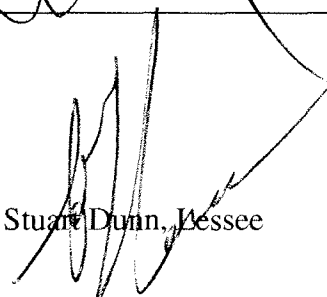
WITNESS the following signatures and seals:

COUNTY OF CLARKE, VIRGINIA, Lessor

By:

A handwritten signature in black ink, appearing to be 'W. Stuart Dunn', written over a horizontal line.

W. Stuart Dunn, Lessee

A large, stylized handwritten signature in black ink, appearing to be 'W. Stuart Dunn', written over a horizontal line.

By:

W STUART DUNN

# Clarke

C O U N T Y • V I R G I N I A



# Clarke

C O U N T Y ■ V I R G I N I A



# Clarke

C O U N T Y ■ V I R G I N I A



*Clarke*  
COUNTY ■ VIRGINIA

*Clarke*  
COUNTY ■ VIRGINIA

*Clarke*  
COUNTY ■ VIRGINIA

*Net Tax Funding*

FUND	FY 2019 Budget	Variance	Percent Variance	FY 2020 Proposed
<b>EXPENDITURE</b>				
General	10,825,060	190,720	1.8%	11,015,780
Social Services	1,555,824	96,542	6.2%	1,652,366
School Operating	23,270,676	642,697	2.8%	23,913,373
School Food Service	844,773	(29,775)	-3.5%	814,998
CSA	269,499	34,319	12.7%	303,818
Conservation Easement	45,000	-	0.0%	45,000
Government Capital Projects	597,000	909,147	152.3%	1,506,147
School Capital Projects	732,000	(55,250)	-7.5%	676,750
Government Debt Service	251,700	-	0.0%	251,700
School Debt Service	2,942,715	(423,083)	-14.4%	2,519,632
Joint Services Fund	793,131	11,767	1.5%	804,898
Unemployment Compensation	10,000	-	0.0%	10,000
Total	42,137,378	1,377,084	3.3%	43,514,462
<b>CATEGORICAL REVENUE</b>				
General	3,261,463	78,975	2.4%	3,340,438
Social Services	970,388	99,981	10.3%	1,070,369
School Operating	10,131,053	373,112	3.7%	10,504,165
School Food Service	844,773	(29,775)	-3.5%	814,998
CSA	138,977	17,698	12.7%	156,675
Conservation Easement	12,000	18,000	150.0%	30,000
Government Capital Projects	-	275,452	0.0%	275,452
School Capital Projects	154,000	-	0.0%	154,000
Government Debt Service	-	-	0.0%	-
School Debt Service	221,027	(8,555)	-3.9%	212,472
Joint Services Fund	2,000	-	0.0%	2,000
Unemployment Compensation	-	-	0.0%	-
Total	15,735,681	824,888	5.2%	16,560,569
<b>NON-CATEGORICAL REVENUE REQUIRED</b>				
General	7,563,597	111,745	1.5%	7,675,342
Social Services	585,436	(3,439)	-0.6%	581,997
School Operating	13,139,623	269,585	2.1%	13,409,208
School Food Service	-	-	0.0%	-
CSA	130,522	16,621	12.7%	147,143
Conservation Easement	33,000	(18,000)	-54.5%	15,000
Government Capital Projects	597,000	633,695	106.1%	1,230,695
School Capital Projects	578,000	(55,250)	-9.6%	522,750
Government Debt Service	251,700	-	0.0%	251,700
School Debt Service	2,721,688	(414,528)	-15.2%	2,307,160
Joint Services Fund	791,131	11,767	1.5%	802,898
Unemployment Compensation	10,000	-	0.0%	10,000
Total	26,401,697	552,196	2.1%	26,953,893
<b>BUDGET BALANCING</b>				
GF Estimated Non-categorical revenue	26,062,108	80,373	0.3%	26,142,481
Rounding Adjustments				
Surplus/(Deficit)	(339,589)	(471,824)	138.9%	(811,413)
Pay-as-you-go	-	725,000	0.0%	725,000
Surplus/(Deficit) Net of pay-as-you-go	(339,589)	253,176	-74.6%	(86,413)

<b>Pay-as-you-go Elements</b>	
Emergency Vehicles	75,000
Data & Communications Technology	600,000
Leave Liability	50,000
	<u>725,000</u>

**CLARKE COUNTY PROPOSED BUDGET (DRAFT)  
FOR THE FISCAL YEAR 2019-2020**

	FY18 Original Budget	FY18 Audited Actual	FY19 Adopted Budget	12/31/18 FY19 Revised Budget	FY20 Proposed Budget	Variance 20 Proposed- 19 Adopted
<b>EXPENDITURE</b>						
Board of Supervisors	57,265	52,915	58,459	58,549	60,015	1,556
County Administrator	313,136	371,608	378,976	409,309	440,322	61,346
Public Information Services	-	7,927	-	52,765	56,346	56,346
Legal Services	35,000	20,596	35,000	35,000	35,000	-
Commissioner of Revenue	205,595	227,620	210,490	210,490	204,631	(5,859)
Assessor	3,500	4,500	4,500	4,500	4,500	-
Equilization Board	-	-	-	-	5,250	5,250
Treasurer	283,229	292,793	302,167	302,167	310,620	8,453
Information Technology	296,879	286,948	305,152	305,152	310,779	5,627
Electoral Board	44,003	33,590	44,503	44,503	56,492	11,989
General Registrar	78,482	78,629	82,638	82,638	84,658	2,020
Circuit Court	12,680	13,621	13,680	13,680	14,580	900
General District Court	4,420	3,774	4,320	4,320	4,320	-
Magistrate	100	-	40	40	50	10
J&D Court	3,500	2,524	2,900	2,900	2,850	(50)
Clerk of the Circuit Court	254,374	267,044	264,897	264,897	256,945	(7,952)
Victim/Witness Coordinator	72,385	67,485	71,897	71,897	72,439	542
Blue Ridge Legal Services	1,500	1,500	1,500	1,500	1,500	-
Regional Court Services	6,179	6,179	6,500	6,500	6,180	(320)
Commonwealth Attorney	362,747	360,875	377,070	377,070	353,770	(23,300)
Sheriff	2,311,661	2,368,411	2,477,880	2,586,285	2,590,688	112,808
Criminal Justice Training Center	20,000	18,720	19,593	19,593	19,593	-
Drug Task Force	12,500	10,499	12,500	12,500	12,500	-
Fire and Rescue Services	804,646	850,075	993,830	995,830	997,049	3,219
Volunteer Fire Companies	118,153	155,778	172,200	172,200	188,155	15,955
Blue Ridge Volunteer Fire Company	51,200	51,177	66,250	66,250	66,236	(14)
Boyce Volunteer Fire Company	51,600	51,570	66,700	66,700	66,648	(52)
Enders Volunteer Fire Company	77,800	77,747	93,300	93,300	92,884	(416)
Lord Fairfax Emergency Medical Services	6,282	6,282	6,262	6,262	6,262	-
Forestry Service	2,712	2,712	2,874	2,874	2,874	-
Regional Jail	551,259	551,262	547,984	547,984	479,467	(68,517)
Juvenile Detention Service	16,254	16,093	13,179	13,179	17,219	4,040
Probation Office	800	48	500	500	400	(100)
Building Inspections	211,515	192,149	203,704	203,704	212,454	8,750
Animal Control	118,496	109,811	112,695	112,695	113,515	820
Medical Examiner & Indigent Burial	500	1,040	200	200	200	-
Refuse Disposal	162,000	141,202	150,000	150,000	155,000	5,000
Convenience Center	50,000	-	100,000	61,104	81,926	(18,074)
Litter Control	5,310	5,298	5,310	5,310	6,207	897
Sanitation	240,750	235,781	242,000	242,000	244,000	2,000
Maintenance/Buildings & Grounds	853,854	730,414	880,222	880,222	891,424	11,202
Local Health Department	221,909	221,909	154,126	191,362	192,623	38,497
Our Health	6,500	6,500	6,500	6,500	6,500	-
N Shen Valley Subst Abuse Coal	15,000	15,000	15,000	15,000	15,000	-
Northwestern Community Services	90,000	90,000	92,000	92,000	96,600	4,600
Concern Hotline	750	750	750	750	1,250	500
NW Works	1,000	1,000	1,000	1,000	2,000	1,000
Shenandoah Area Agency on Aging	40,000	40,000	40,000	40,000	40,000	-
Loudoun Transit Service	19,302	19,302	19,302	19,302	19,302	-
FISH	1,000	1,000	1,000	1,000	1,000	-
Laurel Center	2,500	2,500	3,000	3,000	4,000	1,000
Access Independence (serves the disabled)	1,000	1,000	1,000	1,000	1,000	-
Tax Relief for the Elderly	212,501	151,384	213,396	213,396	155,000	(58,396)

