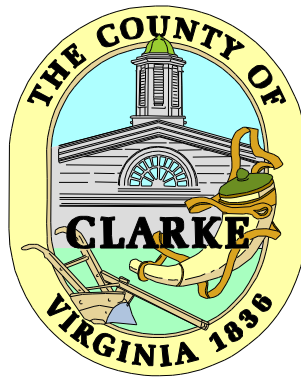


# Clarke County Board of Supervisors



## Regular Meeting Packet

March 15, 2016



# Clarke County Board of Supervisors Regular Meeting Agenda

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

| Item  | March 15, 2016 | Packet<br>Page |
|---|----------------|----------------|
| <b>Afternoon Session 1:00 PM</b>  |                |                |
| 1. Call To Order  |                | 5              |
| 2. Adoption Of Agenda   |                | 6              |
| 3. Citizen's Comment Period   |                | 7              |
| 4. VDOT Update  |                | 8              |
| 5. Economic Development Update / Report by Len Capelli, Director Economic Development   |                | 9              |
| 6. 2015 Septic Pump-out Report by Alison Teetor   |                | 10             |
| 7. Telecommunications and Broadband Engineering Study   |                | 13             |
| 8. Approval of Minutes  |                |                |
| – March 7, 2016 FY2017 Budget Work Session  |                | 17             |
| – March 7, 2016 FY2017 Budget Work Session CCPS Presentation  |                | 22             |
| 9. Consent Agenda   |                | 31             |
| – Acceptance Abstract of Votes March 1, 2016 Republican and Democratic Primary  |                | 32             |
| – Conservation Easement Authority Easement Donation Johnny Hardesty Tax Map# 7-A-119  |                | 34             |
| 10. Board of Supervisors Personnel Committee  |                | 38             |
| A. Closed Session re: §2.2-3711-A1 Specific individual under consideration for appointments and positions.  |                | 38             |
| B. Expiration of Term for appointments expiring through June 2016. <b>Action: The Personnel Committee recommends: Reappointment of Tracey Smith to the Parks and Recreation Advisory Board to a four-year term expiring December 31, 2017</b> |                | 40             |
| – <b>Reappointment of Paul Jones to the Industrial Development Authority to a four-year term expiring October 30, 2019</b>  |                |                |
| – <b>Reappointment of George Ohrstrom, II to the Berryville Area Development Authority to a three-year term expiring March 31, 2019</b>   |                |                |
| – <b>Reappointment of Scott Krieder to the Planning Commission to a four-year term expiring April 30, 2020</b>  |                |                |
| – <b>Reappointment of Gwen Malone to the Planning Commission to a four-year term expiring April 30, 2020</b>  |                |                |
| – <b>Reappointment of George Ohrstrom, II to the Conservation Easement Authority to a three-year term expiring April 30, 2019</b>   |                |                |
| 11. Board of Supervisors Work Session & FY2017 Budget Work Session  |                | 50             |
| A. 2015 Berryville Area Plan Update Discussion and Review with Brandon Stidham and Christy  |                | 50             |

Note: The order in which Agenda items are considered may be changed to assure that public hearings are started as close as possible to the scheduled time Page 1 of 3

3/10/2016 1:26 PM



# Clarke County Board of Supervisors Regular Meeting Agenda

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

| Item  | March 15, 2016 | Packet<br>Page |
|---|----------------|----------------|
| Dunkle Action: Information only.  |                |                |
| B. FY2017 Budget with Tom Judge. Action: Information only.  |                | 52             |
| 12. Board of Supervisors Finance Items  |                | 55             |
| 1. FY2016 Supplemental Appropriations. <b>Action: The Finance Committee recommends approval of the following:</b>   |                | 55             |
| a. <b>Victim Witness Program. "Be it resolved that FY 16 Victim Witness budgeted expenditure and appropriations be increased \$6,029, that revenue from the Commonwealth of Virginia be recognized in the same amount, that telephone costs of \$600 and FICA costs of \$300 be added to the attached listing of expenditures, and that a one-time salary bonus of \$3,902 be approved for the Victim Witness Coordinator.</b>  |                | 56             |
| b. <b>Sheriff. "Be it resolved that FY 16 Sheriff's budgeted expenditure and appropriations be increased \$5,859, and that revenue from insurance claims be increased in the same amount, all for the purpose of repairing patrol vehicles."</b>  |                | 63             |
| c. <b>Economic Development. "Be it resolved the FY 16 General Government Capital Projects budgeted expenditure and appropriations be increased \$20,000, that revenue from the Town of Berryville in the amount of \$5,000, and revenue from the Barns of Berryville in the amount of \$5,000, both be recognized, and that expenditure of \$10,000 currently budgeted under Economic Development be reduced, all for the purpose of providing signs guiding visitors to the Tourism Center."</b> |                | 65             |
| 2. Cooperative Extension request for Intern. Action: Information Only.  |                | 55             |
| 3. Artisan Center of Virginia and Clarke County, Virginia Memorandum of Understanding. <b>Action: The Finance Committee recommends approval of an agreement with the Artisan Center of Virginia whereby \$5,000 of funds currently budgeted under Economic Development be paid to Artisan Center of Virginia for participation in its Artisan Trail project.</b>  |                | 91             |
| 4. FY2017 Budget: outstanding issues & direction. Action: Information Only.   |                | 54             |
| 5. Bills and Claims – Invoice History Report. <b>Action: The Board should consider acceptance of the February Bills and Claims.</b>   |                | 97             |
| 6. Standing Reports   |                |                |
| Reconciliation of Appropriations  |                | 106            |
| General Fund Balance  |                | 107            |
| Expenditure Summary – YTD Budget Report   |                | 108            |
| 13. Joint Administrative Services Update by Tom Judge   |                | 118            |
| 14. Government Projects Update  |                | 119            |

Note: The order in which Agenda items are considered may be changed to assure that public hearings are started as close as possible to the scheduled time

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# Clarke County Board of Supervisors Regular Meeting Agenda

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

| Item   | March 15, 2016 | Packet<br>Page |
|--|----------------|----------------|
| 15. Miscellaneous  |                | 120            |
| 16. Summary Of Required Action   |                | 121            |
| 17. Board Member Committee Status Reports  |                | 122            |
| 18. Closed Session <i>[as necessary]</i>   |                | 123            |
| <b>Evening Session 6:30 pm</b>   |                |                |
| 19. Citizen's Comment Period   |                | 124            |
| 20. PH 16-08 TA-16-01, Public Outdoor Recreation Facility Lighting. Proposed text amendment to amend §6-H-11, Outdoor Lighting Standards, of the Zoning Ordinance. The purpose of the amendment is to establish a new category for public outdoor recreation facility lighting including new lighting plan submission and design criteria requirements.  |                | 125            |
| 21. PH 16-09 TA-16-02, Streambank Protection Regulations. Proposed text amendment to §3-E-1, Flood Plain District (FP), and §3-E-5, Stream Protection Overlay District, of the Zoning Ordinance. The purpose of the amendment is to establish to construction standards and regulations for the siting of boat landings, boat ramps, docks, decks, stairs, and similar structures along perennial streams including the Shenandoah River. The amendment also clarifies current ordinance language including referencing County Septic Ordinance regulations for the siting of portable privies and linking of complementary provisions in both sections. |                | 131            |
| 22. Adjournment  |                | 141            |
| <b>Reports in March Packet:</b>  |                |                |
| 1. Building Department   |                | 142            |
| 2. Commissioner of the Revenue   |                | 143            |
| 3. Fire & EMS  |                | 149            |
| 4. Handley Regional Library  |                | 154            |
| 5. Planning Department 2015 Annual Report  |                | 155            |
| 6. Virginia Regional Transit   |                | 157            |

Note: The order in which Agenda items are considered may be changed to assure that public hearings are started as close as possible to the scheduled time

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# **Clarke County Board of Supervisors**

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## **Call to Order**

# **Clarke County Board of Supervisors**

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## **Adoption of Agenda**

# **Clarke County Board of Supervisors**

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## **Citizen Comment Period**

# Clarke County Board of Supervisors

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**VDOT**



# **Clarke County Board of Supervisors**

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## **Economic Development Update / Report by Len Capelli, Director Economic Development**

MEMORANDUM

TO: David Ash, Board of Supervisors  
FROM: Alison Teetor  
DATE: January 29, 2016  
SUBJECT: Tracking Septic Pumpouts

Background

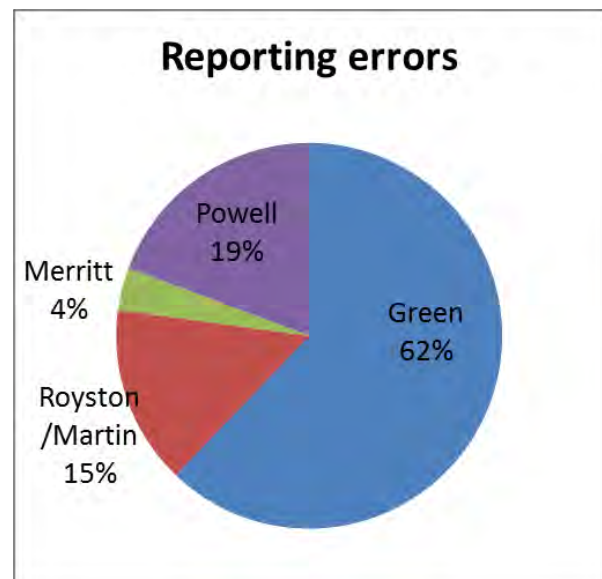
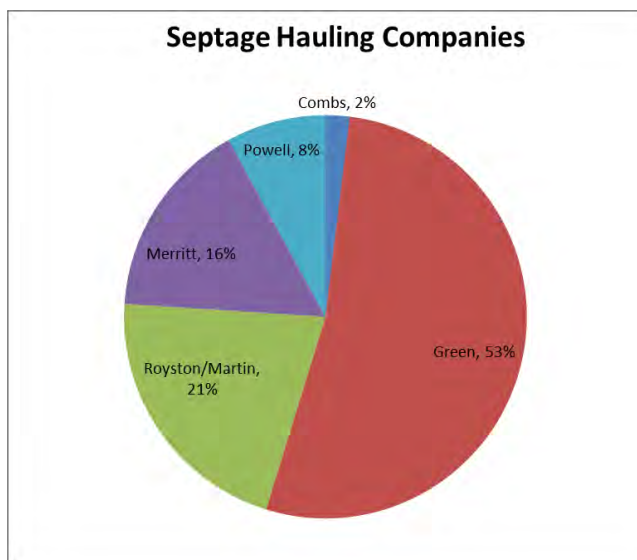
Beginning in January 2011, the Frederick-Winchester Service Authority (FWSA) has required Clarke County to verify that the septage disposed of at the Opequon Treatment Facility originated in Clarke, as outlined in the Agreement between the County and FWSA. This validation consists of cross-referencing the address of origin as supplied by the hauler with County records to validate that the address does exist in the County.

The Agreement provides that the County is allotted an average 5,000 gallons per day (daily average flow). "Daily average flow" as used herein means total monthly gallons delivered divided by the number of days in that month. Each month a spreadsheet is provided by the FWSA to Clarke. The spreadsheet is compiled from the hauler invoices and details the deliveries of septage. The detail includes the date, hauler, name and address of pumpout location, and volume in tons of septage pumped. In addition copies of all invoices from the haulers are compiled in a pdf for the month. The pdf is used to verify the spreadsheet accuracy as occasionally hauler handwriting is difficult to read.

Data Analysis

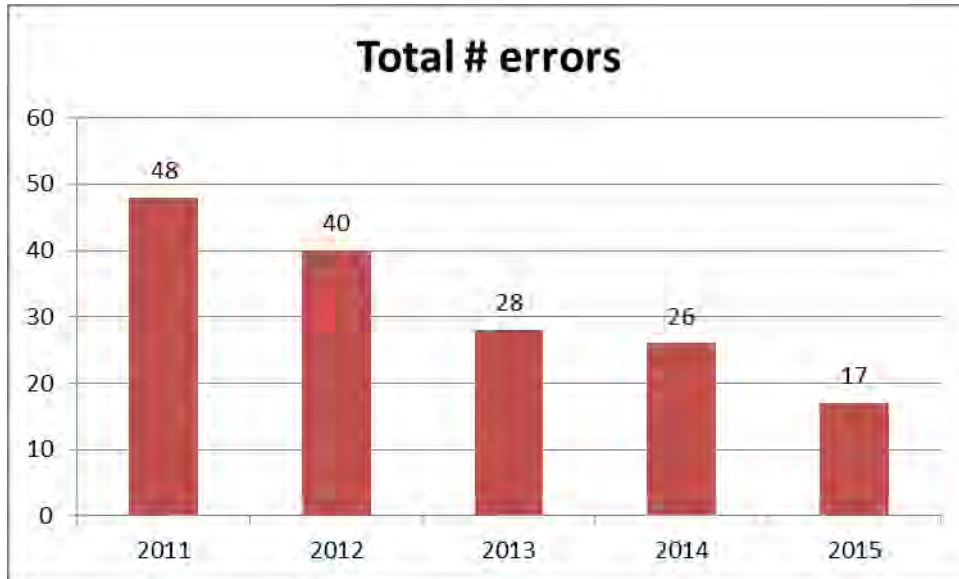
The primary purpose of the data review is to insure that the septage brought to the Opequon Treatment Facility and credited to the County does in fact originate in Clarke County. The following chart and graph summarize the number of pumpouts occurring monthly and indicates that a relatively small number either have not been verified or have originated outside of Clarke County. Of 3,167 pumpouts in 5 years, 139 could not be verified (4%). Lack of verification was generally the result of incomplete invoices or addresses that could not be identified as being located in the County.

Seven different companies have pumped septage in the County; however 4 companies have conducted 98% of the pumpouts in the last 5 years. The companies include Greens Septic Service, Powell's Plumbing, Martin Septic Service who sold the company to Larry Royston, and Merritt Sanitation. Combs provides pumpout to port-a-john's exclusively. The following chart details the percent pumpouts for each company and the reporting errors.

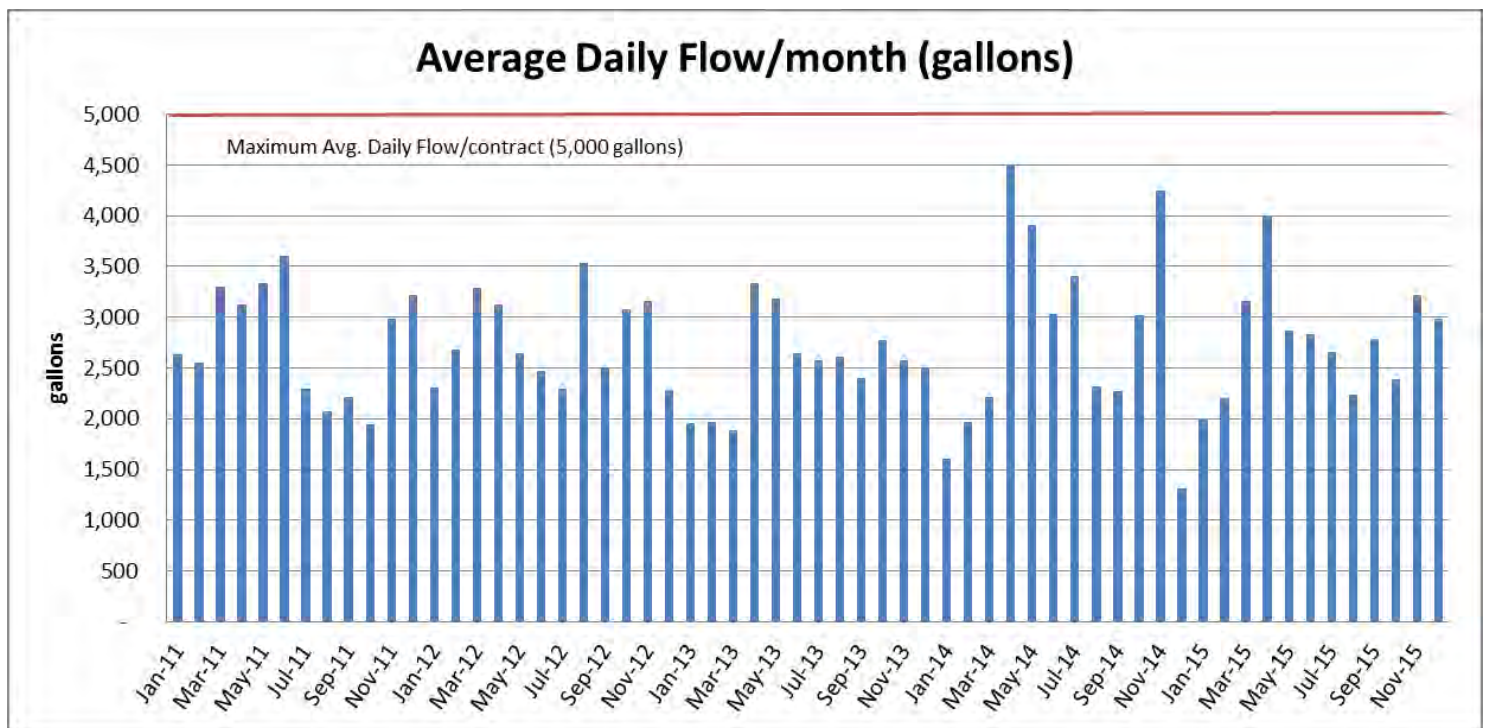


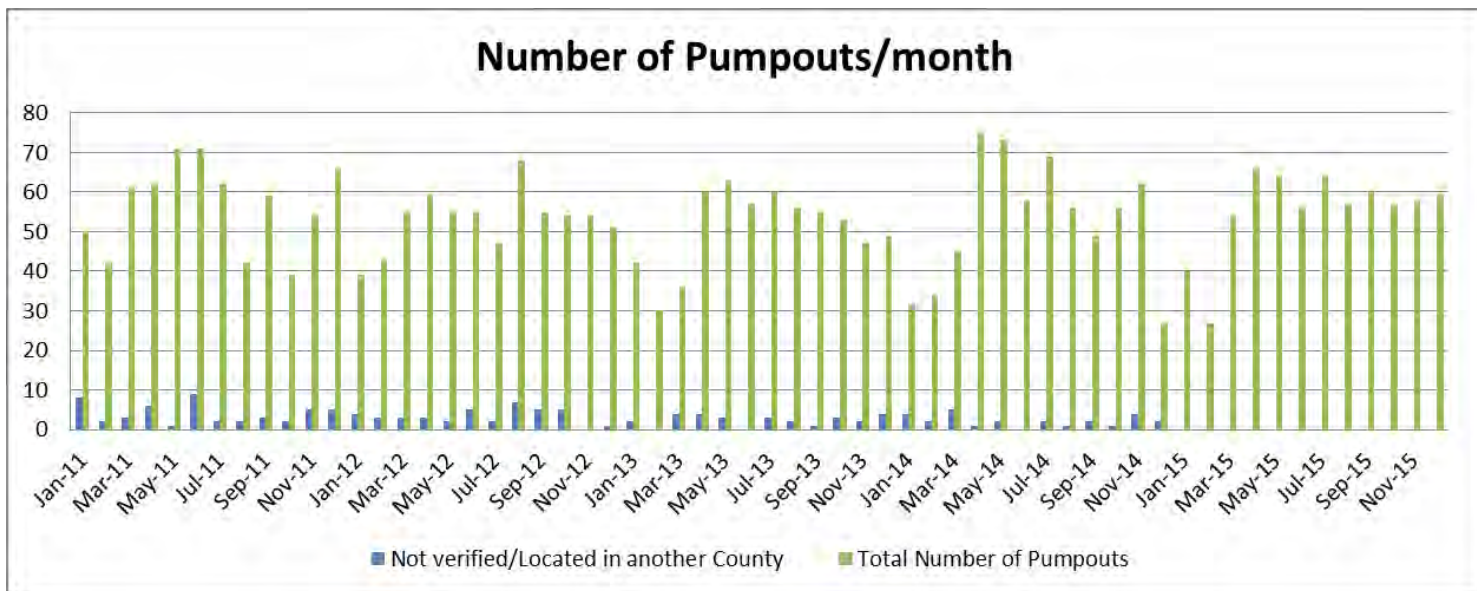
Greens Septic Service has conducted the majority of the pumpouts and also have the highest error rate however it is important to note that the error rate is very low relative to the number of pumpouts.

The total number of errors per year has gone down significantly over the last five years. A letter from the County Administrator was sent to the septic haulers in January 2014 explaining the County's contract with the FWSA and asking them to fill out Source Forms accurately and legibly.



The following graph details the average daily flow for the past 3 years. The Agreement with the FWSA allows for an average daily flow of 5,000 gallons per day. As indicated the average continues to be below the allotted 5,000 gallons.





**Conclusion**

The data over the 5 years is very consistent with regards to the number of pumpouts and average daily flow. Based on issues with verification due to incorrect addressing a letter will be sent to each of the 4 primary haulers requesting that drivers insure that address information on invoices is accurate and legible, the number of errors was reduced by nearly 1/2 in 2015.

**Recommendation**

Based on the flow levels it would appear that there is extra capacity available for Clarke County residents. The County adopted septic pumpout requirements in 1994. These were never implemented for several reasons; 1) a septage facility does not exist in the County and 2) an effective ordinance with fiscally responsible administration for tracking was never developed.

Periodic pumping of septic tanks is an important component of the maintenance of an onsite system to insure it functions as designed so as not to pollute groundwater. Chesapeake Bay TMDL recommendations include mandatory pumpouts every five to 7 years. Last year staff recommended that a mandatory septic pump out ordinance be developed and considered for adoption, this will be developed as time permits, this was recommended last year but the Board did not direct staff to prepare the mandatory pump out ordinance and program.



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

**TO: Board of Supervisors**

**FROM: Brandon Stidham, Planning Director**

**SUBJECT: Engineering Study Scope of Services**

**DATE: March 8, 2016**

Attached for your review is a draft Scope of Services to conduct a telecommunications and broadband engineering study for the County. The Scope of Services is an expanded version of the narrative that was provided in the Planning Department's FY16-17 budget request and was prepared per the Board's direction given at the January 19, 2016 meeting. The Scope contains a draft timeline for the development of a request for proposals (RFP) and a selection process that would enable the selected firm to begin work by the start of the next fiscal year on July 1 as the Board requested.

If the Scope of Services is acceptable, Staff recommends that the Board take formal action at the March 15 meeting to direct the development and issuance of an RFP. If you have any questions or concerns in advance of the meeting, please do not hesitate to contact me.

**SCOPE OF SERVICES  
ENGINEERING STUDY – TELECOMMUNICATIONS AND BROADBAND  
DEPARTMENT OF PLANNING**

Summary

Clarke County seeks proposals from qualified engineering firms to produce a telecommunications and broadband study. This engineering study would evaluate the County's existing wireless telecommunications network (e.g., privately-owned towers/monopoles, structures that accommodate co-located telecommunications antennae), its capacity for expansion and accessibility to residents and businesses including home-based businesses, and strategies for regulation and placement of future wireless telecommunications facilities to maximize coverage. The study would evaluate wired broadband access for County residents and businesses including strategies for accessing emerging technologies that may be available in the near future.

Background

Following the July 2015 adoption of a text amendment to address new Federal regulations regarding co-location, the County's Planning Commission formed a Telecommunications Subcommittee to examine ways that the County's zoning regulations could be further amended to facilitate expansion of both wireless cellular telecommunication and broadband in the County. As part of this effort, the Subcommittee has been working with telecommunications industry representatives to address their concerns with the County's monopole height regulations and co-location requirements.

The County has long been concerned with the proliferation of telecommunications towers and developed current regulations to minimize their visual impact on the landscape and the County's natural and historic resources. The County currently limits new monopoles to a maximum height of 100 feet and requires them to be located in areas with existing mature tree coverage. These regulations were adopted with the understanding that co-location would be limited on 100-foot monopoles and that more monopoles may need to be constructed to meet the County's coverage needs.

The Subcommittee is in the process of developing a new text amendment that would recommend increasing the maximum height requirements to 199 feet and expand the types of by-right methods for antenna co-location to provide flexibility for the telecommunications industry to serve the County's residents and businesses. Staff recommends that prior to considering significant changes in the County's regulations, a study of the existing network and regulations should be undertaken by an engineering firm that specializes in wireless telecommunications and wireless broadband technology. Such a study is needed in order to provide a sound and realistic examination of the County's current and future needs and the capacity of our current communications network to meet these needs. Once we have identified the locations and extent of our needs, as well as the options that are realistically available to us given our unique characteristics, we will be better informed to make decisions on changes to our regulations and approval of future telecommunications facility requests.

Staff recommends including both wired and wireless broadband access in the proposed study as this item has been included in the Board of Supervisors' priority list for a number of years. We recognize that while wireless broadband may meet the needs of many residential users, business-class broadband users often need a more secured wired connection with higher upload and download speeds than can be provided by a wireless service provider. A telecommunications engineer can evaluate existing and emerging wired broadband options and how the County may facilitate their development throughout the rural areas.

#### Scope of Study

The study would address, at a minimum, the following issues:

- **Analyze the County's current network of telecommunications facilities and its capacity for expansion both for cellular communications and high-speed data for internet applications.** This would include examining each existing tower/monopole and co-location structure in the County or providing service from an adjacent locality to determine current carrier usage, the structural capacity for allowing additional antennas, and the projected coverage that each tower or monopole would provide at specific mounting locations.
- **Determine where current and future communications needs are in the County and the optimal locations and heights for new monopoles to meet these needs.** The primary goal would be to determine from an engineering perspective what our maximum monopole height should be in order to achieve coverage goals in specific areas of the County and, alternatively, the number and location of monopoles that would be necessary to provide similar coverage at lesser heights. Secondary goals would be to determine how many carriers could be accommodated under various maximum height scenarios, and whether taller towers are the best solution for coverage enhancement in all site conditions (e.g., topography).
- **Identify new or emerging technologies accessible now or in the near future to provide telecommunications and high-speed internet access based on the County's unique characteristics; recommend detailed strategies for facilitating their development.** The goal of this item is to identify any new or emerging technologies – both wired and wireless – that could be available to County residents and businesses for broadband internet access and to develop strategies to facilitate their implementation. Examples include wireless internet service providers (WISPs) or the use of distributed antenna systems by wireless telecommunications providers to improve coverage in areas that are difficult to serve by towers alone. This portion of the study would help us to determine whether there are local regulatory impediments to be addressed to facilitate these technologies or whether some of these technologies could be considered as alternatives to increased tower heights.

### Qualifications

The successful respondent will have extensive experience in providing wireless telecommunications and broadband (wired and wireless) engineering services for local governments. Responses should include, at a minimum, a narrative that depicts a clear understanding of the work to be performed, examples of two (2) similar studies or plans prepared for local governments within the past five (5) years, and a non-binding cost estimate.

### Timeline

- Release request for proposals (RFP) – late March
- Deadline for proposals – late April
- Interviews scheduled – mid-May
- Notice of award issued – June 1
- Work to commence – July 1



March 7, 2016

Clarke County Board Of Supervisors  
FY2017 Budget Work Session  
Meeting Room AB

11:15 a.m.

At a FY2017 Budget Work Session of the Board of Supervisors of Clarke County, Virginia, held in the Berryville Clarke County Government Center, 101 Chalmers Court, 2<sup>nd</sup> Floor, Berryville, Virginia conducted on Monday, March 7, 2016.

Board Members Present

Barbara J. Byrd; Terri T. Catlett; Mary L.C. Daniel; Bev B. McKay; David S. Weiss

Board Members Absent

None

Staff Present

David Ash, Brandon Stidham, Lora B. Walburn

Others Present

Carl Hales, Sheriff Roper; John Staelin; Christy Dunkle; Val Van Meter

Call to Order

At 11:15 a.m., Chairman Weiss called to order the budget work session portion of the regular work session.

FY2017 Budget Work Session Review

John Staelin, former Millwood / Pine Grove District Supervisor and long-time member of the Board of Supervisors Finance Committee, joined the Supervisors.

1. Repurpose of Capital Projects Funds.

The Finance Committee recommends the following action:

**"Be it resolved that \$92,973 of funds currently budgeted for the Sheriff's Office Renovation in the General Government Capital Projects Fund be used as follows: Time Synch Server for Communications (8,647); Vehicle Repeaters (73,000); Museum Porch Floor (11,500)."**

Following review, **Supervisor Byrd moved to approve the Finance Committee recommendation. The motion carried by the following vote:**

|                  |       |
|------------------|-------|
| Barbara J. Byrd  | - Aye |
| Terri T. Catlett | - Aye |
| Mary L.C. Daniel | - Aye |
| Beverly B. McKay | - Aye |
| David S. Weiss   | - Aye |

2. Health Insurance Rates.

The FY2017 Health Insurance Renewal was received and shows an increase of 8.1%. The following rates for FY2017 have been recommended for approval by the Joint Administrative Services Board. These rates were subsequently approved by the School Board, and approval by the Board of Supervisors is now requested:

Following review, **Supervisor Byrd moved "Be it resolved that the FY 17 Health Insurance rates are hereby approved as presented." The motion carried by the following vote:**

|                  |       |
|------------------|-------|
| Barbara J. Byrd  | - Aye |
| Terri T. Catlett | - Aye |
| Mary L.C. Daniel | - Aye |
| Beverly B. McKay | - Aye |
| David S. Weiss   | - Aye |

**FY 17 Monthly Health Benefit Rates**

Effective 7/1/2016

Source: Joint Administrative Services

| A. Plan Rates   | Cost     | Employer | Employee | Employer     | Employer         | FY 17<br>Employer<br>Annual |
|---|----------|----------|----------|--------------|------------------|-----------------------------|
|   |          |          |          | FY 17 Share* | FY 16 Share*     |                             |
| <u>KA 250 Plan Option</u>                             |          |          |          |              |                  |                             |
| <i>Regular Full Time</i>                              |          |          |          |              |                  |                             |
| Single  | 697.00   | 588.03   | 108.97   | 84%          | 84%              | 7,058                       |
| Dual  | 1,289.00 | 641.63   | 647.37   | 50%          | 50%              | 7,700                       |
| Family  | 1,882.00 | 936.55   | 945.45   | 50%          | 50%              | 11,239                      |
| <i>Transportation, Food Service &amp; Other</i>       |          |          |          |              |                  |                             |
| Single  | 697.00   | 496.17   | 200.83   | 71%          | 71%              | 5,954                       |
| Dual  | 1,289.00 | 541.40   | 747.60   | 42%          | 42%              | 6,497                       |
| Family  | 1,882.00 | 790.24   | 1,091.76 | 42%          | 42%              | 9,483                       |
| <u>KA 500 Plan Option</u>                             |          |          |          |              |                  |                             |
| <i>Regular Full Time</i>                              |          |          |          |              |                  |                             |
| Single  | 640.00   | 588.03   | 51.97    | 92%          | 92%              | 7,056                       |
| Dual  | 1,184.00 | 641.63   | 542.37   | 54%          | 54%              | 7,700                       |
| Family  | 1,728.00 | 936.55   | 791.45   | 54%          | 54%              | 11,239                      |
| <i>Transportation, Food Service &amp; Other</i>       |          |          |          |              |                  |                             |
| Single  | 640.00   | 496.17   | 143.83   | 78%          | 78%              | 5,954                       |
| Dual  | 1,184.00 | 541.40   | 642.60   | 46%          | 46%              | 6,497                       |
| Family  | 1,728.00 | 790.24   | 937.76   | 46%          | 46%              | 9,483                       |
| <u>TLC High Deductible</u>                            |          |          |          |              |                  |                             |
| <i>Regular Full Time</i>                              |          |          |          |              |                  |                             |
| Single  | 506.00   | 506.00   | .00      | 100%         | 100%             | 5,072                       |
| Dual  | 936.00   | 575.26   | 360.74   | 61%          | 61%              | 6,803                       |
| Family  | 1,366.00 | 836.35   | 527.65   | 61%          | 61%              | 10,060                      |
| <i>Transportation, Food Service &amp; Other</i>       |          |          |          |              |                  |                             |
| Single  | 506.00   | 426.95   | 79.05    | 84%          | 84%              | 5,123                       |
| Dual  | 936.00   | 485.40   | 450.60   | 52%          | 52%              | 5,825                       |
| Family  | 1,366.00 | 707.39   | 658.61   | 52%          | 52%              | 8,489                       |
| <b>B. Account Contributions</b>                       |          |          |          |              |                  |                             |
| <u>Regular Full Time</u>                              |          |          |          |              |                  |                             |
| TLC Health Savings Account Contribution (single)      |          | 82.03    |          |              |                  | 884                         |
| TLC Health Savings Account Contribution (dual)        |          | 66.37    |          |              |                  | 798                         |
| TLC Health Savings Account Contribution (family)      |          | 93.20    |          |              |                  | 1,178                       |
| <u>Transportation, Food Service &amp; Other</u>       |          |          |          |              |                  |                             |
| TLC Health Savings Account Contribution (single)      |          | 69.22    |          |              |                  | 831                         |
| TLC Health Savings Account Contribution (dual)        |          | 56.00    |          |              |                  | 672                         |
| TLC Health Savings Account Contribution (family)      |          | 82.86    |          |              |                  | 994                         |
| <b>C. Total Employer Cost Per Group Health Member</b> |          |          |          |              |                  |                             |
| <u>Regular Full Time</u>                              |          |          |          |              |                  |                             |
| Single Health   |          | 588.03   |          |              |                  |                             |
| Dual Health   |          | 641.63   |          |              |                  |                             |
| Family Health   |          | 936.55   |          |              |                  |                             |
| TLC Single Health & "HSA"                             |          | 588.03   |          |              |                  |                             |
| TLC Dual Health & "HSA"                               |          | 641.63   |          |              |                  |                             |
| TLC Family Health & "HSA"                             |          | 936.55   |          |              |                  |                             |
| <u>Transportation &amp; Food Service</u>              |          |          |          |              |                  |                             |
| Single Health   |          | 496.17   |          |              |                  |                             |
| Dual Health   |          | 541.40   |          |              |                  |                             |
| Family Health   |          | 790.24   |          |              |                  |                             |
| TLC Single Health & "HSA"                             |          | 496.17   |          |              |                  |                             |
| TLC Dual Health & "HSA"                               |          | 541.40   |          |              | Overall Increase |                             |
| TLC Family Health & "HSA"                             |          | 790.24   |          |              | 8.10%            |                             |

Note: Where two employees are married, and they together opt for either a dual or family option, the employer will pay two times the single employer contribution for the plan option selected.

**METHOD:**

Force TLC employee single contribution to zero.  
Force 500 rates to percentage contributions from prior year.  
Force 250 employer contribution to same as 500 contribution.  
Force "HSA" contribution on total employer annual amount plans.

3. FY2017 Budget Status

Adjustments made by the Finance Committee to the draft FY2017 budget since last reviewed by the full Board.

- Equalized Real Estate Tax Rate is \$0.72/100. *[Keeping the rate revenue neutral. A one-cent tax increase generates approximately \$207,000 in revenue.]*
- Real Estate Tax set at \$14,500,000 (down from \$14,600,000).
- Personal Property set at \$4,475,997 (up \$475,007). Needs verification from Finance Committee.
- Line item changes in General Fund.
- Three [3] percent salary increase added to Social Services and General Fund. *[Based on a graduated system from the mid-point like CCPS.]*
- School Board adopted budget replaces Superintendent Proposal.
- New Health Insurance Rate Incorporated.
- JAS proposal revised to reduce salary increase from 4% to 3%.
- Waiting on: figure from Cooperative Extension. *[Budget will not include funding for vacant position. Will send a letter to VCE that if the position is filled the County is willing to fund.]*
- JAS Request Added.
- Clerk of Court minor capital deleted -6,000 (do in FY 16).
- Request of Substance Abuse Coalition confirmed at \$15,000.
- Increased Public Service Corporation RE Tax \$61,166.
- Added Fund for Shenandoah Farms Sanitary District.
- Revised capital budget for convenience center:
- Add \$112K Capital Expenditure
- Increase designation for Convenience Center \$112K.
- Decrease Convenience center designation surplus by \$112K.
- Added Positions, amount includes benefits, as follows:
  - o Commonwealth's Atty 46,201 *[Part-time to full time]*
  - o Sheriff 21,530 *[Overtime]*
  - o Billing Manager 26,036 *[Part-time to full-time]*
  - o Planning/Building 61,506 *[Shared position for ENS, Inspections, Code Enforcement]*
  - o Parks 17,179 *[Admin Assistant from part-time to full time]*
  - o Social Services 25,000 *[Flat dollar amount to use across the board.]*
  - o Total 197,452

- o The added positions will allow the County to serve its citizens better.
- Economic Development kept in the budget with a \$20,000 increase to cover maintenance of social media and the website.
- Tom Judge presented his ideas for funding Primary renovations:

|  |           |
|--|-----------|
| *Potential fund balance designation reductions for Primary renovation: |           |
| Property Acquisition   | 265,000   |
| Community Facilities   | 156,000   |
| Government Construction/Debt   | 600,578   |
| Convenience Center   | 222,336   |
| Government Savings   | 500,000   |
| Regional Jail Capital Needs  | 100,000   |
| Energy Efficiency  | 50,000    |
| Economic Development (from \$117,514 fund balance in Capital Fund)     | 200,000   |
| Total potential funding for Primary renovation                         | 2,093,914 |

John Staelin commented that the budget accomplished many things requested over many years including updates at all schools in Clarke, the Berryville Clarke County Government Center, a new convenience center in the County, reduced debt service of \$500,000 next year, etc.

Chairman Weiss thanked the staff from offices of Joint Administrative Services and the Commissioner of the Revenue for their efforts on budget preparation.

Vice Chairman McKay thanked John Staelin for participating in the budget discussions.

**Adjournment**

There being no further business to be brought before the Board at 12:00 noon Chairman Weiss adjourned the budget work session.

**Next Regular Meeting Date**

The next regular meeting of the Board of Supervisors is set for Tuesday, March 15, 2016 at 1:00 p.m. in the Berryville Clarke County Government Center, Main Meeting Room, 101 Chalmers Court, Berryville, Virginia.

ATTEST: March 7, 2016

\_\_\_\_\_  
David S. Weiss, Chair

\_\_\_\_\_  
David L. Ash, County Administrator

\_\_\_\_\_  
Minutes Recorded and Transcribe by Lora B. Walburn, Deputy Clerk, Board of Supervisors

\_\_\_\_\_  
Board of Supervisors Meeting Minutes For March 7, 2016 – FY 2017 Budget Work Session

March 7, 2016

Clarke County Board Of Supervisors  
FY2017 Budget Work Session  
Meeting Room AB

7:00 p.m.

At a FY2017 Budget Work Session of the Board of Supervisors of Clarke County, Virginia, held in the Berryville Clarke County Government Center, 101 Chalmers Court, 2<sup>nd</sup> Floor, Berryville, Virginia conducted on Monday, March 7, 2016.

Board Members Present

Barbara J. Byrd; Terri T. Catlett; Mary L.C. Daniel; Bev B. McKay; David S. Weiss

Board Members Absent

None

Staff Present

David Ash, Tom Judge, Lora B. Walburn

School Board Members and Staff Present

Chuyen Kochinsky, Dennis Graham, Tom Parker, Chip Schutte, Monica Singh-Smith,  
Chuck Bishop

Others Present

Gwen Malone, John Staelin, Amy Alonzo

Call to Order

Chairman Weiss called the meeting to order at 7:06 p.m.

CCPS Budget Presentation by Chuck Bishop, Division Superintendent CCPS

School Board Chair Chuyen Kochinsky provided the following statement:

*“Good evening. I am here representing on the behalf of the School Board to present the Board of Supervisors an estimate amount of funding for things we need for effective operation of the school division in the upcoming fiscal year, according to the Code of Virginia 22.1-92. Due to the increase of the local composite index from .5153 to .5437 and many other uncontrollable variable factors, this will definitely be more of a burden on the local share. I want to assure you that our board did do its due diligence, providing you a transparent budget, and that we have reviewed all line items for accuracy in predicting the FY2017 expenses.*

*Also, to reiterate, our budget proposal reflects our Clarke County Public Schools Strategic Plan, which was developed by a committee comprised of school administrators, educators, government leaders, yours truly, Chairman Weiss, and Supervisor Catlett, parents, and concerned citizens. The request today is to meet three goals:*

- *Improve student achievement and preparation for long life success.*
- *Enact a safe and nurturing climate for learning and working that maximizes student achievement and personal development.*
- *Employee staff that is highly qualified and share the vision and core values of the school division.*

*We have spent countless hours to achieve our mission statement that we abide by, so, which is, together, as a community, we guide and nurture learning for all by encouraging, inspiring and empowering.*

*Thank you very much for giving us this opportunity to meet today to present our budget. I also want to say that I think that we are moving very well between the two boards and this is very positive. I hope that we continue to build a strong relationship between the boards and thank you very much.”*

Chuck Bishop presented the CCPS FY2017 budget. Presentation includes:

- Budget Points
  - Based on ADM of 1932 students
  - Local Composite Index changed from .5153 to .5437
  - All line items have been reviewed for accuracy in predicting FY17 expenses
  - Central administration received requests for 17 new, upgraded or restored positions
    - Change PT IA position to PT SPED teacher (BES)
    - Restore classroom teacher (CES)
    - Restore PT Guidance Counselor (JWMS)
    - Upgrade Phys Ed IA to Phys Ed Teacher (JWMS)

- Add PT Sports Med teacher (.33 FTE) (CCHS)
  - Upgrade Bookkeeper from 220 to 240 day contract (CCHS)
  - Conducted salary comparison between Winchester, Frederick and Clarke
  - Maintains current advanced programming at CCHS with additions in CTE and MVGS
  - Budget recommendations are in alignment with both the Community Budget Survey and the CCPS Strategic Plan
  - Revise revenue estimates to reflect PK payments received from reverse mainstreaming model- \$38,741
- Community Survey 267 Respondents.
  - CCPS Strategic Plan
    - Four Primary Goals:
      - We will improve student achievement and preparation for lifelong success.
      - We will enact a safe and nurturing climate for learning and working that maximizes student achievement and personal development.
      - We will employ staff who are highly qualified and share the vision and core values of the school division.
      - We will implement effective and efficient operational practices throughout the division.
  - School-based Allocation Methodology

|                            |                           |  |
|----------------------------|---------------------------|--|
| Office of the Principal    |                           | \$10/student projected ADM   |
| Instructional Materials    | Elementary<br>Middle/High | \$3000 per school + \$28/student projected ADM<br>\$3000 per school + \$33/student projected ADM |
| Instructional Supplies     |                           | \$3000 per school + \$10/student projected ADM   |
| Classroom Instruction Tech | Elementary<br>Middle/High | \$10/student projected ADM<br>\$13/student projected ADM   |
| Guidance                   |                           | \$2/student projected ADM for supplies<br>\$1/student projected ADM for materials                |
| Media Materials            | Elementary<br>Middle/High | \$2000 per school + \$10/student projected ADM<br>\$2000 per school + \$15/student projected ADM |
| Media Supplies             | Elementary<br>Middle/High | \$3/student projected ADM<br>\$5/student projected ADM   |



- Major Expenditure Change - All dollar amounts are approximate

|   | <b>2/8/16</b> | <b>2/29/16</b> |
|---|---------------|----------------|
| Salaries and wages                            | \$504,197     | \$420,393      |
| Employee benefits                             | \$289,489     | \$241,732      |
| Purchased Services (LFCC)                     | \$ 71,641     | \$71,641       |
| Utilities, postage, travel, telephone, leases | \$ 15,729     | \$15,729       |
| Materials and supplies(fuel, textbooks)       | (\$133,250)   | (\$133,250)    |
| Joint Operations (NREP)                       | (\$11,000)    | (\$11,100)     |
| Small capital                                 | (\$67)        | (\$67)         |
| Food service contingency                      | (\$5,000)     | (\$5,000)      |
| Total   | \$731,639     | \$599,718      |

- Proposed Salary Initiative

- o CCSB contracted with Evergreen Solutions to conduct a classification and compensation study ... report was issued on June 6, 2014.
- o Study identified a peer group
  - Loudoun, Winchester City, Frederick, Warren, Fauquier, Manassas Park City, Prince William, Shenandoah, Page and Rappahannock
  - 2 contiguous counties in West Virginia were not included
- o Central Office staff has focused on Frederick and Winchester as our immediate competition
- o For FY16, the CCSB approved a reduction of the master's degree stipend for all new employees or newly earned master's degrees to \$4,250. Employees who earned a master's degree prior to FY16 receive \$6,563.

- FY16 Salary Scale

- o Current scale ...
  - Combines some steps not others
  - Inconsistency in step index
  - Years of experience should be revised or a hybrid scale adopted to group the first 5 probationary years

**TEACHER SALARY SCHEDULE**

| Experience Through 2014-2015 | 200 day 2015-2016 Bachelor's level Salary | 200 day 2015-2016 Master's level Salary<br>NEWLY Earned Master's and NEW Employees<br>4,250 | 200 day 2015-2016 Master's level Salary<br>CURRENT Employ holding Master's<br>6,563 |
|------------------------------|---|---|---|
| 0                            | 40,200                                    | 44,450  |   |
| 1/2                          | 40,983                                    | 45,233  | 47,546  |
| 3/4                          | 41,766                                    | 46,016  | 48,329  |
| 5/6                          | 42,165                                    | 46,415  | 48,728  |
| 7                            | 42,563                                    | 46,813  | 49,126  |
| 8                            | 42,961                                    | 47,211  | 49,524  |
| 9                            | 43,363                                    | 47,613  | 49,926  |
| 10                           | 44,290                                    | 48,540  | 50,853  |
| 11                           | 45,239                                    | 49,489  | 51,802  |
| 12                           | 46,209                                    | 50,459  | 52,772  |
| 13                           | 47,200                                    | 51,450  | 53,763  |
| 14                           | 48,216                                    | 52,466  | 54,779  |
| 15                           | 49,251                                    | 53,501  | 55,814  |
| 16/17                        | 50,311                                    | 54,561  | 56,874  |
| 18/19                        | 51,394                                    | 55,644  | 57,957  |
| 20/21                        | 52,502                                    | 56,752  | 59,065  |
| 22/23                        | 53,632                                    | 57,882  | 60,195  |
| 24/25                        | 54,791                                    | 59,041  | 61,354  |
| 26/27                        | 55,975                                    | 60,225  | 62,538  |
| 28/29                        | 57,184                                    | 61,434  | 63,747  |
| 30/31                        | 58,422                                    | 62,672  | 64,985  |
| 32/33                        | 59,686                                    | 63,936  | 66,249  |
| 34/35                        | 60,979                                    | 65,229  | 67,542  |
| 36/37                        | 62,998                                    | 67,248  | 69,561  |
| 38/39                        | 63,652                                    | 67,902  | 70,215  |
| 40                           | 65,034                                    | 69,284  | 71,597  |

Master's amount - \$4250

Master's amount - \$6563

- FY17 Proposed Bachelor's Scale
  - o Establishes a scale with 33 steps
    - Employees with >33 years of experience will receive 3% of the midpoint (\$2070)
  - o Starting salary of \$40,650
  - o Begins to address areas of the scale that are weakest
  - o First step in establishing a consistent index in the scale
  - o Maintains competitiveness with neighboring school divisions

- Average 3% pay raise for employees on teachers scale, includes Asst Principals
- Increase for other classifications of employees differentiated per the direction of the School Board Finance Committee

| 2015-2016 Teacher Salary Schedule<br>Clarke County Public Schools |  | 2016-2017 Teacher Salary Schedule<br>Clarke County Public Schools<br>PROPOSED BUDGET (avg. 3%) |                                       |
|---|--|--|---------------------------------------|
| Experience<br>Through<br>2014-2015                                | 200 day<br>2015-2016<br>Bachelor's level<br>Salary | Experience<br>Through<br>2015-2016   | 200 day<br>Bachelor's level<br>Salary |
| 0   | 40,200   | 0  | \$40,650                              |
| 1   | 40,983   | 1  | \$41,138                              |
| 2   | 40,983   | 2  | \$41,673                              |
| 3   | 41,766   | 3  | \$42,173                              |
| 4   | 41,766   | 4  | \$42,679                              |
| 5   | 42,165   | 5  | \$43,191                              |
| 6   | 42,165   | 6  | \$43,709                              |
| 7   | 42,563   | 7  | \$44,234                              |
| 8   | 42,961   | 8  | \$44,764                              |
| 9   | 43,363   | 9  | \$45,302                              |
| 10  | 44,290   | 10   | \$45,845                              |
| 11  | 45,239   | 11   | \$46,395                              |
| 12  | 46,209   | 12   | \$46,952                              |
| 13  | 47,200   | 13   | \$47,516                              |
| 14  | 48,216   | 14   | \$48,086                              |
| 15  | 49,251   | 15   | \$49,047                              |
| 16  | 50,311   | 16   | \$50,028                              |
| 17  | 50,311   | 17   | \$51,029                              |
| 18  | 51,394   | 18   | \$51,641                              |
| 19  | 51,394   | 19   | \$52,261                              |
| 20  | 52,502   | 20   | \$52,888                              |
| 21  | 52,502   | 21   | \$53,523                              |
| 22  | 53,632   | 22   | \$54,165                              |
| 23  | 53,632   | 23   | \$54,815                              |
| 24  | 54,791   | 24   | \$55,473                              |
| 25  | 54,791   | 25   | \$56,139                              |
| 26  | 55,975   | 26   | \$56,812                              |
| 27  | 55,975   | 27   | \$57,494                              |
| 28  | 57,184   | 28   | \$58,184                              |
| 29  | 57,184   | 29   | \$58,882                              |
| 30  | 58,422   | 30   | \$59,589                              |
| 31  | 58,422   | 31   | \$60,304                              |
| 32  | 59,686   | 32   | \$61,027                              |
| 33  | 59,686   | 33   | \$61,760                              |
| 34  | 60,979   |  |                                       |
| 35  | 60,979   |  |                                       |
| 36  | 62,998   |  |                                       |
| 37  | 62,998   |  |                                       |
| 38  | 63,652   |  |                                       |
| 39  | 63,652   |  |                                       |
| 40  | 65,034   |  |                                       |

Notes: Employees with >33 years of experience will receive a 3% midpoint increase of \$1530  
Master's amount: \$4250 for new employees and newly earned master's  
\$6563 for employees holding a master's prior to 2015-2016

RC 2/23/2016

| Last Name | Annual Salary | Midpoint | % increase | #       | Subtotals |          |
|-----------|---------------|----------|------------|---------|-----------|----------|
| ADMIN     |               | 103192   | 1%         | \$1,032 | 10        | \$10,319 |
| TECH      |               | 53480    | 1.43%      | \$765   | 3         | \$2,294  |
| MAINT     |               | 47881    | 1.43%      | \$685   | 3         | \$2,054  |
| CLERICAL  |               | 34663    | 4%         | \$1,387 | 12        | \$16,638 |
| SSO       |               | 31961    | 4%         | \$1,278 | 2         | \$2,557  |
| IA        |               | 19984    | 7%         | \$1,399 | 52        | \$72,742 |
| TRANS     |               | 13592    | 7%         | \$951   | 28        | \$26,640 |
| FS MGR    |               | 18893    | 7%         | \$1,323 | 4         | \$5,290  |
| FS WORKER |               | 12858    | 7%         | \$900   | 13        | \$11,701 |

- FY16 vs FY17 Comparison: Bachelor's Scale

- o Master's Degree Stipend
  - WPS - \$4,230
  - FCPS - \$4,028
  - CCPS - \$4,250/\$6,563
- o In FY16, 62% of CCPS teachers have an earned master's degree.
- o Each 1% increase costs the division \$131,921 at the current staffing level.

| Years Exp | CCPS     | FCPS     | WPS      | Proposed FY 17 CCPS |
|-----------|----------|----------|----------|---------------------|
| 0         | \$40,200 | \$40,500 | \$40,500 | \$40,650            |
| 5         | \$42,165 | \$44,565 | \$42,660 | \$43,191            |
| 10        | \$44,290 | \$47,275 | \$44,171 | \$45,845            |
| 15        | \$49,251 | \$51,340 | \$49,895 | \$49,047            |
| 20        | \$52,502 | \$54,050 | \$52,954 | \$52,888            |
| 25        | \$54,791 | \$58,115 | \$55,440 | \$56,139            |
| 30        | \$58,422 | \$63,535 | \$60,746 | \$59,589            |
| 33        | \$59,686 | \$67,600 | \$63,412 | \$61,760            |

- Other Proposed Changes
  - o Establish a high needs, self-contained program at Cooley Lower Campus
    - Allows students residing in the Cooley attendance area to attend in their home school
    - Some staff from Boyce will be reassigned to Cooley based on student need
  - o Reconfigure Cooley Upper and Lower Campuses
    - Grades 1-5 in Lower Campus; and PK, K and Head Start in Upper Campus
    - Allows us a better option to meet the needs of students
    - Improved efficiency in use of assigned personnel and resources
    - Improved delivery and management of the instructional program
    - Improved efficiency of facility use- close the Annex (Student Services Building)
  - o Proposed capital budget is increased by \$3,560,000 in order to renovate BPS and to capture the school division's share of the MUNIS system.
- Other Points
  - o Eleventh year as a superintendent and this is the best working relationship he has seen between a School Board and a Board of Supervisors.
  - o Architects will provide a presentation to the School Board on March 29.
  - o Working closely with the Town on Berryville Primary renovations.
  - o Toward a master's degree, CCPS reimburses teachers up to \$450 per course

Chairman Weiss expressed his appreciation to the School and Board and its' staff for an excellent presentation and a thorough handout.

Vice Chairman McKay complimented School Superintendent Bishop, the School Board and staff for the great relationship developed between the boards opining that it was good for students and taxpayers.

Supervisor Byrd commented that it really comes down to leadership of which Chuck Bishop has shown an abundance.

Chairman Weiss thanked the School Board and its' staff for all the work done to develop the FY2017 CCPS budget.

#### Adjournment

There being no further business to be brought before the Board at 7:27 pm Chairman Weiss adjourned the work session.

Next Regular Meeting Date

The next regular meeting of the Board of Supervisors is set for Tuesday, March 15, 2016 at 1:00 p.m. in the Berryville Clarke County Government Center, Main Meeting Room, 101 Chalmers Court, Berryville, Virginia.

ATTEST: March 7, 2016

\_\_\_\_\_  
David S. Weiss, Chair

\_\_\_\_\_  
David L. Ash, County Administrator

\_\_\_\_\_  
Minutes Recorded and Transcribe by Lora B. Walburn, Deputy Clerk, Board of Supervisors

# Clarke County Board of Supervisors

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## Consent Agenda

- Acceptance Abstract of Votes March 1, 2016 Republican and Democratic Primary
- Conservation Easement Authority Easement Donation Johnny Hardesty Tax Map# 7-A-119

# ABSTRACT of VOTES

Cast in CLARKE COUNTY, VIRGINIA  
 at the 2016 March Republican Presidential Primary Election held on March 01, 2016 for,

## President

NAMES OF CANDIDATES ON THE BALLOT

TOTAL VOTES RECEIVED  
 (IN FIGURES)

|  |     |
|--|-----|
| Donald Trump   | 836 |
| Marco Rubio  | 746 |
| Ted Cruz   | 542 |
| John Kasich  | 196 |
| Ben Carson   | 176 |
| Jeb Bush   | 11  |
| Rand Paul  | 10  |
| Carly Fiorina  | 4   |
| Rick Santorum  | 3   |
| Chris Christie   | 2   |
| Mike Huckabee  | 2   |
| Jim Gilmore  | 0   |
| Lindsey Graham   | 0   |
| Total Write-In votes [From Write-Ins Certifications]<br>[Valid Write-Ins + Invalid Write_ins = Total Write In Votes] | 0   |
| Total Number of Overvotes for Office   | 0   |

We, the undersigned Electoral Board, upon examination of the official records deposited with the Clerk of the Circuit Court of the election held on March 01, 2016, do hereby certify that the above is a true and correct Abstract of Votes cast at said election for the President.

**Donald Trump**

Given under our hands this 2<sup>ND</sup> day of MARCH, 2016

Donald De Haven, Chairman

[Signature], Vice Chairman

Paul S. Hesterfelt, Secretary

Paul S. Hesterfelt, Secretary, Electoral Board





# ABSTRACT of VOTES

Cast in CLARKE COUNTY, VIRGINIA  
 at the 2016 March Democratic Presidential Primary Election held on March 01, 2016 for,

## President

NAMES OF CANDIDATES ON THE BALLOT

TOTAL VOTES RECEIVED  
 (IN FIGURES)

|  |     |
|--|-----|
| Hillary Clinton  | 625 |
| Bernie Sanders   | 581 |
| Martin J. O'Malley   | 11  |
| Total Write-In votes [From Write-Ins Certifications]<br>[Valid Write-Ins + Invalid Write_ins = Total Write In Votes] | 0   |
| Total Number of Overvotes for Office   | 1   |

We, the undersigned Electoral Board, upon examination of the official records deposited with the Clerk of the Circuit Court of the election held on March 01, 2016, do hereby certify that the above is a true and correct Abstract of Votes cast at said election for the President.

Hillary Clinton

Given under our hands this 2<sup>nd</sup> day of MARCH, 2016

Donald De Haven, Chairman

HR [Signature], Vice Chairman

Carl S. Spensheth, Secretary

Carl S. Spensheth, Secretary, Electoral Board



## MEMORANDUM

TO: Board of Supervisors, David Ash  
FROM: Alison Teetor  
DATE: March 9, 2016  
SUBJECT: Conservation Easement Authority

The Clarke County Easement Authority has approved the following actions. The Authority requests the Board of Supervisors to authorize the Chairman of the Board of Supervisors to execute deeds, easements, and other documents necessary to the transactions.

### **Easement Donation**

Johnny Hardesty has submitted an application for an easement donation. The property is located at 517 Longmarsh Road, ½ mile west of the intersection of Longmarsh Road and Crums Church Road. The parcel is identified as Tax Map# 7-A-119, consisting of 53 acres. The parcel has an existing house that was constructed in 1895 and numerous agricultural buildings. There are 2 remaining DURs. The applicant would like to retire 1 DUR and retain the right to subdivide the remaining DUR.

The parcel is zoned AOC and are currently in landuse, in accord with the Commissioner of Revenue's requirements, therefore a donation may be considered if at least two of the following four guidelines are met:

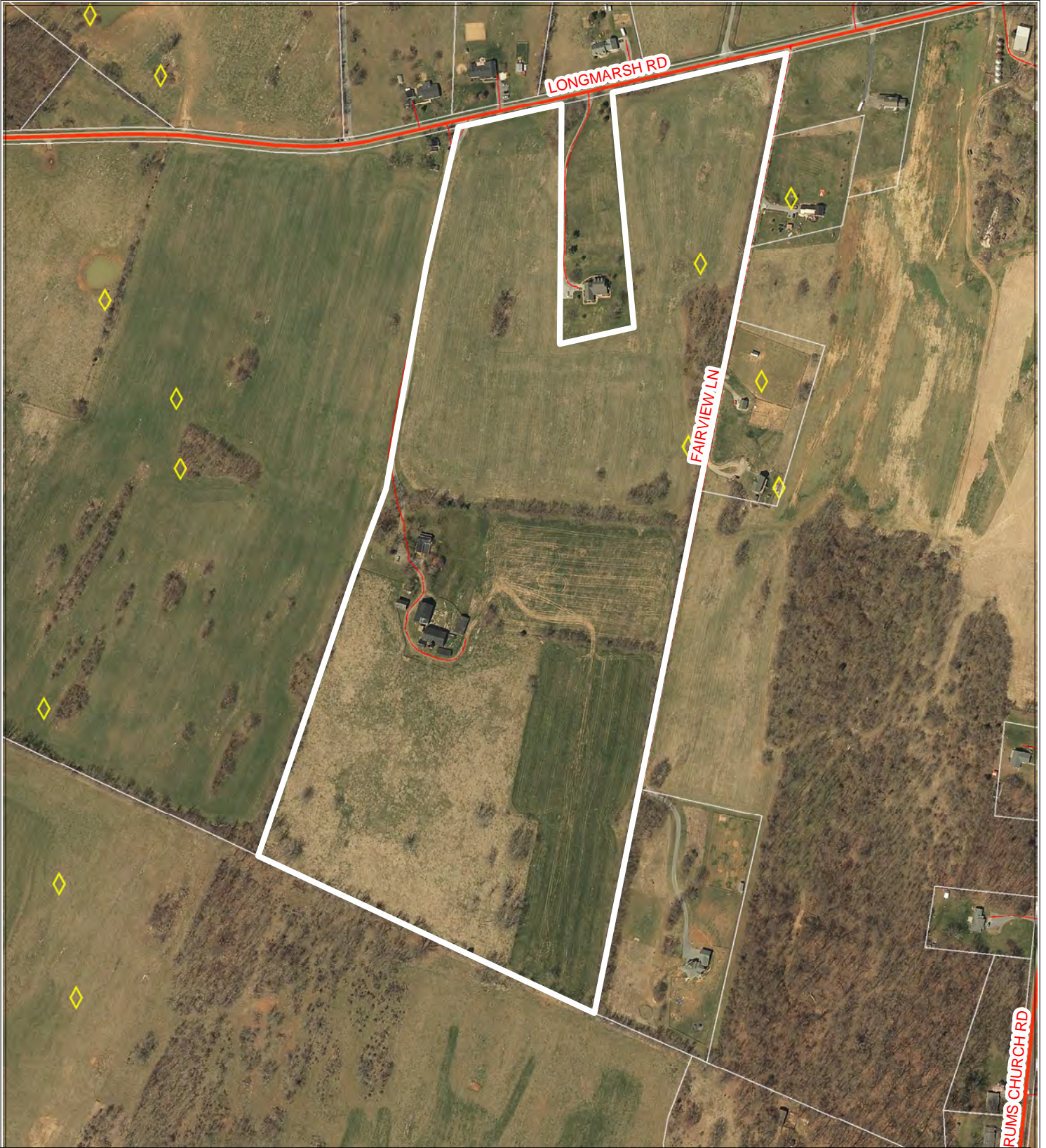
- 1) the parcel's Property Resource Score is at least 35;
- 2) at least one dwelling unit right is extinguished by the conservation easement;
- 3) the parcel is adjacent to a parcel already under permanent conservation easement;
- 4) the property has a minimum area of 40 acres.

The parcel meets 3 of the 4 guidelines as it is over 40 acres, retiring 1 DUR, and had a property resource score of 63.98. Points were given for retiring a DUR, having a sinkhole, have a structure that would contribute to a future historic district, and it has been in the same ownership for 30-50 years. It is not adjacent to an existing easement.

### **Recommendation**

Approve the Conservation Easement Donation of the parcel identified as Tax Map# 7-A-119, owned by Johnny Hardesty.

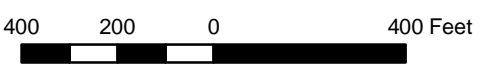
### **Proposed change to Property Resource Score**



**John D. Hardesty Jr.**  
**TM# 7-A-119, 53 ac.**  
**1 exemption, 2 DURs**



Clarke County GIS  
 March 8, 2016



- Conservation Easements
- Parcel Boundary
- Public Road
- Private Road
- Scenic Byway

Location Map



Aerial Imagery 2015 Commonwealth of Virginia

At a recent site visit, several members suggested that additional points should be given for parcels that have frontage on railroads. Of particular interest is the Norfolk Southern Railroad which roughly parallels Route 340. Members were concerned that the track could be widened to two tracks which could increase train traffic. Attached is the current score sheet with the proposed amendment. At the February 18 meeting the Authority recommended approval to the Board of the addition of railroads to the property resource score, giving 1 point per each 1/10<sup>th</sup> of frontage.

**Recommendation**

Approve the proposed amendment to add Railroads to the Property Resource Score.

**CLARKE COUNTY  
CONSERVATION EASEMENT AUTHORITY  
Property Resource Score**

June 2002, amended May 2007

The Authority evaluates parcel(s) proposed for conservation easement based on criteria that scores the property for its agricultural, natural, scenic, and historic resource value. Scoring is based on a scale of 0-100. 45% of score is derived from the Clarke County Land Evaluation & Site Assessment (LESA), which determines the agricultural (or forestry) potential of a property. 55% is based on natural, scenic, and historic resources.

**LESA Score**

*Maximum points: 45*

The Land Evaluation and Site Assessment (LESA) Score rates the agricultural value of a property based on:

1. Soils,
2. Property Size,
3. Consistency with County Land Use Plan,
4. Adjacent Land Uses,
5. Adjacency to water and sewer lines, roads, and utility easements and Zoning/Subdivision status,
6. Adjacency to areas protected for agriculture,
7. Distances to towns or villages, and
8. Availability of water.

The conventional maximum LESA score is 100. For the purposes of rating property for conservation easement, the score is divided by one half and comprises half the total score. For open land, the soils are rated based on their potential for grazing. For forested properties, the soils are rated based their potential for growing specific varieties of trees.

**Natural, Scenic, and Historic Resources Score**

*Maximum points: 55*

|   |   |
|---|---|
| 1. Number of Dwelling Unit Rights   | 5 points for each extinguished DUR            |
| 2. Within Prospect Hill Spring drainage basin or a wetland identified by the National Wetlands Inventory  | 1 point per each 2 acres in area              |
| 3. Adjacent to the Shenandoah River, Opequon Creek or to parcels containing the Appalachian Trail, the State Arboretum of Virginia, or under permanent open space easement                              | 2 points per 1/10 mile of frontage            |
| 4. Adjacent to a perennial stream (other than the Shenandoah or Opequon)  | 1 point per 1/10 mile of frontage             |
| 5. Contains a perennial spring or sinkhole  | 10 points                                     |
| 6. Located within designated groundwater recharge area  | 5 points                                      |
| 7. Contains habitats of threatened or endangered species as identified by the Virginia Department of Conservation and Recreation or the U.S. Fish and Wildlife Service                                  | 15 points                                     |
| 8. Frontage on Primary Highways, Railroads, or Virginia Designated Scenic Byways  | 1 point per 1/10 mile of frontage             |
| 9. Ashby Gap and Snickers Gap Gateway Area or area of slopes greater than 25%   | 1 point per each 2 acres in area (or portion) |
| 10. Historic Resources  | (property can score in only one category)     |
| a. National Historic Landmark   | 20 points                                     |
| b. A structure (or site) listed on the National Register of Historic Places   | 15 points                                     |
| c. Contributing structure in a district listed on the National Register   | 12 points                                     |
| d. A structure determined eligible for listing on the National Register by the Virginia Department of Historic Resources  | 9 points                                      |
| e. A structure determined eligible for listing on the National Register by the Clarke County Historic Preservation Commission either individually or as a contributing structure in a possible district | 6 points                                      |
| 11. Preservation of Family Farm   |   |
| - Parcel has been owned by members of the same family,  |   |
| a. for over 50 years  | 10 points                                     |
| b. for 30 to 50 years   | 5 points                                      |
| c. for 20 to 30 years   | 3 points                                      |



## Personnel Committee Items

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

March 7, 2016 9:30 am

| <i>Item No.</i> | <i>Description</i>  |
|-----------------|---|
| A.              | <p>Closed Session re: §2.2-3711-A1 Specific individual under consideration for appointments and positions.</p> <p>03/07/2016 Summary: <b>Supervisor McKay moved to convene into Closed Session pursuant to §2.2-3711-A1. The motion carried as follows:</b><br/><b>Beverly B. McKay - Aye</b><br/><b>David S. Weiss – Aye</b></p> <p>The members of the Board of Supervisors Personnel Committee being assembled within the designated meeting place, with open doors and in the presence of members of the public and/or the media desiring to attend, <b>Supervisor McKay moved to reconvene in open session. The motion carried as follows:</b><br/><b>Beverly B. McKay - Aye</b><br/><b>David S. Weiss - Aye</b></p> <p><b>Supervisor McKay further moved to execute the following Certification of Closed Session:</b></p> <p style="text-align: center;">CERTIFICATION OF CLOSED SESSION</p> <p>WHEREAS, the Board of Supervisors of the County of Clarke, Virginia, Personnel Committee has convened a closed meeting on the date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and</p> <p>WHEREAS, Section 2.2-3700 of the Code of Virginia requires a certification by the Board of Supervisors of the County of Clarke, Virginia Personnel Committee that such closed meeting was conducted in conformity with Virginia law.</p> <p>NOW, THEREFORE BE IT RESOLVED, that the Board of Supervisors of the County of Clarke, Virginia, Personnel Committee hereby certifies that, to the best of each members knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which the certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Board of Supervisors of the County of Clarke, Virginia.</p> <p><b>The motion was approved by the following roll-call vote:</b><br/><b>Beverly B. McKay - Aye</b><br/><b>David S. Weiss - Aye</b></p> |

The Personnel Committee took no action on items discussed in Closed Session.

B. Expiration of Term for appointments expiring through June 2016

03-07-2016 Summary: The Personnel Committee recommends:

- Reappointment of Tracey Smith to the Parks and Recreation Advisory Board to a four-year term expiring December 31, 2017
- Reappointment of Paul Jones to the Industrial Development Authority to a four-year term expiring October 30, 2019
- Reappointment of George Ohrstrom, II to the Berryville Area Development Authority to a three-year term expiring March 31, 2019
- Reappointment of Scott Krieder to the Planning Commission to a four-year term expiring April 30, 2020
- Reappointment of Gwen Malone to the Planning Commission to a four-year term expiring April 30, 2020
- Reappointment of George Ohrstrom, II to the Conservation Easement Authority to a three-year term expiring April 30, 2019

The Committee is seeking additional member recommendation to fill other vacancies.

# Appointments by Expiration Through June 2016

*Appt Date Exp Date Orig Appt Date:*

## *December 2013*

### Parks & Recreation Advisory Board

4 Yr

|       |       |                   |           |            |           |
|-------|-------|-------------------|-----------|------------|-----------|
| Smith | Tracy | Millwood District | 1/17/2012 | 12/31/2013 | 1/17/2012 |
|-------|-------|-------------------|-----------|------------|-----------|

(9) voting members on the Advisory Board. Six (6) members shall be appointed by the BOS to represent the 5 voting districts and 1 at large. The Superintendent of Schools or their designee shall serve on the Advisory Board. The Town Councils for Berryville, Boyce shall each appoint a representative to serve on the Advisory Board. The BOS shall also designate 1 member of the BOS to serve as a non-voting liaison to the Advisory Board. The Advisory Board will accept applications from high-school aged Clarke County residents and each year appoint two (2) to serve as non-voting members.

## *October 2015*

### Clarke County Industrial Development Authority

4 Yr

|          |       |                                 |           |            |           |
|----------|-------|---------------------------------|-----------|------------|-----------|
| Armbrust | Wayne | White Post District; Vice Chair | 8/19/2008 | 10/30/2015 | 2/15/2004 |
|----------|-------|---------------------------------|-----------|------------|-----------|

Treasurer 2005 to 2011; Secretary 2006 to 2011; Resigned term expires 10/30/2015

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

|       |      |                  |           |            |           |
|-------|------|------------------|-----------|------------|-----------|
| Jones | Paul | Russell District | 5/15/2012 | 10/30/2015 | 3/20/2007 |
|-------|------|------------------|-----------|------------|-----------|

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

## *March 2016*

### Berryville Area Development Authority

3 Yr

|              |        |                  |           |           |           |
|--------------|--------|------------------|-----------|-----------|-----------|
| Ohrstrom, II | George | Russell District | 3/19/2013 | 3/31/2016 | 3/20/2007 |
|--------------|--------|------------------|-----------|-----------|-----------|

3 members appointed by the BOS and 3 members appointed by the BTC; Membership set by the County/Town Annexation Agreement of 1988

## *April 2016*

### Clarke County Library Advisory Council

4 Yr

|        |       |                  |           |           |           |
|--------|-------|------------------|-----------|-----------|-----------|
| Foster | Nancy | Russell District | 4/17/2012 | 4/15/2016 | 3/20/2001 |
|--------|-------|------------------|-----------|-----------|-----------|

10 Members and 1 BOS liaison

|         |         |                  |           |           |           |
|---------|---------|------------------|-----------|-----------|-----------|
| Daisley | Shelley | Russell District | 7/17/2012 | 4/15/2016 | 7/17/2012 |
|---------|---------|------------------|-----------|-----------|-----------|

10 Members and 1 BOS liaison

### Clarke County Planning Commission

|           |             |                                |           |           |           |
|-----------|-------------|--------------------------------|-----------|-----------|-----------|
| Bouffault | Robina Rich | White Post / Greenway District | 5/15/2012 | 4/30/2016 | 1/17/2012 |
|-----------|-------------|--------------------------------|-----------|-----------|-----------|

Appointed by BOS; Oath of Office Required - Clerk of Circuit Court; Section 1-C-2 of the Zoning Ordinance states: "The Planning Commission shall consist of eleven members, appointed by the Board. Members of the Planning Commission shall be residents of the County, with there being 2 residents of each of the Board Election Districts. In addition, 1 member of the Commission shall be a member of the Board. Members of the Commission shall be qualified by knowledge and experience to make decisions on questions of community growth and development. At least 1/2 of the members of the Planning Commission shall be owners of real property in the County."



|                                   |       |                                 | <i>Appt Date</i> | <i>Exp Date</i> | <i>Orig Appt Date:</i> |
|-----------------------------------|-------|---------------------------------|------------------|-----------------|------------------------|
| Clarke County Planning Commission |       |                                 | 4 Yr             |                 |                        |
| Kreider                           | Scott | Buckmarsh / Battletown District | 5/15/2012        | 4/30/2016       | 3/15/2011              |

Appointed by BOS; Oath of Office Required - Clerk of Circuit Court; Section 1-C-2 of the Zoning Ordinance states: "The Planning Commission shall consist of eleven members, appointed by the Board. Members of the Planning Commission shall be residents of the County, with there being 2 residents of each of the Board Election Districts. In addition, 1 member of the Commission shall be a member of the Board. Members of the Commission shall be qualified by knowledge and experience to make decisions on questions of community growth and development. At least 1/2 of the members of the Planning Commission shall be owners of real property in the County."

|        |           |                     |            |           |            |
|--------|-----------|---------------------|------------|-----------|------------|
| Malone | Gwendolyn | Berryville District | 11/18/2014 | 4/30/2016 | 11/18/2014 |
|--------|-----------|---------------------|------------|-----------|------------|

Fill unexpired term of William Steinmetz, II  
 Appointed by BOS; Oath of Office Required - Clerk of Circuit Court; Section 1-C-2 of the Zoning Ordinance states: "The Planning Commission shall consist of eleven members, appointed by the Board. Members of the Planning Commission shall be residents of the County, with there being 2 residents of each of the Board Election Districts. In addition, 1 member of the Commission shall be a member of the Board. Members of the Commission shall be qualified by knowledge and experience to make decisions on questions of community growth and development. At least 1/2 of the members of the Planning Commission shall be owners of real property in the County."

|                                 |        |  |           |           |           |
|---------------------------------|--------|--|-----------|-----------|-----------|
| Conservation Easement Authority |        |  | 3 Yr      |           |           |
| Ohrstrom, II                    | George | Russell District; Planning Commission Representative | 4/16/2013 | 4/30/2016 | 7/15/2003 |

Appointed PC Rep 10/20/2009  
 Board of Directors 7 members, appointed by the BOS, to be comprised of 1 member from the BOS, 1 member from the PC and 5 Clarke County citizen members. At the first meeting of the BOS each calendar year, beginning the Board shall appoint 1 member from the membership of the BOS for a term of 1 year beginning Jan 1; 1 member from the Planning Commission for a 1 year term beginning May 1; and a member or members to fill expiring citizen member terms, for a term of three (3) years beginning Jan 1. Oath of Office Required.