**CLARKE COUNTY PROPOSED BUDGET (DRAFT)  
FOR THE FISCAL YEAR 2019-2020**

	FY18 Original Budget	FY18 Audited Actual	FY19 Adopted Budget	12/31/18 FY19 Revised Budget	FY20 Proposed Budget	Variance 20 Proposed- 19 Adopted
Lord Fairfax Community College	15,788	15,788	18,441	18,441	17,796	(645)
Parks Administration	440,606	420,431	449,034	457,533	462,563	13,529
Recreation Center	109,130	100,548	114,384	114,384	116,482	2,098
Swimming Pool	84,214	58,573	84,934	87,858	85,509	575
Concession Stand	15,330	13,541	16,130	16,130	16,397	267
Parks Programs	241,427	190,202	244,301	244,301	247,694	3,393
Barns of Rose Hill	5,000	5,000	5,000	10,000	8,500	3,500
Virginia Commission for Arts	10,000	9,000	9,000	9,000	9,000	-
Regional Library	223,757	223,757	232,000	232,000	241,150	9,150
Planning Administration	398,684	420,417	426,498	452,856	435,686	9,188
Housing Services	2,500	2,500	2,500	2,500	5,000	2,500
Board of Zoning Appeals	3,519	6,434	3,520	3,520	3,520	-
Office of Economic Development	61,575	47,104	64,100	64,100	71,100	7,000
Berryville Development Authority	2,300	150	900	900	900	-
Small Business Development Center	1,500	1,500	1,500	1,500	2,000	500
Berryville Main Street	2,500	2,500	2,500	2,500	2,500	-
Blandy Experimental Farm	3,000	3,000	3,000	3,000	4,000	1,000
Planning Commission	14,388	10,422	14,389	14,389	16,789	2,400
Board of Septic Appeals	1,565	812	1,566	1,566	1,566	-
Historic Preservation Commission	7,900	7,633	9,900	10,900	13,650	3,750
NSV Regional Planning District Commission	10,273	10,273	10,273	10,273	10,776	503
Regional Airport	2,500	2,500	2,500	2,500	2,500	-
Friends of the Shenandoah	3,000	3,000	3,000	3,000	15,000	12,000
Water Quality Management	30,000	30,000	30,000	30,000	30,000	-
Lord Fairfax Soil & Water Conservation	5,000	5,000	5,000	5,000	10,000	5,000
Biosolids Application	6,990	1,231	1,001	1,001	1,168	167
Cooperative Extension	43,712	39,996	50,443	50,443	52,011	1,568
Northern Virginia 4-H Center	2,300	2,300	2,300	2,300	2,300	-
Non-Departmental Legal/Prof. Contingency	112,000	22,980	138,000	66,728	70,000	(68,000)
Social Services	1,613,733	1,472,905	1,555,824	1,555,824	1,652,366	96,542
School Operations	22,535,741	21,843,312	23,270,676	23,323,689	23,913,373	642,697
School Food Service	832,408	799,629	844,773	844,773	814,998	(29,775)
Comprehensive Services Act	478,689	361,895	269,499	269,499	303,818	34,319
Public Safety Fund	-	42,580	-	-	-	-
Conservation Easement	45,000	64,442	45,000	422,625	45,000	-
General Capital Improvements	947,589	737,190	597,000	2,287,714	1,506,147	909,147
School Capital Improvements	842,000	2,913,217	732,000	2,449,989	676,750	(55,250)
General Debt Service	251,700	251,700	251,700	251,700	251,700	-
School Debt Service	2,972,014	2,972,089	2,942,715	2,942,715	2,519,632	(423,083)
Joint Administrative Services	619,461	618,343	793,131	793,131	804,898	11,767
Unemployment Compensation	13,000	6,359	10,000	10,000	10,000	-
<b>TOTAL EXPENDITURE</b>	<b>41,325,521</b>	<b>41,966,796</b>	<b>42,137,378</b>	<b>46,141,161</b>	<b>43,514,462</b>	<b>1,377,084</b>
<i>Local Funds for Schools</i>	<i>15,886,734</i>	<i>17,838,510</i>	<i>16,439,311</i>	<i>18,134,751</i>	<i>16,239,118</i>	<i>(200,193)</i>

**ESTIMATED REVENUE**

**LOCAL REVENUE**

Current Real Estate Taxes	14,693,827	14,569,498	14,854,902	14,854,902	15,000,000	145,098 *
Delinquent Real Estate Taxes	42,639	133,360	114,041	114,041	94,028	(20,013) *
Land Redemptions	-	-	-	-	-	- *
Public Service Corporation Real Estate	475,887	496,356	496,356	496,356	496,356	- *
Current Personal Property Taxes	4,610,712	4,807,321	4,823,300	4,823,300	4,823,300	- *
Delinquent Personal Property Taxes	15,430	90,960	105,966	105,966	50,000	(55,966) *