*May 2016*

|  |       |                     |           |           |           |
|--|-------|---------------------|-----------|-----------|-----------|
| Clarke County Historic Preservation Commission |       |                     | 4 Yr      |           |           |
| Carter   | Paige | White Post District | 5/15/2012 | 5/31/2016 | 5/20/2008 |

Reappointed 3/16/04  
 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."

|        |       |                     |           |           |           |
|--------|-------|---------------------|-----------|-----------|-----------|
| Arnett | Betsy | Berryville District | 5/15/2012 | 5/31/2016 | 4/20/2010 |
|--------|-------|---------------------|-----------|-----------|-----------|

4/20/2010 Fill Unexpired Term M. Franklin  
 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."

*June 2016*

|                       |        |                   |          |           |            |
|-----------------------|--------|-------------------|----------|-----------|------------|
| Board of Equalization |        |                   |          |           |            |
| Dame                  | Thomas | Millwood District | 1/1/2016 | 6/30/2016 | 12/20/2005 |

Appointed by Circuit Court; Send letter of recommendation to Clerk. § 58.1-3374. Qualifications of members; vacancies.

Board of Equalization

Blatz Joseph White Post District 1/1/2016 6/30/2016 12/20/2005

Appointed by Circuit Court; Send letter of recommendation to Clerk. § 58.1-3374. Qualifications of members; vacancies.

N/A

McFillen Thomas Berryville District 1/1/2016 6/30/2016 12/21/2015

Appointed by Circuit Court; Send letter of recommendation to Clerk. § 58.1-3374. Qualifications of members; vacancies.

McIntosh Anne White Post District 1/1/2016 6/30/2016 12/21/2015

Appointed by Circuit Court; Send letter of recommendation to Clerk. § 58.1-3374. Qualifications of members; vacancies.

Hope Lindsay Russell District 1/1/2016 6/30/2016 11/3/2009

Appointed by Circuit Court; Send letter of recommendation to Clerk. § 58.1-3374. Qualifications of members; vacancies.

Clarke County Sanitary Authority

4 Yr

Welliver Ralph Berryville District 3/19/2013 6/30/2016 3/19/2013

The board of the Authority shall be appointed by the BOS and shall be composed of 5 members, 1 of whom shall be a resident of the Town of Boyce, each for a term of 4 years and until his successor is appointed and qualifies except appointments to fill vacancies, which shall be for the remainder of such un-expired term. The Town may submit a nominee or nominees to the BOS for its consideration in making the appointment of the Boyce resident member. From VA Code 15.2-5113 D) Alternate board members may also be selected. Such alternates shall be selected in the same manner and shall have the same qualifications as the board members except that an alternate for an elected board member need not be an elected official. Oath of Office Required.

Lord Fairfax Community College Board

Daniel William Berryville District 7/1/2012 6/30/2016 5/15/2012

1 Clarke County Member; 2 Term Limit

Lord Fairfax Emergency Medical Services Council

3 Yr

Stidham Angela Medical Professional; White Post District 9/17/2013 6/30/2016 9/17/2013

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

Regional Airport Authority

4 Yr

Crawford John Buckmarsh District 7/17/2012 6/30/2016 7/1/1997

1 Clarke County Member; Members appointed by additional participating political subdivisions or directors appointed by existing political subdivisions shall also be appointed for 4-year terms.

# 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       |
| Shenk  | Philip     | Landowner/Producer                     | 8/18/2015        | 7/15/2021       |
| <i>Barns of Rose Hill Board of Directors</i>   |            |  |                  | 3 Yr            |
| Cammack  | Thomas     |  | 1/19/2016        | 12/31/2018      |
| <i>BCCGC Joint Building Committee</i>  |            |  |                  | Open-End        |
| Ash  | David L.   | County Administrator                   |                  |                 |
| Dalton   | Keith      | Berryville Town Manager                |                  |                 |
| Kitselman  | Allen      | Berryville Town Council Representative |                  |                 |
| McKay  | Beverly B. | BoS - Appointed Member                 | 1/11/2016        | 12/31/2016      |
| <i>Berryville Area Development Authority</i>   |            |  |                  | 3 Yr            |
| Mackay-Smith   | Wingate E. | White Post District                    | 4/1/2015         | 3/31/2018       |
| Ohrstrom, II   | George     | Russell District                       | 3/19/2013        | 3/31/2016       |
| Smart  | Kathy      | White Post District                    | 1/23/2014        | 3/31/2017       |
| <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                   | 1/11/2016        | 12/31/2016      |
| Capelli  | Len        | Director of Economic Development       | 4/14/2015        | 4/14/2016       |
| Dunkle   | Christy    | Staff Representative - Town            |                  |                 |
| Stidham  | Brandon    | Staff Representative - County          |                  | 9/16/2014       |
| Weiss  | David S.   | BoS - Appointed Member                 | 1/11/2016        | 12/31/2016      |
| <i>Board of Equalization</i>   |            |  |                  |                 |
| Blatz  | Joseph     | White Post District                    | 1/1/2016         | 6/30/2016       |
| Dame   | Thomas     | Millwood District                      | 1/1/2016         | 6/30/2016       |
| Hope   | Lindsay    | Russell District                       | 1/1/2016         | 6/30/2016       |
| McFillen   | Thomas     | Berryville District                    | 1/1/2016         | 6/30/2016       |
| McIntosh   | Anne       | White Post District                    | 1/1/2016         | 6/30/2016       |
| <i>Board of Septic &amp; Well Appeals</i>  |            |  |                  | 4 Yr            |

*Wednesday, March 02, 2016*

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|              |            |  | <i>Appt Date</i> | <i>Exp Date</i> |
|--------------|------------|--|------------------|-----------------|
| Blatz        | Joseph     | White Post District; Citizen Member                            | 4/17/2012        | 2/15/2020       |
| Caldwell     | Anne       | Millwood District; Planning Commission; Vice Chair - Alternate | 1/8/2016         | 12/31/2016      |
| Daniel       | Mary L.C.  | BoS - Alternate  | 1/11/2016        | 1/11/2016       |
| McKay        | Beverly B. | BoS - Vice Chair Appointed Member                              | 1/11/2016        | 12/31/2016      |
| Ohrstrom, II | George     | Russell District; Planning Commission Chair                    | 1/8/2015         | 12/31/2016      |

*Board of Social Services*

4 Yr

|          |             |                        |            |            |
|----------|-------------|------------------------|------------|------------|
| Brown    | Dwight      | Berryville District    | 4/16/2013  | 7/15/2017  |
| Byrd     | Barbara J.  | BoS - Appointed Member | 1/11/2016  | 12/31/2016 |
| Ferrebee | Robert      | Millwood District      | 4/16/2013  | 7/15/2016  |
| Gray     | Lynn        | Berryville District    | 6/17/2014  | 7/15/2018  |
| Pierce   | Edwin Ralph | Berryville District    | 11/18/2014 | 7/15/2018  |

*Board of Supervisors*

4 Yr

|         |            |                                       |          |            |
|---------|------------|---------------------------------------|----------|------------|
| Byrd    | Barbara J. | Russell District                      | 1/1/2016 | 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 |

*Board of Supervisors Finance Committee*

1 Yr

|         |            |                        |           |            |
|---------|------------|------------------------|-----------|------------|
| Byrd    | Barbara J. | BoS - Alternate        | 1/11/2016 | 12/31/2016 |
| Catlett | Terri T.   | BoS - Appointed Member | 1/11/2016 | 12/31/2016 |
| McKay   | Beverly B. | BoS - Alternate        | 1/11/2016 | 12/31/2016 |
| Weiss   | David S.   | BoS - Appointed Member | 1/11/2016 | 12/31/2016 |

*Board of Supervisors Personnel Committee*

1 Yr

|       |            |                        |           |            |
|-------|------------|------------------------|-----------|------------|
| Byrd  | Barbara J. | BoS - Alternate        | 1/11/2016 | 12/31/2016 |
| McKay | Beverly B. | BoS - Appointed Member | 1/11/2016 | 12/31/2016 |
| Weiss | David S.   | BoS - Appointed Member | 1/11/2016 | 12/31/2016 |

*Board of Zoning Appeals*

5 Yr

|          |          |                     |            |           |
|----------|----------|---------------------|------------|-----------|
| Borel    | Alain F. | White Post District | 1/23/2014  | 2/15/2019 |
| Caldwell | Anne     | Millwood District   | 2/25/2015  | 2/15/2020 |
| Kackley  | Charles  | Russell District    | 2/12/2008  | 2/15/2018 |
| McKelvy  | Pat      | Alternate At Large  | 2/6/2014   | 2/15/2019 |
| Means    | Howard   | Millwood District   | 12/14/2009 | 2/15/2021 |
| Volk     | Laurie   | White Post District | 2/18/2014  | 2/15/2019 |

*Building and Grounds*

1 Yr

|       |            |                        |           |            |
|-------|------------|------------------------|-----------|------------|
| McKay | Beverly B. | BoS - Appointed Member | 1/11/2016 | 12/31/2016 |
| Weiss | David S.   | BoS - Alternate        | 1/11/2016 | 12/31/2016 |

*Wednesday, March 02, 2016*

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|  |             |  | <i>Appt Date</i> | <i>Exp Date</i> |
|--|-------------|--|------------------|-----------------|
| <i>Career and Technical Education Advisory Committee</i> |             |  |                  | 1 Yr            |
| McKay  | Beverly B.  | BoS - Appointed Member                     | 1/11/2016        | 12/31/2016      |
| <i>Clarke County Historic Preservation Commission</i>    |             |  |                  | 4 Yr            |
| Arnett   | Betsy       | Berryville District                        | 5/15/2012        | 5/31/2016       |
| Caldwell   | Anne        | Millwood District                          | 4/16/2014        | 5/31/2017       |
| Carter   | Paige       | White Post District                        | 5/15/2012        | 5/31/2016       |
| Joyce  | Jon         | Buckmarsh District                         | 6/16/2015        | 5/31/2019       |
| Kruhm  | Doug        | Planning Commission Representative         | 2/16/2016        | 4/30/2017       |
| Stieg, Jr.   | Robert      | Millwood District                          | 6/17/2014        | 5/31/2018       |
| Teetor   | Alison      | Staff Representative                       |                  |                 |
| York   | Robert      | White Post District                        | 6/18/2013        | 5/31/2017       |
| <i>Clarke County Humane Foundation</i>                   |             |  |                  | 1 Yr            |
| Byrd   | Barbara J.  | BoS - Liaison                              | 1/11/2016        | 12/31/2016      |
| <i>Clarke County Industrial Development Authority</i>    |             |  |                  | 4 Yr            |
| Armbrust   | Wayne       | White Post District; Vice Chair            | 8/19/2008        | 10/30/2015      |
| Cochran  | Mark        | Buckmarsh District                         | 9/17/2013        | 10/30/2017      |
| Frederickson   | Allan       | White Post District; Secretary / Treasurer | 9/17/2013        | 10/30/2017      |
| Jones  | Paul        | Russell District                           | 5/15/2012        | 10/30/2015      |
| Juday  | David       | Russell District; Chair                    | 10/21/2014       | 10/30/2018      |
| Koontz   | English     | Buckmarsh District                         | 6/16/2015        | 10/30/2018      |
| Pierce   | Rodney      | Buckmarsh District                         | 8/19/2008        | 10/30/2016      |
| Weiss  | David S.    | BoS - Liaison                              | 1/11/2016        | 12/31/2016      |
| <i>Clarke County Library Advisory Council</i>            |             |  |                  | 4 Yr            |
| Al-Khalili   | Adeela      | Buckmarsh District                         | 3/17/2015        | 4/15/2019       |
| Curran   | Christopher | Buckmarsh District                         | 4/16/2013        | 4/15/2017       |
| Daisley  | Shelley     | Russell District                           | 7/17/2012        | 4/15/2016       |
| Daniel   | Mary L.C.   | BoS - Liaison                              | 1/11/2016        | 12/31/2016      |
| Dunbar   | Kevin       | White Post District                        | 4/15/2014        | 4/15/2018       |
| Foster   | Nancy       | Russell District                           | 4/17/2012        | 4/15/2016       |
| Holscher   | Dirck       | Russell District                           | 4/16/2013        | 4/15/2017       |
| Kalbiam  | Maral       | Millwood District                          | 2/17/2015        | 4/15/2019       |
| White  | Kenlynne    | Berryville District                        | 7/15/2014        | 4/15/2017       |
| Zinman   | Maxine      | Russell District                           | 3/17/2015        | 4/15/2019       |
| <i>Clarke County Litter Committee</i>                    |             |  |                  | 1 Yr            |
| Byrd   | Barbara J.  | BoS - Liaison                              | 1/11/2016        | 12/31/2016      |
| <i>Clarke County Planning Commission</i>                 |             |  |                  | 4 Yr            |

*Wednesday, March 02, 2016*

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|              |             |  | <i>Appt Date</i> | <i>Exp Date</i> |
|--------------|-------------|--|------------------|-----------------|
| Bouffault    | Robina Rich | White Post / Greenway District         | 5/15/2012        | 4/30/2016       |
| Buckley      | Randy       | White Post District                    | 1/23/2014        | 4/30/2018       |
| Byrd         | Barbara J.  | BoS - Alternate                        | 1/11/2016        | 12/31/2016      |
| Caldwell     | Anne        | Millwood / Chapel District; Vice Chair | 4/16/2013        | 4/30/2017       |
| Daniel       | Mary L.C.   | BoS - Appointed Member                 | 1/11/2016        | 12/31/2016      |
| Kreider      | Scott       | Buckmarsh / Battletown District        | 5/15/2012        | 4/30/2016       |
| Kruhm        | Doug        | Buckmarsh / Battletown District        | 3/18/2014        | 4/30/2018       |
| Lee          | Francis     | Berryville District                    | 5/20/2014        | 4/30/2018       |
| Malone       | Gwendolyn   | Berryville District                    | 11/18/2014       | 4/30/2016       |
| Nelson       | Clifford    | Russell / Longmarsh District           | 4/16/2013        | 4/30/2017       |
| Ohrstrom, II | George      | Russell District; Chair                | 3/17/2015        | 4/30/2019       |
| Stidham      | Brandon     | Staff Representative                   |                  |                 |
| Turkel       | Jon         | Millwood / Chapel District             | 3/17/2015        | 4/30/2019       |

*Clarke County Sanitary Authority*

4 Yr

|                   |            |  |            |            |
|-------------------|------------|--|------------|------------|
| DeArment          | Roderick   | White Post District, Chair               | 6/25/2015  | 1/5/2017   |
| Dunning, Jr.      | A.R.       | White Post District, Treasurer/Secretary | 11/19/2013 | 1/5/2018   |
| Legge             | Michael    | Staff Representative                     |            |            |
| Mackay-Smith, Jr. | Alexander  | White Post District, Vice Chair          | 1/15/2013  | 1/5/2017   |
| McKay             | Beverly B. | BoS - Liaison                            | 1/11/2016  | 12/31/2016 |
| Myer              | Joseph     | Town of Boyce                            | 11/17/2015 | 1/5/2020   |
| Welliver          | Ralph      | Berryville District                      | 3/19/2013  | 6/30/2016  |

*Conservation Easement Authority*

3 Yr

|              |            |  |            |            |
|--------------|------------|--|------------|------------|
| Buckley      | Randy      | White Post District                                  | 11/19/2013 | 12/31/2016 |
| Byrd         | Barbara J. | BoS - Appointed Member                               | 1/11/2016  | 1/11/2016  |
| Engel        | Peter      | White Post District                                  | 11/17/2015 | 12/31/2018 |
| Jones        | Michelle   | Millwood / Pine Grove District                       | 2/18/2014  | 12/31/2016 |
| Ohrstrom, II | George     | Russell District; Planning Commission Representative | 4/16/2013  | 4/30/2016  |
| Teetor       | Alison     | Staff Representative                                 |            |            |
| Thomas       | Walker     | Buckmarsh District                                   | 11/17/2015 | 12/31/2018 |
| Wallace      | Laure      | Millwood District                                    | 11/19/2013 | 12/31/2016 |

*Constitutional Officer*

|         |         |                             |          |            |
|---------|---------|-----------------------------|----------|------------|
| Butts   | Helen   | Clerk of the Circuit Court  | 1/1/2016 | 12/31/2023 |
| Keeler  | Sharon  | Treasurer                   | 1/1/2016 | 12/31/2019 |
| Mackall | Suzanne | Commonwealth Attorney       | 1/1/2016 | 12/31/2019 |
| Peake   | Donna   | Commissioner of the Revenue | 1/1/2016 | 12/31/2019 |
| Roper   | Anthony | Sheriff                     | 1/1/2016 | 12/31/2019 |

*County Administrator*

|     |          |                      |           |  |
|-----|----------|----------------------|-----------|--|
| Ash | David L. | County Administrator | 3/19/1991 |  |
|-----|----------|----------------------|-----------|--|

*Wednesday, March 02, 2016*

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|  |            |  | <i>Appt Date</i> | <i>Exp Date</i> |
|--|------------|--|------------------|-----------------|
| <i>Economic Development Advisory Committee</i>         |            |  |                  | 4 Yr            |
| Barb   | Jim        | Real Estate Rep, Business Owner                          | 11/29/2013       | 12/31/2017      |
| Conrad   | Bryan H.   | Agriculture, Fire & Rescue                               | 12/16/2014       | 12/31/2018      |
| Dunkle   | Christy    | Town of Berryville Representative                        | 1/1/2016         | 12/31/2019      |
| Kraybill   | Christina  | Berryville District, Business Owner                      | 11/18/2014       | 12/31/2017      |
| Milleson   | John R.    | Banking, Finance   | 12/16/2014       | 12/31/2018      |
| Myer   | Dr. Eric   | Agriculture Rep, Business Owner                          | 12/16/2014       | 12/31/2018      |
| Pritchard  | Elizabeth  | Hospitality Industry                                     | 7/17/2012        | 8/31/2016       |
| Weiss  | David S.   | BoS - Appointed Member                                   | 1/11/2016        | 12/31/2016      |
| <i>Fire &amp; EMS Commission</i>                       |            |  |                  |                 |
| Armacost, Jr.  | Van        | Volunteer Association / Fire Issues / John H. Enders VFC | 11/17/2015       | 8/31/2017       |
| Conrad   | Bryan H.   | Citizen-at-large   | 9/1/2015         | 8/31/2019       |
| Davis  | Frank      | Staff Representative                                     | 9/1/2014         |                 |
| Hoff   | Matt       | Volunteer Association / EMS Issues / Boyce VFC           | 11/17/2015       | 8/31/2016       |
| Leffel   | Elizabeth  | Citizen-at-large   | 9/1/2014         | 8/31/2016       |
| Roper  | Anthony    | Sheriff  | 1/1/2016         | 12/31/2020      |
| Wallace  | Laure      | Chair; Citizen-at-large                                  | 9/1/2014         | 8/31/2017       |
| Weiss  | David S.   | BoS - Representative                                     | 1/11/2016        | 12/31/2016      |
| <i>Handley Regional Library Board</i>                  |            |  |                  | 4 Yr            |
| Myer   | Tamara     | Town of Boyce  | 8/20/2013        | 11/30/2017      |
| <i>Joint Administrative Services Board</i>             |            |  |                  | Open-End        |
| Ash  | David L.   | County Administrator                                     | 12/22/1993       |                 |
| Bishop   | Chuck      | School Superintendent                                    | 7/1/2014         |                 |
| Judge  | Tom        | Staff Representative                                     | 2/14/1994        |                 |
| Keeler   | Sharon     | Treasurer  | 3/12/2005        |                 |
| McKay  | Beverly B. | BoS - Alternate  | 1/11/2016        | 12/31/2016      |
| Schutte  | Charles    | School Board Representative                              | 1/8/2012         |                 |
| Weiss  | David S.   | BoS - Appointed Member                                   | 1/20/2015        | 12/31/2015      |
| <i>Legislative Liaison and High Growth Coalition</i>   |            |  |                  | 1 Yr            |
| Daniel   | Mary L.C.  | BoS - Liaison  | 1/11/2016        | 12/31/2016      |
| <i>Lord Fairfax Community College Board</i>            |            |  |                  | 4 Yr            |
| Daniel   | William    | Berryville District                                      | 7/1/2012         | 6/30/2016       |
| <i>Lord Fairfax Emergency Medical Services Council</i> |            |  |                  | 3 Yr            |
| Burns  | Jason      | Career Representative; Buckmarsh District                | 4/21/2015        | 6/30/2018       |

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|   |            |   | <i>Appt Date</i> | <i>Exp Date</i> |
|---|------------|---|------------------|-----------------|
| Conrad  | Bryan H.   | Volunteer Representative; White Post District | 6/17/2014        | 6/30/2017       |
| Stidham   | Angela     | Medical Professional; White Post District     | 9/17/2013        | 6/30/2016       |
| <i>Northern Shenandoah Valley Regional Commission</i>                                   |            |   |                  | <i>1 Yr</i>     |
| Daniel  | Mary L.C.  | BoS - Alternate                               | 1/11/2016        | 12/31/2016      |
| McKay   | Beverly B. | BoS - Appointed Member                        | 1/11/2016        | 12/31/2016      |
| Stidham   | Brandon    | Citizen Representative [Planning Director]    | 2/19/2013        | 1/31/2016       |
| <i>Northwestern Community Services Board</i>  |            |   |                  | <i>4 Yr</i>     |
| Brown   | Audrey     | White Post District                           | 11/17/2015       | 12/31/2017      |
| Harris  | Celie      | Millwood District                             | 11/17/2015       | 12/31/2018      |
| <i>Northwestern Regional Jail Authority</i>   |            |   |                  | <i>1 Yr</i>     |
| Ash   | David L.   | BoS - Appointed Member                        | 1/11/2016        | 12/31/2016      |
| Byrd  | Barbara J. | BoS - Liaison - Alternate                     | 1/11/2016        | 12/31/2016      |
| Roper   | Anthony    | Sheriff                                       | 1/1/2016         | 12/31/2020      |
| 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                                 | 1/11/2016        | 12/31/2016      |
| Wyatt   | Jimmy      | Millwood District                             | 1/15/2013        | 12/20/2016      |
| <i>Old Dominion Alcohol Safety Action Policy Board &amp; Division of Court Services</i> |            |   |                  | <i>3 Yr</i>     |
| Roper   | Anthony    | Sheriff                                       | 11/19/2013       | 12/31/2016      |
| <i>Old Dominion Community Criminal Justice Board</i>                                    |            |   |                  | <i>3 Yr</i>     |
| Roper   | Anthony    | Sheriff                                       | 11/19/2013       | 12/31/2016      |
| <i>Our Health</i>   |            |   |                  | <i>3 Yr</i>     |
| Shipe   | Diane      | Buckmarsh District                            | 4/16/2013        | 3/15/2016       |
| <i>Parks &amp; Recreation Advisory Board</i>  |            |   |                  | <i>1 Yr</i>     |
| Catlett   | Terri T.   | BoS - Liaison                                 | 1/11/2016        | 12/31/2016      |
| Heflin  | Dennis     | White Post District                           | 1/15/2013        | 12/31/2016      |
| 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                              | 1/15/2013        | 12/31/2016      |
| Rhodes  | Emily      | Buckmarsh District                            | 11/17/2015       | 12/31/2019      |
| Sheetz  | Daniel A.  | Berryville District                           | 11/19/2013       | 12/31/2017      |
| Smith   | Tracy      | Millwood District                             | 1/17/2012        | 12/31/2013      |
| Trenary   | Randy      | School Superintendent Designee                | 10/24/2013       |                 |
| Wisecarver  | Steve      | Appointed by Town of Boyce                    | 11/5/2013        | 12/31/2017      |

*Wednesday, March 02, 2016*

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|  |             |   | <i>Appt Date</i> | <i>Exp Date</i> |
|--|-------------|---|------------------|-----------------|
| <i>People Inc. of Virginia</i>   |             |   |                  | 3 Yr            |
| Hillerson  | Coleen      | Clarke County Rep Board of Directors    | 6/18/2013        | 7/31/2016       |
| <i>Regional Airport Authority</i>  |             |   |                  | 1 Yr            |
| Ash  | David L.    | BoS - Alternate                         | 1/11/2016        | 12/31/2016      |
| Crawford   | John        | Buckmarsh District                      | 7/17/2012        | 6/30/2016       |
| McKay  | Beverly B.  | BoS - Alternate                         | 1/11/2016        | 12/31/2016      |
| <i>Shenandoah Area Agency on Aging, Inc.</i>                                   |             |   |                  | 4 Yr            |
| Bouffault  | Robina Rich | White Post District                     | 10/21/2014       | 9/30/2018       |
| <i>Shenandoah Valley Chief Local Elected Officials Consortium</i>              |             |   |                  |                 |
| Ash  | David L.    | BoS Designee for Chief Elected Official |                  |                 |
| <i>Shenandoah Valley Workforce Investment Board</i>                            |             |   |                  | 4 Yr            |
| James  | Patricia    | Buckmarsh District                      | 9/17/2013        | 6/30/2017       |
| <i>Towns and Villages: Berryville</i>  |             |   |                  | 1 Yr            |
| Byrd   | Barbara J.  | BoS - Liaison                           | 1/11/2016        | 12/31/2016      |
| Daniel   | Mary L.C.   | BoS - Liaison - Alternate               | 1/11/2016        | 12/31/2016      |
| <i>Towns and Villages: Boyce</i>   |             |   |                  | 1 Yr            |
| Catlett  | Terri T.    | BoS - Liaison                           | 1/11/2016        | 12/31/2016      |
| McKay  | Beverly B.  | BoS - Liaison                           | 1/11/2016        | 12/31/2016      |
| <i>Towns and Villages: Millwood</i>  |             |   |                  | 1 Yr            |
| Catlett  | Terri T.    | BoS - Liaison                           | 1/11/2016        | 12/31/2016      |
| <i>Towns and Villages: Pine Grove</i>  |             |   |                  | 1 Yr            |
| Catlett  | Terri T.    | Bos - Liaison                           | 1/11/2016        | 12/31/2016      |
| Weiss  | David S.    | BoS - Liaison                           | 1/11/2016        | 12/31/2016      |
| <i>Towns and Villages: White Post</i>  |             |   |                  | 1 Yr            |
| McKay  | Beverly B.  | Bos - Liaison                           | 1/11/2016        | 12/31/2016      |
| <i>Warren-Clarke County Microenterprise Assistance Program Management Team</i> |             |   |                  | 2 Yr            |
| Blakeslee  | Steve       | County Representative                   | 9/18/2012        |                 |
| Dunkle   | Christy     | Town of Berryville Representative       | 9/18/2012        |                 |
| Greene   | Laurel      | Town of Boyce Representative            | 9/18/2012        |                 |
| Koontz   | English     | County Representative                   | 2/17/2015        | 12/30/2016      |
| McIntosh   | Charles     | County Representative                   | 9/18/2012        |                 |
| Myer   | Dr. Eric    | Designated Alternate                    | 9/18/2012        |                 |
| Stidham  | Brandon     | County Representative                   | 9/18/2012        |                 |

*Wednesday, March 02, 2016*

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## Board of Supervisors Work Session Agenda

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

**March 7, 2016 9:30 AM**

- | Item No. | Description   |
|----------|---|
| A.       | <p>2015 Berryville Area Plan Update Discussion and Review with Brandon Stidham and Christy Dunkle</p> <p>03-07-2016 Summary: Brandon Stidham, with Christy Dunkle, provided a detailed review of the revised plan. Berryville Town Council will review the document at its March 15 Work Session; and pending confirmation of availability from Council, a joint public hearing will be held on Wednesday, April 6, 2016.</p> |
| B.       | <p>FY2017 Budget with Tom Judge</p> <p>03-07-2016 Summary: For details, see March 7, 2016, Clarke County Board of Supervisors FY2017 Budget Work Session Minutes.</p>   |



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

**TO: Board of Supervisors**

**FROM: Brandon Stidham, Planning Director**

**SUBJECT: 2015 Berryville Area Plan Update**

**DATE: March 1, 2016**

We will be discussing the revised 2015 Berryville Area Plan at the Board's work session on Monday, March 7. I will be available along with Town Planning Director Christy Dunkle to step you through each section of the revised Plan document and to answer any questions that you may have. One of the goals of the work session will be to identify any areas of concern that the Board may have with the revised Plan so that these concerns can be communicated to Town Council and Staff. As a reminder, formal adoption of identical versions of the revised Plan is required by both the Board and Town Council.

If you have any questions or concerns in advance of the meeting, or if you need an additional copy of the revised Plan, please do not hesitate to contact me.

MEMORANDUM

TO: Board of Supervisors

FR: Thomas Judge, Director of Joint Administrative Services

DT: 3/7/2016

RE: *March Worksession Items*

1. **Repurpose of Capital Projects Funds.** The Finance Committee recommends the following action:

*"Be it resolved that \$92,973 of funds currently budgeted for the Sheriff's Office Renovation in the General Government Capital Projects Fund be used as follows: Time Synch Server for Communications (8,647); Vehicle Repeaters (73,000); Museum Porch Floor (11,500)."*

2. **Health Insurance Rates.** The FY 17 Health Insurance Renewal was received, and shows an increase of 8.1%. The attached rates for FY 17 have been recommended for approval by the Joint Administrative Services Board. These rates were subsequently approved by the School Board, and approval by the Board of Supervisors is now requested:

*"Be it resolved that the FY 17 Health Insurance rates are hereby approved as presented."*

3. **FY 17 Budget Status.** At this writing the Finance Committee has worked through revenue estimates, the capital budget, minor capital requests, personnel requests, and about half the line item budget. By the time of this worksession it is expected the Committee will have completed work on the General Fund line item budget, determined a salary increase for the General Government, and incorporated an estimate of the Real Property Tax. Attached is a summary of changes made since the full board last met, but prior to the Finance Committee's work on the March 3. Tonight is the presentation of the School Board's budget request.

**FY 17 Monthly Health Benefit Rates**

Effective 7/1/2016

Source: Joint Administrative Services

| A. Plan Rates   | Cost     | Employer | Employee | Employer     | Employer         | FY 17<br>Employer<br>Annual |
|---|----------|----------|----------|--------------|------------------|-----------------------------|
|   |          |          |          | FY 17 Share* | FY 16 Share*     |                             |
| Rounding difference shifts year to year in KA 250.    |          |          |          |              |                  |                             |
| <u>KA 250 Plan Option</u>                             |          |          |          |              |                  |                             |
| <u>Regular Full Time</u>                              |          |          |          |              |                  |                             |
| Single  | 697.00   | 588.03   | 108.97   | 84%          | 84%              | 7,056                       |
| Dual  | 1,289.00 | 641.63   | 647.37   | 50%          | 50%              | 7,700                       |
| Family  | 1,882.00 | 936.55   | 945.45   | 50%          | 50%              | 11,239                      |
| 0   |          |          |          |              |                  |                             |
| <u>Transportation, Food Service &amp; Other</u>       |          |          |          |              |                  |                             |
| Single  | 697.00   | 496.17   | 200.83   | 71%          | 71%              | 5,954                       |
| Dual  | 1,289.00 | 541.40   | 747.60   | 42%          | 42%              | 6,497                       |
| Family  | 1,882.00 | 790.24   | 1,091.76 | 42%          | 42%              | 9,483                       |
| 0   |          |          |          |              |                  |                             |
| <u>KA 500 Plan Option</u>                             |          |          |          |              |                  |                             |
| <u>Regular Full Time</u>                              |          |          |          |              |                  |                             |
| Single  | 640.00   | 588.03   | 51.97    | 92%          | 92%              | 7,056                       |
| Dual  | 1,184.00 | 641.63   | 542.37   | 54%          | 54%              | 7,700                       |
| Family  | 1,728.00 | 936.55   | 791.45   | 54%          | 54%              | 11,239                      |
| 0   |          |          |          |              |                  |                             |
| <u>Transportation, Food Service &amp; Other</u>       |          |          |          |              |                  |                             |
| Single  | 640.00   | 496.17   | 143.83   | 78%          | 78%              | 5,954                       |
| Dual  | 1,184.00 | 541.40   | 642.60   | 46%          | 46%              | 6,497                       |
| Family  | 1,728.00 | 790.24   | 937.76   | 46%          | 46%              | 9,483                       |
| 0   |          |          |          |              |                  |                             |
| <u>TLC High Deductible</u>                            |          |          |          |              |                  |                             |
| <u>Regular Full Time</u>                              |          |          |          |              |                  |                             |
| Single  | 506.00   | 506.00   | .00      | 100%         | 100%             | 8,072                       |
| Dual  | 936.00   | 575.26   | 360.74   | 61%          | 61%              | 6,903                       |
| Family  | 1,366.00 | 838.35   | 527.65   | 61%          | 61%              | 10,060                      |
| 0   |          |          |          |              |                  |                             |
| <u>Transportation, Food Service &amp; Other</u>       |          |          |          |              |                  |                             |
| Single  | 506.00   | 426.95   | 79.05    | 84%          | 84%              | 5,123                       |
| Dual  | 936.00   | 485.40   | 450.60   | 52%          | 52%              | 5,825                       |
| Family  | 1,366.00 | 707.39   | 658.61   | 52%          | 52%              | 8,489                       |
| <b>B. Account Contributions</b>                       |          |          |          |              |                  |                             |
| <u>Regular Full Time</u>                              |          |          |          |              |                  |                             |
| TLC Health Savings Account Contribution (single)      |          | 82.03    |          |              |                  | 984                         |
| TLC Health Savings Account Contribution (dual)        |          | 66.37    |          |              |                  | 796                         |
| TLC Health Savings Account Contribution (family)      |          | 98.20    |          |              |                  | 1,178                       |
| <u>Transportation, Food Service &amp; Other</u>       |          |          |          |              |                  |                             |
| TLC Health Savings Account Contribution (single)      |          | 69.22    |          |              |                  | 831                         |
| TLC Health Savings Account Contribution (dual)        |          | 56.00    |          |              |                  | 672                         |
| TLC Health Savings Account Contribution (family)      |          | 82.86    |          |              |                  | 994                         |
| <b>C. Total Employer Cost Per Group Health Member</b> |          |          |          |              |                  |                             |
| <u>Regular Full Time</u>                              |          |          |          |              |                  |                             |
| Single Health   |          | 588.03   |          |              |                  |                             |
| Dual Health   |          | 641.63   |          |              |                  |                             |
| Family Health   |          | 936.55   |          |              |                  |                             |
| TLC Single Health & "HSA"                             |          | 588.03   |          |              |                  |                             |
| TLC Dual Health & "HSA"                               |          | 641.63   |          |              |                  |                             |
| TLC Family Health & "HSA"                             |          | 936.55   |          |              |                  |                             |
| <u>Transportation &amp; Food Service</u>              |          |          |          |              |                  |                             |
| Single Health   |          | 496.17   |          |              |                  |                             |
| Dual Health   |          | 541.40   |          |              |                  |                             |
| Family Health   |          | 790.24   |          |              |                  |                             |
| TLC Single Health & "HSA"                             |          | 496.17   |          |              |                  |                             |
| TLC Dual Health & "HSA"                               |          | 541.40   |          |              | Overall Increase |                             |
| TLC Family Health & "HSA"                             |          | 790.24   |          |              | 8.10%            |                             |

Note: Where two employees are married, and they together opt for either a dual or family option, the employer will pay two times the single employer contribution for the plan option selected.

**METHOD:**

- Force TLC employee single contribution to zero.
- Force 500 rates to percentage contributions from prior year.
- Force 250 employer contribution to same as 500 contribution.
- Force "HSA" contribution so total employer equal across plans.

FY 17 Budget Process  
Board of Supervisors Update  
February 24, 2016

Update  
3/7

**CHANGES**

1. JAS Request Added.
2. Clerk of Court minor capital deleted -6,000 (do in FY 16).
3. Request of Substance Abuse Coalition confirmed at \$15,000.
4. Increased Public Service Corporation RE Tax \$61,166.
5. Added Fund for Shenandoah Farms Sanitary District.
6. Revised capital budget for convenience center:
  - a. Add \$112K Capital Expenditure.
  - b. Increase designation for Convenience Center \$112K.
  - c. Decrease Convenience center designation surplus by \$112K.
7. Added Positions as follows:

|                     |         |
|---------------------|---------|
| Commonwealth's Atty | 46,201  |
| Sheriff             | 21,530  |
| Billing Manager     | 26,036  |
| Planning/Building   | 61,506  |
| Parks               | 17,179  |
| Social Services     | 25,000  |
| Total               | 197,452 |

**INFORMATION NEEDED**

1. Sales Tax Update (after advertisement).
2. Personal Property Assessment amount (tape sent off, estimate perhaps next week).
3. School Budget (adopted 2/29, to be included in next draft).
4. Government Salary Increase (yet to be determined).

**UP NEXT**

1. Review line item budgets.
2. Finalize Property Tax estimates.
3. Government Salary Increase.

MEMORANDUM

TO: Board of Supervisors

FR: Thomas Judge, Director of Joint Administrative Services

DT: 3/15/2016

RE: *March Finance Report*

1. **FY 16 Supplemental Appropriations. The Finance Committee recommends approval of the following:**
  - a. **Victim Witness.** Please see the attached request for the Victim Witness Program.  
*"Be it resolved that FY 16 Victim Witness budgeted expenditure and appropriations be increased \$6,029, that revenue from the Commonwealth of Virginia be recognized in the same amount, that telephone costs of \$600 and FICA costs of \$300 be added to the attached listing of expenditures, and that a one-time salary bonus of \$3,902 be approved for the Victim Witness Coordinator."*
  - b. **Sheriff.** *"Be it resolved that FY 16 Sheriff's budgeted expenditure and appropriations be increased \$5,859, and that revenue from insurance claims be increased in the same amount, all for the purpose of repairing patrol vehicles."*
  - c. **Economic Development.** *"Be it resolved the FY 16 General Government Capital Projects budgeted expenditure and appropriations be increased \$20,000, that revenue from the Town of Berryville in the amount of \$5,000, and revenue from the Barns of Berryville in the amount of \$5,000, both be recognized, and that expenditure of \$10,000 currently budgeted under Economic Development be reduced, all for the purpose of providing signs guiding visitors to the Tourism Center."*
2. **Cooperative Extension request for Intern.** The Committee considered a request for Clarke County to provide a summer intern. The Committee directed that funds for the intern be found from the existing appropriation for Cooperative Extension.
3. **Artisan Center of Virginia.** The Finance Committee recommends approval of an agreement with the Artisan Center of Virginia whereby \$5,000 of funds currently budgeted under Economic Development be paid to Artisan Center of Virginia for participation in its Artisan Trail project.
4. **FY 17 Budget: outstanding issues & direction.** The Committee will meet Thursday March 10 to consider final adjustments to the proposed FY 17 budget.
5. **Bills and Claims.** Acceptance of this report is recommended.
6. **Monthly Reports. Reconciliation of Appropriations. General Fund Balance. Expenditure Summary.**

Effective December 10, 2015, the VA Criminal Justice Services Board approved recommendations to increase current FY16 (July 1, 2015 through June 30, 2016) Victim Witness Program grants by 15% for the period January 1 – June 30, 2016. The Clarke County Victim Witness Program is allocated to receive an additional \$6,029.00 in funding.

The Victim Witness Program Director, Beth Marple, would like to ADD the following monies to the already budgeted line items to distribute the additional \$6,029 received:

Salary: \$4,802.00

Travel and subsistence: \$219.00

Office Supplies: \$190.00

Dues/Memberships: \$145.00

Registration Fees: \$75.00

Postage: \$58.00

Community Outreach: \$440.00

Equipment: \$100.00

Bonus \$3902  
FICA 300  
PHONE 600





# COMMONWEALTH of VIRGINIA

Department of Criminal Justice Services

Francine C. Ecker  
Director

February 4, 2016

1100 Bank Street  
Richmond, Virginia 23219  
(804) 786-4000  
TDD (804) 386-8732

**REVISED**

Mr. David Ash  
County Administrator  
Clarke County  
101 Chalmers Court, Suite B  
Berryville, VA 22611-9998

RE: Grant No.: 16-P3591VW15  
Revised Victim Witness Program Award

Dear Mr. Ash:

The original grant award information, dated July 16, 2015, has been revised to reflect an increase in the total amount of awarded funds for Fiscal Year 2016. The additional amount has been added to the Supplies/Other Budget Category. Please submit a revised budget as outlined in the email dated January 20, 2016 from John Mahoney.

Enclosed you will find a "**revised**" Statement of Grant Award and a Statement of Grant Award Special Conditions. To indicate your acceptance of the award and conditions, please sign the award acceptance and return it to Janice Waddy, Grants Administrator, at the Department of Criminal Justice Services (DCJS). Please review the conditions carefully; as some require action on your part before we will disburse grant funds.

We apologize for any inconvenience and will be happy to assist you in any way we can to assure your project's success. If you have any questions regarding this matter, please contact Patricia Foster at (804) 371-8634.

Sincerely,

A handwritten signature in black ink that reads "Janice D. Waddy".

Janice Waddy  
Grants Administrator

Enclosures

cc: Ms. Beth Marple, V/W Program Director  
Mr. Thomas Judge, Finance Officer  
Ms. Patricia Foster, DCJS Monitor

**Department of Criminal Justice Services**  
1100 Bank Street, 12th Floor, Richmond, VA 23219

**Statement of Grant Award/Acceptance**

|                                  |                            |                                |  |
|----------------------------------|----------------------------|--------------------------------|--|
| <b>Subgrantee: Clarke County</b> |                            | <b>Date: February 02, 2016</b> |  |
| <b>Grant Period:</b>             |                            | <b>Grant Number:</b>           |  |
| <b>From:</b> 07/01/2015          | <b>Through:</b> 06/30/2016 | 16-P3591VW15                   |  |

| Project Director  | Project Administrator   | Finance Officer   |
|---|---|---|
| Ms. Beth Marple<br>V/W Program Director<br>Clarke County<br>102 North Church Street<br>Berryville, VA 22611<br><br><b>Phone:</b> (540) 955-5111<br><b>Email:</b> vwe@clarkecounty.gov | Mr. David Ash<br>County Administrator<br>Clarke County<br>101 Chalmers Court, Suite B<br>Berryville, VA 22611-9998<br><br><b>Phone:</b> (540) 955-5100<br><b>Email:</b> dash@clarkecounty.gov | Mr. Thomas Judge<br>Finance Officer<br>Clarke County<br>524 Westwood Road<br>Berryville, VA 22611-9998<br><br><b>Phone:</b> (540) 955-6172<br><b>Email:</b> tjudge@clarkecounty.gov |

**Grant Award Budget**

| Budget Categories | DCJS Funds |         |          | Local | TOTALS   |
|-------------------|------------|---------|----------|-------|----------|
|                   | Federal    | General | Special  |       |          |
| Travel            | \$0        | \$0     | \$0      | \$0   | \$0      |
| Supplies/Other    | \$6,029    | \$0     | \$0      | \$0   | \$6,029  |
| Personnel         | \$30,146   | \$0     | \$10,049 | \$0   | \$40,195 |
| Indirect Cost     | \$0        | \$0     | \$0      | \$0   | \$0      |
| Equipment         | \$0        | \$0     | \$0      | \$0   | \$0      |
| Consultant        | \$0        | \$0     | \$0      | \$0   | \$0      |
| <b>Totals</b>     | \$36,175   | \$0     | \$10,049 | \$0   | \$46,224 |

This grant is subject to all rules, regulations, and criteria included in the grant guidelines and the special conditions attached thereto.



**Francine C. Ecker, Director**

The undersigned, having received the Statement of Grant Award/Acceptance and the Conditions attached thereto, does hereby accept this grant and agree to the conditions pertaining thereto, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

**Signature:** \_\_\_\_\_  
**Title:** \_\_\_\_\_

# STATEMENT OF GRANT AWARD SPECIAL CONDITIONS

Department of Criminal Justice Services  
1100 Bank Street  
Richmond, Virginia 23219



## For the Victim Witness Assistance Grant Program – Localities

Subgrantee: Clarke County

Grant Number: 16-P3591VW15

Federal Catalog Number: 16.575

Title: Victim Witness Program

Date: February 4, 2016

The following conditions are attached to and made a part of this grant award:

1. By signing the Statement of Grant Award/Acceptance, the grant recipient agrees:
  - to use the grant funds to carry out the activities described in the grant application, as modified by the terms and conditions attached to this award or by subsequent amendments approved by DCJS;
  - to adhere to the approved budget contained in this award and amendments made to it in accord with these terms and conditions;
  - to comply with all terms, conditions and assurances either attached to this award or submitted with the grant application;
  - to comply with the “Victim/Witness Grant Program Fiscal Year 2015 and 2016 Program Guidelines and Application Procedures,” dated March 25, 2014 and its Attachments. This includes compliance with Attachment 6-- “Final Program Guidelines, Victims of Crime Act, FFY 1997, Victim Assistance Program,” and includes a requirement that subgrantees maintain daily time and attendance records. (See Section B,8).
2. The subgrantee agrees to submit, on or before scheduled due dates, such reports as requested by DCJS on required forms. This includes filing required reports using the Client Information Management System (CIMS) and the online Grants Management Information System (GMIS).
3. The subgrantee agrees that it and all its contractors will comply with the following federal civil rights laws as applicable:
  - Title VI of the Civil Rights Act of 1964, which prohibits discrimination on the basis of race, color, or national origin in the delivery of services (42 U.S.C. § 2000d) and the DOJ implementing regulations at 28 C.F.R. Part 42, Subpart C;
  - The Omnibus Crime Control and Safe Streets Act of 1968, which prohibits discrimination on the basis of race, color, national origin, religion, or sex in the delivery of services and employment practices (42 U.S.C. § 3789d(c)(1)), and the DOJ implementing regulations at 28 C.F.R. Part 42, Subpart D;
  - Section 504 of the Rehabilitation Act of 1973, which prohibits discrimination on the basis of disability in the delivery of services and employment practices (29 U.S.C. § 794), and the DOJ implementing regulations at 28 C.F.R. Part 42, Subpart G;
  - Title II of the Americans with Disabilities Act of 1990, which prohibits discrimination on the basis of disability in the delivery of services and employment practices (42 U.S.C. § 12132), and the DOJ implementing regulations at 28 C.F.R. Part 35;
  - Title IX of the Education Amendments of 1972, which prohibits discrimination on the basis of sex in education programs and activities (20 U.S.C. § 1681), and the DOJ implementing regulations at 28 C.F.R. Part 54;
  - The Age Discrimination Act of 1975, which prohibits discrimination on the basis of age in the delivery of services (42 U.S.C. § 6102), and the DOJ implementing regulations at 28 C.F.R. Part 42, Subpart I; and
  - The DOJ regulations on the Equal Treatment for Faith-Based Organizations, which prohibit discrimination on the basis of religion in the delivery of services and prohibit organizations from using DOJ funding for inherently religious activities (28 C.F.R. Part 38).
  - The Juvenile Justice and Delinquency Prevention Act of 1974, as amended, which prohibits discrimination in both employment and the delivery of services or benefits based on race, color, national origin, religion, and sex in JJDP-funded programs or activities (42 U.S.C. § 5672(b)).
  - Section 1407 of the Victims of Crime Act (VOCA), as amended, which prohibits discrimination in both employment and the delivery of services or benefits on the basis of race, color, national origin, religion, sex, and disability in VOCA-funded programs or activities. (42 U.S.C. § 10604).

## Statement of Grant Award Special Conditions (Continued)

Grant No: 16-P3591VW15

4. The Subgrantee agrees that none of the funds appropriated or otherwise made available by this Act may be used for a project for the construction, alteration, maintenance, or repair of a public building or public work unless all of the iron, steel, and manufactured goods used in the project are produced in the United States.
5. The Subgrantee agrees that notwithstanding any other provisions of law and in a manner consistent with other provisions in this Act, all laborers and mechanics employed by contractors and subcontractors on projects funded directly by or assisted in whole or in part by and through the Federal Government pursuant to this Act shall be paid wages at rates not less than those prevailing on projects of a character similar in the locality as determined by the Secretary of Labor in accordance with subchapter IV of chapter 31 of title 40, United States Code. With respect to the labor standards specified in this section, the Secretary of Labor shall have the authority and functions set forth in Reorganization Plan Numbered 14 of 1950 (64 Stat 1267; 5 U.S.C. App) and section 3145 of title 40, United States Code.
6. The Subgrantee will promptly refer to DOJ's Office of the Inspector General any credible evidence that a principal, employee, agent, contractor, subgrantee, subcontractor, or other person has either (1) submitted a false claim for grant funds under the False Claims Act; or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving grant funds.
7. The Subgrantee cannot use any federal funds, either directly or indirectly, in support of any contact or subaward to either the Association of Community Organizations for Reform Now (ACORN) or its subsidiaries, without the express prior written approval of OJP. In addition, the grantee will provide OVC with a draft copy of the letter of special condition for approval within 15 days.
8. The subgrantee agrees that in the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office of Civil Rights, Office of Justice Programs.
9. Grant funds, including state and local match, may be expended and/or obligated during the grant period. All legal obligations must be liquidated no later than 90 days after the end of the grant period. The grant recipient agrees to supply a final grant financial report and return all received and unexpended grant funds (exclusive of local match) to DCJS within 90 days after the end of the grant liquidation period.
10. By accepting this grant, the recipient assures that funds made available through it will not be used to replace state or local funds that would, in the absence of this grant, be made available for the same purposes.
11. Subgrantee may follow their own established travel rates if they have an established travel policy. If subgrantee does not have an established policy, then they must adhere to state travel policy. The state allows reimbursement for actual reasonable expenses. Please refer to the following IRS website for the most current mileage rate: <http://www.irs.gov/taxpros/article/0,,id=156624,00.html>; Transportation costs for air and rail must be at coach rates.
12. Within 60 days of the starting date of the grant, the subgrantee must initiate the project funded. If not, the subgrantee must report to the DCJS, by letter, the steps taken to initiate the project, the reasons for the delay, and the expected starting date. If the project is not operational within 90 days of the start date, the subgrantee must obtain approval in writing from the DCJS for a new implementation date or the DCJS may cancel and terminate the project and redistribute the funds.
13. **No amendment to the approved budget may be made without the prior approval of DCJS. No more than two (2) budget amendments will be permitted during the grant period. Budget amendments must be requested using the online Grants Management Information System, (GMIS), accompanied with a narrative. No budget amendments will be allowed after April 30, 2016.**
14. The subgrantee agrees to forward a copy to the DCJS of the scheduled audit of this grant award.
15. All purchases for goods and services must comply with the Virginia Public Procurement Act. Procurement transactions, whether negotiated or advertised and without regard to dollar value, shall be conducted in a manner so as to provide maximum open and free competition. An exemption to this regulation requires the prior approval of the DCJS and is only given in unusual circumstances. Any request for exemption must be submitted in writing to the DCJS. Permission to make sole source procurements must be obtained from DCJS in advance.

## Statement of Grant Award Special Conditions (Continued)

Grant No: 16-P3591VW15

16. Acceptance of this grant award by the local government applicant constitutes its agreement that it assumes full responsibility for the management of all aspects of the grant and the activities funded by the grant, including assuring proper fiscal management of and accounting for grant funds; assuring that personnel paid with grant funds are hired, supervised and evaluated in accord with the local government's established employment and personnel policies; and assuring that all terms, conditions and assurances—those submitted with the grant application, and those issued with this award—are complied with.
17. Any delegation of responsibility for carrying out grant-funded activities to an office or department not a part of the local government must be pursuant to a written memorandum of understanding by which the implementing office or department agrees to comply with all applicable grant terms, conditions and assurances. Any such delegation notwithstanding, the applicant acknowledges by its acceptance of the award its ultimate responsibility for compliance with all terms, conditions and assurances of the grant award.
18. **PROJECT INCOME:** Any funds generated as a direct result of DCJS grant funded projects are deemed project income. Project income must be reported on forms provided by DCJS. The following are examples of project income: Service fees; Client fees; Usage or Rental fees; sales of materials; income received from sale of seized and forfeited assets (cash, personal or real property included).
19. The recipient is required to certify and ensure that all aspects of personnel management and employment practices will be conducted in accordance with their local unit of government or state agency procedures, promoting equal employment opportunity. For example, the recipient must advertise for positions, interview candidates, hire, supervise, discipline, and separate program personnel in accordance with their local unit of government or state agency procedures promoting equal employment opportunity. Additionally, grantees must promptly notify DCJS whenever grant funded positions are vacated and must notify DCJS when such positions are filled.
20. All new Computer Processing Units (CPU's) purchased with grant funds must be protected by anti-virus software, which must be updated, as necessary. Before purchasing new computer equipment, the recipient is strongly encouraged to consult DCJS' IT Contact Specialists at (804) 786-4576 or (804) 225-4868, regarding any questions about basic CIMS installation requirements and compatibility.
21. In accordance with VOCA guidelines, grant funds may support membership in no more than three appropriate organizations.
22. No more than 5% of grant funded staff hours may be devoted to the provision services to witnesses.
23. Costs, including staff time, associated with the preparation of subpoenas cannot be supported with grant funds.
24. Email and internet access funded through the grant must be for official program use only.
25. **Any non-federal cash awarded in excess of 20% of the total grant award shall not be considered match. These non-federal funds are the only DCJS grant funds which may support appropriate service coordination or other appropriate activities advancing the delivery of direct services which may not be supported with federal funds.**  
  
**Coordination activities may include serving on state or local task forces, commissions, working groups, coalitions, and/or multi-disciplinary teams. Coordination efforts also include developing written agreements that contribute to better and more comprehensive services to crime victims.**
26. When there is any personnel change in the program, the recipient agrees to submit the DCJS Program Change/ Update form available on the DCJS website at: <http://www.dcjs.virginia.gov/forms/sectionForms.cfm?code=9&program=victims>.
27. Subgrantee agrees that DCJS, the Office for Victims of Crime (OVC) and/or the Office of the Chief Financial Officer (OCFC) and its representatives shall be granted access to and the right to examine all records, books, paper or documents related to the VOCA grant.

## Statement of Grant Award Special Conditions (Continued)

Grant No: 16-P3591VW15

28. Unless otherwise stated, Special conditions listed in item 29 must be met by September 30, 2015. If they remain unmet after this date, then the subgrantee must report to DCJS, by letter, the steps taken to achieve compliance, the reasons for non-compliance, and the expected date of compliance. DCJS may terminate grant funding based upon unexplained or unreasonable failure to substantially comply with special conditions within reasonable specified timeframes.
29. Prior to DCJS disbursing funds, the Subgrantee must comply with the following special conditions:
  - a) Submit an itemized budget and budget narrative as outlined in the January 20, 2016 e-mail from John Mahoney. Completed documents should be returned to: [grantsmgmt@dcjs.virginia.gov](mailto:grantsmgmt@dcjs.virginia.gov).



# Clarke County Sheriff's Office

## INTEROFFICE MEMORANDUM

DATE: January 11, 2016

TO: David L. Ash, County Administrator

FROM: Travis M. Sumption, Chief Deputy *TMS*

CC: Anthony W. Roper, Sheriff  
Janine Rose, Office Manager  
Thomas Judge, Director JAS

SUBJECT: Appropriation

One of our vehicles was involved in an accident that resulted in \$4,935.07 in damages. We have paid this invoice utilizing account code 10000180-6000. VACORP issued a check for \$4,685.07 the County. Because this was an unanticipated large expense, I ask that the County appropriate \$4,685.07 to account code 10000180-6000. I have attached information regarding the invoice for the work performed, a letter from VACORP, and a copy of the deposited VACORP check.

If you have any questions, please feel free to let me know.

Thanks



# Clarke County Sheriff's Office

## INTEROFFICE MEMORANDUM

DATE: March 3, 2016

TO: Thomas Judge, Director JAS

FROM: Travis M. Sumption, Chief Deputy *TM*

CC: Anthony W. Roper, Sheriff  
Janine Rose, Office Manager

SUBJECT: Appropriation

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One of our vehicles was involved in an accident that resulted in \$1,666.83 in damages. We have paid this invoice utilizing account code 10000180-6000 (\$1,174.03) and 10000180-3000 (\$492.80). VACORP issued a check for \$1,404.15 to the County. Because this was an unanticipated large expense, I ask that the County appropriate \$1,174.03 to account code 10000180-6000 and \$230.12 to account code 10000180-3000.

If you have any questions, please feel free to let me know.

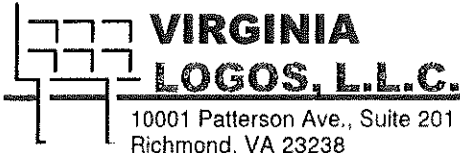
Thanks



**RECEIVED**

**FEB - 3 2016**

**Clarke County**



10001 Patterson Ave., Suite 201  
Richmond, VA 23238

(804) 754-0970 (800) 229-2809 Fax: (804) 754-0976

2/1/2016

Clarke County  
Attn: Mr. David Ash  
95 Chalmers Court  
Berryville, VA 22611

RE: Supplemental Guide Sign Request

Dear Mr. Ash:

Enclosed is your Business Supplemental Order Agreement.

Please sign the Business Supplemental Order Agreement, the sign drawing, as well as the enclosed contract. Please return the original signed Business Supplemental Order Agreement, sign drawing, signed contract, and check for all requested signs, in the provided self-addressed envelope. Unfortunately, materials can not be ordered until we receive your check with the signed paperwork mentioned above. Purchase Orders are accepted for Government entities. Your signs should be installed six to eight weeks from the date construction materials are received.

We appreciate your business with Virginia Logos. Please feel free to call me if you have any further questions at (804) 754-0970/ (800) 229-2809.

Sincerely,

Tracey Ward  
SGS Administrative Assistant

Enclosures

# COST ESTIMATE

Virginia Logos  
 Attn: Tracey Ward  
 10001 Patterson Ave Ste 201  
 Richmond VA 23238  
 Toll Free: (800) 229-2809  
 Fax: (804) 754-0976

DATE: 1/28/16

COST ESTIMATE # 814951

**TO:**  
 Clarke County  
 Attn: David Ash  
 95 Chalmers Court  
 Berryville, VA 22611

**FOR:**  
 Cost estimate for the fabrication and installation of Supplemental Guide Signs (SGS) for Tourist Info Center at Barns of Rose Hill and Berryville Historic District  
 Contract # 814951, 814952, 814953, 814954, 814955, 814956, 814957, 814958

| DESCRIPTION  | Route/Intersection/Direction | AMOUNT             |
|--|------------------------------|--------------------|
| Fabrication and Installation of new Supplemental Guide Signs for Tourist Info Center at Barns of Rose Hill and Berryville Historic District. |                              | <b>\$19,950.41</b> |
| <b><u>Cost Estimate Breakdown</u></b>  |                              |                    |
| 814951 Tourist Info Center at Barns of Rose Hill   |                              |                    |
| 814952 Berryville Historic District  | SR 007 / BS 007 / EB         | \$5,284.16         |
| 814953 Tourist Info Center at Barns of Rose Hill   |                              |                    |
| 814954 Berryville Historic District  | SR 007 / BS 007 / WB         | \$4,601.73         |
| 814955 Tourist Info Center   | US 340 / Main Street / SB    | \$2,335.88         |
| 814956 Tourist Info Center   | US 340 / Main Street / NB    | \$1,754.88         |
| 814957 Tourist Info Center   | BS 007 / Chalmers Court / EB | \$2,986.88         |
| *This will include remaking the Government Center, Police Department and Library signs   |                              |                    |
| 814958 Tourist Info Center   | BS 007 / Chalmers Court / WB | \$2,986.88         |
| *This will include remaking the Government Center, Police Department and Library signs   |                              |                    |
| <b>PAYMENT DUE UPON RECEIPT</b>  | <b>BALANCE DUE:</b>          | <b>\$19,950.41</b> |

Please make all checks payable to *Virginia Logos LLC* and mail to:

Attn: Sara Beck  
 10001 Patterson Ave Ste 201  
 Richmond VA 23238

X  
 \_\_\_\_\_  
 SIGNATURE

## Standard Conditions

1. Customer shall pay the total cost of the Supplemental Guide Sign(s) as shown on the estimate. Payment shall be made to Virginia Logos, in full, at the time the Customer accepts this offer.
2. All signs shall conform to the specifications outlined by the Virginia Department of Transportation (VDOT) and as modified in the VDOT regulations as set forth in the Operating Procedures for the administration of the Supplemental Guide Sign Program for VDOT.
3. Customer warrants that all approved designs do not infringe upon any trademark or copyright under state or federal law. VL reserves the right at any time to reject any design under this contract or to submit any design for approval by VDOT, in the sole discretion of VL. Customer, with the exception of Federal, State, City, Town, or County Government agencies, agrees to defend, indemnify and hold VL and VDOT free and harmless from any and all losses, liabilities, claims or demands of any kind whatsoever, including attorney fees and other costs of litigation, arising out of the use of any design produced pursuant to this contract.
4. This agreement and associated cost estimate is void if not returned, or returned incomplete, to VL with a check for the appropriate amount within thirty (30) days of the date shown on the estimate. All applicable paperwork, including a completed valid participation agreement, and payment for work must be made in full, before materials will be ordered and installation of the sign(s).
5. VDOT owns all signs installed on state approved highways. Maintenance of signs shall be handled by VDOT, VL, or their contractor, with all costs associated with the maintenance being the sole responsibility of the Customer.
6. Materials for the production of the Supplemental Guide Sign(s) will be ordered once we receive your check and all appropriate paperwork, including the contract where applicable. Installation of the sign(s) will be completed within 90 days of receipt of all construction materials, except in the case of uncontrollable delays such as weather conditions.
7. This is a good faith estimate. Any charges above the estimate will be billed upon completion of the requested work.
8. Any refund that is to be issued will be done so 30 days after completion of the requested work.



### **Guidelines for Utilizing a Third Party Vendor for the Supplemental Guide Sign Program**

Virginia Logos is prepared to assist you through the fabrication and construction of your requested Supplemental Guide Signs (SGS); however, any customer wishing to participate in the SGS Program may choose to use a third party contractor to produce and/or install the requested signs. Below are the general guidelines if you choose to have a third party vendor fabricate and/or construct your signs:

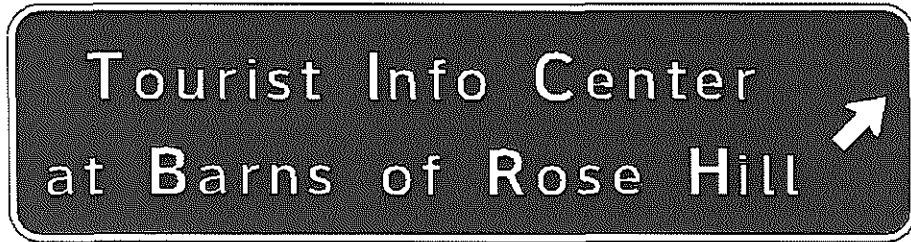
- Sign designs must be submitted to Virginia Logos to be approved by VDOT.
- Fabrication of signs must be in accordance to VDOT specifications and utilize only materials approved by VDOT.
- A VDOT construction permit is required to work on any right of way owned by VDOT.
- Any modification of the site plans that have been approved by VDOT must be submitted to Virginia Logos and reapproved by VDOT.
- The construction of the structures and signs must be completed with a VDOT inspector on site (The requesting party may be responsible for the cost associated with having an inspector on site).
- The entities constructing the structures and signs must follow all VDOT safety policies for setting up work area protection, including the completion of any safety certification courses.
- Signs must be installed on the appropriate type of structures meeting all VDOT specifications.
- The entities installing the structures and signs must be bonded in the amount of \$20,000.

*Note: This policy is not applicable to Federal Procurement actions.*

**Please contact Virginia Logos locally in Richmond at (804) 754-0970 or toll free at (800) 229-2809 prior to initiating the use of third party vendors.**

# SR 7 Eastbound at BS 7

814951



814952

9.5'x2.5' - TIC

9.5'x2.5' - HD      \$5,284.16



New square tube post installed 100' after the route marker and 150' before the Berryville sign.

39.16859  
-78.00740

**Virginia Logos  
Participation Agreement  
Supplemental Guide Sign**

**Date Sent:** 2/1/2016  
**Contract #** 191-814951

Clarke County

Tourist Info Center at Barnes of Rose Hill />

**Customer Name**

**Trade Name**

**Store**

95 Chalmers Court Berryville, VA 22611

(540) 955-5100

**Customer Location Address**

**Phone**

95 Chalmers Court Berryville, VA 22611

(540) 955-5100

**Customer Billing Address**

**Phone**

Mr. Ash

**Contact Person**

Customer hereby authorizes and instructs Virginia Logos (VL) to install and maintain Supplemental Guide Signs ("SGS") as described below, or as per list attached. Terms of this Agreement (Contract) are subject to the Virginia Department of Transportation (VDOT) Participation Criteria, policies, procedures, rules, and regulations.

In consideration of the terms and conditions contained herein, Customer hereby promises and agrees to pay VL the following:

**Customer will pay for any agreed upon maintenance and/or construction costs including associated administrative cost.**

**Annual Fee\*, Major Sign (12 sq' and over): \$700 per sign (prorated at \$58.33 per month)**

**Annual Fee\*, Minor Sign (under 12'sq): \$250 per sign (prorated at \$20.83 per month)**

**\*For Commercial Entities Only, except Wineries. Wineries are charged \$450 per year for each set of up to five (5) signs. Cost associated with the maintenance fee for Wineries shall be paid by VDOT.**

Annual Fees are due on September 30th of each year. New Customers will be billed a prorated amount to ensure that all contracts have a billing date of September 30th. This prorated amount will be based on the customer's installation date and will be no shorter than seven (7) months.

**County**

Clarke

| Route | Crossroad | Sign Message                                  | Traffic Direction | Major or Minor | Annual Fee |
|-------|-----------|---|-------------------|----------------|------------|
| R 007 | BS 007    | Tourist Info Center at Barnes of Rose Hill /> | East              | Major          | \$0.00     |

*\*See additional list of signs (where applicable)*

VL will fabricate the actual signs and/or erect the signs for each location within six (6) weeks of the receipt of all materials.

Customer understands that VL will charge the Customer an agreed fee to fabricate, install, and maintain the signs and structures in accordance with VL's contract with VDOT under the State's Integrated Directional Sign Program (IDSP). Customer represents and warrants that it is, and will continue to be during the term of this contract and any extensions thereof, a facility or establishment listed under VDOT's "Acceptable Sites" for Supplemental Guide Signs, with all facilities and operations for such service required for participation as a Supplemental Guide Sign, as outlined in VDOT participation criteria, policies, procedures, rules, and regulations pertaining to Supplemental Guide Signs. This includes the right of VDOT to increase the participation fee, as of October 1st of any year. In the event that VDOT exercises its right to increase the participation fee, VL shall have the right to increase the payments due hereunder by providing thirty (30) days prior written notice to Customer. Billing for new customers will be rendered following the date of installation and will be paid within thirty (30) days of receipt. The annual fees, if applicable, will be due on September 30th of each year. The Customer agrees that it fully understands the eligibility requirements and has completed the participation application. The Customer also agrees to allow VL or VDOT personnel to inspect the location for compliance with the State Criteria. Customer further hereby agrees, notwithstanding anything contained herein to the contrary, that in the event that VL's contract with VDOT is terminated for any reason, then this Contract shall immediately terminate upon written notice to the Customer. Upon such termination, all unpaid amounts due from Customer to VL shall be immediately due and payable.

Nothing herein shall prohibit Customer from giving written notice to terminate this Agreement at any time, however, in such event, Customer will have accelerated the end of the applicable terms and may lose its right to participate in the Supplemental Guide Sign Program in accordance with the participation criteria, policies, procedures, rules and/or regulations. No refunds will be given to Customers who choose to cancel their Contract. Any written notice required under this Contract shall be given to the other party by regular mail, postage prepaid, with sufficient proof of mailing which may be either a United States postal certificate of service confirming such mailing prepared by the sender.

The parties agree that this Contract may be delivered and executed electronically, in accordance with the provisions of the Uniform Electronic Transactions Act, as set forth in Section 59.1-479, et seq., of the Code of Virginia. VL Initial \_\_\_\_\_ Customer Initial \_\_\_\_\_.

This Contract is signed and accepted subject to the standard conditions attached and all rules and regulations set for by VDOT pertaining to the State's Integrated Directional Sign Program and the Virginia Supplemental Guide Sign Program.

Accepted this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

**CUSTOMER:** \_\_\_\_\_

**VIRGINIA LOGOS**

By: \_\_\_\_\_

By: \_\_\_\_\_

(Virginia Logos General Manager)

Print: \_\_\_\_\_

Date of Installation: \_\_\_\_\_

Title: \_\_\_\_\_

STANDARD CONDITIONS

1. CLARIFICATION OF TERMS OF THE CONTRACT. The terms Virginia Logos (VL) and "Customer" when used herein shall include either singular or plural, masculine or feminine as the case may be; and the provisions of this Contract shall bind the parties mutually and their heirs, executors, administrators, successors, and assigns. Whenever "VL" is used in this contract it shall refer to Virginia Logos, a subsidiary of Interstate Logos, LLC. Supplemental Guide Signs means separately attached sign mounted on a Supplemental Guide Sign structure to direct motorists to a customer's qualified establishment or facility, on a crossroad at or near an intersection maintained by VL in accordance with its contract with the Virginia Department of Transportation (VDOT). Contract includes the Participation Agreement, the Standard Conditions attached thereto, and any addenda as may be applicable such as in the case of a Winery Business. A reference to days in this Contract means calendar days unless the reference to business days is expressly stated. Business days for purposes of this Contract mean any calendar day excluding weekends and official holidays of the Commonwealth of Virginia (New Year's Day; Lee-Jackson Day; Martin Luther King, Jr. Day; George Washington's Day; Memorial Day; Independence Day; Labor Day; Columbus Day and Yorktown Victory Day; Veterans Day; Thanksgiving Day; Day After Thanksgiving; and Christmas Day).

2. MAINTENANCE AND REPAIRS. VL will inspect the sign and sign structure upon receipt of a \$100 non-refundable maintenance inspection fee. Customer shall notify VL of any damage to or disrepair of the sign or the sign structure and within 15 business days of discovery, VL shall notify Customer of any damage to or disrepair of the sign. All maintenance and construction cost will be the responsibility of the Customer.

3. CANCELLATION AND REFUND. In the event of termination of the Contract between VL and VDOT, Customer will receive a refund from VL for any unearned portion of any payments made by Customer in accordance with this Contract.

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FOR OFFICE USE ONLY  
Market Code-  
Account # -

**Virginia Logos  
Participation Agreement  
Supplemental Guide Sign**

**Date Sent:** 2/1/2016  
**Contract #** 191-814952

Clarke County

Berryville Historic District />

**Customer Name**

**Trade Name**

**Store**

95 Chalmers Court Berryville, VA 22611

(540) 955-5100

**Customer Location Address**

**Phone**

95 Chalmers Court Berryville, VA 22611

(540) 955-5100

**Customer Billing Address**

**Phone**

Mr. Ash

**Contact Person**

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**Customer will pay for any agreed upon maintenance and/or construction costs including associated administrative cost.**

**Annual Fee\*, Major Sign (12 sq' and over): \$700 per sign (prorated at \$58.33 per month)**

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**County** Clarke

| Route  | Crossroad | Sign Message                    | Traffic Direction | Major or Minor | Annual Fee |
|--------|-----------|---------------------------------|-------------------|----------------|------------|
| SR 007 | BS 007    | Berryville Historic District /> | East              | Major          | \$0.00     |

*\*See additional list of signs (where applicable)*

VL will fabricate the actual signs and/or erect the signs for each location within six (6) weeks of the receipt of all materials.

Customer understands that VL will charge the Customer an agreed fee to fabricate, install, and maintain the signs and structures in accordance with VL's contract with VDOT under the State's Integrated Directional Sign Program (IDSP). Customer represents and warrants that it is, and will continue to be during the term of this contract and any extensions thereof, a facility or establishment listed under VDOT's "Acceptable Sites" for Supplemental Guide Signs, with all facilities and operations for such service required for participation as a Supplemental Guide Sign, as outlined in VDOT participation criteria, policies, procedures, rules, and regulations pertaining to Supplemental Guide Signs. This includes the right of VDOT to increase the participation fee, as of October 1st of any year. In the event that VDOT exercises its right to increase the participation fee, VL shall have the right to increase the payments due hereunder by providing thirty (30) days prior written notice to Customer. Billing for new customers will be rendered following the date of installation and will be paid within thirty (30) days of receipt. The annual fees, if applicable, will be due on September 30th of each year. The Customer agrees that it fully understands the eligibility requirements and has completed the participation application. The Customer also agrees to allow VL or VDOT personnel to inspect the location for compliance with the State Criteria. Customer further hereby agrees, notwithstanding anything contained herein to the contrary, that in the event that VL's contract with VDOT is terminated for any reason, then this Contract shall immediately terminate upon written notice to the Customer. Upon such termination, all unpaid amounts due from Customer to VL shall be immediately due and payable.

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Accepted this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

**CUSTOMER:** \_\_\_\_\_

**VIRGINIA LOGOS**

By: \_\_\_\_\_

By: \_\_\_\_\_

Print: \_\_\_\_\_

(Virginia Logos General Manager)

Date of Installation: \_\_\_\_\_

Title: \_\_\_\_\_



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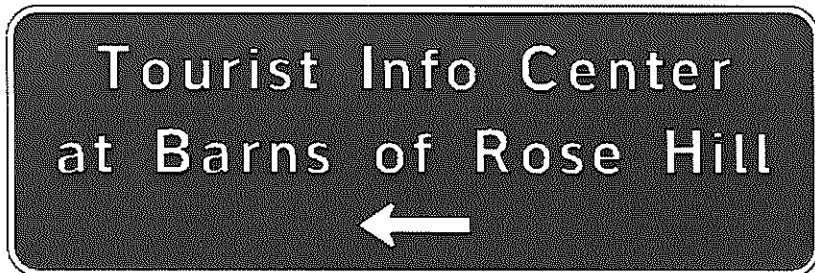
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FOR OFFICE USE ONLY  
Market Code-  
Account # -

# SR 7 Westbound at BS 7

39.14320  
-77.95309

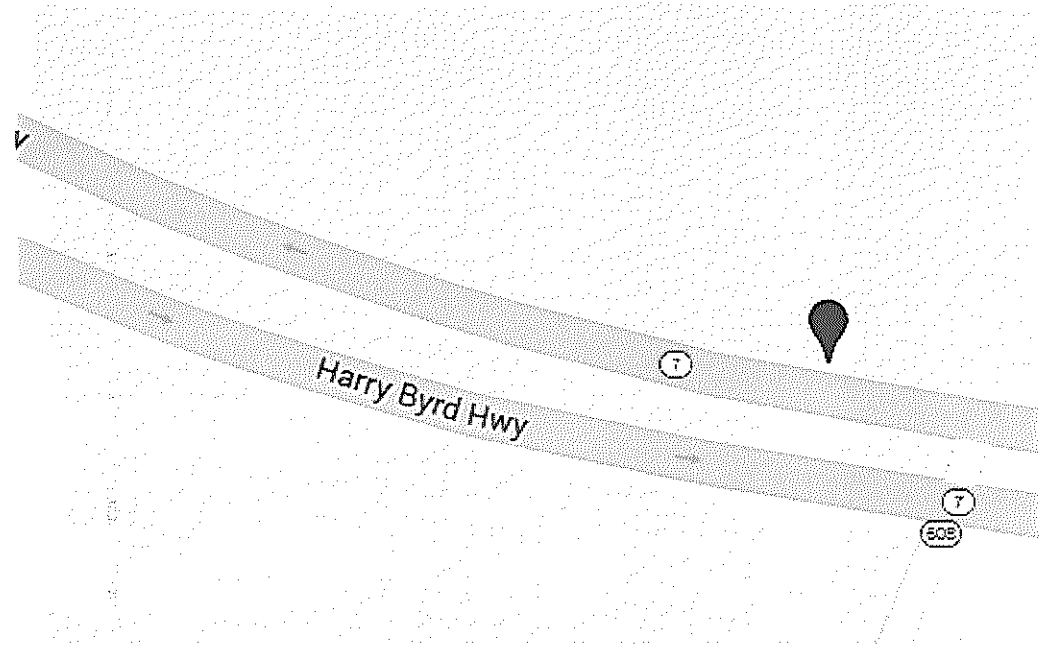
814953



814954

9'x3' - TIC

9'x2.5' - HD



New square tube post structure installed 50' past the CR 608 crossover, behind the guardrail.