**CLARKE COUNTY PROPOSED BUDGET (DRAFT)  
FOR THE FISCAL YEAR 2019-2020**

	FY18 Original Budget	FY18 Audited Actual	FY19 Adopted Budget	12/31/18 FY19 Revised Budget	FY20 Proposed Budget	Variance 20 Proposed- 19 Adopted	
Mobile Home Taxes	1,183	991	1,131	1,131	1,131	-	*
Machinery and Tools Taxes	220,167	167,647	166,593	166,593	166,593	-	*
Penalties (All Property Taxes)	134,147	164,753	140,576	140,576	141,324	748	*
Interest (All Property Taxes)	133,477	122,298	147,371	147,371	133,859	(13,512)	*
Administrative Costs Delinq	11,406	13,809	11,406	11,406	11,494	88	*
DMV Stop Fee	2,340	8,129	3,460	3,460	8,129	4,669	*
Credit Card Fees	11,364	13,207	11,916	11,916	18,000	6,084	*
Sales and Use Taxes	959,874	899,776	950,000	950,000	936,127	(13,873)	*
Consumer's Utility Taxes	340,856	352,974	346,094	346,094	346,094	-	*
Consumption Tax	35,165	36,269	34,516	34,516	34,516	-	*
Business License Tax	25,172	22,290	25,172	25,172	30,886	5,714	*
Motor Vehicle Licenses	301,924	355,922	325,439	325,439	355,923	30,484	*
Recordation Taxes	262,385	268,288	291,749	291,749	291,749	-	*
Taxes on Wills	4,053	6,984	6,775	6,775	6,775	-	*
Transient Occupancy Tax	23,564	16,882	23,564	23,564	23,564	-	*
Animal Licenses	8,440	6,960	8,440	8,440	8,440	-	
Animal Shelter Fees - Dogs & Cats	8,525	8,360	8,525	8,525	8,525	-	
Dangerous Dog Registration	200	245	200	200	200	-	
Land Use Application Fees Penalty	3,450	4,600	3,450	3,450	5,450	2,000	
Land Use Application Fees	400	200	300	300	250	(50)	
Transfer Fees	461	541	485	485	485	-	
Zoning and Subdivision Permits	90,490	104,551	90,490	90,490	89,960	(531)	
Building Permits	200,000	191,084	196,245	196,245	196,245	-	
Road Sign Fees	-	-	-	-	-	-	
Sign Permits and Inspection Fees	488	120	1,927	1,927	1,807	(120)	
Weapons Permits	5,959	8,075	7,000	7,000	7,000	-	
New Dwelling Address Fee	3,380	3,250	3,055	3,055	3,575	520	
Other permits, fees, and licenses	1,300	175	1,075	1,075	938	(138)	
Court Fines and Forfeitures	310,095	356,594	310,095	310,095	356,594	46,499	
Parking Fines	-	660	-	-	660	660	
Courthouse Security Fees	41,285	57,572	47,088	47,088	57,000	9,912	
E-Ticket Fee	25,000	28,421	30,000	30,000	30,000	-	
Interest on Bank Deposits	20,071	40,449	78,808	78,808	62,924	(15,884)	*
Rental of Property	55,947	53,209	61,000	61,000	61,000	-	*
Sheriff's Fees	796	1,592	796	796	796	-	
DNA Fees - Blood Test	235	245	235	235	235	-	
Commonwealth's Attorney Fees	1,776	1,792	1,749	1,749	1,749	-	
Court Appointed Attorney	1,032	319	947	947	802	(145)	
Central Alarm - Berryville	2,000	2,000	2,000	2,000	5,000	3,000	
Fees for Ambulance & Rescue Services	354,920	403,976	447,911	447,911	432,500	(15,411)	
Jail Processing Fee	1,825	1,072	1,825	1,825	1,342	(483)	
EMS - Berryville	33,000	33,000	16,500	16,500	8,250	(8,250)	
Wireless E-911	42,038	44,366	44,700	44,700	47,400	2,700	
Fire Protection Services	-	12,519	-	-	-	-	
Humane Foundation Contribution	20,000	-	20,000	20,000	15,000	(5,000)	
Recycling Rebate	21,311	22,109	22,109	22,109	23,858	1,749	
Recreation Center Fees	33,931	41,306	36,500	36,500	37,000	500	
Swimming Pool Fees	83,963	74,486	82,519	82,519	72,280	(10,239)	
Concession Stand Revenue	14,336	14,869	16,500	16,500	14,500	(2,000)	
Parks Programs Fees	277,140	274,926	265,000	265,000	270,000	5,000	
Sale of Maps, Surveys, etc.	-	-	-	-	-	-	
Sale of Publications	35	20	35	35	40	5	
Mapping Fee	450	300	205	205	210	5	
Engineer's Fees	10,000	13,078	10,000	10,000	10,000	-	

**CLARKE COUNTY PROPOSED BUDGET (DRAFT)  
FOR THE FISCAL YEAR 2019-2020**

	FY18 Original Budget	FY18 Audited Actual	FY19 Adopted Budget	12/31/18 FY19 Revised Budget	FY20 Proposed Budget	Variance 20 Proposed- 19 Adopted
Zoning Research Fee	-	-	-	-	-	-
Biosolids Application Fees	6,882	1,168	1,000	1,000	1,168	168
Payments in Lieu of Tax	-	-	48,722	48,722	48,722	-
Rebates & Refunds	21,992	48,948	5,000	5,000	5,000	- *
Miscellaneous Revenue	5,174	42,048	12,571	12,571	12,571	- *
Gifts & Donations in Lieu of Taxes	31,645	46,235	2,750	6,383	4,000	1,250 *
Sale of Salvage & Surplus Property	3,680	51	3,697	3,697	2,775	(922) *
Sale of Vehicles	4,433	696	4,433	4,433	4,433	- *
Sale of Other Equipment	-	-	-	-	-	- *
Insurance Adjustments	7,016	-	7,016	7,016	7,016	- *
Cancelled Cks/NSF Fees	-	1,370	1,189	1,189	1,280	91 *
Loan Repayment	3,495	3,495	3,495	3,495	3,495	- *
Transfer from Conservation Easement	-	-	-	-	-	-
Tsfr from Animal Trust	-	-	-	-	-	-
Insurance Recovery	13,002	20,625	13,002	13,002	13,002	- *
Welfare	-	17,469	-	-	5,000	5,000
School Operations	423,766	411,439	374,506	374,506	418,467	43,961
School Food Service	542,661	495,943	536,758	536,758	500,000	(36,758)
Public Safety Fund	-	6,363	-	-	-	-
Conservation Easement	-	46,641	-	-	-	-
General Capital Projects	-	4,955	-	-	-	-
School Capital Projects	-	-	-	-	-	-
Shenandoah Farms Sanitary District Fees	-	-	-	-	-	-
Parks Construction Fund	-	1,258	-	-	-	-
School Debt Service	104,231	104,231	107,731	107,731	98,035	(9,696)
Joint Administrative Services	2,000	3,635	2,000	2,000	2,000	-
<b>TOTAL LOCAL REVENUE</b>	<b>25,149,828</b>	<b>25,611,927</b>	<b>25,821,911</b>	<b>25,825,544</b>	<b>25,928,825</b>	<b>106,914</b>
<b>REVENUE FROM THE COMMONWEALTH OF VIRGINIA</b>						
Motor Vehicles Carrier's Taxes	24,138	22,545	25,047	25,047	25,000	(47) *
Mobile Home Titling Tax	-	-	-	-	-	- *
Tax on Deeds (Grantor's Tax)	66,820	58,528	55,440	55,440	66,820	11,380 *
Quarterly Rental Tax	2,796	1,129	2,404	2,404	1,129	(1,275) *
Personal Property Tax Relief	2,483,842	2,483,842	2,483,842	2,483,842	2,483,842	- *
Communications Tax	415,390	392,631	415,390	415,390	411,650	(3,740) *
Commonwealth's Attorney	195,575	192,834	194,140	194,140	200,454	6,314
Sheriff	771,856	779,609	782,973	814,300	806,915	23,942
Commissioner of Revenue	77,529	78,504	78,658	78,658	81,292	2,634
Treasurer	94,888	94,707	96,457	96,457	99,589	3,132
Registrar	36,601	37,399	37,700	37,700	37,706	6
Clerk of the Circuit Court	157,091	168,467	159,249	159,249	164,091	4,842
Spay & Neuter Fund Distribution	99	14	24	24	14	(10)
Fire Programs Fund	47,153	48,103	46,142	46,142	49,198	3,056
Litter Control	5,310	5,222	4,500	4,500	6,207	1,707
Virginia Commission for the Arts	5,000	4,500	4,500	4,500	4,500	-
Other Categorical Aid	-	10,519	973	18,558	973	-
Welfare	1,072,068	288,377	970,388	970,388	1,065,369	94,981
School Operations	8,939,299	8,661,929	9,107,288	9,160,301	9,166,087	58,799
School Food Service	10,862	12,121	12,015	12,015	14,998	2,983
Comprehensive Services Act	239,688	140,586	138,977	138,977	156,675	17,698
Public Safety Fund	-	7,935	-	-	-	-
Conservation Easement	30,000	36,968	12,000	371,687	30,000	18,000
General Capital Projects	147,792	86,809	-	31,380	241,452	241,452
School Capital Projects	154,000	-	154,000	176,549	154,000	-

**CLARKE COUNTY PROPOSED BUDGET (DRAFT)  
FOR THE FISCAL YEAR 2019-2020**

	FY18 Original Budget	FY18 Audited Actual	FY19 Adopted Budget	12/31/18 FY19 Revised Budget	FY20 Proposed Budget	Variance 20 Proposed- 19 Adopted
TOTAL COMMONWEALTH REVENUE	14,977,797	13,613,278	14,782,107	15,297,648	15,267,960	485,854
FEDERAL REVENUE						
Payment in Lieu of Taxes	6,464	6,342	6,697	6,697	6,697	- *
Emergency Management Assistance	-	-	-	-	-	-
State Criminal Alien Assistance Program	775	-	775	775	650	(125)
Crime Victims Assistance	70,775	67,260	72,191	72,191	72,191	-
Violence Against Women Grant	28,053	28,635	28,053	28,053	28,053	-
DMV Alcohol Enforcement	11,859	8,575	10,000	10,000	9,625	(375)
DMV Speed Enforcement	5,005	4,281	5,000	5,000	5,000	-
Internet Crimes Against Children Task Force	4,000	-	4,000	4,000	4,000	-
Dept of Historic Resources	-	-	-	-	-	-
DOJ Vest Grant	-	-	500	500	4,000	3,500
Byrne Justice Assistance Grant	-	998	-	-	-	-
DOJ Local Law Enforcement Block Grant	1,118	2,590	500	500	500	-
LEMPG Grant	-	32,882	7,500	7,500	7,500	-
Social Services TANF	-	692,344	-	-	-	-
Comprehensive Services Act	-	4,239	-	-	-	-
Conservation Easement	-	-	-	-	-	-
School Operations	723,071	587,690	649,259	649,259	919,611	270,352
School Food Service	278,885	300,056	296,000	296,000	300,000	4,000
General Capital Projects	-	848	-	-	34,000	34,000
School Debt Service	118,654	116,328	113,296	113,296	114,437	1,141
TOTAL FEDERAL REVENUE	1,248,659	1,853,068	1,193,771	1,193,771	1,506,264	312,493

**BUDGET BALANCE PROCEDURE**

TOTAL EXPENDITURES	41,325,521	41,966,796	42,137,378	46,141,161	43,514,462	1,377,084
TOTAL REVENUE	41,376,285	41,078,273	41,797,789	42,316,964	42,703,049	905,261
SURPLUS (DEFICIT)	50,764	(888,523)	(339,589)	(3,824,197)	(811,413)	(471,823)
FROM FUND BALANCE	(50,764)	888,523	339,589	3,824,197	811,413	471,823
NET	-	-	-	-	-	-

**SURPLUS/DEFICIT ADJUSTMENTS:**

TOTAL SURPLUS (DEFICIT) ADJUSTMENTS	-
ADJUSTED SURPLUS (DEFICIT)	(811,413)
PAY-AS-YOU-GO:	
EMERGENCY VEHICLES	75,000
LEAVE LIABILITY	50,000
DATA AN COMMUNICATIONS TECHNOLOGY	600,000
TOTAL PAY-AS-YOU-GO	725,000
SURPLUS (DEFICIT) NET OF PAY-AS-YOU-GO	(86,413)

Government Projects	FY 2019 Revised	FY 2019 Available	FY 2020 Requested	FY 2021 Projected	FY 2022 Projected	FY 2023 Projected	Notes
<b>Public Safety</b>							
Sheriff Vehicles	136,685	3,485	212,000	159,000	159,000	159,000	\$53K ea. equipped
Sheriff Equipment*	10,000	0	10,000	59,000	10,000	10,000	Copier and vests in minor capital
Sheriff Furniture				20,000	10,000		
Communications: Radios System upgrade	414,045	56,286	562,085				Available balance may be needed
Communications: Handset Replacement Sheriff			25,000	25,000	25,000	25,000	No imminent need, contingency
Communications: Handset Replacement EMS			68,000	34,000	34,000	34,000	No imminent need?
Communications: Phone System (Next Gen E911)			209,858				
Communications: Phone System (Recorder/EMD)			31,594	60,000			
Volunteer Fire Company Equipment 10% share			82,000	63,600	45,800	78,500	See Capital Plan
<b>Parks</b>							
<b>New Projects</b>							
Park Buildings	57,964	30,258	45,610				Balance from new shelter?
Parks Sitework	24,101	24,101				200,000	
Kohn Property Development	15,000	15,000					
<b>Major Capital Asset Renovation and Repair</b>							
Parks Replace ballfield and pool fencing	81,036	81,036	10,000	10,000	10,000	10,000	What is savings goal?
<b>Community Development</b>							
Real Property Assessment	200,000	22,295					
Real Property Assessment System	112,000	112,000					Not needed for now
<b>General</b>							
<b>Regular Capital Asset Renovation and Repair</b>							
Technology	144,339	39,652	40,000	40,000	40,000	40,000	
Vehicles	36,097	-377	30,000	30,000	30,000	30,000	FY 20=Maintenance vehicle
General			50,000	50,000	50,000	50,000	
HVAC	14,109	2,173	130,000				FY 20=GD Court
Roofing	121,039	121,039					
Landscaping	25,375	25,375					
Asphalt, Sidewalk, Path	3,136	3,136					
Courthouse Complex	66,373	31,221					
Convenience Center	732,911	-43,912					
Josephine Roof	18,785	852					
ERP	9,618	-3,822					
Swimming Pool	56,302	56,302					
Park Trash Cans	501	501					
Tourism Signs		-6,697					
Recreation Center Addition	1,200	1,200					
<b>Totals</b>	<b>2,280,616</b>	<b>571,104</b>	<b>1,506,147</b>	<b>550,600</b>	<b>413,800</b>	<b>636,500</b>	

<u>Sources</u>						
<u>Revenue</u>						
	FEMA Grant for EMS Radios		34,000			
	Wireless Grants for 911 Phone System		241,452			
<b>Total Revenue</b>			<b>275,452</b>			
<u>Fund Balance for Capital (pay-as-you-go):</u>						
	Parks Master Plan	30,000				
	Emergency Vehicles		75,000			
	Data and Communications Technology	137,000	600,000			
	Assessment	150,000				
<b>Total Fund Balance for Capital</b>		<b>317,000</b>	<b>675,000</b>			
<b>General Fund Transfer net of Revenue and Pay-as-you go</b>	<b>1,963,616</b>		<b>555,695</b>	<b>550,600</b>	<b>413,800</b>	<b>636,500</b>



**CLARKE COUNTY  
NEW POSITIONS REQUESTED  
FY 20 BUDGET  
Source: Joint Services**

**GENERAL GOVERNMENT PERSONNEL ISSUES**

02/04/19 14:07

<u>Title</u>	<u>Department</u>	<u>Current Wage</u>	<u>New Wage</u>	<u>Change</u>	<u>Notes</u>
Victim Witness Coordinator pay increase	Commonwealth's Atty	46887	57846	10,959	Requesting salary increase
Legal Asst pay increase	Commonwealth's Atty	15038	17919	2,881	Requesting salary increase
Communications Specialist	Sheriff	-	33,204	33,204	
School Resource Officer	Sheriff	-	44,678	44,678*	Grant Funding Phaseout
Emergency Medical Medic	Fire/EMS/EM	0	49,920	49,920	
Emergency Medical Medic	Fire/EMS/EM	-	49,920	49,920	
Emergency Medical Medic	Fire/EMS/EM	-	49,920	49,920	
Emergency Medical Technician	Fire/EMS/EM	-	46,800	46,800	
Emergency Medical Technician	Fire/EMS/EM	-	46,800	46,800	
Fire and EMS Overtime	Fire/EMS/EM	63,358	99,438	36,080	Add 36080 for new position overtime
Fire and EMS PT	Fire/EMS/EM	55,000	50,000	(5,000)	
Assistant Registrar	Registrar	11,450	12,650	1,200	Increase PT hours by 80
Electoral Board	Voting Equipment Custodian	6,646	7,096	450	Function now show in Registrar, should be Electoral Board
Medicaid Position	Social Services	-	63,136	63,136*	State funding phase out in 2020
Maintenance Assistant	Maintenance	-	27,000	27,000	
Parks Admin PT	Parks	24,340	25,760	1,420	
Parks Rec Center PT	Parks	31,783	32,792	1,009	
Parks Concession PT	Parks	4,208	4,725	517	
Fire and Emergency Medical LEOS	Fire/EMS/EM	-	70,492	70,492	
<b>TOTAL CHANGE</b>				<b>531,386</b>	