\$4,601.73

**Virginia Logos  
Participation Agreement  
Supplemental Guide Sign**

**Date Sent:** 2/1/2016  
**Contract #** 191-814953

Clarke County

Tourist Info Center at Barnes of Rose Hill <--

**Customer Name**

**Trade Name**

**Store**

95 Chalmers Court Berryville, VA 22611

(540) 955-5100

**Customer Location Address**

**Phone**

95 Chalmers Court Berryville, VA 22611

(540) 955-5100

**Customer Billing Address**

**Phone**

Mr. Ash

**Contact Person**

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**County** Clarke

| Route  | Crossroad | Sign Message                                   | Traffic Direction | Major or Minor | Annual Fee |
|--------|-----------|--|-------------------|----------------|------------|
| SR 007 | BS 007    | Tourist Info Center at Barnes of Rose Hill <-- | West              | Major          | \$0.00     |

*\*See additional list of signs (where applicable)*

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Accepted this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

**CUSTOMER:** \_\_\_\_\_

**VIRGINIA LOGOS**

By: \_\_\_\_\_

By: \_\_\_\_\_

Print: \_\_\_\_\_

(Virginia Logos General Manager)

Date of Installation: \_\_\_\_\_

Title: \_\_\_\_\_

STANDARD CONDITIONS

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FOR OFFICE USE ONLY  
Market Code-  
Account # -

**Virginia Logos  
Participation Agreement  
Supplemental Guide Sign**

**Date Sent:** 2/1/2016  
**Contract #** 191-814954

Clarke County

Berryville Historic District <--

**Customer Name**

**Trade Name**

**Store**

95 Chalmers Court Berryville, VA 22611

(540) 955-5100

**Customer Location Address**

**Phone**

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**County** Clarke

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|--------|-----------|----------------------------------|-------------------|----------------|------------|
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Customer understands that VL will charge the Customer an agreed fee to fabricate, install, and maintain the signs and structures in accordance with VL's contract with VDOT under the State's Integrated Directional Sign Program (IDSP). Customer represents and warrants that it is, and will continue to be during the term of this contract and any extensions thereof, a facility or establishment listed under VDOT's "Acceptable Sites" for Supplemental Guide Signs, with all facilities and operations for such service required for participation as a Supplemental Guide Sign, as outlined in VDOT participation criteria, policies, procedures, rules, and regulations pertaining to Supplemental Guide Signs. This includes the right of VDOT to increase the participation fee, as of October 1st of any year. In the event that VDOT exercises its right to increase the participation fee, VL shall have the right to increase the payments due hereunder by providing thirty (30) days prior written notice to Customer. Billing for new customers will be rendered following the date of installation and will be paid within thirty (30) days of receipt. The annual fees, if applicable, will be due on September 30th of each year. The Customer agrees that it fully understands the eligibility requirements and has completed the participation application. The Customer also agrees to allow VL or VDOT personnel to inspect the location for compliance with the State Criteria. Customer further hereby agrees, notwithstanding anything contained herein to the contrary, that in the event that VL's contract with VDOT is terminated for any reason, then this Contract shall immediately terminate upon written notice to the Customer. Upon such termination, all unpaid amounts due from Customer to VL shall be immediately due and payable.

Nothing herein shall prohibit Customer from giving written notice to terminate this Agreement at any time, however, in such event, Customer will have accelerated the end of the applicable terms and may lose its right to participate in the Supplemental Guide Sign Program in accordance with the participation criteria, policies, procedures, rules and/or regulations. No refunds will be given to Customers who choose to cancel their Contract. Any written notice required under this Contract shall be given to the other party by regular mail, postage prepaid, with sufficient proof of mailing which may be either a United States postal certificate of service confirming such mailing prepared by the sender.

The parties agree that this Contract may be delivered and executed electronically, in accordance with the provisions of the Uniform Electronic Transactions Act, as set forth in Section 59.1-479, et seq., of the Code of Virginia. VL Initial \_\_\_\_\_ Customer Initial \_\_\_\_\_.

This Contract is signed and accepted subject to the standard conditions attached and all rules and regulations set for by VDOT pertaining to the State's Integrated Directional Sign Program and the Virginia Supplemental Guide Sign Program.

Accepted this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

**CUSTOMER:** \_\_\_\_\_

**VIRGINIA LOGOS**

By: \_\_\_\_\_

By: \_\_\_\_\_

Print: \_\_\_\_\_

(Virginia Logos General Manager)

Date of Installation: \_\_\_\_\_

Title: \_\_\_\_\_

STANDARD CONDITIONS

1. CLARIFICATION OF TERMS OF THE CONTRACT. The terms Virginia Logos (VL) and "Customer" when used herein shall include either singular or plural, masculine or feminine as the case may be; and the provisions of this Contract shall bind the parties mutually and their heirs, executors, administrators, successors, and assigns. Whenever "VL" is used in this contract it shall refer to Virginia Logos, a subsidiary of Interstate Logos, LLC. Supplemental Guide Signs means separately attached sign mounted on a Supplemental Guide Sign structure to direct motorists to a customer's qualified establishment or facility, on a crossroad at or near an intersection maintained by VL in accordance with its contract with the Virginia Department of Transportation (VDOT). Contract includes the Participation Agreement, the Standard Conditions attached thereto, and any addenda as may be applicable such as in the case of a Winery Business. A reference to days in this Contract means calendar days unless the reference to business days is expressly stated. Business days for purposes of this Contract mean any calendar day excluding weekends and official holidays of the Commonwealth of Virginia (New Year's Day; Lee-Jackson Day; Martin Luther King, Jr. Day; George Washington's Day; Memorial Day; Independence Day; Labor Day; Columbus Day and Yorktown Victory Day; Veterans Day; Thanksgiving Day; Day After Thanksgiving; and Christmas Day).

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9. VL AND VDOT NOT LIABLE FOR DAMAGES ARISING OUT OF THIS CONTRACT. VL and VDOT shall not be liable for loss or damage of any kind whatsoever, arising out of the Customer's participation in the Virginia Supplemental Guide Sign Program in accordance with the terms of this Contract, or the Participation Criteria, policies, procedures, rules, and regulations.

10. THIS CONTRACT, front and back, as well as the Participation Application, the Standard Conditions attached thereto, and any addenda as may be applicable, constitutes the entire agreement between Customer and VL. VL shall not be bound by any stipulation, condition, or agreement, not set forth herein. Waiver by VL of any breach of any provision of this Contract shall not constitute a waiver of any other breach of that provision or any other provision. Notwithstanding the foregoing, this Contract is subject to the Participation Criteria, policies, procedures, rules, and regulations, pertaining to the Virginia Supplemental Guide Sign Program in effect and as modified during the term of this Contract and any renewal contracts.

11. TERMINATION FOR DEFAULT. The Contract will be terminated and Customer's signs will be removed for default if the location or facility ceases to exist; Customer fails to make payment of any associated fee, is found in non-compliance with the provisions of this Contract, the Participation Criteria, policies, procedures, rules, or regulations pertaining to said Program, provided that such non-compliances are not corrected within thirty (30) calendar days of written notice, given to the other party by regular mail, postage prepaid, with sufficient proof of mailing which may be either a United States postal certificate of mailing or a certificate of service confirming such mailing prepared by the sender.

12. VDOT MAINTENANCE OR RECONSTRUCTION. Both parties acknowledge that it may be necessary for VDOT to temporarily close various portions and interchanges of a roadway for purposes of maintenance or reconstruction. Customer has no claim whatsoever against VL, VDOT or the Contractor for disruption of signing and/or access resulting from such highway closures, or any damages claimed to have arisen there from. If at any time, a Supplemental Guide Sign or its structure is not in service for a period exceeding seven (7) days, VL may reimburse the annual fee of the affected business on a prorated basis. Such reimbursement may include the initial seven (7) day period. If permanent removal of a Supplemental Guide Sign or structure is required for any reason, this Contract shall become null and void and a prorated amount of any payments made by Customer will be reimbursed to the Customer.

FOR OFFICE USE ONLY  
Market Code-  
Account # -

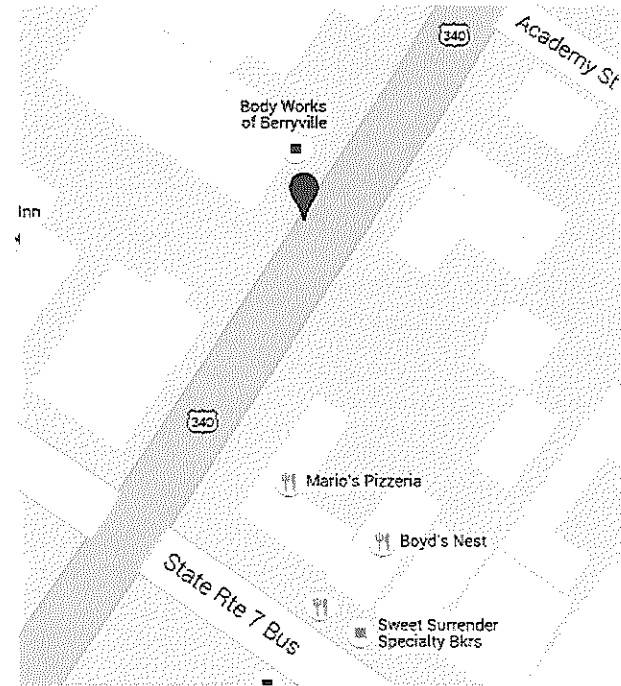
# US 340 Southbound at Main St

814955



2.5'x2.5'

39.15218  
-77.982276



Add this sign to the Park and Shop location, upgrading the structure to a new square tube post structure.

\$2,335.88



**Virginia Logos  
Participation Agreement  
Supplemental Guide Sign**

**Date Sent:** 2/1/2016  
**Contract #** 191-814955

Clarke County

Tourist Info Center <--

**Customer Name**

**Trade Name**

**Store**

95 Chalmers Court Berryville, VA 22611

(540) 955-5100

**Customer Location Address**

**Phone**

95 Chalmers Court Berryville, VA 22611

(540) 955-5100

**Customer Billing Address**

**Phone**

Mr. Ash

**Contact Person**

Customer hereby authorizes and instructs Virginia Logos (VL) to install and maintain Supplemental Guide Signs ("SGS") as described below, or as per list attached. Terms of this Agreement (Contract) are subject to the Virginia Department of Transportation (VDOT) Participation Criteria, policies, procedures, rules, and regulations.

In consideration of the terms and conditions contained herein, Customer hereby promises and agrees to pay VL the following:

**Customer will pay for any agreed upon maintenance and/or construction costs including associated administrative cost.**

**Annual Fee\*, Major Sign (12 sq' and over): \$700 per sign (prorated at \$58.33 per month)**

**Annual Fee\*, Minor Sign (under 12'sq): \$250 per sign (prorated at \$20.83 per month)**

**\*For Commercial Entities Only, except Wineries. Wineries are charged \$450 per year for each set of up to five (5) signs. Cost associated with the maintenance fee for Wineries shall be paid by VDOT.**

Annual Fees are due on September 30th of each year. New Customers will be billed a prorated amount to ensure that all contracts have a billing date of September 30th. This prorated amount will be based on the customer's installation date and will be no shorter than seven (7) months.

**County** Clarke

| Route  | Crossroad   | Sign Message            | Traffic Direction | Major or Minor | Annual Fee |
|--------|-------------|-------------------------|-------------------|----------------|------------|
| US 340 | Main Street | Tourist Info Center <-- | South             | minor          | \$0.00     |

*\*See additional list of signs (where applicable)*

VL will fabricate the actual signs and/or erect the signs for each location within six (6) weeks of the receipt of all materials.

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Accepted this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

**CUSTOMER:** \_\_\_\_\_

**VIRGINIA LOGOS**

By: \_\_\_\_\_

By: \_\_\_\_\_

Print: \_\_\_\_\_

(Virginia Logos General Manager)

Date of Installation: \_\_\_\_\_

Title: \_\_\_\_\_



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FOR OFFICE USE ONLY  
Market Code-  
Account # -

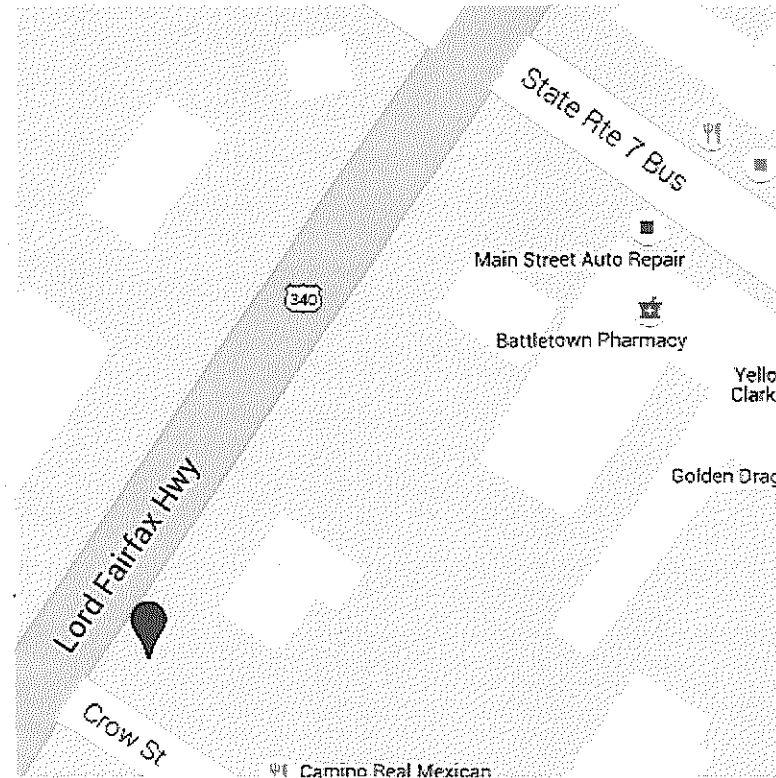
# US 340 Northbound at Main St

814956



2.5'x2.5'

39.150852  
-77.982801



Build a new 1 post STP structure 10' in front of the existing VDOT structure for Frederick, Washington, and Winchester. Sign will be offset so to not block the VDOT sign.

**\$1,754.88**



**Virginia Logos  
Participation Agreement  
Supplemental Guide Sign**

**Date Sent:** 2/1/2016  
**Contract #** 191-814956

Clarke County

Tourist Info Center -->

**Customer Name**

**Trade Name**

**Store**

95 Chalmers Court Berryville, VA 22611

(540) 955-5100

**Customer Location Address**

**Phone**

95 Chalmers Court Berryville, VA 22611

(540) 955-5100

**Customer Billing Address**

**Phone**

Mr. Ash

**Contact Person**

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**County** Clarke

| Route  | Crossroad   | Sign Message            | Traffic Direction | Major or Minor | Annual Fee |
|--------|-------------|-------------------------|-------------------|----------------|------------|
| US 340 | Main Street | Tourist Info Center --> | North             | minor          | \$0.00     |

*\*See additional list of signs (where applicable)*

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Accepted this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

**CUSTOMER:** \_\_\_\_\_

**VIRGINIA LOGOS**

By: \_\_\_\_\_

By: \_\_\_\_\_

Print: \_\_\_\_\_

(Virginia Logos General Manager)

Date of Installation: \_\_\_\_\_

Title: \_\_\_\_\_

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8. SEVERABILITY. This Contract is to be governed by and construed according to the laws of the Commonwealth of Virginia. Any provision of this Contract which is prohibited or unenforceable in any jurisdiction shall, as to such jurisdiction, be ineffective to the extent of such prohibition or un-enforceability without invalidating the remaining provisions hereof, and any such prohibition or un-enforceability in any jurisdiction shall not invalidate or render unenforceable such provisions in any other jurisdiction. To the extent permitted by applicable law, Customer hereby waives any provision of law which renders any provision hereof prohibitive or unenforceable in any respect.

9. VL AND VDOT NOT LIABLE FOR DAMAGES ARISING OUT OF THIS CONTRACT. VL and VDOT shall not be liable for loss or damage of any kind whatsoever, arising out of the Customer's participation in the Virginia Supplemental Guide Sign Program in accordance with the terms of this Contract, or the Participation Criteria, policies, procedures, rules, and regulations.

10. THIS CONTRACT, front and back, as well as the Participation Application, the Standard Conditions attached thereto, and any addenda as may be applicable, constitutes the entire agreement between Customer and VL. VL shall not be bound by any stipulation, condition, or agreement, not set forth herein. Waiver by VL of any breach of any provision of this Contract shall not constitute a waiver of any other breach of that provision or any other provision. Notwithstanding the foregoing, this Contract is subject to the Participation Criteria, policies, procedures, rules, and regulations, pertaining to the Virginia Supplemental Guide Sign Program in effect and as modified during the term of this Contract and any renewal contracts.

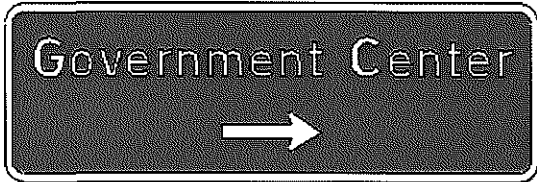
11. TERMINATION FOR DEFAULT. The Contract will be terminated and Customer's signs will be removed for default if the location or facility ceases to exist; Customer fails to make payment of any associated fee, is found in non-compliance with the provisions of this Contract, the Participation Criteria, policies, procedures, rules, or regulations pertaining to said Program, provided that such non-compliances are not corrected within thirty (30) calendar days of written notice, given to the other party by regular mail, postage prepaid, with sufficient proof of mailing which may be either a United States postal certificate of mailing or a certificate of service confirming such mailing prepared by the sender.

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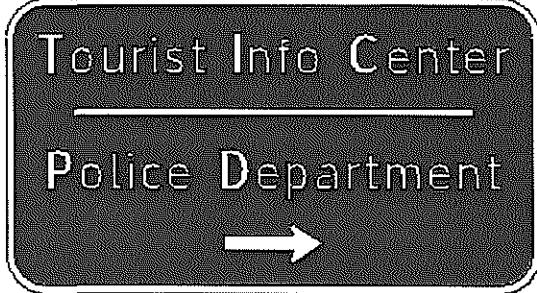
FOR OFFICE USE ONLY  
Market Code-  
Account # -

# BS 7 Main Street Eastbound at Chalmers Ct

814957

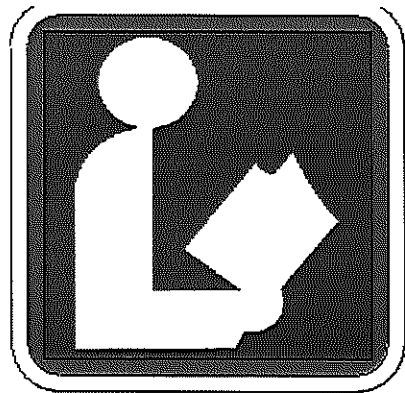


4.5'x1.5'



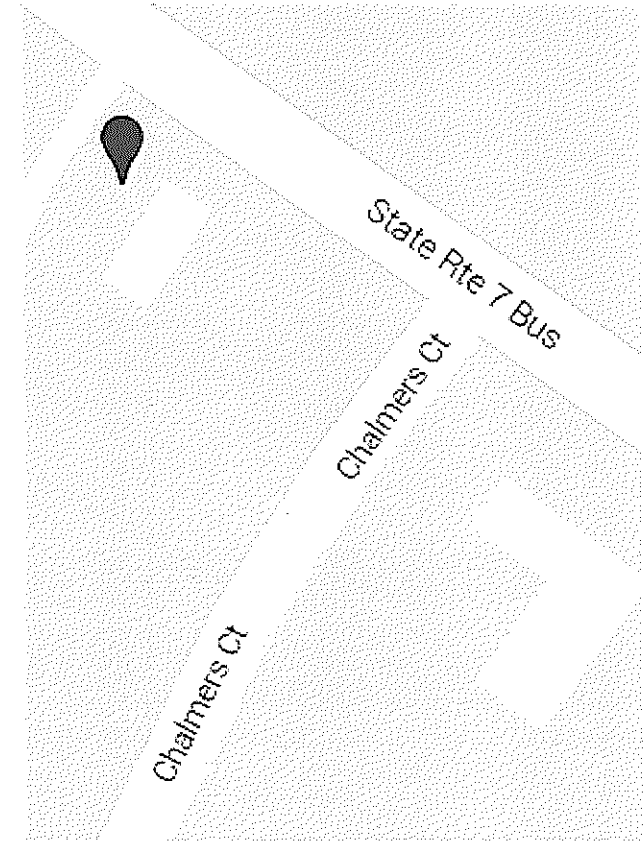
4.5'x2.5'

39.14974  
-77.97878



2'x2'

\$2,986.88



Remove the white, double sided sign and install these three signs on a new square tube post structure at the new location staked prior to the turn.



**Virginia Logos  
Participation Agreement  
Supplemental Guide Sign**

**Date Sent:** 2/1/2016  
**Contract #** 191-814957

Clarke County

Tourist Info Center -->

**Customer Name**

**Trade Name**

**Store**

95 Chalmers Court Berryville, VA 22611

(540) 955-5100

**Customer Location Address**

**Phone**

95 Chalmers Court Berryville, VA 22611

(540) 955-5100

**Customer Billing Address**

**Phone**

Mr. Ash

**Contact Person**

Customer hereby authorizes and instructs Virginia Logos (VL) to install and maintain Supplemental Guide Signs ("SGS") as described below, or as per list attached. Terms of this Agreement (Contract) are subject to the Virginia Department of Transportation (VDOT) Participation Criteria, policies, procedures, rules, and regulations.

In consideration of the terms and conditions contained herein, Customer hereby promises and agrees to pay VL the following:

**Customer will pay for any agreed upon maintenance and/or construction costs including associated administrative cost.**

**Annual Fee\*, Major Sign (12 sq' and over): \$700 per sign (prorated at \$58.33 per month)**

**Annual Fee\*, Minor Sign (under 12'sq): \$250 per sign (prorated at \$20.83 per month)**

**\*For Commercial Entities Only, except Wineries. Wineries are charged \$450 per year for each set of up to five (5) signs. Cost associated with the maintenance fee for Wineries shall be paid by VDOT.**

Annual Fees are due on September 30th of each year. New Customers will be billed a prorated amount to ensure that all contracts have a billing date of September 30th. This prorated amount will be based on the customer's installation date and will be no shorter than seven (7) months.

**County** Clarke

| Route  | Crossroad      | Sign Message            | Traffic Direction | Major or Minor | Annual Fee |
|--------|----------------|-------------------------|-------------------|----------------|------------|
| BS 007 | Chalmers Court | Tourist Info Center --> | East              | minor          | \$0.00     |

*\*See additional list of signs (where applicable)*

VL will fabricate the actual signs and/or erect the signs for each location within six (6) weeks of the receipt of all materials.

Customer understands that VL will charge the Customer an agreed fee to fabricate, install, and maintain the signs and structures in accordance with VL's contract with VDOT under the State's Integrated Directional Sign Program (IDSP). Customer represents and warrants that it is, and will continue to be during the term of this contract and any extensions thereof, a facility or establishment listed under VDOT's "Acceptable Sites" for Supplemental Guide Signs, with all facilities and operations for such service required for participation as a Supplemental Guide Sign, as outlined in VDOT participation criteria, policies, procedures, rules, and regulations pertaining to Supplemental Guide Signs. This includes the right of VDOT to increase the participation fee, as of October 1st of any year. In the event that VDOT exercises its right to increase the participation fee, VL shall have the right to increase the payments due hereunder by providing thirty (30) days prior written notice to Customer. Billing for new customers will be rendered following the date of installation and will be paid within thirty (30) days of receipt. The annual fees, if applicable, will be due on September 30th of each year. The Customer agrees that it fully understands the eligibility requirements and has completed the participation application. The Customer also agrees to allow VL or VDOT personnel to inspect the location for compliance with the State Criteria. Customer further hereby agrees, notwithstanding anything contained herein to the contrary, that in the event that VL's contract with VDOT is terminated for any reason, then this Contract shall immediately terminate upon written notice to the Customer. Upon such termination, all unpaid amounts due from Customer to VL shall be immediately due and payable.

Nothing herein shall prohibit Customer from giving written notice to terminate this Agreement at any time, however, in such event, Customer will have accelerated the end of the applicable terms and may lose its right to participate in the Supplemental Guide Sign Program in accordance with the participation criteria, policies, procedures, rules and/or regulations. No refunds will be given to Customers who choose to cancel their Contract. Any written notice required under this Contract shall be given to the other party by regular mail, postage prepaid, with sufficient proof of mailing which may be either a United States postal certificate of service confirming such mailing prepared by the sender.

The parties agree that this Contract may be delivered and executed electronically, in accordance with the provisions of the Uniform Electronic Transactions Act, as set forth in Section 59.1-479, et seq., of the Code of Virginia. VL Initial \_\_\_\_\_ Customer Initial \_\_\_\_\_.

This Contract is signed and accepted subject to the standard conditions attached and all rules and regulations set for by VDOT pertaining to the State's Integrated Directional Sign Program and the Virginia Supplemental Guide Sign Program.

Accepted this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

**CUSTOMER:** \_\_\_\_\_

**VIRGINIA LOGOS**

By: \_\_\_\_\_

By: \_\_\_\_\_

Print: \_\_\_\_\_

(Virginia Logos General Manager)

Date of Installation: \_\_\_\_\_

Title: \_\_\_\_\_

STANDARD CONDITIONS

1. CLARIFICATION OF TERMS OF THE CONTRACT. The terms Virginia Logos (VL) and "Customer" when used herein shall include either singular or plural, masculine or feminine as the case may be; and the provisions of this Contract shall bind the parties mutually and their heirs, executors, administrators, successors, and assigns. Whenever "VL" is used in this contract it shall refer to Virginia Logos, a subsidiary of Interstate Logos, LLC. Supplemental Guide Signs means separately attached sign mounted on a Supplemental Guide Sign structure to direct motorists to a customer's qualified establishment or facility, on a crossroad at or near an intersection maintained by VL in accordance with its contract with the Virginia Department of Transportation (VDOT). Contract includes the Participation Agreement, the Standard Conditions attached thereto, and any addenda as may be applicable such as in the case of a Winery Business. A reference to days in this Contract means calendar days unless the reference to business days is expressly stated. Business days for purposes of this Contract mean any calendar day excluding weekends and official holidays of the Commonwealth of Virginia (New Year's Day; Lee-Jackson Day; Martin Luther King, Jr. Day; George Washington's Day; Memorial Day; Independence Day; Labor Day; Columbus Day and Yorktown Victory Day; Veterans Day; Thanksgiving Day; Day After Thanksgiving; and Christmas Day).

2. MAINTENANCE AND REPAIRS. VL will inspect the sign and sign structure upon receipt of a \$100 non-refundable maintenance inspection fee. Customer shall notify VL of any damage to or disrepair of the sign or the sign structure and within 15 business days of discovery, VL shall notify Customer of any damage to or disrepair of the sign. All maintenance and construction cost will be the responsibility of the Customer.

3. CANCELLATION AND REFUND. In the event of termination of the Contract between VL and VDOT, Customer will receive a refund from VL for any unearned portion of any payments made by Customer in accordance with this Contract.

4. CUSTOMER represents and warrants that it is, and will continue at all times during this Contract, to be in conformance with all applicable laws and regulations concerning the provisions of public accommodations in its business and shall not discriminate in any way with respect to race, creed, color, sex, religion, age, national origin, or accessibility by the handicapped.

5. COMMENCEMENT OF CONTRACT. The commencement date for service is the actual date of completion of installation.

6. ART WORK OR SIGN DESIGN. If VL is requested by Customer to submit art work/sign design, then said art work/sign design submitted by VL shall be approved or substitute art work/sign design shall be furnished by Customer within ten (10) days after submission. In case of default in furnishing or approval of art work by Customer, then commencement of service shall be deemed to occur on the dates on which the various spaces are available for service. Customer warrants that approved art work does not infringe upon any trademark or copyright, state or federal. Customer, with the exception of Federal, State, City, Town, or County Government agencies; agrees to defend, indemnify, and hold VL and VDOT free and harmless from any and all loss, liability, claims, and demands, including attorney's fees, arising out of the character, contents, or subject matter of any design displayed pursuant to this Contract. VL reserves the right to reject any design not acceptable to VDOT.

7. ACCEPTANCE OF CONTRACT. This Contract shall become binding upon execution of a duly authorized officer or agent of Customer and acceptance by an officer of VL. VL retains the rights to check credit and to not accept this Contract. If VL has executed this Contract prior to acceptance by Customer, such execution shall be deemed null and void by VL without notice, if not accepted by Customer and delivered to VL within fifteen (15) days after execution by VL. The agent, officer or employee of Customer who has executed this Contract hereby represents that he is duly authorized to make this Contract on behalf of the Customer. Customer affirmatively agrees to advise VL whenever there is a change in ownership or change of address. If Customer fails to notify VL of a change in ownership or change of address, Customer is fully liable for any contractual obligations that arise from the failure to give VL such notice. This Contract may be assigned by Customer, upon prior written consent by VL, which shall not be unreasonably withheld, provided that the assignee can fulfill the terms and conditions of this Contract, the Participation Criteria, policies, procedures, rules and regulations, pertaining to the Virginia Supplemental Guide Sign Program and further provided that the assignee will use the Customer's existing Supplemental Guide Signs.

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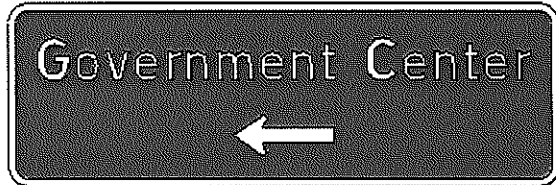
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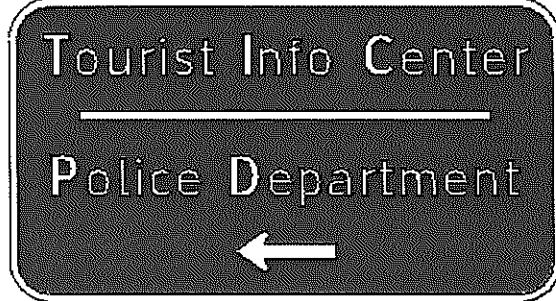
FOR OFFICE USE ONLY  
Market Code-  
Account # -

# BS 7 Main Street Westbound at Chalmers Ct

814958

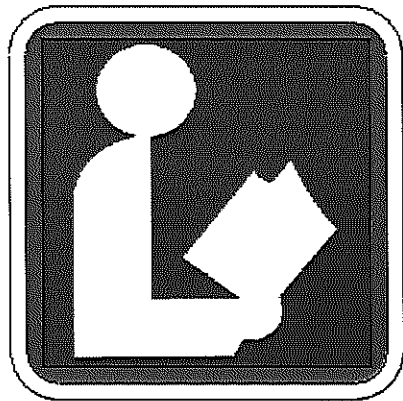
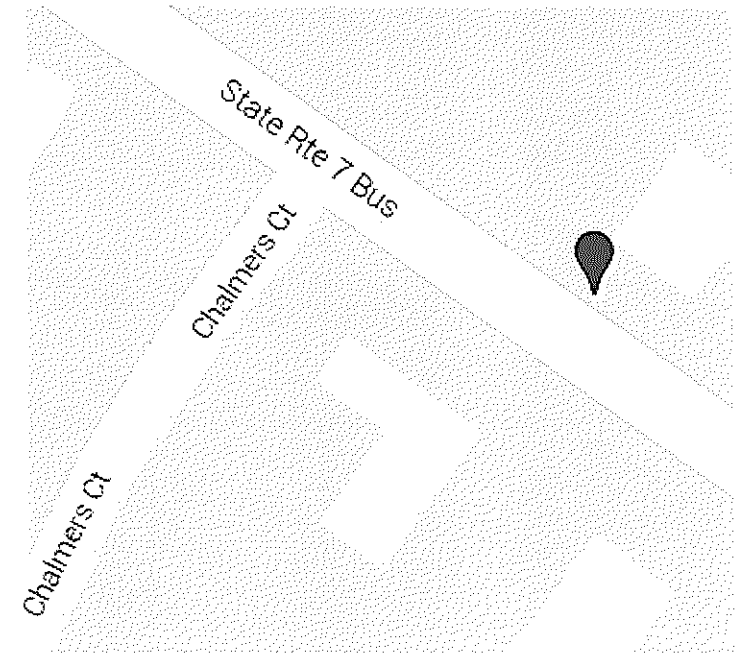


4.5'x1.5'



4.5'x2.5'

39.14999  
-77.97959



2'x2'

\$2,986.88

Remove the white, double sided sign and install these three signs on a new square tube post structure at the new location staked prior to the turn.

39.14999 -77.979596





**Virginia Logos  
Participation Agreement  
Supplemental Guide Sign**

**Date Sent:** 2/1/2016  
**Contract #** 191-814958

Clarke County

Tourist Info Center <--

**Customer Name**

**Trade Name**

**Store**

95 Chalmers Court Berryville, VA 22611

(540) 955-5100

**Customer Location Address**

**Phone**

95 Chalmers Court Berryville, VA 22611

(540) 955-5100

**Customer Billing Address**

**Phone**

Mr. Ash

**Contact Person**

Customer hereby authorizes and instructs Virginia Logos (VL) to install and maintain Supplemental Guide Signs ("SGS") as described below, or as per list attached. Terms of this Agreement (Contract) are subject to the Virginia Department of Transportation (VDOT) Participation Criteria, policies, procedures, rules, and regulations.

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**Annual Fee\*, Major Sign (12 sq' and over): \$700 per sign (prorated at \$58.33 per month)**

**Annual Fee\*, Minor Sign (under 12'sq): \$250 per sign (prorated at \$20.83 per month)**

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**County** Clarke

| Route  | Crossroad      | Sign Message            | Traffic Direction | Major or Minor | Annual Fee |
|--------|----------------|-------------------------|-------------------|----------------|------------|
| BS 007 | Chalmers Court | Tourist Info Center <-- | West              | minor          | \$0.00     |

*\*See additional list of signs (where applicable)*

VL will fabricate the actual signs and/or erect the signs for each location within six (6) weeks of the receipt of all materials.

Customer understands that VL will charge the Customer an agreed fee to fabricate, install, and maintain the signs and structures in accordance with VL's contract with VDOT under the State's Integrated Directional Sign Program (IDSP). Customer represents and warrants that it is, and will continue to be during the term of this contract and any extensions thereof, a facility or establishment listed under VDOT's "Acceptable Sites" for Supplemental Guide Signs, with all facilities and operations for such service required for participation as a Supplemental Guide Sign, as outlined in VDOT participation criteria, policies, procedures, rules, and regulations pertaining to Supplemental Guide Signs. This includes the right of VDOT to increase the participation fee, as of October 1st of any year. In the event that VDOT exercises its right to increase the participation fee, VL shall have the right to increase the payments due hereunder by providing thirty (30) days prior written notice to Customer. Billing for new customers will be rendered following the date of installation and will be paid within thirty (30) days of receipt. The annual fees, if applicable, will be due on September 30th of each year. The Customer agrees that it fully understands the eligibility requirements and has completed the participation application. The Customer also agrees to allow VL or VDOT personnel to inspect the location for compliance with the State Criteria. Customer further hereby agrees, notwithstanding anything contained herein to the contrary, that in the event that VL's contract with VDOT is terminated for any reason, then this Contract shall immediately terminate upon written notice to the Customer. Upon such termination, all unpaid amounts due from Customer to VL shall be immediately due and payable.

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This Contract is signed and accepted subject to the standard conditions attached and all rules and regulations set for by VDOT pertaining to the State's Integrated Directional Sign Program and the Virginia Supplemental Guide Sign Program.

Accepted this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

**CUSTOMER:** \_\_\_\_\_

**VIRGINIA LOGOS**

By: \_\_\_\_\_

By: \_\_\_\_\_

Print: \_\_\_\_\_

(Virginia Logos General Manager)

Date of Installation: \_\_\_\_\_

Title: \_\_\_\_\_

STANDARD CONDITIONS

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|                     |
|---------------------|
| FOR OFFICE USE ONLY |
| Market Code-        |
| Account # -         |

**ARTISAN CENTER OF VIRGINIA  
CLARKE COUNTY, VIRGINIA  
Memorandum of Understanding**

This Memorandum of Understanding (MOU) between Clarke County (the "COMMUNITY") located at 101 Chalmers Court, Suite B, Berryville, VA 22611 and Artisan Center of Virginia ("ACV"), P.O. Box 166, Greenville, VA 24440 physically located at the Frontier Culture Museum, 1290 Richmond Road, Staunton, Virginia, 24401 is to establish the inclusion of Clarke County as a regional partner with Frederick County and the City of Winchester on the "Top of Virginia Artisan Trail," (the "TRAIL"), a regional trail of the ACV Artisan Trail Network program.

**WHEREAS**, COMMUNITY wishes to participate in the TRAIL in order to form strategic alliances with artisans, venues, galleries, and retailers in County of Clarke with connecting points of interest, restaurants and accommodation locations in order to enhance community development and tourism activity (such project hereinafter referred to as the "PROJECT"); and

**WHEREAS**, COMMUNITY has made a determination that ACV is the entity capable of providing the services necessary for completion of the PROJECT as described in the "Scope of Services" and wishes to accept the TRAIL's partnership invitation extended by the TRAIL Management Team on January 26, 2016:

**The COMMUNITY agrees to:**

- A. Work within established ACV Artisan Trail Network community development and program management processes;
- B. Work within the the TRAIL's established goals and implementation timeline as previously determined by the TRAIL Management Team;
- C. Provide two representatives to serve on the TRAIL's Management team, in accord with adendum titled "Artisans Center of Virginia Artisan Trail Network Management Team - General Expectations;"
- D. Assist with TRAIL participant enrollment and sponsor outreach per the TRAIL management team's established budgetary goals;
- E. Assist in program and member promotions as relates to the TRAIL's collaborative activities.