**Cost of 1% Salary Full Time = approx. 59,579 Gov, SS**

**Cost of 1% Salary Part Time = approx. 6,420 gov, SS**

**CLARKE COUNTY  
MINOR CAPITAL REQUESTS & ACTIONS  
FY 20 BUDGET**

<u>Source</u>	<u>Item</u>	<u>Request Amount</u>	<u>Revenue</u>	<u>FY 20 System Status</u>	<u>Approved Amount</u>	<u>Status</u>
Sheriff Communications	Copier	6,000	-			From carryover?
Parks	Dog Park Picnic Tables (2)	1,576				
Electoral Board	Electronic Pollbooks	2,400				
Registrar	Digital Recorder	200				
Registrar	Ipad	500				
Sheriff	Bullet Proof Vests	14,400	4,000			Long lead time: capital? Order in April?
Maintenance	Rec Center Lights	4,800				
Maintenance	Ball Field drag	2,100				
Circuit Court Clerk	Additional Shelving	6,000				No specific request, but perennial?
<b>Total</b>		<b>30,400</b>			<b>-</b>	<b>-</b>
<i>FY 19 Contingency</i>					<i>12,000</i>	

MEMORANDUM

TO: Board of Supervisors

FR: Thomas Judge, Director of Joint Administrative Services

DT: 2/11/2019

RE: *February Finance Agenda*

1. **FY 19 Supplemental Appropriations.**

- a. **Social Services Medicaid Position.** *“Be it resolved that Social Services fund expenditure and appropriation be increased \$63,136, and revenue from the Commonwealth recognized in the same amount, all for the purpose of hiring a Human Services Assistant 11 to handle increased workload related to Medicaid expansion.”*
- b. **Social Services Office.** *“Be it resolved that Maintenance function budgeted expenditure and appropriation be increased \$4,179, and that the designation for government savings be reduced in the same amount, all for the purpose of creating a new office at Social Services”.*

2. **School Supplemental.** The Board of Supervisors has set a public hearing for February 19 on the following matter:

*“Be it resolved that FY 19 School Capital Projects budgeted expenditure and appropriation be increased \$287,758, and be it further resolved that the designation of general fund balance for School Operating carryover be decreased in the same amount, all for the purpose of funding the capital projects request approved by the School Board at their December meeting.”*

3. **Bills and Claims.** This is recommended for approval. *02-06-2019 Note from Lora Walburn: Report not available for inclusion in packet. Will be distributed separately once received.*
4. **Standing Reports.** See Reconciliation of Appropriations, Fund Balance, and Capital Budget attached.
5. Department of Social Services FY2020 Budget Presentation

## MEMO

**To:** Tom Judge, Director of Joint Administrative Services  
**From:** Brittany Heine, Director  
**Date:** Friday, January 11, 2019  
**Re:** Medicaid Expansion – New Position

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Good Afternoon,

This letter is to inform you that the Clarke County Department of Social Services is receiving funding from the Virginia Department of Social Services in Support of the new Medicaid Expansion efforts.

The amount allocated to Clarke County is \$63,136 annually. In FY19, this position is 100% state funded. However beginning in FY20, this will become a 84.5/15.5 state and local match.

The Clarke County Department of Social Services has decided to use this line item to hire a Human Services Assistant II to assist our Benefits Programs Department in an administrative capacity as their workload expands. We have recruited and selected a candidate for the position, and she started January 02, 2019.

The annual salary for that position is \$29,500. Her salary and benefit information has been updated in MUNIS, and is eligible for the reimbursement rates as described above.

Please contact me should you need any additional information regarding this matter.

Sincerely,

*Brittany A. Heine*

Brittany A. Heine  
Director  
Clarke County Social Services  
311 E. Main Street  
Berryville, VA 22611



**INVOICE**

Inv # 606-18  
 Inv Date 12/31/18  
 Due upon receipt

Ph: 540-665-0130  
 Fax: 540-722-2678

To:  
 Clarke Co Maintenance Dept  
 370 Westwood Rd  
 Berryville VA 22611

Contact: Joey Braithwaite  
 540-955-5123

PO: New Office  
 CCSS Office

Remit to:  
 LCW  
 221 Aviation Drive  
 Winchester, VA 22602

Work Location:  
 Clarke Co Social Services  
 311 E Main St  
 Berryville VA 22611

**Project Complete**

	Contract Amount	% Complete	Invoice Amount
Create New Office	\$ 4,179.00	100%	4,179.00
<b>Total Amount Due</b>			<b>\$4,179.00</b>

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	Unemploy. Fund
04/17/18 Appropriations Resolution: Total	42,147,378	10,825,060	1,555,824	269,499	23,270,676	844,773	607,000	732,000	251,700	2,942,715	793,131	45,000	10,000
<i>Adjustments:</i>													
7/17/2018 Josephine School Museum Roof							18,785						
7/17/2018 Hawk Migration Signs		1,565											
7/17/2018 Barns of Rose Hill Endowment		5,000											
7/17/2018 Health Department		37,236											
8/29/2018 Parks Bench		709											
8/29/2018 Swimming Pool Lane Reel		2,924											
8/29/2018 Fire and EMS Gas Meters		2,000											
9/18/2018 Historic Architecture Book Phase 2		17,000											
10/16/2018 School Resource Officer		69,509											
10/16/2018 Blandy Grant for Chesapeake Bay					53,013								
10/16/2018 School Capital Projects Carryover from FY 18								1,717,989					
10/16/2018 Government Capital Projects Carryover from FY 18							1,661,929						
11/20/2018 Easement Purchase: Sprouse												60,000	
11/20/2018 County Administration Leave Agreement		30,333											
12/18/2018 Easement Purchase: Opequon Cattle												317,625	
2/19/2019 Maintenance for Social Services Office		4,179											
2/19/2019 Social Services Medicaid Position			63,136										
2/19/2019 School Operation Carryover								287,758					
<b>Revised Appropriation</b>	<b>46,498,068</b>	<b>10,995,515</b>	<b>1,618,960</b>	<b>269,499</b>	<b>23,323,689</b>	<b>844,773</b>	<b>2,287,714</b>	<b>2,737,747</b>	<b>251,700</b>	<b>2,942,715</b>	<b>793,131</b>	<b>422,625</b>	<b>10,000</b>
<b>Change to Appropriation</b>	<b>4,350,690</b>	<b>170,455</b>	<b>63,136</b>	<b>0</b>	<b>53,013</b>	<b>0</b>	<b>1,680,714</b>	<b>2,005,747</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>377,625</b>	<b>0</b>
<b>Original Revenue Estimate</b>	<b>15,735,680</b>	<b>3,261,462</b>	<b>970,388</b>	<b>138,977</b>	<b>10,131,053</b>	<b>844,773</b>	<b>0</b>	<b>154,000</b>	<b>0</b>	<b>221,027</b>	<b>2,000</b>	<b>12,000</b>	<b>0</b>
<i>Adjustments:</i>													
7/17/2018 Josephine School Museum Roof							17,785						
7/17/2018 Hawk Migration Signs		1,565											
8/29/2018 Parks Bench		709											
8/29/2018 Swimming Pool Lane Reel		2,924											
8/29/2018 Fire and EMS Gas Meters		2,000											
9/18/2018 Historic Architecture Book Phase 2: State		11,500											
9/18/2018 Historic Architecture Book Phase 2: Donations		4,500											
10/16/2018 School Resource Officer		31,237											
10/16/2018 Blandy Grant for Chesapeake Bay					53,013								
10/16/2018 School Capital Projects Carryover from FY 18								22,549					
10/16/2018 Government Capital Projects Carryover from FY 18							13,595						
11/20/2018 Easement Purchase: Sprouse: VDACS												30,000	
11/20/2018 Easement Purchase: Sprouse: Fund Balance												30,000	
12/18/2018 Easement Purchase: Opequon Cattle Federal												211,750	
12/18/2018 Easement Purchase: Opequon Cattle VDACS												52,937	
12/18/2018 Easement Purchase: Opequon Cattle Fund Balance												25,000	
12/18/2018 Easement Purchase: Opequon Cattle Donations												10,000	
2/19/2019 Social Services Medicaid Position			63,136										
<b>Revised Revenue Estimate</b>	<b>16,319,880</b>	<b>3,315,897</b>	<b>1,033,524</b>	<b>138,977</b>	<b>10,184,066</b>	<b>844,773</b>	<b>31,380</b>	<b>176,549</b>	<b>0</b>	<b>221,027</b>	<b>2,000</b>	<b>371,687</b>	<b>0</b>
<b>Change to Revenue Estimate</b>	<b>584,200</b>	<b>54,435</b>	<b>63,136</b>	<b>0</b>	<b>53,013</b>	<b>0</b>	<b>31,380</b>	<b>22,549</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>359,687</b>	<b>0</b>
<b>Original Local Tax Funding</b>	<b>26,411,698</b>	<b>7,563,598</b>	<b>585,436</b>	<b>130,522</b>	<b>13,139,623</b>	<b>0</b>	<b>607,000</b>	<b>578,000</b>	<b>251,700</b>	<b>2,721,688</b>	<b>791,131</b>	<b>33,000</b>	<b>10,000</b>
<b>Revised Local Tax Funding</b>	<b>30,178,188</b>	<b>7,679,618</b>	<b>585,436</b>	<b>130,522</b>	<b>13,139,623</b>	<b>0</b>	<b>2,256,334</b>	<b>2,561,198</b>	<b>251,700</b>	<b>2,721,688</b>	<b>791,131</b>	<b>50,938</b>	<b>10,000</b>
<b>Change to Local Tax Funding</b>	<b>3,766,490</b>	<b>116,020</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,649,334</b>	<b>1,983,198</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>17,938</b>	<b>0</b>

*Italics = Proposed actions*

*Title: General Fund Balance*

*Source: Clarke County Joint Administrative Services*

	<u>PRIOR</u>	<u>CURRENT</u>
General Fund Balance	11,556,252	11,556,252
<i>Designations</i>		
Liquidity Designation @ 12% of FY 19 Budgeted Operating Revenue	(\$3,518,828)	(\$3,518,828)
Stabilization Designation @ 3% of FY 19 Budgeted Operating Revenue	(879,707)	(879,707)
Continuing Local GF Appropriations for Capital Projects	(3,347,526)	-
Conservation Easements from Government Savings	(167,938)	(150,000)
School Operating Savings	(392,979)	(105,221)
Comprehensive Services Act Shortfall	(300,000)	(300,000)
Parks Master Plan	(130,000)	(130,000)
Emergency Vehicles	(75,000)	(75,000)
Government Savings (GenGov, JAS, DSS)	(500,000)	(414,223)
Data and Communications Technology	(600,000)	(600,000)
Leave Liability	(300,000)	(269,667)
Community Facilities	(350,000)	(319,667)
Economic Development	(150,000)	(150,000)
FY 18/19 Original Budget Surplus (Deficit)	(339,590)	(339,590)
TOTAL Designations	(11,051,568)	(7,251,903)
FY 18/19 Supplemental and Adjusted Expenditure	(336,614)	(4,350,690)
FY 18/19 Supplemental and Adjusted Revenue	185,233	584,200
Undesignated With FY 19 Supplementals and Adjustments	353,303	537,859

*Changes to Government Savings:*

<i>Barns of Rose Hill Donation</i>	5,000
<i>Health Department</i>	37,326
<i>Historic Book</i>	1,000
<i>Resource Officer</i>	38,272
<i>Social Services Office</i>	4,179

*TOTAL* 85,777

<i>Changes to Conservation Easement: Opequon</i>	17,938
<i>Changes to Leave Liability</i>	30,333

02/01/2019 15:47  
2600tjudge

Clarke County  
YEAR-TO-DATE BUDGET REPORT

P 1  
glytdbud

FOR 2019 07

ACCOUNTS FOR:	ORIGINAL	TRANFRS/	REVISED	YTD EXPENDED	ENCUMBRANCES	AVAILABLE	PCT
301 General Govt Capital Proj Fund	APPROP	ADJSTMTS	BUDGET			BUDGET	USED
94110 HVAC System Replacement	0	14,109	14,109	11,936.28	.00	2,172.72	84.6%
94120 Roofing	0	121,039	121,039	.00	.00	121,039.00	.0%
94140 Landscaping	0	25,375	25,375	.00	.00	25,375.00	.0%
94150 Asphalt, Sidewalk, Path	0	3,136	3,136	.00	.00	3,136.00	.0%
94180 Courthouse Complex Repairs	0	66,373	66,373	35,152.00	.00	31,221.00	53.0%
94310 Sheriff's Equipment	10,000	0	10,000	10,000.00	.00	.00	100.0%
94320 Auto Replacement	30,000	6,097	36,097	36,228.92	245.11	-377.03	101.0%
94331 Sheriff's Vehicles	135,000	1,685	136,685	133,199.80	.00	3,485.20	97.5%
94409 Citizen's Convenience Center	0	732,911	732,911	653,874.14	122,949.10	-43,912.24	106.0%
94508 Josephine School Museum Roof	0	18,785	18,785	17,933.00	.00	852.00	95.5%
94601 Technology Improvements	65,000	79,339	144,339	89,686.43	15,000.00	39,652.57	72.5%
94602 Systems Integration	0	9,618	9,618	9,382.22	4,057.78	-3,822.00	139.7%
94603 Mobile Radio System	0	414,045	414,045	93,585.50	264,173.50	56,286.00	86.4%
94702 Swimming Pool	0	56,302	56,302	.00	.00	56,302.00	.0%
94703 Park Fencing	10,000	71,036	81,036	.00	.00	81,036.00	.0%
94706 Park Sitework and Parking	20,000	4,101	24,101	.00	.00	24,101.00	.0%
94707 Recreation Center Addition	0	1,220	1,220	.00	.00	1,220.00	.0%
94708 Park-Kohn Prpty Development	15,000	0	15,000	.00	.00	15,000.00	.0%
94709 New Park Shelter	0	57,964	57,964	27,705.88	.00	30,258.12	47.8%
94710 Park Trash Cans	0	501	501	.00	.00	501.00	.0%
94802 Reassessment	312,000	0	312,000	23,652.00	154,213.50	134,134.50	57.0%
94803 Tourism Signs	0	0	0	6,697.12	.00	-6,697.12	100.0%
<b>TOTAL General Govt Capital Proj Fund</b>	<b>597,000</b>	<b>1,683,636</b>	<b>2,280,636</b>	<b>1,149,033.29</b>	<b>560,638.99</b>	<b>570,963.72</b>	<b>75.0%</b>





02/05/2019 11:33  
2600tjudge

Clarke County  
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 1  
bgnyrpts

PROJECTION: 20201 FY 20 Operating

FOR PERIOD 99

ACCOUNTS FOR:

Non-Categorical	2018 ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2019 ACTUAL	2019 PROJECTION	2020 PROPOSED	COMMENT
20100010 Soc Svc Welfare Admin							
20100010 1100 Salaries	712,165.16	768,193.00	768,193.00	711,957.79	768,193.00	784,522.00	
20100010 1300 PT Sal	1,058.32	30,546.00	30,546.00	31,410.00	30,546.00	61,866.00	
20100010 1610 On-Call	12,656.00	13,568.00	13,568.00	6,752.00	13,568.00	34,368.00	
20100010 2100 FICA	56,780.82	59,505.00	59,505.00	47,662.29	59,505.00	64,139.00	
20100010 2210 VRS 1&2	52,418.06	53,701.00	53,701.00	34,731.10	53,701.00	36,764.00	
20100010 2220 WelfVRSHyb	5,292.61	2,832.00	2,832.00	11,763.74	2,832.00	27,091.00	
20100010 2300 Health Ins	101,033.18	115,726.00	115,726.00	75,616.35	115,726.00	122,292.00	
20100010 2400 Life Ins	8,977.39	8,856.00	8,856.00	7,276.88	8,856.00	10,001.00	
20100010 2510 DisIns Hyb	367.86	244.00	244.00	829.25	244.00	1,913.00	
20100010 2700 WC	3,138.00	4,000.00	4,000.00	2,213.00	4,000.00	2,279.00	
20100010 2800 Leave Pay	57,089.54	.00	.00	32,084.50	.00	.00	
20100010 3000 CS	207.75	.00	.00	597.80	.00	2,500.00	
20100010 3101 PS	21,795.84	.00	.00	.00	.00	.00	
20100010 3150 Legal S	17,398.75	25,000.00	25,000.00	11,963.90	25,000.00	40,000.00	
20100010 3320 Maint Con	27,560.99	41,200.00	41,200.00	16,185.38	41,200.00	30,000.00	
20100010 3600 Advrtise	1,857.00	2,000.00	2,000.00	286.40	2,000.00	1,428.00	
20100010 3840 Intergov	23,390.63	.00	.00	9,857.00	.00	.00	
20100010 5210 Postal	2,500.00	5,000.00	5,000.00	2,200.00	5,000.00	2,500.00	
20100010 5230 Telephone	7,772.93	10,000.00	10,000.00	3,718.98	10,000.00	8,250.00	
20100010 5300 Insurance	2,402.18	3,400.00	3,400.00	3,469.75	3,400.00	3,500.00	
20100010 5400 Lease&Rent	22,342.58	22,164.00	22,164.00	11,082.00	22,164.00	22,400.00	
20100010 5500 Travel	4,050.70	4,500.00	4,500.00	838.23	4,500.00	4,500.00	
20100010 5510 Mileage	2,748.52	5,000.00	5,000.00	1,300.17	5,000.00	3,000.00	
20100010 5800 Misc	1,417.14	1,500.00	1,500.00	2,642.77	1,500.00	2,000.00	
20100010 5810 Due & Memb	570.00	400.00	400.00	260.00	400.00	500.00	
20100010 6000 Mat&Sup	18,089.63	14,400.00	14,400.00	5,917.20	14,400.00	14,000.00	
20100010 6008 Veh Fuel	2,471.69	2,500.00	2,500.00	858.78	2,500.00	2,500.00	
20100010 6035 Noncap Equ	2,377.89	2,500.00	2,500.00	.00	2,500.00	2,500.00	
20100010 7000 Joint Ops	.00	29,000.00	29,000.00	.00	29,000.00	29,000.00	
20100010 8100 CO Repl	37,398.52	.00	.00	.00	.00	.00	
20100010 8200 CO Adds	.00	5,100.00	5,100.00	.00	5,100.00	.00	
<b>TOTAL Soc Svc Welfare Admin</b>	<b>1,207,329.68</b>	<b>1,230,835.00</b>	<b>1,230,835.00</b>	<b>1,033,475.26</b>	<b>1,230,835.00</b>	<b>1,313,813.00</b>	
20100020 Soc Svc Public Assist Direct							
20100020 577811 IV-E Poste	34,144.93	50,000.00	50,000.00	16,509.93	50,000.00	50,000.00	
20100020 577812 Fed Adopt	54,091.32	51,000.00	51,000.00	28,840.00	51,000.00	52,000.00	
20100020 577814 FC Futures	6,535.14	10,436.00	10,436.00	11,456.17	10,436.00	18,000.00	
20100020 577817 St Adopt	112,366.00	110,000.00	110,000.00	67,380.00	110,000.00	115,000.00	
<b>TOTAL Soc Svc Public Assist</b>	<b>207,137.39</b>	<b>221,436.00</b>	<b>221,436.00</b>	<b>124,186.10</b>	<b>221,436.00</b>	<b>235,000.00</b>	
20100030 Soc Svc Public Assist Purchase							
20100030 571833 Adult Svcs	8,819.42	25,000.00	25,000.00	4,729.79	25,000.00	25,000.00	

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Clarke County  
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 20201 FY 20 Operating

FOR PERIOD 99

ACCOUNTS FOR:

Non-Categorical	2018 ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2019 ACTUAL	2019 PROJECTION	2020 PROPOSED	COMMENT
20100030 571872 VIEW	228.09	6,721.00	6,721.00	690.17	6,721.00	6,721.00	
20100030 571895 Adult Prot	2,735.59	10,737.00	10,737.00	1,885.44	10,737.00	10,737.00	
20100030 574804 AsstLivFac	24,182.00	32,000.00	32,000.00	11,955.00	32,000.00	32,000.00	
20100030 574808 TANF-Manua	.00	400.00	400.00	.00	400.00	400.00	
20100030 574810 TANF-Emerg	.00	1,000.00	1,000.00	.00	1,000.00	1,000.00	
20100030 575862 Ind Living	150.00	1,000.00	1,000.00	.00	1,000.00	1,000.00	
20100030 576830 Sub Abuse	288.00	1,560.00	1,560.00	.00	1,560.00	1,560.00	
20100030 576866 Safe&Stabl	21,984.92	18,814.00	18,814.00	3,489.03	18,814.00	18,814.00	
20100030 577829 Fam Preser	.00	1,571.00	1,571.00	.00	1,571.00	1,571.00	
20100030 577864 Respite	50.00	750.00	750.00	.00	750.00	750.00	
20100030 577890 CDC Qualit	.00	4,000.00	4,000.00	.00	4,000.00	4,000.00	
TOTAL Soc Svc Public Assist	58,438.02	103,553.00	103,553.00	22,749.43	103,553.00	103,553.00	
TOTAL Non-Categorical	1,472,905.09	1,555,824.00	1,555,824.00	1,180,410.79	1,555,824.00	1,652,366.00	
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20100040 Soc Svc Local Revenue							
20100040 161101 SS local	-4,496.98	.00	.00	-4,294.61	.00	-1,000.00	
20100040 180301 SocSvcRefu	-3,606.06	.00	.00	-2,181.39	.00	-4,000.00	
20100040 190102 SSOtherJur	-9,366.26	.00	.00	.00	.00	.00	
TOTAL Soc Svc Local Revenue	-17,469.30	.00	.00	-6,476.00	.00	-5,000.00	
TOTAL Local Revenue	-17,469.30	.00	.00	-6,476.00	.00	-5,000.00	
<hr/>							
20100050 Soc Svc State Revenue							
20100050 240101 SSRevfrCom	.00	-970,388.00	-970,388.00	.00	-970,388.00	-1,060,369.00	
20100050 240602 WelfareAdm	-288,376.71	.00	.00	-672,389.46	.00	.00	
TOTAL Soc Svc State Revenue	-288,376.71	-970,388.00	-970,388.00	-672,389.46	-970,388.00	-1,060,369.00	
TOTAL State Revenue	-288,376.71	-970,388.00	-970,388.00	-672,389.46	-970,388.00	-1,060,369.00	
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20100060 Soc Svc Federal Revenue							
20100060 330501 TANF	-692,343.51	.00	.00	.00	.00	.00	
TOTAL Soc Svc Federal Revenue	-692,343.51	.00	.00	.00	.00	.00	
TOTAL Federal Revenues	-692,343.51	.00	.00	.00	.00	.00	
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20100070 Soc Svc Non-Revenue Receipts							
20100070 410100 Tsfr GF	-474,715.57	.00	.00	5,421.91	.00	.00	
TOTAL Soc Svc Non-Revenue Re	-474,715.57	.00	.00	5,421.91	.00	.00	
TOTAL Non-Revenue Receipts	-474,715.57	.00	.00	5,421.91	.00	.00	
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TOTAL REVENUE	-1,472,905.09	-970,388.00	-970,388.00	-673,443.55	-970,388.00	-1,065,369.00	
TOTAL EXPENSE	1,472,905.09	1,555,824.00	1,555,824.00	1,180,410.79	1,555,824.00	1,652,366.00	
GRAND TOTAL	.00	585,436.00	585,436.00	506,967.24	585,436.00	586,997.00	



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Clarke County  
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 20201 FY 20 Operating

FOR PERIOD 99

ACCOUNTS FOR:

Non-Revenue Receipts	2018 ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2019 ACTUAL	2019 PROJECTION	2020 PROPOSED COMMENT
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Sequence	Field #	Total	Page Break
Sequence 1	3	Y	N
Sequence 2	9	Y	N
Sequence 3	11	N	N
Sequence 4	0	N	N

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Clarke County  
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

P 4  
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PROJECTION: 20201 FY 20 Operating

FOR PERIOD 99

Report type:	1
Budget level:	2
Percentage change calculation method:	1
Print first or second year of budget requests:	F
Print revenue as credit:	Y
Include cfwd in rev bud:	N
Include cfwd in actuals:	N
Print totals only:	N
Include segment code:	N
Include report grand totals by account type:	Y
Print full GL account:	N
Double space:	N
Suppress zero bdgt acct:	Y
Print as worksheet:	N
Print percent change or comment:	C
Print text:	N
Amounts/totals exceed 999 million dollars:	N
Print five budget levels:	N
Report view:	F



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Clarke County  
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 20201 FY 20 Operating

FOR PERIOD 99

ACCOUNTS FOR:

Non-Categorical	2018 ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2019 ACTUAL	2019 PROJECTION	2020 PROPOSED	COMMENT
<hr/>							
21200010 CSA Administration							
21200010 1300 PT Sal	43,916.70	.00	.00	2,871.00	.00	.00	
21200010 2100 FICA	4,038.93	.00	.00	219.63	.00	.00	
21200010 2800 Leave Pay	8,880.63	.00	.00	.00	.00	.00	
TOTAL CSA Administration	56,836.26	.00	.00	3,090.63	.00	.00	
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21200020 CSA Services							
21200020 579002 1b FC Othr	17,095.00	.00	.00	.00	.00	12,500.00	
21200020 579003 1c ResCon	32,398.75	.00	.00	.00	.00	.00	
21200020 579004 1e ConEd	132,977.20	151,050.00	151,050.00	.00	151,050.00	151,050.00	
21200020 579005 2a TrFCIVE	3,790.00	20,268.00	20,268.00	.00	20,268.00	20,268.00	
21200020 579006 2a1 TrFC	3,140.60	.00	.00	.00	.00	3,000.00	
21200020 579007 2c FmFCIVE	12,702.50	9,571.00	9,571.00	9,831.00	9,571.00	13,500.00	
21200020 579009 2e FmFCMIL	2,864.66	16,890.00	16,890.00	1,812.00	16,890.00	10,000.00	
21200020 579010 2f Comnty	17,162.39	25,335.00	25,335.00	62.50	25,335.00	25,000.00	
21200020 579011 2f1 Trans	5,994.94	.00	.00	.00	.00	5,000.00	
21200020 579012 2g SPED Pv	62,309.88	25,898.00	25,898.00	26,130.00	25,898.00	40,000.00	
21200020 579013 2h St w/DB	2,638.50	3,597.00	3,597.00	.00	3,597.00	3,500.00	
21200020 579014 3 NoManCom	9,782.00	5,630.00	5,630.00	6,939.00	5,630.00	10,000.00	
21200020 5800 Misc	2,202.56	11,260.00	11,260.00	1,757.12	11,260.00	10,000.00	
TOTAL CSA Services	305,058.98	269,499.00	269,499.00	46,531.62	269,499.00	303,818.00	
TOTAL Non-Categorical	361,895.24	269,499.00	269,499.00	49,622.25	269,499.00	303,818.00	
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21200040 CSA Local Revenue							
21200040 180302 CSA refund	.00	.00	.00	-1,400.00	.00	.00	
TOTAL CSA Local Revenue	.00	.00	.00	-1,400.00	.00	.00	
TOTAL Local Revenue	.00	.00	.00	-1,400.00	.00	.00	
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21200050 CSA State Revenue							
21200050 240105 CSA Rcpt	-140,585.68	-138,977.00	-138,977.00	-64,978.55	-138,977.00	-156,675.00	
TOTAL CSA State Revenue	-140,585.68	-138,977.00	-138,977.00	-64,978.55	-138,977.00	-156,675.00	
TOTAL State Revenue	-140,585.68	-138,977.00	-138,977.00	-64,978.55	-138,977.00	-156,675.00	
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21200055 Non-Categorical							
21200055 330299 Other Fed	-4,239.00	.00	.00	.00	.00	.00	



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Clarke County  
NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 20201 FY 20 Operating

FOR PERIOD 99

ACCOUNTS FOR:

Federal Revenues	2018 ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2019 ACTUAL	2019 PROJECTION	2020 PROPOSED	COMMENT
TOTAL Non-Categorical	-4,239.00	.00	.00	.00	.00	.00	
TOTAL Federal Revenues	-4,239.00	.00	.00	.00	.00	.00	
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21200060 CSA Federal Revenue							
21200060 410100 Tsfr GF	-217,070.56	.00	.00	.00	.00	.00	
TOTAL CSA Federal Revenue	-217,070.56	.00	.00	.00	.00	.00	
TOTAL Non-Revenue Receipts	-217,070.56	.00	.00	.00	.00	.00	
TOTAL REVENUE	-361,895.24	-138,977.00	-138,977.00	-66,378.55	-138,977.00	-156,675.00	
TOTAL EXPENSE	361,895.24	269,499.00	269,499.00	49,622.25	269,499.00	303,818.00	
GRAND TOTAL	.00	130,522.00	130,522.00	-16,756.30	130,522.00	147,143.00	

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



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NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 20201 FY 20 Operating

FOR PERIOD 99

ACCOUNTS FOR:

Non-Revenue Receipts	2018 ACTUAL	2019 ORIG BUD	2019 REVISED BUD	2019 ACTUAL	2019 PROJECTION	2020 PROPOSED COMMENT
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Sequence	Field #	Total	Page Break
Sequence 1	3	Y	N
Sequence 2	9	Y	N
Sequence 3	11	N	N
Sequence 4	0	N	N

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NEXT YEAR / CURRENT YEAR BUDGET ANALYSIS

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PROJECTION: 20201 FY 20 Operating

FOR PERIOD 99

Report type: 1  
 Budget level: 2  
 Percentage change calculation method: 1  
 Print first or second year of budget requests: F  
 Print revenue as credit: Y  
 Include cfwd in rev bud: N  
 Include cfwd in actuals: N  
 Print totals only: N  
 Include segment code: N  
 Include report grand totals by account type: Y  
 Print full GL account: N  
 Double space: N  
 Suppress zero bdgt acct: Y  
 Print as worksheet: N  
 Print percent change or comment: C  
 Print text: N  
 Amounts/totals exceed 999 million dollars: N  
 Print five budget levels: N  
 Report view: F

## MEMO

**To:** Tom Judge, Director of Joint Administrative Services  
**From:** Brittany Heine, Director  
**Date:** Friday, January 11, 2019  
**Re:** Position Reclassification – FY20 Budget

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Good Afternoon,

Clarke County Department of Social Services employee Donna McDonald is leaving her position as Programs Assistant II, as of January 31, 2019. Ms. McDonald has held that position for several years, during which time the Virginia Department of Social Services has updated its positions and structure. New technology has been put into place, which has resulted in a loss of duties for this position.

Due to this and a previous recommendation from the Virginia Department of Social Services, I proposed to the Local Board of Social Services that the remaining duties of this position be reassigned internally, and the position be re-classed to a Services Supervisor position. The board has voted in favor of this recommendation. To do this, I am asking that the position be re-classed, and additional funds be added to recruit a qualified candidate.

I believe that there will be qualified internal applicants, which could result in vacancy savings as the positions are filled. This would offset the additional cost of the re-classified position.

The current position of Programs Assistant II holds a salary of \$39,222. I am proposing that we pay budget \$70,000 for the Services Supervisor position, and make an offer depending upon the candidates qualifications.

If you have any questions, or need additional information from me to support this request, please feel free to contact me.

Sincerely,

*Brittany A. Heine*

Brittany A. Heine  
Director  
Clarke County Social Services  
311 E. Main Street  
Berryville, VA 22611