**Program Fees**

- A. On or before 1 March 2016, COMMUNITY shall pay ACV the fixed sum of five thousand dollars (\$5,000) for TRAIL development as total eligible costs in carrying out the initial implementation activities of the PROJECT as outlined in greater detail in the "Scope of Services."
- B. Upon the TRAIL'S "Innaugural" release (anticipated implementation benchmark September 2016) COMMUNITY shall be prepared to provide one thousand dollars (\$1000) per year, for a period of two years for ongoing TRAIL program management effort of the PROJECT. Estimated date for the first year's payment would be on or before October 1, 2016. Estimated date for the second year payment would be October 1, 2017.

**I. This MOU is acceptable to both parties.**

\_\_\_\_\_  
Name  
Title  
  
\_\_\_\_\_  
(Date)

\_\_\_\_\_  
James G. Dye  
President of the Board,  
Artisans Center of Virginia  
  
\_\_\_\_\_  
(Date)

| Artist                      | Email                                 |
|-----------------------------|---------------------------------------|
| Beverly Jones Young         | bevjyoung36@yahoo.com                 |
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| Eric Campbell               | kurtzkathy@yahoo.com                  |
| Gail Cox                    | g.cox@comcast.net                     |
| Gail Guirrer                | gail@equineimpressions.com            |
| George Maxwell              | jmabesa@prodigy.net                   |
| Ginger Reuling              | gingerreuling@yahoo.com               |
| Hip and Humble              | hipandhumbleinteriors@gmail.com       |
| IB Art Class at High School | kurtzkathy@yahoo.com                  |
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| Loretta Allison             | na                                    |
| Macson McGuigan             | macson.mcguigan@emu.edu               |
| Mark Jenkins                | organicsauce@yahoo.com                |
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| Robert Lesman               | rglesman@gmail.com                    |
| Robin Braithwaite           | robrogers62@gmail.com.                |
| Ron Light                   | finewoodworker@earthlink.net          |
| Sandi Fanning               | reddeerpottery@gmail.com              |
| Snow Fielding               | snowatthemill@gmail.com               |
| Sue Hickman                 | Sue@Studio2724.com                    |
| Tim and Jane Radford        | radford@hughes.net                    |
| Trish Alizade               | justpanecrazy@aol.com                 |
| Winslow McCagg              | wmccagg@yahoo.com                     |



**Artisans Center of Virginia  
Artisan Trail Implementation Overview  
(Internal Document)**

The following list is a snapshot of what transpires during a trail region's development. Although ACV as the implementer assumes a great deal of the facilitator tasks and back-office administration, development is a collaborative process involving participation from management team members and trail ambassadors. Responsibilities, per task, will be determined by the management team initially and as the program progresses.

1. Establish Jurisdictional Management Team
  - Determine participants
  - Determine meeting location
  - Determine monthly meeting schedule
2. Develop Management Plan
  - Draft Working Calendar
  - Describe Roles & Responsibilities
  - Set Goals & Expectations
  - Identify potential jurisdictional barriers such as zoning & business licensing and signage requirements
  - Determine plan to address potential participation barriers
  - Customize Site Visit checklist
  - Present Budget Goals
  - Develop media/PR plan for trail development phase
  - Establish trail landing at ACV website
  - Customize trail participation kit
3. Identify relative constituency groups in the trail boundary area
4. Implement Constituent Survey/Needs Assessment
  - Customize online survey/needs assessment tool
  - Compile email lists from artisan & agri-artisan constituency groups
  - Execute online survey/needs assessment tool
  - Disseminate
  - Conduct citizen interest meetings (# determined by scope of territory)
  - Analyze data, identify priorities and LMI
5. Develop Trail Ambassador Team
  - Identify active ambassadors from citizen interest meetings
  - Host ambassador orientation/training

6. Establish Trail Name
  - Determine date for facilitated naming event
  - Secure refreshment sponsors
  - Host naming event at a potential trail site
  - Invite potential site participants
  - Engage attendees in facilitated naming exercise
  - Determine trail name from top choices (management team)
  - Announce name to constituencies
  
7. Launch Trail Enrollment Period
  - Determine Hard Deadlines for enrollment period
  - Call to Action – Full network & Media
  - Host Lunch & Learn events
  - Determine potential outreach events such as festivals during the enrollment period and assign information dissemination tasks to management team and ambassadors.
  - Present at applicable constituency meetings & events
  - Facilitate enrollment
  
8. Secure Sponsorships
  - Customize Opt-in Advertising Rate Card
  - Solicit key sponsors
  - Solicit in-kind service providers
  
9. Perform Site Visits
  - Designate management team site reviewers
  - Schedule site visits
  - Perform visit and report results
  
10. Collateral Development – signs
  - Order trail signs
  - Determine sign distribution locations
  - Notify participants pick-up dates
  
11. Collateral Development – Brochure Design
  - Using unified template, customize design based on approved trail name
  
12. Collateral Development – brochure listings
  - Send content review to all list participants
  - Send approved content to designer for layout
  - Review/Edit
  - Finalize list section
  
13. Collateral Development – map
  - Acquire map template from jurisdictional mapping entity
  - Modify map in accordance with brochure template specifications
  - Upload basic map to website
  - Pinpoint participants on map
  - Review/Edit
  - Finalize map section, synchronized to list

14. Collateral Development – Brochure Cover Photo
  - Determine concept
  - Schedule shoot date and rain date
  - Photoshop
  - Edit to Cover
15. Collateral Development – Brochure “pay to play” section
  - Organize editorial outline by area/attributes
  - Draft proprietary text content
  - Acquire jurisdictional & sponsoring photos & logos
  - Format all images
  - Weave in sponsorship content (text & images)
  - Review/edit
  - Finalize
16. Printing
  - Determine printer
  - Determine quantity based on participation & sponsorship budget
  - Send brochure to printer
17. Collateral Development – Website
  - Prepare CMS for trail logins
  - Create Participant Login Accounts
  - Email Login to Participants
  - Participants Build Pages
  - Create Sponsor Pages
  - Upload Map Design to Website
  - Link Map Number System to Pages
  - Integrate VTC Trip Planner
18. Completion
  - Distribute brochures to participants
  - Distribute brochures to media/tourism outlets
  - Initiate official trail launch
  - Implement regional marketing strategy
19. Review
20. Plan Activities for the First Year the trail is “open” to the Public. Possible activities include:
  - Entrepreneur Training
  - Website/Calendar Training
  - Hospitality Training
  - Familiarization Trips (for Tourism Industry Outreach)
  - Public Events – Marketing & Coordination



**Artisans Center of Virginia  
Artisan Trail Network  
Management Team - General Expectations**

- Represent one of the specific focus areas/constituencies and/or communities designated in an Artisan Trail region.
- Provide guidance & leadership during the development of the region's Artisan Trail.
- Work collaboratively and encourage community connectivity.
- Attend the monthly planning meetings and trail development events where leadership representation is needed.

Estimation of time commitment:

Monthly Management Team Meetings: 1.5 - 2 hours per

Public Gatherings: 2 hours (appx 3 events TBD by team)

Between Meetings Tasks: 2-3 hours monthly

Travel: Time to/from meetings, tasks & events *(please note that individual travel expenses are the responsibility of the management team member/their organization)*

- Liaison within the local communities on behalf of the Artisan Trail.
- Provide contact information for and/or outreach to potential Artisan Trail participating businesses.
- Assist in securing sponsorships for the region's Artisan Trail, as may be needed.
- Accomplish assigned tasks/follow-up between meetings, as may be required.
- Uphold and promote the brand of Virginia's Artisan Trail Network, as prescribed by The Artisans Center of Virginia.



**Clarke County  
Invoice History Report  
February 29, 2016**

|                                   |                        |  | INVOICE    |                 |
|-----------------------------------|------------------------|--|------------|-----------------|
| VENDOR NAME                       | ACCOUNT DESC           | FULL DESC  | DATE       | AMOUNT          |
| Anderson and Associa              | BoS Purchased Services | CC Convenience Ctr Design Rev-sv                 | 01/31/2016 | 715.00          |
| Anderson and Associa              | BoS Purchased Services | CC Park Lighting Final Design-sv                 | 01/21/2016 | 2,435.00        |
| <b>Anderson and Associa Total</b> |                        |  |            | <b>3,150.00</b> |
| Anderson Control                  | Maintenanc CS          | rm Anderson C 101 Chalmers fire alarm inspection | 02/12/2016 | 300.96          |
| Anderson Control                  | Maintenanc CS          | rm Anderson C 101 Chalmers fire alarm inspection | 02/12/2016 | 179.04          |
| <b>Anderson Control Total</b>     |                        |  |            | <b>480.00</b>   |
| Anytime Fitness                   | Sheriff Misc           | 3/15 - 3/16 Membership (hough/mcdonald)          | 01/26/2016 | 500.00          |
| <b>Anytime Fitness Total</b>      |                        |  |            | <b>500.00</b>   |
| Arc Water Treatment               | Maintenanc CS          | rm ARC 101 Chalmers water treatemnt              | 02/01/2016 | 68.97           |
| Arc Water Treatment               | Maintenanc CS          | rm ARC 101 Chalmers water treatemnt              | 02/01/2016 | 41.03           |
| <b>Arc Water Treatment Total</b>  |                        |  |            | <b>110.00</b>   |
| At&t                              | County Adm Telephone   | Acct 287015712672                                | 01/23/2016 | 47.48           |
| At&t                              | IT Telephone           | Acct 287015712672                                | 01/23/2016 | 114.96          |
| At&t                              | Registrar Telephone    | Acct 287015712672                                | 01/23/2016 | 57.48           |
| At&t                              | Comm Atty Telephone    | Acct 287015712672                                | 01/23/2016 | 189.92          |
| At&t                              | Sheriff Telephone      | Acct 287015712672                                | 01/23/2016 | 1,006.69        |
| At&t                              | Communicat Telephone   | 911 long distance charges                        | 02/01/2016 | 18.64           |
| At&t                              | Communicat Telephone   | Acct 287015712672                                | 01/23/2016 | 370.93          |
| At&t                              | Bldg Insp Telephone    | Acct 287015712672                                | 01/23/2016 | 70.34           |
| At&t                              | AnimalCtrl Telephone   | Acct 287015712672                                | 01/23/2016 | 12.72           |
| At&t                              | Maintenanc Telephone   | Acct 287015712672                                | 01/23/2016 | 122.51          |
| At&t                              | Econ Dev Telephone     | Acct 287015712672                                | 01/23/2016 | 47.48           |
| <b>At&amp;t Total</b>             |                        |  |            | <b>2,059.15</b> |
| Atlantic Tactical                 | Sheriff Mat&Sup        | Direct Impact Marker Round                       | 01/21/2016 | 609.50          |
| <b>Atlantic Tactical Total</b>    |                        |  |            | <b>609.50</b>   |
| Battery Mart                      | Maintenanc Mat&Sup     | rm BMart Rec emergency light batteries           | 01/21/2016 | 27.80           |
| <b>Battery Mart Total</b>         |                        |  |            | <b>27.80</b>    |
| BB&T                              | Clk of CC Mat&Sup      | trans date 1/11 Shoplet.com                      | 02/09/2016 | 131.52          |
| BB&T                              | Sheriff Travel         | Credit Card Statement                            | 02/09/2016 | 27.32           |
| BB&T                              | Sheriff Travel         | Credit Card Statement                            | 02/09/2016 | 16.70           |
| BB&T                              | Sheriff Mat&Sup        | Credit Card Statement                            | 02/09/2016 | 422.49          |
| BB&T                              | Sheriff Mat&Sup        | Credit Card Statement                            | 02/09/2016 | 21.00           |
| BB&T                              | Sheriff Clothing       | Credit Card Statement                            | 02/09/2016 | 41.94           |
| BB&T                              | Communicat Clothing    | Credit Card Statement                            | 02/09/2016 | 396.90          |
| BB&T                              | AnimalCtrl CS          | rm BBT Credit Card 01/11 to 02/09/2016           | 02/09/2016 | 90.00           |
| BB&T                              | Maintenanc Mat&Sup     | rm BBT Credit Card 01/11 to 02/09/2016           | 02/09/2016 | 201.31          |
| BB&T                              | Programs Mat&Sup       | Supplies   | 02/09/2016 | 325.46          |
| BB&T                              | Maintenanc Mat&Sup     | rm BBT Credit Card 01/11 to 02/09/2016           | 02/09/2016 | 134.78          |
| BB&T                              | Maintenanc Mat&Sup     | rm BBT Credit Card 01/11 to 02/09/2016           | 02/09/2016 | 70.07           |
| BB&T                              | Finance Cen Purch      | trans date 02/02/16 Shoplet.com                  | 02/09/2016 | 44.70           |
| BB&T                              | Sheriff Travel         | Credit Card Statement                            | 02/09/2016 | 345.00          |
| BB&T                              | Sheriff Travel         | Credit Card Statement                            | 02/09/2016 | 253.00          |
| BB&T                              | Sheriff Travel         | Credit Card Statement                            | 02/09/2016 | 100.00          |
| BB&T                              | Sheriff Mat&Sup        | Credit Card Statement                            | 02/09/2016 | 1,251.00        |
| BB&T                              | Sheriff Mat&Sup        | Credit Card Statement                            | 02/09/2016 | 26.82           |
| <b>BB&amp;T Total</b>             |                        |  |            | <b>3,900.01</b> |
| Berryville Auto Part              | Sheriff CS             | Estimated Vehicle Repairs for 0801               | 01/29/2016 | 25.00           |
| Berryville Auto Part              | Sheriff CS             | Estimated Vehicle Repairs for 0904               | 02/08/2016 | 15.00           |
| Berryville Auto Part              | Sheriff CS             | Estimated Vehicle Repairs for 1002               | 02/08/2016 | 60.00           |
| Berryville Auto Part              | Sheriff CS             | Estimated Vehicle Repairs for 1101               | 02/08/2016 | 20.00           |
| Berryville Auto Part              | Sheriff CS             | Estimated Vehicle Repairs for 1302               | 02/08/2016 | 80.00           |
| Berryville Auto Part              | Sheriff CS             | Estimated Vehicle Repairs for 1001               | 02/09/2016 | 150.00          |
| Berryville Auto Part              | Sheriff CS             | Estimated Vehicle Repairs for 1402               | 01/20/2016 | 50.00           |
| Berryville Auto Part              | Sheriff CS             | Estimated Vehicle Repairs for 1401               | 01/22/2016 | 35.00           |
| Berryville Auto Part              | Sheriff CS             | Estimated Vehicle Repairs for 1003               | 01/22/2016 | 20.00           |
| Berryville Auto Part              | Sheriff Mat&Sup        | Estimated Vehicle Repairs for 0801               | 01/29/2016 | 106.21          |
| Berryville Auto Part              | Sheriff Mat&Sup        | Estimated Vehicle Repairs for 0904               | 02/08/2016 | 3.12            |
| Berryville Auto Part              | Sheriff Mat&Sup        | Estimated Vehicle Repairs for 1002               | 02/08/2016 | 52.25           |
| Berryville Auto Part              | Sheriff Mat&Sup        | Estimated Vehicle Repairs for 1101               | 02/08/2016 | 5.57            |
| Berryville Auto Part              | Sheriff Mat&Sup        | Estimated Vehicle Repairs for 1302               | 02/08/2016 | 74.80           |
| Berryville Auto Part              | Sheriff Mat&Sup        | Estimated Vehicle Repairs for                    | 02/08/2016 | 63.54           |

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|                                   |                                |  | INVOICE    |                  |
|-----------------------------------|--------------------------------|--|------------|------------------|
| VENDOR NAME                       | ACCOUNT DESC                   | FULL DESC  | DATE       | AMOUNT           |
| Berryville Auto Part              | Sheriff Mat&Sup                | Estimated Vehicle Repairs for 1001                 | 02/09/2016 | 268.72           |
| Berryville Auto Part              | Sheriff Mat&Sup                | Batteries  | 01/22/2016 | 20.99            |
| Berryville Auto Part              | Sheriff Mat&Sup                | Estimated Vehicle Repairs for 1402                 | 01/20/2016 | 21.78            |
| Berryville Auto Part              | Sheriff Mat&Sup                | Estimated Vehicle Repairs                          | 01/22/2016 | 8.78             |
| Berryville Auto Part              | Sheriff Mat&Sup                | Estimated Vehicle Repairs for 1003                 | 01/22/2016 | 104.00           |
| Berryville Auto Part              | EMS CS                         | Labor  | 12/30/2015 | 15.00            |
| Berryville Auto Part              | EMS Mat&Sup                    | Fire & EMS Directors car repairs Dec 2015          | 12/31/2015 | 41.09            |
| Berryville Auto Part              | EMS Mat&Sup                    | Director Davis Car Ref #146748                     | 02/03/2016 | 72.48            |
| Berryville Auto Part              | Maintenanc Mat&Sup             | rm BAP Maint tuff stuff , carpet cleaner           | 02/23/2016 | 4.43             |
| Berryville Auto Part              | Maintenanc Mat&Sup             | rm BAP Maint trailer connector                     | 02/02/2016 | 5.80             |
| <b>Berryville Auto Part Total</b> |                                |  |            | <b>1,323.56</b>  |
| Berryville True Valu              | Maintenanc Mat&Sup             | rm BH Maint shelf bracket                          | 02/22/2016 | 4.98             |
| Berryville True Valu              | Maintenanc Mat&Sup             | rm BH Maint  | 02/05/2016 | 15.56            |
| Berryville True Valu              | Maintenanc Mat&Sup             | rm BH Maint paint trays                            | 02/09/2016 | 5.16             |
| Berryville True Valu              | Maintenanc Mat&Sup             | rm BH Maint sealant for snow blower                | 02/09/2016 | 14.58            |
| Berryville True Valu              | Maintenanc Mat&Sup             | rm BH Maint keys cut by Dale                       | 01/22/2016 | 4.00             |
| Berryville True Valu              | Maintenanc Mat&Sup             | rm BH Maint 9/29/15 invoice eye-hook Dale          | 09/29/2015 | 3.98             |
| Berryville True Valu              | Maintenanc Mat&Sup             | rm BH Maint 11/12/15 Key Frankie                   | 11/12/2015 | 4.00             |
| Berryville True Valu              | Maintenanc Mat&Sup             | rm BH Maint disconnect for spreader                | 02/02/2016 | 11.78            |
| Berryville True Valu              | Maintenanc Mat&Sup             | rm BH Maint prim wire , terminal for spreader repa | 02/02/2016 | 10.28            |
| Berryville True Valu              | Rec Center Mat&Sup             | Supplies   | 01/27/2016 | 10.28            |
| Berryville True Valu              | Maintenanc Mat&Sup             | rm BH 101 Chalmers shim, gen fastners nuts/washers | 02/17/2016 | 3.69             |
| Berryville True Valu              | Maintenanc Mat&Sup             | rm BH 101 Chalm slip joint washer                  | 02/18/2016 | 2.06             |
| Berryville True Valu              | Maintenanc Mat&Sup             | rm BH 104 N. sprige hinge and single cut key       | 01/27/2016 | 20.99            |
| Berryville True Valu              | Maintenanc Mat&Sup             | rm BH 102 N. aerator , light                       | 02/03/2016 | 27.98            |
| Berryville True Valu              | Maintenanc Mat&Sup             | rm BH 102 N. flood light                           | 02/03/2016 | 12.99            |
| Berryville True Valu              | Maintenanc Mat&Sup             | rm BH ACO nuts/washers                             | 02/11/2016 | 6.30             |
| Berryville True Valu              | Maintenanc Mat&Sup             | rm BH ACO screws glue and shook                    | 02/12/2016 | 15.75            |
| Berryville True Valu              | Maintenanc Mat&Sup             | rm BH Park Conce Stand strap, cover box breaker    | 02/22/2016 | 15.65            |
| Berryville True Valu              | Maintenanc Mat&Sup             | rm BH Park Con St flex coupling and breaker        | 02/22/2016 | 6.20             |
| Berryville True Valu              | Maintenanc Mat&Sup             | rm BH Park general fastners for benches            | 12/21/2015 | 1.20             |
| Berryville True Valu              | Maintenanc Mat&Sup             | rm BH Park nuts and bolts for benches              | 12/21/2015 | 38.19            |
| Berryville True Valu              | Maintenanc Mat&Sup             | rm BH Baseball chain for drag                      | 02/10/2016 | 45.80            |
| Berryville True Valu              | Maintenanc Mat&Sup             | rm BH 36E Main sump pump, couplings                | 02/08/2016 | 146.27           |
| Berryville True Valu              | Maintenanc Mat&Sup             | rm BH 36E. Main pull lamp holder                   | 02/08/2016 | 5.49             |
| Berryville True Valu              | Maintenanc Mat&Sup             | rm BH 36/E Main inline valve                       | 02/08/2016 | 12.99            |
| Berryville True Valu              | Maintenanc Mat&Sup             | rm BH 311 E. halo bulb                             | 02/18/2016 | 15.99            |
| Berryville True Valu              | Maintenanc Mat&Sup             | rm BH 101 Chalmers shim, gen fastners nuts/washers | 02/17/2016 | 2.20             |
| Berryville True Valu              | Maintenanc Mat&Sup             | rm BH 101 Chalm slip joint washer                  | 02/18/2016 | 1.23             |
| <b>Berryville True Valu Total</b> |                                |  |            | <b>465.57</b>    |
| Blue Ridge Volunteer              | Blue R VF EntityGift           | FY 16 Civic Contribution 3rd Qtr                   | 01/01/2016 | 12,500.00        |
| <b>Blue Ridge Volunteer Total</b> |                                |  |            | <b>12,500.00</b> |
| Bodyworks of Berryvi              | Sheriff CS                     | body repair work                                   | 02/11/2016 | 309.60           |
| Bodyworks of Berryvi              | Sheriff CS                     | body work  | 02/04/2016 | 492.80           |
| Bodyworks of Berryvi              | Sheriff Mat&Sup                | body repair work                                   | 02/11/2016 | 439.33           |
| Bodyworks of Berryvi              | Sheriff Mat&Sup                | body work  | 02/04/2016 | 1,174.03         |
| <b>Bodyworks of Berryvi Total</b> |                                |  |            | <b>2,415.76</b>  |
| Bouffault, Robina                 | Plan Com Board Fe              | Attd @ Feb '16 PC mtgs                             | 02/08/2016 | 100.00           |
| <b>Bouffault, Robina Total</b>    |                                |  |            | <b>100.00</b>    |
| Broys Car Wash                    | Sheriff CS                     | January '16 Carwash                                | 01/31/2016 | 52.50            |
| <b>Broys Car Wash Total</b>       |                                |  |            | <b>52.50</b>     |
| BSN Sports Inc                    | Maintenanc Mat&Sup             | rm BSN Soccer nets                                 | 02/11/2016 | 295.17           |
| <b>BSN Sports Inc Total</b>       |                                |  |            | <b>295.17</b>    |
| Buckley, Randy                    | Plan Com Board Fe              | Attd @ Feb '16 PC mtgs                             | 02/08/2016 | 100.00           |
| <b>Buckley, Randy Total</b>       |                                |  |            | <b>100.00</b>    |
| BW Wilson Paper                   | Finance Cen Purch              | Customer # 51015500                                | 01/27/2016 | 1,296.40         |
| <b>BW Wilson Paper Total</b>      |                                |  |            | <b>1,296.40</b>  |
| Capelli, Len                      | Econ Dev CS                    | Economic Development-2-2016_Capelli_sv             | 02/24/2016 | 3,250.00         |
| Capelli, Len                      | Econ Dev CS                    | lbw Econ Dev Len Capelli January 2016 Hours        | 02/03/2016 | 2,047.50         |
| <b>Capelli, Len Total</b>         |                                |  |            | <b>5,297.50</b>  |
| Cardillo, Robin Couc              | Cnsrv Esmt Donation- Purch Svc | Finalize end of year info                          | 02/02/2016 | 880.00           |

**Clarke County  
Invoice History Report  
February 29, 2016**

| VENDOR NAME                       | ACCOUNT DESC                   | FULL DESC                                 | INVOICE DATE | AMOUNT    |
|-----------------------------------|--------------------------------|---|--------------|-----------|
| Cardillo, Robin Couc              | Cnsrv Esmt Donation- Purch Svc | Prep work data maintenance                | 02/08/2016   | 1,002.14  |
| <b>Cardillo, Robin Couc Total</b> |                                |   |              | 1,882.14  |
| Carousel Industries               | Communicat Maint Con           | Fortinet gateway maintenance              | 01/17/2016   | 356.43    |
| <b>Carousel Industries Total</b>  |                                |   |              | 356.43    |
| Certified Labs                    | Maintenanc Mat&Sup             | rm Certified Maint Free Aerosol           | 01/22/2016   | 129.33    |
| <b>Certified Labs Total</b>       |                                |   |              | 129.33    |
| Chatman, Stacey                   | Programs CS                    | Fitness Classes (16 sessions X            | 02/16/2016   | 609.70    |
| <b>Chatman, Stacey Total</b>      |                                |   |              | 609.70    |
| Chief Supply Corp                 | Sheriff Clothing               | Name Plate                                | 01/21/2016   | 17.99     |
| <b>Chief Supply Corp Total</b>    |                                |   |              | 17.99     |
| Comcast                           | IT Telephone                   | Acct 901594957                            | 01/15/2016   | 850.00    |
| Comcast                           | Communicat CS                  | rios connection                           | 01/21/2016   | 87.27     |
| <b>Comcast Total</b>              |                                |   |              | 937.27    |
| Commercial Press                  | Treasurer Mat&Sup              | Envelopes - Treas. Office                 | 02/12/2016   | 120.38    |
| Commercial Press                  | Electoral Printing             | Voter Entry Cards                         | 01/22/2016   | 89.50     |
| Commercial Press                  | J&D Court Mat&Sup              | LBW JDR Business Cards - L McDonald       | 09/30/2015   | 48.00     |
| Commercial Press                  | Clk of CC Mat&Sup              | letterhead & envelopes                    | 01/11/2016   | 169.13    |
| Commercial Press                  | Plan Adm Mat&Sup               | Name Plate-Daniel                         | 02/22/2016   | 8.75      |
| <b>Commercial Press Total</b>     |                                |   |              | 435.76    |
| Consolidated Electri              | Maintenanc Mat&Sup             | rm ConElect 104 N, elevator trouble shoot | 02/01/2016   | 38.00     |
| <b>Consolidated Electri Total</b> |                                |   |              | 38.00     |
| Costco                            | EMS Mat&Sup                    | Fire & EMS Director Davis TV 1/20/16      | 01/20/2016   | 459.99    |
| Costco                            | Rec Center Resale Sup          | Vending Machine supplies                  | 02/10/2016   | 210.02    |
| <b>Costco Total</b>               |                                |   |              | 670.01    |
| County of Frederick               | Telephone                      | Magistrate shared expe/refuse             | 02/17/2016   | 11.94     |
| County of Frederick               | Telephone                      | Refuse/magistrate shared                  | 01/19/2016   | 24.28     |
| County of Frederick               | RefuseDisp Intergov            | Refuse                                    | 02/08/2016   | 142.98    |
| County of Frederick               | RefuseDisp Intergov            | Refuse                                    | 02/08/2016   | 206.66    |
| County of Frederick               | RefuseDisp Intergov            | Magistrate shared expe/refuse             | 02/17/2016   | 7,319.07  |
| County of Frederick               | RefuseDisp Intergov            | Refuse/magistrate shared                  | 01/19/2016   | 7,694.04  |
| <b>County of Frederick Total</b>  |                                |   |              | 15,398.97 |
| CW Warthen                        | Clk of CC Mat&Sup              | Civil casebinders                         | 01/25/2016   | 381.74    |
| <b>CW Warthen Total</b>           |                                |   |              | 381.74    |
| Davenport Insulation              | Maintenanc Mat&Sup             | rm Davenport 104 N. Church gutter install | 02/01/2016   | 356.78    |
| Davenport Insulation              | Maintenanc Mat&Sup             | rm Davenport 104 N, guttering install     | 02/03/2016   | 43.22     |
| <b>Davenport Insulation Total</b> |                                |   |              | 400.00    |
| DDL Business Sys                  | Parks Adm Maint Con            | Contract 10240-13                         | 01/25/2016   | 68.93     |
| <b>DDL Business Sys Total</b>     |                                |   |              | 68.93     |
| Dehaven Berkeley                  | Sheriff Mat&Sup                | Water Delivery                            | 02/04/2016   | 18.90     |
| Dehaven Berkeley                  | Sheriff Mat&Sup                | Cooler Rental                             | 01/14/2016   | 9.00      |
| Dehaven Berkeley                  | Maintenanc Wat & Sew           | rm Dehaven Maint water                    | 02/15/2016   | 11.00     |
| Dehaven Berkeley                  | Maintenanc Wat & Sew           | Water                                     | 01/07/2016   | 12.90     |
| Dehaven Berkeley                  | Maintenanc Wat & Sew           | rm Dehaven Sheriff water                  | 02/15/2016   | 9.00      |
| <b>Dehaven Berkeley Total</b>     |                                |   |              | 60.80     |
| Dennis Scothorn                   | Spout EPA CS                   | DEQ EPA Grant 319 - Septic Repairs        | 01/10/2016   | 1,100.00  |
| <b>Dennis Scothorn Total</b>      |                                |   |              | 1,100.00  |
| DMV                               | Treasurer DMV Stop             | DMV Stops - January 2015                  | 01/29/2016   | 180.00    |
| <b>DMV Total</b>                  |                                |   |              | 180.00    |
| Donna Slye                        | Programs Due & Memb            | Mat Class                                 | 02/11/2016   | 100.00    |
| <b>Donna Slye Total</b>           |                                |   |              | 100.00    |
| Emergency Communicat              | Sheriff Maint Con              | VOICE RESPONSE SYSTEMS                    | 01/20/2016   | 13,294.83 |
| <b>Emergency Communicat Total</b> |                                |   |              | 13,294.83 |
| Emmart Oil                        | Maintenanc Heating             | rm Emmart 524 Westwood heating oil        | 02/11/2016   | 74.97     |
| Emmart Oil                        | Maintenanc Heating             | rm EOil 524 WW Rd Heaitn Oil              | 01/13/2016   | 93.12     |
| <b>Emmart Oil Total</b>           |                                |   |              | 168.09    |
| Food Lion                         | Programs Mat&Sup               | Patents night out                         | 02/13/2016   | 26.71     |
| Food Lion                         | Programs Mat&Sup               | Valentine Party for Seniors               | 02/17/2016   | 49.82     |
| <b>Food Lion Total</b>            |                                |   |              | 76.53     |
| Foxs Pizza                        | Programs Mat&Sup               | Parents night out                         | 02/13/2016   | 63.50     |
| <b>Foxs Pizza Total</b>           |                                |   |              | 63.50     |
| Frederick-Winchester              | Sanitation Intergov            | January 2016                              | 02/10/2016   | 2,454.20  |

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| <b>Frederick-Winchester Total</b> |                          |  |            | 2,454.20  |
| Galls/Best Uniforms               | Sheriff Mat&Sup          | Instrument Set                                     | 02/04/2016 | 26.25     |
| Galls/Best Uniforms               | Sheriff Mat&Sup          | Range Supplies                                     | 02/09/2016 | 142.00    |
| Galls/Best Uniforms               | Sheriff Clothing         | Pants - Chambers                                   | 01/29/2016 | 88.91     |
| Galls/Best Uniforms               | Sheriff Clothing         | LS Shirts - Kat Rodriguez                          | 01/20/2016 | 55.42     |
| <b>Galls/Best Uniforms Total</b>  |                          |  |            | 312.58    |
| GCA                               | Maintenanc Maint Con     | rm GCA County Cleaning 2/2016                      | 02/01/2016 | 3,366.23  |
| GCA                               | Maintenanc Maint Con     | rm GCA County Cleaning 2/2016                      | 02/01/2016 | 2,332.38  |
| GCA                               | Maintenanc Maint Con     | rm GCA County Cleaning 2/2016                      | 02/01/2016 | 293.78    |
| GCA                               | Maintenanc Maint Con     | rm GCA County Cleaning 2/2016                      | 02/01/2016 | 1,387.51  |
| <b>GCA Total</b>                  |                          |  |            | 7,379.90  |
| General Sales of Vir              | Maintenanc Mat&Sup       | rm GSales Maint dish soap                          | 02/11/2016 | 96.00     |
| General Sales of Vir              | Maintenanc Mat&Sup       | rm General Sales Maint cleaning supplies           | 02/03/2016 | 798.56    |
| <b>General Sales of Vir Total</b> |                          |  |            | 894.56    |
| Hall, Monahan                     | BoS Purchased Services   | Comcast Cable Franchise Renewal_spv                | 02/05/2016 | 377.00    |
| Hall, Monahan                     | Dev Rights CS            | Legal Services Jan '16                             | 02/09/2016 | 1,030.00  |
| <b>Hall, Monahan Total</b>        |                          |  |            | 1,407.00  |
| Henkels & McCoy                   | Tk Improve CS            | Fiber Repair Services                              | 12/30/2015 | 2,430.46  |
| <b>Henkels &amp; McCoy Total</b>  |                          |  |            | 2,430.46  |
| IACP Net                          | Sheriff Due & Memb       | IACP Net Service 4/16/16-4/15/17                   | 02/12/2016 | 525.00    |
| <b>IACP Net Total</b>             |                          |  |            | 525.00    |
| IAPE                              | Sheriff Due & Memb       | Membership - Rosenberry                            | 02/16/2016 | 50.00     |
| IAPE                              | Sheriff Due & Memb       | Membership - Herron                                | 02/16/2016 | 50.00     |
| <b>IAPE Total</b>                 |                          |  |            | 100.00    |
| Independent Statione              | Registrar Mat&Sup        | Acct 541070553                                     | 02/05/2016 | 41.45     |
| Independent Statione              | Finance Cen Purch        | Acct 541070553                                     | 02/05/2016 | 179.25    |
| Independent Statione              | Finance Cen Purch        | Acct 541070553                                     | 01/29/2016 | 341.62    |
| <b>Independent Statione Total</b> |                          |  |            | 562.32    |
| Johnston, Jane                    | Programs CS              | Fitness Classes (24 Sessions X                     | 02/16/2016 | 474.56    |
| <b>Johnston, Jane Total</b>       |                          |  |            | 474.56    |
| Kalbiam, Maral                    | HstPrvCom CS             | Consulting services Jan '16                        | 02/08/2016 | 1,100.00  |
| <b>Kalbiam, Maral Total</b>       |                          |  |            | 1,100.00  |
| Karla Atkins                      | Programs Refunds         | Refund   | 02/08/2016 | 120.00    |
| <b>Karla Atkins Total</b>         |                          |  |            | 120.00    |
| Kruhm, Douglas                    | Plan Com Board Fe        | Attd @ Feb '16 PC mtgs                             | 02/08/2016 | 100.00    |
| <b>Kruhm, Douglas Total</b>       |                          |  |            | 100.00    |
| KV Vet Supply                     | AnimalCtrl Mat&Sup       | rm KVSUPPLY ACO medicine nobivac, felovax,bronchic | 02/16/2016 | 418.34    |
| KV Vet Supply                     | AnimalCtrl Mat&Sup       | rm KVSUPPLY ACO needles                            | 02/10/2016 | 90.80     |
| <b>KV Vet Supply Total</b>        |                          |  |            | 509.14    |
| Language Line Servic              | Communicat CS            | language intpretation services                     | 01/31/2016 | 22.17     |
| <b>Language Line Servic Total</b> |                          |  |            | 22.17     |
| Lee, Frank                        | Plan Com Board Fe        | Attd @ Feb '16 PC mtgs                             | 02/08/2016 | 100.00    |
| <b>Lee, Frank Total</b>           |                          |  |            | 100.00    |
| LexisNexis                        | BoS Due & Memb           | Renewal_4-2016-3-2017_sv                           | 01/18/2016 | 110.48    |
| LexisNexis                        | J&D Court Mat&Sup        | VA code rules v11                                  | 11/16/2015 | 22.94     |
| <b>LexisNexis Total</b>           |                          |  |            | 133.42    |
| Logan Systems Inc                 | Clk of CC Microfilm      | computer indexing                                  | 02/15/2016 | 352.22    |
| Logan Systems Inc                 | Clk of CC Microfilm      | microfilming                                       | 01/15/2016 | 481.30    |
| <b>Logan Systems Inc Total</b>    |                          |  |            | 833.52    |
| Lord Fairfax Health               | Contr to Other Entitites | FY 16 3rd Qtr Civic Contribution                   | 01/04/2016 | 54,648.50 |
| <b>Lord Fairfax Health Total</b>  |                          |  |            | 54,648.50 |
| Lowes                             | Rec Center Mat&Sup       | wet mop refill/broom                               | 02/10/2016 | 60.68     |
| <b>Lowes Total</b>                |                          |  |            | 60.68     |
| MAACM                             | District C Due & Memb    | One Year Membership Melanie Hoffman                | 02/01/2016 | 40.00     |
| <b>MAACM Total</b>                |                          |  |            | 40.00     |
| Mackay-Smith, Wingat              | BryDevAuth Board Fe      | Attd @ BADA mtgs                                   | 02/22/2016 | 125.00    |
| <b>Mackay-Smith, Wingat Total</b> |                          |  |            | 125.00    |
| Malone, Gwendolyn                 | Plan Com Board Fe        | Attd @ Feb 16 PC mtgs                              | 02/08/2016 | 100.00    |
| <b>Malone, Gwendolyn Total</b>    |                          |  |            | 100.00    |
| Mansfield Oil Co                  | County Adm Veh Fuel      | rm Mansfiele Fuel for 2/1/16 to 2/15/16            | 02/19/2016 | 29.26     |
| Mansfield Oil Co                  | County Adm Veh Fuel      | rm Mansfield Oil Fuel 1/16/16 to 1/31/16           | 02/03/2016 | 34.18     |

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| Mansfield Oil Co                  | Fuel - Vehicle & Equipment  | rm Mansfield Oil Fuel 1/16/16 to 1/31/16          | 02/03/2016 | 22.31    |
| Mansfield Oil Co                  | Sheriff Veh Fuel            | Fuel for 1/16/2016 to 1/31/2016                   | 02/03/2016 | 1,060.11 |
| Mansfield Oil Co                  | EMS Veh Fuel                | rm Mansfiele Fuel for 2/1/16 to 2/15/16           | 02/19/2016 | 18.46    |
| Mansfield Oil Co                  | Bldg Insp Veh Fuel          | rm Mansfiele Fuel for 2/1/16 to 2/15/16           | 02/19/2016 | 25.08    |
| Mansfield Oil Co                  | Bldg Insp Veh Fuel          | rm Mansfield Oil Fuel 1/16/16 to 1/31/16          | 02/03/2016 | 23.51    |
| Mansfield Oil Co                  | AnimalCtrl Veh Fuel         | rm Mansfiele Fuel for 2/1/16 to 2/15/16           | 02/19/2016 | 45.03    |
| Mansfield Oil Co                  | AnimalCtrl Veh Fuel         | rm Mansfield Oil Fuel 1/16/16 to 1/31/16          | 02/03/2016 | 16.83    |
| Mansfield Oil Co                  | Maintenanc Veh Fuel         | rm Mansfiele Fuel for 2/1/16 to 2/15/16           | 02/19/2016 | 41.20    |
| Mansfield Oil Co                  | Maintenanc Veh Fuel         | rm Mansfield Oil Fuel 1/16/16 to 1/31/16          | 02/03/2016 | 200.70   |
| Mansfield Oil Co                  | Parks Adm Veh Fuel          | rm Mansfield Oil Fuel 1/16/16 to 1/31/16          | 02/03/2016 | 20.62    |
| <b>Mansfield Oil Co Total</b>     |                             |   |            | 1,537.29 |
| Matsch Systems                    | IT CS                       | NET-Phacs for February 2016                       | 01/05/2016 | 200.00   |
| Matsch Systems                    | IT CS                       | Net-Phacs Call Accounting Serv                    | 02/02/2016 | 200.00   |
| <b>Matsch Systems Total</b>       |                             |   |            | 400.00   |
| McCormick Paint Work              | Maintenanc Mat&Sup          | rm McCormick Maint paint Dover White              | 02/03/2016 | 224.30   |
| <b>McCormick Paint Work Total</b> |                             |   |            | 224.30   |
| McDonald, Jerry C                 | Maintenanc CS               | rm J McDonald Snow removal 1/2016 backhoe, loader | 02/01/2016 | 5,605.00 |
| McDonald, Jerry C                 | Maintenanc CS               | rm JC McDonald Park burn pile                     | 02/09/2016 | 847.50   |
| <b>McDonald, Jerry C Total</b>    |                             |   |            | 6,452.50 |
| Montgomery, Christel              | Programs CS                 | Gymnastics Camps                                  | 02/05/2016 | 563.72   |
| <b>Montgomery, Christel Total</b> |                             |   |            | 563.72   |
| Myers & Woods                     | Dev Rights CS               | Appraisal Report Digges Farm                      | 02/22/2016 | 500.00   |
| <b>Myers &amp; Woods Total</b>    |                             |   |            | 500.00   |
| National Elevator                 | Maintenanc CS               | rm NEIS 101 Chalmers elevator inspect             | 01/28/2016 | 90.29    |
| National Elevator                 | Maintenanc CS               | rm NEIS 100 N elevator inspection                 | 01/28/2016 | 144.00   |
| National Elevator                 | Maintenanc CS               | rm NEIS 102 N. elevator inspection                | 01/28/2016 | 144.00   |
| National Elevator                 | Maintenanc CS               | rm NEIS 104 N. elevator inspection                | 01/28/2016 | 144.00   |
| National Elevator                 | Maintenanc CS               | rm NEIS 311 E. Elevator Inspection                | 01/28/2016 | 144.00   |
| National Elevator                 | Maintenanc CS               | rm NEIS 101 Chalmers elevator inspect             | 01/28/2016 | 53.71    |
| <b>National Elevator Total</b>    |                             |   |            | 720.00   |
| Nelson, Clifford M                | Plan Com Board Fe           | Attd @ PC Feb '16 mtgs                            | 02/08/2016 | 100.00   |
| <b>Nelson, Clifford M Total</b>   |                             |   |            | 100.00   |
| Office Depot                      | J&D Court CS                | Pocket/letter                                     | 04/10/2015 | 52.98    |
| Office Depot                      | J&D Court Mat&Sup           | Calendar  | 01/15/2016 | 8.99     |
| Office Depot                      | J&D Court Mat&Sup           | Label/pressboard                                  | 09/22/2015 | 42.25    |
| Office Depot                      | Finance Cen Purch           | Bill ID 152807                                    | 02/02/2016 | 305.72   |
| <b>Office Depot Total</b>         |                             |   |            | 409.94   |
| Ohrstrom, George II               | Plan Com Board Fe           | Attd @ Feb '16 PC mtgs                            | 02/08/2016 | 100.00   |
| Ohrstrom, George II               | BryDevAuth Board Fe         | Attd @ BADA mtgs                                  | 02/22/2016 | 125.00   |
| <b>Ohrstrom, George II Total</b>  |                             |   |            | 225.00   |
| Piedmont Geotechnica              | Plan Adm Eng & Arch         | Timberlake-Resistivity Rpt                        | 02/22/2016 | 200.00   |
| Piedmont Geotechnica              | Plan Adm Eng & Arch         | Garcia resistivity rpt                            | 02/22/2016 | 200.00   |
| Piedmont Geotechnica              | Plan Adm Eng & Arch         | Hecate Resistivity Rpt                            | 02/22/2016 | 500.00   |
| <b>Piedmont Geotechnica Total</b> |                             |   |            | 900.00   |
| Premier Accounts Rec              | EMS CS                      | Premier Billing Invoice Jan 2016                  | 02/02/2016 | 1,777.65 |
| <b>Premier Accounts Rec Total</b> |                             |   |            | 1,777.65 |
| Purchase Power                    | BoS Postal                  | Postage used through 1-25-16                      | 02/03/2016 | 68.64    |
| Purchase Power                    | County Adm Postal           | Postage used through 1-25-16                      | 02/03/2016 | 29.10    |
| Purchase Power                    | Com of Rev Postal           | Postage used through 1-25-16                      | 02/03/2016 | 943.11   |
| Purchase Power                    | Treasurer Postal            | Postage used through 1-25-16                      | 02/03/2016 | 651.52   |
| Purchase Power                    | Electoral Postal            | Postage used through 1-25-16                      | 02/03/2016 | 48.42    |
| Purchase Power                    | Registrar Postal            | Postage used through 1-25-16                      | 02/03/2016 | 109.01   |
| Purchase Power                    | Clk of CC Postal            | Postage used through 1-25-16                      | 02/03/2016 | 236.65   |
| Purchase Power                    | Bldg Insp Postal            | Postage used through 1-25-16                      | 02/03/2016 | 8.40     |
| Purchase Power                    | Parks Adm Postal            | Postage used through 1-25-16                      | 02/03/2016 | 41.45    |
| Purchase Power                    | Plan Adm Postal             | Postage used through 1-25-16                      | 02/03/2016 | 61.58    |
| Purchase Power                    | Coop Ext Postal             | Postage used through 1-25-16                      | 02/03/2016 | 124.13   |
| Purchase Power                    | Finance Postal              | Postage used through 1-25-16                      | 02/03/2016 | 230.04   |
| Purchase Power                    | Cnsvr Esmt Donation- Postal | Postage used through 1-25-16                      | 02/03/2016 | 402.80   |
| <b>Purchase Power Total</b>       |                             |   |            | 2,954.85 |
| Quarles Energy Servi              | Maintenanc Heating          | rm Quarles 100 N. lp gas for generator            | 01/22/2016 | 29.65    |

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| Quarles Energy Servi              | Maintenanc Heating       | rm Quarles ACO LP Gas heating fuel                | 02/17/2016 | 437.61           |
| Quarles Energy Servi              | Maintenanc Heating       | rm Quarles ACO LP Gas                             | 01/29/2016 | 262.76           |
| Quarles Energy Servi              | Maintenanc Heating       | rm Quarles ACO lp gas                             | 01/18/2016 | 454.21           |
| Quarles Energy Servi              | Maintenanc Heating       | rm Quarles 129 Rams LP Gas                        | 01/29/2016 | 400.22           |
| <b>Quarles Energy Servi Total</b> |                          |   |            | <b>1,584.45</b>  |
| Quill Corporation                 | BoS Materials & Supplies | Acct C670997 order #88722595                      | 02/02/2016 | 139.61           |
| Quill Corporation                 | J&D Court Mat&Sup        | Acct C670997 order #88861140                      | 02/05/2016 | 60.99            |
| Quill Corporation                 | Finance Cen Purch        | Acct 670997                                       | 02/10/2016 | 42.45            |
| Quill Corporation                 | Finance Cen Purch        | Acct C670997                                      | 01/14/2016 | 167.81           |
| Quill Corporation                 | Finance Cen Purch        | Acct C670997                                      | 01/14/2016 | 39.92            |
| Quill Corporation                 | Finance Mat&Sup          | Acct C670997 - order 88538415                     | 01/27/2016 | 24.64            |
| <b>Quill Corporation Total</b>    |                          |   |            | <b>475.42</b>    |
| Rappahannock Electri              | Maintenanc Electric      | rm REC 101 Chalmers Ct Electric bill              | 02/03/2016 | 2,996.31         |
| Rappahannock Electri              | Maintenanc Electric      | rm REC 100-104 NChurch Elect                      | 02/03/2016 | 652.54           |
| Rappahannock Electri              | Maintenanc Electric      | rm REC 1531 Springsberry Electric                 | 02/03/2016 | 277.12           |
| Rappahannock Electri              | Maintenanc Electric      | rm REC 100-104 NChurch Elect                      | 02/03/2016 | 2,577.97         |
| Rappahannock Electri              | Maintenanc Electric      | rm REC 100-104 NChurch Elect                      | 02/03/2016 | 810.20           |
| Rappahannock Electri              | Maintenanc Electric      | rm REC 104 N. Church outside light                | 02/03/2016 | 40.53            |
| Rappahannock Electri              | Maintenanc Electric      | rm REC 129 Ramsburg Elect                         | 02/03/2016 | 216.78           |
| Rappahannock Electri              | Maintenanc Electric      | rm REC ACO electric bill                          | 02/03/2016 | 450.27           |
| Rappahannock Electri              | Maintenanc Electric      | rm REC 524 Westwood Electric Bill                 | 02/03/2016 | 125.33           |
| Rappahannock Electri              | Maintenanc Electric      | rm REC , Park Rec C Soccer Pool electric bills    | 02/03/2016 | 2,184.83         |
| Rappahannock Electri              | Maintenanc Electric      | rm REC Park Pool, Baseball electric bill          | 02/03/2016 | 72.09            |
| Rappahannock Electri              | Maintenanc Electric      | rm REC , Park Rec C Soccer Pool electric bills    | 02/03/2016 | 95.00            |
| Rappahannock Electri              | Maintenanc Electric      | rm REC Park Pool, Baseball electric bill          | 02/03/2016 | 26.94            |
| Rappahannock Electri              | Maintenanc Electric      | rm REC , Park Rec C Soccer Pool electric bills    | 02/03/2016 | 225.27           |
| Rappahannock Electri              | Maintenanc Electric      | rm REC Park Pool, Baseball electric bill          | 02/03/2016 | 20.52            |
| Rappahannock Electri              | Maintenanc Electric      | rm REC , Park Rec C Soccer Pool electric bills    | 02/03/2016 | 31.94            |
| Rappahannock Electri              | Maintenanc Electric      | rm REC 311 E. Electric bill                       | 02/03/2016 | 148.14           |
| Rappahannock Electri              | Maintenanc Electric      | rm REC 311 E. Main Electric                       | 02/03/2016 | 639.90           |
| Rappahannock Electri              | Maintenanc Electric      | rm REC 101 Chalmers Ct Electric bill              | 02/03/2016 | 1,782.49         |
| <b>Rappahannock Electri Total</b> |                          |   |            | <b>13,374.17</b> |
| Rappahannock Region               | Sheriff CS               | PoliceOne Training                                | 02/10/2016 | 345.00           |
| <b>Rappahannock Region Total</b>  |                          |   |            | <b>345.00</b>    |
| Republic Services                 | LitterCtrl CS            | Acct 3-0976-4784245                               | 01/31/2016 | 100.00           |
| Republic Services                 | Maintenanc Maint Con     | Acct 3-0976-0015268                               | 01/26/2016 | 941.57           |
| <b>Republic Services Total</b>    |                          |   |            | <b>1,041.57</b>  |
| Ricoh Usa                         | District C Maint Con     | Contract 2247152                                  | 01/14/2016 | 124.49           |
| Ricoh Usa                         | Sheriff Maint Con        | Contract 3802180                                  | 01/18/2016 | 240.00           |
| Ricoh Usa                         | IT Maint Con             | Contract 2443765                                  | 02/11/2016 | 29.65            |
| <b>Ricoh Usa Total</b>            |                          |   |            | <b>394.14</b>    |
| Riddleberger Bros                 | Maintenanc CS            | rm RBI 101 Chalmers repairs on LG unit            | 02/09/2016 | 424.64           |
| Riddleberger Bros                 | Maintenanc CS            | rm RBI 101 Chalmers rooftop 6 in alarm            | 01/26/2016 | 317.57           |
| Riddleberger Bros                 | Maintenanc CS            | rm RBI 101 Chalmers coil in basement stopped up   | 01/27/2016 | 294.38           |
| Riddleberger Bros                 | Maintenanc CS            | rm RBI 102 N. Church sheriffs dep unit repairs    | 02/04/2016 | 528.35           |
| Riddleberger Bros                 | Maintenanc CS            | rm RBI 104 N. Church rehook up thermostat in cell | 02/04/2016 | 2,250.01         |
| Riddleberger Bros                 | Maintenanc CS            | rm RBI 101 Chalmers repairs on LG unit            | 02/09/2016 | 252.61           |
| Riddleberger Bros                 | Maintenanc CS            | rm RBI 101 Chalmers rooftop 6 in alarm            | 01/26/2016 | 188.93           |
| Riddleberger Bros                 | Maintenanc CS            | rm RBI 101 Chalmers coil in basement stopped up   | 01/27/2016 | 175.12           |
| <b>Riddleberger Bros Total</b>    |                          |   |            | <b>4,431.61</b>  |
| Roseville Vet Hospit              | AnimalCtrl CS            | rm RVet ACO Callie rabies shot                    | 01/08/2016 | 16.25            |
| Roseville Vet Hospit              | AnimalCtrl CS            | rm RVET ACO Freckles rabie shot                   | 01/08/2016 | 16.25            |
| Roseville Vet Hospit              | AnimalCtrl CS            | rm RVet ACO Fregiem Fran Rabies Shot              | 01/11/2016 | 32.50            |
| Roseville Vet Hospit              | AnimalCtrl CS            | rm RVet ACO Kenny, Juliet Rabies Shot             | 01/14/2016 | 32.50            |
| Roseville Vet Hospit              | AnimalCtrl CS            | rm RVet ACO Tabitha Rabies Shot                   | 01/18/2016 | 16.25            |
| Roseville Vet Hospit              | AnimalCtrl CS            | rm RVet ACO Jessey Exam and Drops                 | 01/21/2016 | 53.69            |
| <b>Roseville Vet Hospit Total</b> |                          |   |            | <b>167.44</b>    |
| Schenck Foods Compan              | Programs Mat&Sup         | food supplies                                     | 02/09/2016 | 49.45            |
| Schenck Foods Compan              | Programs Mat&Sup         | After School                                      | 02/23/2016 | 135.35           |
| Schenck Foods Compan              | Programs Mat&Sup         | Food for afterschool                              | 02/02/2016 | 117.85           |
| <b>Schenck Foods Compan Total</b> |                          |   |            | <b>302.65</b>    |

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| Secure Shred                          | District C CS         | Onsite shredding                                   | 02/11/2016   | 69.00     |
| Secure Shred                          | Sheriff CS            | Shredding Charges                                  | 02/01/2016   | 25.00     |
| <b>Secure Shred Total</b>             |                       |  |              | 94.00     |
| Sheehy Ford                           | Sheriff Mat&Sup       | Bumper   | 02/09/2016   | 341.00    |
| <b>Sheehy Ford Total</b>              |                       |  |              | 341.00    |
| Shenandoah Area Agen                  | SAAA EntityGift       | FY 16 3rd Qtr Civic Contributions                  | 02/02/2016   | 10,000.00 |
| <b>Shenandoah Area Agen Total</b>     |                       |  |              | 10,000.00 |
| Shenandoah Valley Te                  | Communicat Lease&Rent | Tower, Transmitter, Antenna Le                     | 02/01/2016   | 2,070.00  |
| Shenandoah Valley Te                  | Communicat Lease&Rent | Tower, Transmitter, Antenna Le                     | 02/10/2016   | 2,070.00  |
| <b>Shenandoah Valley Te Total</b>     |                       |  |              | 4,140.00  |
| Shentel                               | IT Telephone          | Dark Fiber lease - 2 months                        | 02/01/2016   | 3,960.00  |
| <b>Shentel Total</b>                  |                       |  |              | 3,960.00  |
| Shred-It                              | Treasurer CS          | Shred Services - Treas. Office                     | 02/09/2016   | 23.59     |
| <b>Shred-It Total</b>                 |                       |  |              | 23.59     |
| Smart, Kathy                          | BryDevAuth Board Fe   | Attd @ BADA mtgs                                   | 02/22/2016   | 150.00    |
| <b>Smart, Kathy Total</b>             |                       |  |              | 150.00    |
| Southern Refrigerati                  | Maintenanc Mat&Sup    | rm Souther Ref ACO ig40k                           | 01/28/2016   | 15.42     |
| <b>Southern Refrigerati Total</b>     |                       |  |              | 15.42     |
| Southern Software In                  | Sheriff Maint Con     | COMPUTER SOFTWARE FOR MINI AND                     | 02/01/2016   | 5,098.00  |
| Southern Software In                  | Sheriff Maint Con     | PSAWARE add'l lisences                             | 01/08/2016   | 312.00    |
| <b>Southern Software In Total</b>     |                       |  |              | 5,410.00  |
| Supply Room, The                      | District C Mat&Sup    | Hi liter not reimbursed by state                   | 01/13/2016   | 4.85      |
| Supply Room, The                      | Finance Cen Purch     | Customer #4506100                                  | 02/01/2016   | 262.50    |
| <b>Supply Room, The Total</b>         |                       |  |              | 267.35    |
| Swank Motion Picture                  | Programs CS           | Customer 0324251-001                               | 01/11/2016   | 1,512.00  |
| <b>Swank Motion Picture Total</b>     |                       |  |              | 1,512.00  |
| Team Roofing                          | Maintenanc CS         | rm Team Roofing Rec Center chekc for leak          | 01/19/2016   | 458.75    |
| <b>Team Roofing Total</b>             |                       |  |              | 458.75    |
| Teltronic                             | Sheriff CS            | Install LED on ATV                                 | 01/27/2016   | 540.00    |
| <b>Teltronic Total</b>                |                       |  |              | 540.00    |
| Thomas Plumbing & He                  | Maintenanc CS         | rm TPH 524 Joint replace well pump                 | 01/29/2016   | 3,318.37  |
| <b>Thomas Plumbing &amp; He Total</b> |                       |  |              | 3,318.37  |
| Tire World                            | Sheriff Mat&Sup       | Tires  | 01/19/2016   | 239.96    |
| Tire World                            | EMS Mat&Sup           | Director of Fire & EMS FDavis-tires for county car | 01/26/2016   | 390.92    |
| <b>Tire World Total</b>               |                       |  |              | 630.88    |
| Town of Berryville                    | Maintenanc Wat & Sew  | Water 101 chalmers                                 | 02/16/2016   | 143.33    |
| Town of Berryville                    | Maintenanc Wat & Sew  | rm TOB 100 N. Church water and sewer               | 02/16/2016   | 355.60    |
| Town of Berryville                    | Maintenanc Wat & Sew  | rm TOB 104 N. water and sewer                      | 02/16/2016   | 50.80     |
| Town of Berryville                    | Maintenanc Wat & Sew  | rm TOB Rec Center water and sewer                  | 02/16/2016   | 170.00    |
| Town of Berryville                    | Maintenanc Wat & Sew  | rm TOB Park LLB water and sewer                    | 02/16/2016   | 15.00     |
| Town of Berryville                    | Maintenanc Wat & Sew  | rm TOB Park Office                                 | 02/16/2016   | 117.60    |
| Town of Berryville                    | Maintenanc Wat & Sew  | rm TOB Pool , water and sewer                      | 02/16/2016   | 20.00     |
| Town of Berryville                    | Maintenanc Wat & Sew  | rm TOB 313 E. Main water and sewer                 | 02/16/2016   | 76.20     |
| Town of Berryville                    | Maintenanc Wat & Sew  | rm TOB 311 E. Main water and sewer                 | 02/16/2016   | 127.00    |
| Town of Berryville                    | Maintenanc Wat & Sew  | rm TOB 129 Rams sewer                              | 02/16/2016   | 42.50     |
| Town of Berryville                    | Maintenanc Wat & Sew  | Water 101 chalmers                                 | 02/16/2016   | 85.27     |
| <b>Town of Berryville Total</b>       |                       |  |              | 1,203.30  |
| Treasurer Of Virgini                  | Exam&Bury CS          | Medical examiner fees                              | 02/03/2016   | 20.00     |
| <b>Treasurer Of Virgini Total</b>     |                       |  |              | 20.00     |
| Turkel, Jon                           | Plan Com Board Fe     | Attd @ Feb '16 PC mtgs                             | 02/08/2016   | 100.00    |
| <b>Turkel, Jon Total</b>              |                       |  |              | 100.00    |
| Tyler Technologies                    | ERP Sys CS            | Application services                               | 02/01/2016   | 14,500.13 |
| Tyler Technologies                    | ERP Sys CS            | A. Reaves Feb 4/Z. Hermann Feb 2-4                 | 02/10/2016   | 2,469.73  |
| Tyler Technologies                    | ERP Sys CS            | E. Maxted Jan 20-22                                | 01/26/2016   | 1,321.88  |
| Tyler Technologies                    | ERP Sys CS            | Jan 27 Z. Hermann                                  | 02/02/2016   | 528.75    |
| Tyler Technologies                    | ERP Sys CS            | ERP Implementation Costs & One                     | 01/31/2016   | 434.00    |
| <b>Tyler Technologies Total</b>       |                       |  |              | 19,254.49 |
| US Geological Survey                  | Water Qual CS         | Continued Appraisal of the Aqu                     | 01/26/2016   | 7,500.00  |
| <b>US Geological Survey Total</b>     |                       |  |              | 7,500.00  |
| US Postmaster                         | Clk of CC Postal      | 4 rolls stamps                                     | 02/24/2016   | 196.00    |
| <b>US Postmaster Total</b>            |                       |  |              | 196.00    |

**Clarke County  
Invoice History Report  
February 29, 2016**

|                                   |                       |   | INVOICE    |          |
|-----------------------------------|-----------------------|---|------------|----------|
| VENDOR NAME                       | ACCOUNT DESC          | FULL DESC                                       | DATE       | AMOUNT   |
| VACO                              | BoS Due & Memb        | Registration-Barbar Byrd                        | 02/16/2016 | 40.00    |
| <b>VACO Total</b>                 |                       |   |            | 40.00    |
| Vacorp                            | County Adm CS         | Sanitary District Insurance-1-11-2016-6-30-2016 | 02/18/2016 | 304.00   |
| <b>Vacorp Total</b>               |                       |   |            | 304.00   |
| Valley Health                     | EMS Mat&Sup           | WMC Supply Invoice Jan 2016                     | 02/05/2016 | 609.91   |
| <b>Valley Health Total</b>        |                       |   |            | 609.91   |
| Valley Vet Supply                 | AnimalCtrl Mat&Sup    | rm ACO Valley vet teramycin for cats            | 01/19/2016 | 299.00   |
| <b>Valley Vet Supply Total</b>    |                       |   |            | 299.00   |
| Verizon                           | County Adm Telephone  | Phone bill                                      | 01/26/2016 | 11.25    |
| Verizon                           | Com of Rev Telephone  | Phone bill                                      | 01/26/2016 | 7.50     |
| Verizon                           | Treasurer Telephone   | Phone bill                                      | 01/26/2016 | 3.75     |
| Verizon                           | IT Telephone          | Phone bill                                      | 01/26/2016 | 188.77   |
| Verizon                           | IT Telephone          | Acct 151-956-673-0001-70                        | 01/24/2016 | 219.99   |
| Verizon                           | Registrar Telephone   | Phone bill                                      | 01/26/2016 | 3.75     |
| Verizon                           | District C Telephone  | Phone bill                                      | 01/26/2016 | 48.72    |
| Verizon                           | J&D Court Telephone   | Phone bill                                      | 01/26/2016 | 44.85    |
| Verizon                           | Clk of CC Telephone   | Phone bill                                      | 01/26/2016 | 74.63    |
| Verizon                           | Comm Atty Telephone   | Phone bill                                      | 01/26/2016 | 11.25    |
| Verizon                           | Sheriff Telephone     | Phone bill                                      | 01/26/2016 | 132.67   |
| Verizon                           | Communicat Telephone  | 911 phone bill                                  | 02/01/2016 | 1,041.28 |
| Verizon                           | Communicat Telephone  | Phone bill                                      | 02/01/2016 | 45.10    |
| Verizon                           | Communicat Telephone  | Phone bill                                      | 01/26/2016 | 125.25   |
| Verizon                           | EMS Telephone         | Phone bill                                      | 01/26/2016 | 46.94    |
| Verizon                           | Probation Telephone   | Phone bill                                      | 01/26/2016 | 3.75     |
| Verizon                           | Bldg Insp Telephone   | Phone bill                                      | 01/26/2016 | 7.50     |
| Verizon                           | AnimalCtrl Telephone  | Phone bill                                      | 01/26/2016 | 34.78    |
| Verizon                           | Maintenanc Telephone  | Phone bill                                      | 01/26/2016 | 34.78    |
| Verizon                           | Parks Adm Telephone   | Phone bill                                      | 01/26/2016 | 60.43    |
| Verizon                           | Plan Adm Telephone    | Phone bill                                      | 01/26/2016 | 18.75    |
| Verizon                           | Coop Ext Telephone    | Phone bill                                      | 01/26/2016 | 3.75     |
| Verizon                           | VictimWit Telephone   | Phone bill                                      | 01/26/2016 | 3.75     |
| Verizon                           | Finance Telephone     | Phone bill                                      | 01/26/2016 | 99.85    |
| <b>Verizon Total</b>              |                       |   |            | 2,273.04 |
| Virginia Department               | Programs Due & Memb   | Background ck CHildress                         | 02/09/2016 | 10.00    |
| <b>Virginia Department Total</b>  |                       |   |            | 10.00    |
| Virginia Regional Tr              | Loud Trans EntityGift | FY 16 2nd Qtr Civic Contribution                | 01/10/2016 | 4,825.50 |
| <b>Virginia Regional Tr Total</b> |                       |   |            | 4,825.50 |
| VITA                              | BoS Telephone         | December 2015                                   | 01/29/2016 | 3.10     |
| VITA                              | County Adm Telephone  | December 2015                                   | 01/29/2016 | 4.20     |
| VITA                              | Com of Rev Telephone  | December 2015                                   | 01/29/2016 | 3.84     |
| VITA                              | Treasurer Telephone   | December 2015                                   | 01/29/2016 | 4.90     |
| VITA                              | IT Telephone          | December 2015                                   | 01/29/2016 | 846.40   |
| VITA                              | Registrar Telephone   | December 2015                                   | 01/29/2016 | 5.30     |
| VITA                              | District C Telephone  | December 2015                                   | 01/29/2016 | 104.22   |
| VITA                              | J&D Court Telephone   | December 2015                                   | 01/29/2016 | 3.33     |
| VITA                              | Clk of CC Telephone   | December 2015                                   | 01/29/2016 | 5.44     |
| VITA                              | Comm Atty Telephone   | December 2015                                   | 01/29/2016 | 9.37     |
| VITA                              | Sheriff Telephone     | December 2015                                   | 01/29/2016 | 11.53    |
| VITA                              | Communicat Telephone  | December 2015                                   | 01/29/2016 | 762.77   |
| VITA                              | EMS Telephone         | December 2015                                   | 01/29/2016 | 1.67     |
| VITA                              | Probation Telephone   | December 2015                                   | 01/29/2016 | 0.03     |
| VITA                              | Bldg Insp Telephone   | December 2015                                   | 01/29/2016 | 8.09     |
| VITA                              | AnimalCtrl Telephone  | December 2015                                   | 01/29/2016 | 1.49     |
| VITA                              | Maintenanc Telephone  | December 2015                                   | 01/29/2016 | 1.59     |
| VITA                              | Parks Adm Telephone   | December 2015                                   | 01/29/2016 | 13.58    |
| VITA                              | Plan Adm Telephone    | December 2015                                   | 01/29/2016 | 6.25     |
| VITA                              | Coop Ext Telephone    | December 2015                                   | 01/29/2016 | 7.89     |
| VITA                              | VictimWit Telephone   | December 2015                                   | 01/29/2016 | 3.47     |
| VITA                              | Finance Telephone     | December 2015                                   | 01/29/2016 | 12.13    |
| VITA                              | Telephone             | December 2015                                   | 01/29/2016 | 313.43   |
| <b>VITA Total</b>                 |                       |   |            | 2,134.02 |



**Clarke County  
Invoice History Report  
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| VENDOR NAME                  |                       |   | ACCOUNT DESC | FULL DESC | INVOICE DATE | AMOUNT     |
|------------------------------|-----------------------|---|--------------|-----------|--------------|------------|
| VRE                          | EMS CS                | VRE deposited wrong check into our acct-refunding |              |           | 02/11/2016   | 354.15     |
| <b>VRE Total</b>             |                       |   |              |           |              | 354.15     |
| Wage Works                   | Finance Flex Rmb      | Daily Flex Settlement                             |              |           | 01/12/2016   | 1,390.84   |
| Wage Works                   | Finance Flex Rmb      | Daily Flex Settlement                             |              |           | 01/13/2016   | 491.62     |
| Wage Works                   | Finance Flex Rmb      | Daily Flex Settlement                             |              |           | 01/14/2016   | 606.76     |
| Wage Works                   | Finance Flex Rmb      | Daily Flex Settlement                             |              |           | 01/15/2016   | 263.00     |
| Wage Works                   | Finance Flex Rmb      | Daily Flex Settlement                             |              |           | 01/18/2016   | 220.23     |
| Wage Works                   | Finance Flex Rmb      | Daily Flex Settlement                             |              |           | 01/19/2016   | 587.71     |
| Wage Works                   | Finance Flex Rmb      | Daily Flex Settlement                             |              |           | 01/20/2016   | 59.82      |
| Wage Works                   | Finance Flex Rmb      | Daily Flex Settlement                             |              |           | 01/21/2016   | 118.17     |
| Wage Works                   | Finance Flex Rmb      | Daily Flex Settlement                             |              |           | 01/22/2016   | 185.00     |
| Wage Works                   | Finance Flex Rmb      | Daily Flex Settlement                             |              |           | 01/25/2016   | 171.84     |
| Wage Works                   | Finance Flex Rmb      | Daily Flex Settlement                             |              |           | 01/26/2016   | 10.00      |
| Wage Works                   | Finance Flex Rmb      | Daily Flex Settlement                             |              |           | 01/27/2016   | 86.00      |
| Wage Works                   | Finance Flex Rmb      | Daily Flex Settlement                             |              |           | 01/28/2016   | 270.02     |
| Wage Works                   | Finance Flex Rmb      | Daily Flex Settlement                             |              |           | 01/29/2016   | 83.50      |
| Wage Works                   | Finance Flex Rmb      | Daily Flex Settlement                             |              |           | 02/01/2016   | 680.77     |
| Wage Works                   | Finance Flex Rmb      | Daily Flex Settlement                             |              |           | 02/02/2016   | 351.78     |
| Wage Works                   | Finance Flex Rmb      | Daily Flex Settlement                             |              |           | 02/03/2016   | 985.17     |
| Wage Works                   | Finance Flex Rmb      | Daily Flex Settlement                             |              |           | 02/04/2016   | 1,800.48   |
| Wage Works                   | Finance Flex Rmb      | Daily Flex Settlement                             |              |           | 02/05/2016   | 98.22      |
| Wage Works                   | Finance Flex Rmb      | Daily Flex Settlement                             |              |           | 02/08/2016   | 487.24     |
| Wage Works                   | Finance Flex Rmb      | Daily Flex Settlement                             |              |           | 02/09/2016   | 208.50     |
| Wage Works                   | Finance Flex Rmb      | Daily Flex Settlement                             |              |           | 02/10/2016   | 41.47      |
| Wage Works                   | Finance Flex Rmb      | Daily Flex Settlement                             |              |           | 02/11/2016   | 140.77     |
| Wage Works                   | Finance Flex Rmb      | Daily Flex Settlement                             |              |           | 02/12/2016   | 148.23     |
| Wage Works                   | Finance Flex Rmb      | Daily Flex settlement                             |              |           | 02/16/2016   | 414.69     |
| Wage Works                   | Finance Flex Rmb      | Daily Flex Settlement                             |              |           | 02/17/2016   | 234.84     |
| Wage Works                   | Finance Flex Rmb      | Daily Flex Settlement                             |              |           | 02/18/2016   | 17.55      |
| Wage Works                   | Finance Flex Rmb      | Daily Flex Settlement                             |              |           | 02/15/2016   | 206.74     |
| Wage Works                   | Finance CS            | Monthly Admin & Compliance fees                   |              |           | 02/11/2016   | 391.25     |
| Wage Works                   | Finance CS            | Monthly Admin and Compliance fees                 |              |           | 01/27/2016   | 391.25     |
| <b>Wage Works Total</b>      |                       |   |              |           |              | 11,143.46  |
| Walmart                      | Rec Center Mat&Sup    | Supplies  |              |           | 02/05/2016   | 332.65     |
| Walmart                      | Rec Center Resale Sup | Supplies  |              |           | 02/05/2016   | 148.96     |
| <b>Walmart Total</b>         |                       |   |              |           |              | 481.61     |
| Washington Gas               | Maintenanc Heating    | 101 Chalmers 01/12-02/10                          |              |           | 02/16/2016   | 646.68     |
| Washington Gas               | Maintenanc Heating    | 100 N Church St 01/12-02/10                       |              |           | 02/16/2016   | 152.73     |
| Washington Gas               | Maintenanc Heating    | 104 N Church 01/12-02/10                          |              |           | 02/16/2016   | 501.90     |
| Washington Gas               | Maintenanc Heating    | 225 Al Smith Cir 01/13-02/11                      |              |           | 02/17/2016   | 536.43     |
| Washington Gas               | Maintenanc Heating    | 101 Chalmers 01/12-02/10                          |              |           | 02/16/2016   | 384.71     |
| <b>Washington Gas Total</b>  |                       |   |              |           |              | 2,222.45   |
| Winchester Star              | BoS Advertising       | spv_PH1601_Budget ad                              |              |           | 01/31/2016   | 114.40     |
| Winchester Star              | Electoral Advertise   | March 1, 2016 registration deadline               |              |           | 01/31/2016   | 115.60     |
| Winchester Star              | Parks Adm Lease&Rent  | Subscription                                      |              |           | 02/11/2016   | 112.00     |
| Winchester Star              | Plan Adm Advertise    | PH Notice for TA's Jan'16                         |              |           | 02/02/2016   | 457.60     |
| Winchester Star              | BryDevAuth Advertise  | BADA PH 1-20-16                                   |              |           | 02/02/2016   | 286.00     |
| <b>Winchester Star Total</b> |                       |   |              |           |              | 1,085.60   |
| <b>Grand Total</b>           |                       |   |              |           |              | 269,285.54 |

| Clarke Co. Reconciliation of Appropriations Year Ending June 30, 2016                            |                   |                  |                  |                |                   |                |                |                  |                |                  |                |                        |                | 08-Mar-16 |
|--|-------------------|------------------|------------------|----------------|-------------------|----------------|----------------|------------------|----------------|------------------|----------------|------------------------|----------------|-----------|
| 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 |           |
| 04/14/15 Appropriations Resolution: Total  | 40,380,859        | 9,198,683        | 1,445,745        | 972,948        | 21,537,710        | 820,245        | 735,930        | 852,000          | 345,700        | 3,846,945        | 577,953        | 30,000                 | 17,000         |           |
| <i>Adjustments:</i>  |                   |                  |                  |                |                   |                |                |                  |                |                  |                |                        |                |           |
| 5/19/2015 Hurricane Sandy Grant (Greenway Court)   |                   |                  |                  |                |                   |                | 70,000         |                  |                |                  |                |                        |                |           |
| 7/13/2015 Regional Jail Salaries (reduce gov savings)  |                   | 5,346            |                  |                |                   |                |                |                  |                |                  |                |                        |                |           |
| 8/18/2015 All Good Festival (Sheriff)  |                   | 15,000           |                  |                |                   |                |                |                  |                |                  |                |                        |                |           |
| 11/17/2015 Greenhaugh Easement Purchase<br>Parks Shelter Project (act when funds received)       |                   |                  |                  |                |                   |                | 25,000         |                  |                |                  |                | 200,000                |                |           |
| 1/19/2016 FY 15 School Operating Carryover   |                   |                  |                  |                |                   |                |                | 1,102,936        |                |                  |                |                        |                |           |
| 1/19/2016 Dorsch Scholarship   |                   |                  |                  |                |                   |                |                | 39,585           |                |                  |                |                        |                |           |
| 2/16/2016 Tavenner Conservation Easement   |                   |                  |                  |                |                   |                |                |                  |                |                  |                | 40,000                 |                |           |
| 3/15/2016 Victim Witness Grant Adjustments   |                   | 6,029            |                  |                |                   |                |                |                  |                |                  |                |                        |                |           |
| 3/15/2016 Sheriffs Insurance Claims  |                   | 5,859            |                  |                |                   |                |                |                  |                |                  |                |                        |                |           |
| 3/15/2016 Tourism Signs  |                   | -10,000          |                  |                |                   |                | 20,000         |                  |                |                  |                |                        |                |           |
| <b>Revised Appropriation</b>   | <b>41,900,614</b> | <b>9,220,917</b> | <b>1,445,745</b> | <b>972,948</b> | <b>21,537,710</b> | <b>820,245</b> | <b>850,930</b> | <b>1,994,521</b> | <b>345,700</b> | <b>3,846,945</b> | <b>577,953</b> | <b>270,000</b>         | <b>17,000</b>  |           |
| <b>Change to Appropriation</b>   | <b>1,519,755</b>  | <b>22,234</b>    | <b>0</b>         | <b>0</b>       | <b>0</b>          | <b>0</b>       | <b>115,000</b> | <b>1,142,521</b> | <b>0</b>       | <b>0</b>         | <b>0</b>       | <b>240,000</b>         | <b>0</b>       |           |
| <b>Original Revenue Estimate</b>   | <b>15,612,858</b> | <b>3,057,863</b> | <b>981,846</b>   | <b>499,836</b> | <b>9,773,670</b>  | <b>819,280</b> | <b>145,067</b> | <b>154,000</b>   |                | <b>173,296</b>   | <b>3,000</b>   | <b>5,000</b>           | <b>0</b>       |           |
| <i>Adjustments:</i>  |                   |                  |                  |                |                   |                |                |                  |                |                  |                |                        |                |           |
| 5/19/2015 Hurricane Sandy Grant (Greenway Court)   |                   |                  |                  |                |                   |                | 70,000         |                  |                |                  |                |                        |                |           |
| 5/19/2015 Correct Food Service Revenue Estimate  |                   |                  |                  |                |                   | 965            |                |                  |                |                  |                |                        |                |           |
| 8/18/2015 All Good Festival (Sheriff)  |                   | 15,000           |                  |                |                   |                |                |                  |                |                  |                |                        |                |           |
| 11/17/2015 Greenhaugh Easement Purchase (VDACS)  |                   |                  |                  |                |                   |                |                |                  |                |                  |                | 100,000                |                |           |
| 11/17/2015 Greenhaugh Easement Purchase (Easement FB)<br>Parks Shelter Project (Rotary Donation) |                   |                  |                  |                |                   |                | 25,000         |                  |                |                  |                | 100,000                |                |           |
| 1/19/2016 Dorsch Scholarship   |                   |                  |                  |                |                   |                |                | 39,585           |                |                  |                |                        |                |           |
| 2/16/2016 Tavenner Conservation Easement: VDACS  |                   |                  |                  |                |                   |                |                |                  |                |                  |                | 20,000                 |                |           |
| 2/16/2016 Tavenner Conservation Easement: CE Fnd Bal   |                   |                  |                  |                |                   |                |                |                  |                |                  |                | 20,000                 |                |           |
| 3/15/2016 Victim Witness Grant Adjustments   |                   | 6,029            |                  |                |                   |                |                |                  |                |                  |                |                        |                |           |
| 3/15/2016 Sheriffs Insurance Claims  |                   | 5,859            |                  |                |                   |                |                |                  |                |                  |                |                        |                |           |
| 3/15/2016 Tourism Signs:Berryville 5K; Barns 5K  |                   |                  |                  |                |                   |                | 10,000         |                  |                |                  |                |                        |                |           |
| <b>Revised Revenue Estimate</b>  | <b>16,025,296</b> | <b>3,084,751</b> | <b>981,846</b>   | <b>499,836</b> | <b>9,773,670</b>  | <b>820,245</b> | <b>250,067</b> | <b>193,585</b>   | <b>0</b>       | <b>173,296</b>   | <b>3,000</b>   | <b>245,000</b>         | <b>0</b>       |           |
| <b>Change to Revenue Estimate</b>  | <b>412,438</b>    | <b>26,888</b>    | <b>0</b>         | <b>0</b>       | <b>0</b>          | <b>965</b>     | <b>105,000</b> | <b>39,585</b>    | <b>0</b>       | <b>0</b>         | <b>0</b>       | <b>240,000</b>         | <b>0</b>       |           |
| <b>Original Local Tax Funding</b>  | <b>24,768,001</b> | <b>6,140,820</b> | <b>463,899</b>   | <b>473,112</b> | <b>11,764,040</b> | <b>965</b>     | <b>590,863</b> | <b>698,000</b>   | <b>345,700</b> | <b>3,673,649</b> | <b>574,953</b> | <b>25,000</b>          | <b>17,000</b>  |           |
| <b>Revised Local Tax Funding</b>   | <b>25,875,318</b> | <b>6,136,166</b> | <b>463,899</b>   | <b>473,112</b> | <b>11,764,040</b> | <b>0</b>       | <b>600,863</b> | <b>1,800,936</b> | <b>345,700</b> | <b>3,673,649</b> | <b>574,953</b> | <b>25,000</b>          | <b>17,000</b>  |           |
| <b>Change to Local Tax Funding</b>   | <b>1,107,317</b>  | <b>-4,654</b>    | <b>0</b>         | <b>0</b>       | <b>0</b>          | <b>-965</b>    | <b>10,000</b>  | <b>1,102,936</b> | <b>0</b>       | <b>0</b>         | <b>0</b>       | <b>0</b>               | <b>0</b>       |           |

*Italics = Proposed actions*

*Title: General Fund Balance*

*Source: Clarke County Joint Administrative Services*

| <u>Prior Titles</u>                 | <u>Prior</u> | <u>Current</u> |
|-------------------------------------|--------------|----------------|
| General Fund Balance Year End FY 14 | 13,636,042   | 13,636,042     |
| Expenditure FY 15                   | (27,155,570) | (27,155,570)   |
| Revenue FY 15                       | 27,118,433   | 27,118,433     |
| General Fund Balance Year End FY 15 | 13,598,905   | 13,598,905     |

Designations

|  |               |               |
|--|---------------|---------------|
| Liquidity Designation @ 12% of FY 16 Budgeted Operating Revenue    | (\$3,278,655) | (\$3,278,655) |
| Stabilization Designation @ 3% of FY 16 Budgeted Operating Revenue | (819,664)     | (819,664)     |
| Continuing Local GF Appropriations for Capital Projects            | (2,497,453)   | (2,497,453)   |
| School Capital/Debt  | (1,250,000)   | (1,250,000)   |
| Government Construction/Debt                                       | (600,578)     | (600,578)     |
| Property Acquisition   | (265,000)     | (265,000)     |
| Conservation Easements from Government Savings                     | (153,462)     | (153,462)     |
| Community Facilities   | (\$156,000)   | (\$156,000)   |
| Comprehensive Services Act Shortfall                               | (240,724)     | (240,724)     |
| Parks Master Plan  | (100,000)     | (100,000)     |
| School Operating Carryover   | -             | -             |
| Government Carryover Requests from Government Savings              | (500,000)     | (500,000)     |
| Energy Efficiency  | (50,000)      | (50,000)      |
| Data and Communications Technology                                 | (128,000)     | (128,000)     |
| Recycling and Convenience Center                                   | (814,336)     | (814,336)     |
| Regional Jail Capital Needs  | (100,000)     | (100,000)     |
| Vehicle Replacements   | (59,000)      | (59,000)      |
| Landfill costs   | (50,000)      | (50,000)      |
| Leave Liability  | (75,000)      | (75,000)      |
| Economic Development   | (200,000)     | (200,000)     |
| CCSA Sewer Fund Shortfall  | (150,000)     | (150,000)     |
| FY 16 Original Budget Surplus (Deficit)                            | (503,716)     | (503,716)     |
| TOTAL Designations   | (11,991,588)  | (11,991,588)  |
| <br>   |               |               |
| FY 16 Expenditure Supplemental                                     | (1,497,867)   | (1,519,755)   |
| FY 16 Revenue Supplemental   | 390,550       | 412,438       |
| <br>   |               |               |
| Undesignated   | 500,000       | 500,000       |

**Clarke County  
YTD Budget Report  
February 29, 2016**

| <b>FUNCTION</b>    | <b>ORG</b>                     | <b>OBJ</b> | <b>PROJ</b> | <b>ACCOUNT DESCRIPTION</b>     | <b>ORIGINAL APPROP</b> | <b>REVISED BUDGET</b> | <b>YTD EXPENDED</b> | <b>MTD EXPENDED</b> | <b>ENC/REQ</b>   | <b>AVAILABLE BUDGET</b> | <b>% USED</b> |
|--------------------|--------------------------------|------------|-------------|--------------------------------|------------------------|-----------------------|---------------------|---------------------|------------------|-------------------------|---------------|
| 11010              | 10000010                       | 1300       |             | BoS Part Time Salaries         | 13,800                 | 13,800                | 9,213.21            | 1,150.00            | 4,600.00         | -13.21                  | 100.10        |
| 11010              | 10000010                       | 2100       |             | BoS FICA                       | 1,056                  | 1,056                 | 639.28              | 78.95               | 296.29           | 120.43                  | 88.60         |
| 11010              | 10000010                       | 2300       |             | BoS Health Ins                 | 12,808                 | 12,808                | 8,535.52            | 920.50              | 4,351.44         | -78.96                  | 100.60        |
| 11010              | 10000010                       | 3000       |             | BoS Purchased Services         | 9,000                  | 9,000                 | 5,632.00            | 3,527.00            | 0.00             | 3,368.00                | 62.60         |
| 11010              | 10000010                       | 3600       |             | BoS Advertising                | 5,600                  | 5,600                 | 1,115.40            | 114.40              | 0.00             | 4,484.60                | 19.90         |
| 11010              | 10000010                       | 5210       |             | BoS Postal                     | 300                    | 300                   | 181.16              | 68.64               | 0.00             | 118.84                  | 60.40         |
| 11010              | 10000010                       | 5230       |             | BoS Telephone                  | 0                      | 0                     | 12.78               | 3.10                | 0.00             | -12.78                  | 100.00        |
| 11010              | 10000010                       | 5300       |             | BoS Insurance                  | 6,100                  | 6,100                 | 6,879.00            | 0.00                | 0.00             | -779.00                 | 112.80        |
| 11010              | 10000010                       | 5500       |             | BoS Travel                     | 3,000                  | 3,000                 | 2,870.67            | 0.00                | 0.00             | 129.33                  | 95.70         |
| 11010              | 10000010                       | 5800       |             | BoS Miscellaneous Expenditures | 1,600                  | 2,200                 | 1,431.72            | 0.00                | 0.00             | 768.28                  | 65.10         |
| 11010              | 10000010                       | 5810       |             | BoS Due & Memb                 | 5,200                  | 5,200                 | 2,002.32            | 150.48              | 0.00             | 3,197.68                | 38.50         |
| 11010              | 10000010                       | 6000       |             | BoS Materials & Supplies       | 500                    | 500                   | 295.41              | 139.61              | 0.00             | 204.59                  | 59.10         |
| <b>11010 Total</b> | <b>Board of Supervisors</b>    |            |             |                                | <b>58,964</b>          | <b>59,564</b>         | <b>38,808.47</b>    | <b>6,152.68</b>     | <b>9,247.73</b>  | <b>11,507.80</b>        | <b>80.68</b>  |
| 12110              | 10000020                       | 1100       |             | County Adm Salaries            | 223,591                | 223,591               | 151,015.36          | 18,876.92           | 75,507.68        | -2,932.04               | 101.30        |
| 12110              | 10000020                       | 2100       |             | County Adm FICA                | 17,105                 | 16,253                | 10,186.67           | 1,390.65            | 5,218.89         | 847.44                  | 94.80         |
| 12110              | 10000020                       | 2210       |             | County Adm VRS 1&2             | 24,282                 | 24,628                | 16,400.24           | 2,050.03            | 8,200.13         | 27.63                   | 99.90         |
| 12110              | 10000020                       | 2300       |             | County Adm Health Ins          | 23,010                 | 23,470                | 15,631.60           | 1,953.95            | 7,815.80         | 22.60                   | 99.90         |
| 12110              | 10000020                       | 2400       |             | County Adm Life Ins            | 2,661                  | 2,699                 | 1,815.58            | 229.37              | 898.73           | -15.31                  | 100.60        |
| 12110              | 10000020                       | 2700       |             | County Adm WC                  | 216                    | 224                   | 227.21              | 0.00                | 0.00             | -3.21                   | 101.40        |
| 12110              | 10000020                       | 3000       |             | County Adm CS                  | 0                      | 0                     | 2,306.50            | 304.00              | 0.00             | -2,306.50               | 100.00        |
| 12110              | 10000020                       | 3320       |             | County Adm Maint Con           | 500                    | 500                   | 735.26              | 0.00                | 509.68           | -744.94                 | 249.00        |
| 12110              | 10000020                       | 3500       |             | County Adm Printing            | 2,000                  | 2,000                 | 697.70              | 0.00                | 0.00             | 1,302.30                | 34.90         |
| 12110              | 10000020                       | 5210       |             | County Adm Postal              | 500                    | 500                   | 29.10               | 29.10               | 0.00             | 470.90                  | 5.80          |
| 12110              | 10000020                       | 5230       |             | County Adm Telephone           | 1,000                  | 1,000                 | 465.54              | 62.93               | 268.24           | 266.22                  | 73.40         |
| 12110              | 10000020                       | 5500       |             | County Adm Travel              | 1,000                  | 1,000                 | 0.00                | 0.00                | 0.00             | 1,000.00                | 0.00          |
| 12110              | 10000020                       | 5800       |             | County Adm Misc                | 0                      | 0                     | 73.43               | 0.00                | 0.00             | -73.43                  | 100.00        |
| 12110              | 10000020                       | 5810       |             | County Adm Due & Memb          | 2,350                  | 2,350                 | 856.03              | 0.00                | 0.00             | 1,493.97                | 36.40         |
| 12110              | 10000020                       | 6000       |             | County Adm Mat&Sup             | 1,000                  | 1,000                 | 638.70              | 24.08               | 0.00             | 361.30                  | 63.90         |
| 12110              | 10000020                       | 6008       |             | County Adm Veh Fuel            | 1,200                  | 1,200                 | 423.40              | 63.44               | 0.00             | 776.60                  | 35.30         |
| <b>12110 Total</b> | <b>County Administrator</b>    |            |             |                                | <b>300,415</b>         | <b>300,415</b>        | <b>201,502.32</b>   | <b>24,984.47</b>    | <b>98,419.15</b> | <b>493.53</b>           | <b>99.84</b>  |
| 12210              | 10000030                       | 3000       |             | Legal Svc CS                   | 70,000                 | 70,000                | 15,213.50           | 0.00                | 0.00             | 54,786.50               | 21.70         |
| <b>12210 Total</b> | <b>Legal Services</b>          |            |             |                                | <b>70,000</b>          | <b>70,000</b>         | <b>15,213.50</b>    | <b>0.00</b>         | <b>0.00</b>      | <b>54,786.50</b>        | <b>21.73</b>  |
| 12310              | 10000040                       | 1100       |             | Com of Rev Salaries            | 143,230                | 143,230               | 96,917.50           | 12,142.50           | 48,570.00        | -2,257.50               | 101.60        |
| 12310              | 10000040                       | 1300       |             | Com of Rev PT Sal              | 0                      | 0                     | 463.50              | 463.50              | 0.00             | -463.50                 | 100.00        |
| 12310              | 10000040                       | 2100       |             | Com of Rev FICA                | 10,958                 | 10,395                | 6,844.44            | 889.27              | 3,393.91         | 156.65                  | 98.50         |
| 12310              | 10000040                       | 2210       |             | Com of Rev VRS 1&2             | 15,555                 | 15,697                | 10,969.49           | 1,318.68            | 5,274.70         | -547.19                 | 103.50        |
| 12310              | 10000040                       | 2300       |             | Com of Rev Health Ins          | 20,382                 | 20,787                | 13,845.84           | 1,730.73            | 6,922.92         | 18.24                   | 99.90         |
| 12310              | 10000040                       | 2400       |             | Com of Rev Life Ins            | 1,704                  | 1,720                 | 1,157.12            | 145.33              | 577.98           | -15.10                  | 100.90        |
| 12310              | 10000040                       | 2700       |             | Com of Rev WC                  | 138                    | 138                   | 139.81              | 0.00                | 0.00             | -1.81                   | 101.30        |
| 12310              | 10000040                       | 3000       |             | Com of Rev CS                  | 100                    | 100                   | 323.89              | 0.00                | 0.00             | -223.89                 | 323.90        |
| 12310              | 10000040                       | 3320       |             | Com of Rev Maint Con           | 500                    | 500                   | 137.66              | 0.00                | 62.34            | 300.00                  | 40.00         |
| 12310              | 10000040                       | 3500       |             | Com of Rev Printing            | 500                    | 500                   | 122.88              | 0.00                | 0.00             | 377.12                  | 24.60         |
| 12310              | 10000040                       | 3600       |             | Com of Rev Advertise           | 250                    | 250                   | 0.00                | 0.00                | 0.00             | 250.00                  | 0.00          |
| 12310              | 10000040                       | 4100       |             | Com of Rev Data Proc           | 1,900                  | 1,900                 | 0.00                | 0.00                | 0.00             | 1,900.00                | 0.00          |
| 12310              | 10000040                       | 5210       |             | Com of Rev Postal              | 2,200                  | 2,200                 | 1,489.82            | 943.11              | 0.00             | 710.18                  | 67.70         |
| 12310              | 10000040                       | 5230       |             | Com of Rev Telephone           | 600                    | 600                   | 86.05               | 11.34               | 0.00             | 513.95                  | 14.30         |
| 12310              | 10000040                       | 5500       |             | Com of Rev Travel              | 2,500                  | 2,500                 | 932.54              | 0.00                | 0.00             | 1,567.46                | 37.30         |
| 12310              | 10000040                       | 5510       |             | Com of Rev Mileage             | 500                    | 500                   | 159.33              | 0.00                | 0.00             | 340.67                  | 31.90         |
| 12310              | 10000040                       | 5810       |             | Com of Rev Due & Memb          | 1,600                  | 1,600                 | 275.00              | 0.00                | 0.00             | 1,325.00                | 17.20         |
| 12310              | 10000040                       | 6000       |             | Com of Rev Mat&Sup             | 1,100                  | 1,100                 | 463.41              | 0.00                | 0.00             | 636.59                  | 42.10         |
| <b>12310 Total</b> | <b>Commissioner of Revenue</b> |            |             |                                | <b>203,717</b>         | <b>203,717</b>        | <b>134,328.28</b>   | <b>17,644.46</b>    | <b>64,801.85</b> | <b>4,586.87</b>         | <b>97.75</b>  |
| 12320              | 10000050                       | 3320       |             | Assessor Maint Con             | 3,500                  | 3,500                 | 0.00                | 0.00                | 0.00             | 3,500.00                | 0.00          |
| <b>12320 Total</b> | <b>Assessor</b>                |            |             |                                | <b>3,500</b>           | <b>3,500</b>          | <b>0.00</b>         | <b>0.00</b>         | <b>0.00</b>      | <b>3,500.00</b>         | <b>0.00</b>   |
| 12410              | 10000070                       | 1100       |             | Treasurer Salaries             | 173,318                | 173,318               | 111,136.20          | 14,703.42           | 58,813.68        | 3,368.12                | 98.10         |
| 12410              | 10000070                       | 2100       |             | Treasurer FICA                 | 13,260                 | 12,767                | 8,359.24            | 1,106.98            | 4,455.13         | -47.37                  | 100.40        |
| 12410              | 10000070                       | 2210       |             | Treasurer VRS 1&2              | 18,822                 | 18,913                | 13,142.62           | 1,596.79            | 6,387.17         | -616.79                 | 103.30        |
| 12410              | 10000070                       | 2300       |             | Treasurer Health Ins           | 19,212                 | 19,593                | 13,054.32           | 1,631.79            | 6,527.16         | 11.52                   | 99.90         |
| 12410              | 10000070                       | 2400       |             | Treasurer Life Ins             | 2,062                  | 2,084                 | 1,398.43            | 175.29              | 699.88           | -14.31                  | 100.70        |
| 12410              | 10000070                       | 2700       |             | Treasurer WC                   | 167                    | 166                   | 168.71              | 0.00                | 0.00             | -2.71                   | 101.60        |
| 12410              | 10000070                       | 3000       |             | Treasurer CS                   | 300                    | 300                   | 165.13              | 23.59               | 0.00             | 134.87                  | 55.00         |
| 12410              | 10000070                       | 3180       |             | Treasurer CredCrd Fe           | 600                    | 600                   | 1,468.17            | 0.00                | 0.00             | -868.17                 | 244.70        |
| 12410              | 10000070                       | 3190       |             | Treasurer DMV Stop             | 0                      | 0                     | 980.00              | 180.00              | 0.00             | -980.00                 | 100.00        |
| 12410              | 10000070                       | 3320       |             | Treasurer Maint Con            | 200                    | 200                   | 137.66              | 0.00                | 62.34            | 0.00                    | 100.00        |
| 12410              | 10000070                       | 3500       |             | Treasurer Printing             | 9,500                  | 9,500                 | 3,961.86            | 0.00                | 0.00             | 5,538.14                | 41.70         |
| 12410              | 10000070                       | 3600       |             | Treasurer Advertise            | 2,000                  | 2,000                 | 0.00                | 0.00                | 0.00             | 2,000.00                | 0.00          |
| 12410              | 10000070                       | 5210       |             | Treasurer Postal               | 20,000                 | 20,000                | 11,387.37           | 651.52              | 0.00             | 8,612.63                | 56.90         |
| 12410              | 10000070                       | 5230       |             | Treasurer Telephone            | 1,600                  | 1,600                 | 1,005.93            | 8.65                | 0.00             | 594.07                  | 62.90         |
| 12410              | 10000070                       | 5500       |             | Treasurer Travel               | 2,000                  | 2,000                 | 663.79              | 0.00                | 0.00             | 1,336.21                | 33.20         |
| 12410              | 10000070                       | 5510       |             | Treasurer Mileage              | 200                    | 200                   | 0.00                | 0.00                | 0.00             | 200.00                  | 0.00          |
| 12410              | 10000070                       | 5810       |             | Treasurer Due & Memb           | 800                    | 800                   | 850.00              | 0.00                | 0.00             | -50.00                  | 106.30        |
| 12410              | 10000070                       | 6000       |             | Treasurer Mat&Sup              | 4,850                  | 4,850                 | 3,632.52            | 300.88              | 0.00             | 1,217.48                | 74.90         |
| <b>12410 Total</b> | <b>Treasurer</b>               |            |             |                                | <b>268,891</b>         | <b>268,891</b>        | <b>171,511.95</b>   | <b>20,378.91</b>    | <b>76,945.36</b> | <b>20,433.69</b>        | <b>92.40</b>  |

**Clarke County**  
**YTD Budget Report**  
**February 29, 2016**

| <b>FUNCTION</b>    | <b>ORG</b>                               | <b>OBJ</b> | <b>PROJ</b> | <b>ACCOUNT DESCRIPTION</b> | <b>ORIGINAL<br/>APPROP</b> | <b>REVISED<br/>BUDGET</b> | <b>YTD<br/>EXPENDED</b> | <b>MTD<br/>EXPENDED</b> | <b>ENC/REQ</b>   | <b>AVAILABLE<br/>BUDGET</b> | <b>%<br/>USED</b> |
|--------------------|--|------------|-------------|----------------------------|----------------------------|---------------------------|-------------------------|-------------------------|------------------|-----------------------------|-------------------|
| 12510              | 10000080                                 | 1100       |             | IT Salaries                | 127,495                    | 127,495                   | 86,407.36               | 10,800.92               | 43,203.68        | -2,116.04                   | 101.70            |
| 12510              | 10000080                                 | 1300       |             | IT PT Sal                  | 0                          | 0                         | 1,104.68                | 0.00                    | 0.00             | -1,104.68                   | 100.00            |
| 12510              | 10000080                                 | 2100       |             | IT FICA                    | 9,754                      | 9,754                     | 6,596.73                | 814.03                  | 3,259.44         | -102.17                     | 101.00            |
| 12510              | 10000080                                 | 2210       |             | IT VRS 1&2                 | 13,846                     | 13,846                    | 9,383.84                | 1,172.98                | 4,691.92         | -229.76                     | 101.70            |
| 12510              | 10000080                                 | 2300       |             | IT Health Ins              | 12,808                     | 12,808                    | 8,702.88                | 1,087.86                | 4,351.44         | -246.32                     | 101.90            |
| 12510              | 10000080                                 | 2400       |             | IT Life Ins                | 1,517                      | 1,517                     | 1,031.34                | 129.15                  | 514.13           | -28.47                      | 101.90            |
| 12510              | 10000080                                 | 2700       |             | IT WC                      | 124                        | 124                       | 127.06                  | 0.00                    | 0.00             | -3.06                       | 102.50            |
| 12510              | 10000080                                 | 3000       |             | IT CS                      | 2,000                      | 2,000                     | 2,586.00                | 200.00                  | 850.00           | -1,436.00                   | 171.80            |
| 12510              | 10000080                                 | 3320       |             | IT Maint Con               | 33,000                     | 33,000                    | 48,588.98               | 0.00                    | 19,573.02        | -35,162.00                  | 206.60            |
| 12510              | 10000080                                 | 5210       |             | IT Postal                  | 200                        | 200                       | 0.00                    | 0.00                    | 0.00             | 200.00                      | 0.00              |
| 12510              | 10000080                                 | 5230       |             | IT Telephone               | 63,000                     | 63,000                    | 20,387.42               | 6,180.12                | 4,882.45         | 37,730.13                   | 40.10             |
| 12510              | 10000080                                 | 5500       |             | IT Travel                  | 500                        | 500                       | 42.28                   | 0.00                    | 0.00             | 457.72                      | 8.50              |
| 12510              | 10000080                                 | 6000       |             | IT Mat&Sup                 | 7,000                      | 7,000                     | 724.59                  | 0.00                    | 0.00             | 6,275.41                    | 10.40             |
| 12510              | 10000080                                 | 6008       |             | Fuel - Vehicle & Equipment | 0                          | 0                         | 22.31                   | 22.31                   | 0.00             | -22.31                      | 100.00            |
| 12510              | 10000080                                 | 6040       |             | Technology SW/OL Content   | 9,000                      | 9,000                     | 4,658.65                | 0.00                    | 1,039.50         | 3,301.85                    | 63.30             |
| 12510              | 10000080                                 | 8200       |             | IT CO Addcs                | 0                          | 0                         | 1,371.00                | 0.00                    | 0.00             | -1,371.00                   | 100.00            |
| <b>12510 Total</b> | <b>Data Processing/IT</b>                |            |             |                            | <b>280,244</b>             | <b>280,244</b>            | <b>191,735.12</b>       | <b>20,407.37</b>        | <b>82,365.58</b> | <b>6,143.30</b>             | <b>97.81</b>      |
| 13100              | 10000090                                 | 1300       |             | Electoral PT Sal           | 6,194                      | 6,194                     | 4,191.34                | 2,106.00                | 4,212.00         | -2,209.34                   | 135.70            |
| 13100              | 10000090                                 | 2100       |             | Electoral FICA             | 474                        | 474                       | 320.62                  | 161.10                  | 322.23           | -168.85                     | 135.60            |
| 13100              | 10000090                                 | 2700       |             | Electoral WC               | 0                          | 0                         | 5.93                    | 0.00                    | 0.00             | -5.93                       | 100.00            |
| 13100              | 10000090                                 | 3000       |             | Electoral CS               | 7,300                      | 7,300                     | 3,058.59                | 0.00                    | 0.00             | 4,241.41                    | 41.90             |
| 13100              | 10000090                                 | 3160       |             | Electoral Board Fe         | 12,590                     | 12,590                    | 5,325.00                | 0.00                    | 0.00             | 7,265.00                    | 42.30             |
| 13100              | 10000090                                 | 3320       |             | Electoral Maint Con        | 5,000                      | 5,000                     | 0.00                    | 0.00                    | 0.00             | 5,000.00                    | 0.00              |
| 13100              | 10000090                                 | 3500       |             | Electoral Printing         | 6,000                      | 6,000                     | 2,379.51                | 89.50                   | 0.00             | 3,620.49                    | 39.70             |
| 13100              | 10000090                                 | 3600       |             | Electoral Advertise        | 360                        | 360                       | 231.20                  | 115.60                  | 0.00             | 128.80                      | 64.20             |
| 13100              | 10000090                                 | 5210       |             | Electoral Postal           | 750                        | 750                       | 138.13                  | 48.42                   | 0.00             | 611.87                      | 18.40             |
| 13100              | 10000090                                 | 5400       |             | Electoral Lease&Rent       | 1,350                      | 1,350                     | 450.00                  | 0.00                    | 0.00             | 900.00                      | 33.30             |
| 13100              | 10000090                                 | 5500       |             | Electoral Travel           | 900                        | 900                       | 343.97                  | 0.00                    | 0.00             | 556.03                      | 38.20             |
| 13100              | 10000090                                 | 5510       |             | Electoral Mileage          | 570                        | 570                       | 139.09                  | 0.00                    | 0.00             | 430.91                      | 24.40             |
| 13100              | 10000090                                 | 5810       |             | Electoral Due & Memb       | 150                        | 150                       | 160.00                  | 0.00                    | 0.00             | -10.00                      | 106.70            |
| 13100              | 10000090                                 | 6000       |             | Electoral Mat&Sup          | 1,670                      | 1,670                     | 624.73                  | 0.00                    | 155.32           | 889.95                      | 46.70             |
| <b>13100 Total</b> | <b>Electoral Board and Officials</b>     |            |             |                            | <b>43,308</b>              | <b>43,308</b>             | <b>17,368.11</b>        | <b>2,520.62</b>         | <b>4,689.55</b>  | <b>21,250.34</b>            | <b>50.93</b>      |
| 13200              | 10000100                                 | 1100       |             | Registrar Salaries         | 48,705                     | 48,705                    | 33,091.36               | 4,136.42                | 16,545.68        | -932.04                     | 101.90            |
| 13200              | 10000100                                 | 1300       |             | Registrar PT Sal           | 8,840                      | 8,840                     | 4,607.05                | 251.84                  | 0.00             | 4,232.95                    | 52.10             |
| 13200              | 10000100                                 | 2100       |             | Registrar FICA             | 4,403                      | 4,403                     | 2,904.08                | 338.22                  | 1,265.74         | 233.18                      | 94.70             |
| 13200              | 10000100                                 | 2210       |             | Registrar VRS 1&2          | 5,289                      | 5,289                     | 3,593.76                | 449.22                  | 1,796.86         | -101.62                     | 101.90            |
| 13200              | 10000100                                 | 2400       |             | Registrar Life Ins         | 580                        | 588                       | 395.76                  | 49.62                   | 196.89           | -4.65                       | 100.80            |
| 13200              | 10000100                                 | 2700       |             | Registrar WC               | 55                         | 47                        | 47.12                   | 0.00                    | 0.00             | -0.12                       | 100.30            |
| 13200              | 10000100                                 | 3000       |             | Registrar CS               | 400                        | 400                       | 697.50                  | 0.00                    | 0.00             | -297.50                     | 174.40            |
| 13200              | 10000100                                 | 3320       |             | Registrar Maint Con        | 180                        | 180                       | 85.49                   | 0.00                    | 59.26            | 35.25                       | 80.40             |
| 13200              | 10000100                                 | 5210       |             | Registrar Postal           | 750                        | 750                       | 533.34                  | 109.01                  | 0.00             | 216.66                      | 71.10             |
| 13200              | 10000100                                 | 5230       |             | Registrar Telephone        | 1,000                      | 1,000                     | 453.92                  | 66.53                   | 318.24           | 227.84                      | 77.20             |
| 13200              | 10000100                                 | 5500       |             | Registrar Travel           | 1,470                      | 1,470                     | 1,245.72                | 0.00                    | 0.00             | 224.28                      | 84.70             |
| 13200              | 10000100                                 | 5510       |             | Registrar Mileage          | 250                        | 250                       | 260.19                  | 0.00                    | 0.00             | -10.19                      | 104.10            |
| 13200              | 10000100                                 | 5810       |             | Registrar Due & Memb       | 150                        | 150                       | 239.00                  | 0.00                    | 0.00             | -89.00                      | 159.30            |
| 13200              | 10000100                                 | 6000       |             | Registrar Mat&Sup          | 725                        | 725                       | 213.87                  | 97.25                   | 0.00             | 511.13                      | 29.50             |
| <b>13200 Total</b> | <b>Registrar</b>                         |            |             |                            | <b>72,797</b>              | <b>72,797</b>             | <b>48,368.16</b>        | <b>5,498.11</b>         | <b>20,182.67</b> | <b>4,246.17</b>             | <b>94.17</b>      |
| 21100              | 10000110                                 | 3000       |             | Circuit C CS               | 0                          | 0                         | 911.49                  | 0.00                    | 323.43           | -1,234.92                   | 100.00            |
| 21100              | 10000110                                 | 5841       |             | Circuit C Juror Pay        | 3,000                      | 3,000                     | 570.00                  | 0.00                    | 0.00             | 2,430.00                    | 19.00             |
| 21100              | 10000110                                 | 5842       |             | Circuit C Jury Comm        | 180                        | 180                       | 180.00                  | 0.00                    | 0.00             | 0.00                        | 100.00            |
| 21100              | 10000110                                 | 7000       |             | Circuit C Joint Ops        | 9,500                      | 9,500                     | 10,609.59               | 0.00                    | 0.00             | -1,109.59                   | 111.70            |
| <b>21100 Total</b> | <b>Circuit Court</b>                     |            |             |                            | <b>12,680</b>              | <b>12,680</b>             | <b>12,271.08</b>        | <b>0.00</b>             | <b>323.43</b>    | <b>85.49</b>                | <b>99.33</b>      |
| 21200              | 10000120                                 | 3000       |             | District C CS              | 0                          | 0                         | 198.00                  | 69.00                   | 0.00             | -198.00                     | 100.00            |
| 21200              | 10000120                                 | 3150       |             | District C Legal S         | 0                          | 0                         | 260.00                  | 0.00                    | 0.00             | -260.00                     | 100.00            |
| 21200              | 10000120                                 | 3320       |             | District C Maint Con       | 300                        | 300                       | 297.74                  | 124.49                  | 2.26             | 0.00                        | 100.00            |
| 21200              | 10000120                                 | 5210       |             | District C Postal          | 700                        | 700                       | 401.64                  | 0.00                    | 636.00           | -337.64                     | 148.20            |
| 21200              | 10000120                                 | 5230       |             | District C Telephone       | 2,000                      | 2,000                     | 960.31                  | 152.94                  | 0.00             | 1,039.69                    | 48.00             |
| 21200              | 10000120                                 | 5810       |             | District C Due & Memb      | 200                        | 200                       | 220.50                  | 40.00                   | 0.00             | -20.50                      | 110.30            |
| 21200              | 10000120                                 | 6000       |             | District C Mat&Sup         | 500                        | 3,819                     | 90.36                   | 4.85                    | 174.99           | 3,553.65                    | 6.90              |
| <b>21200 Total</b> | <b>General District Court</b>            |            |             |                            | <b>3,700</b>               | <b>7,019</b>              | <b>2,428.55</b>         | <b>391.28</b>           | <b>813.25</b>    | <b>3,777.20</b>             | <b>46.19</b>      |
| 21300              | 10000125                                 | 5230       |             | Telephone                  | 400                        | 400                       | 60.50                   | 36.22                   | 0.00             | 339.50                      | 15.10             |
| <b>21300 Total</b> | <b>Magistrate</b>                        |            |             |                            | <b>400</b>                 | <b>400</b>                | <b>60.50</b>            | <b>36.22</b>            | <b>0.00</b>      | <b>339.50</b>               | <b>15.13</b>      |
| 21510              | 10000130                                 | 5600       |             | BR Legal EntityGift        | 1,500                      | 1,500                     | 1,500.00                | 0.00                    | 0.00             | 0.00                        | 100.00            |
| <b>21510 Total</b> | <b>Blue Ridge Legal Services</b>         |            |             |                            | <b>1,500</b>               | <b>1,500</b>              | <b>1,500.00</b>         | <b>0.00</b>             | <b>0.00</b>      | <b>0.00</b>                 | <b>100.00</b>     |
| 21600              | 10000140                                 | 3000       |             | J&D Court CS               | 0                          | 0                         | 52.98                   | 52.98                   | 0.00             | -52.98                      | 100.00            |
| 21600              | 10000140                                 | 3320       |             | J&D Court Maint Con        | 700                        | 700                       | 404.72                  | 0.00                    | 195.28           | 100.00                      | 85.70             |
| 21600              | 10000140                                 | 5210       |             | J&D Court Postal           | 550                        | 550                       | 110.00                  | 0.00                    | 372.00           | 68.00                       | 87.60             |
| 21600              | 10000140                                 | 5230       |             | J&D Court Telephone        | 700                        | 700                       | 401.92                  | 48.18                   | 0.00             | 298.08                      | 57.40             |
| 21600              | 10000140                                 | 5810       |             | J&D Court Due & Memb       | 40                         | 40                        | 20.00                   | 0.00                    | 0.00             | 20.00                       | 50.00             |
| 21600              | 10000140                                 | 6000       |             | J&D Court Mat&Sup          | 1,000                      | 1,000                     | 346.30                  | 243.17                  | 0.00             | 653.70                      | 34.60             |
| <b>21600 Total</b> | <b>Juvenile &amp; Domestic Relations</b> |            |             |                            | <b>2,990</b>               | <b>2,990</b>              | <b>1,335.92</b>         | <b>344.33</b>           | <b>567.28</b>    | <b>1,086.80</b>             | <b>63.65</b>      |
| 21700              | 10000150                                 | 1100       |             | Clk of CC Salaries         | 168,497                    | 168,497                   | 113,990.53              | 14,287.59               | 57,150.36        | -2,643.89                   | 101.60            |

**Clarke County  
YTD Budget Report  
February 29, 2016**

| FUNCTION              | ORG                                    | OBJ  | PROJ  | ACCOUNT DESCRIPTION            | ORIGINAL APPROP | REVISED BUDGET | YTD EXPENDED      | MTD EXPENDED     | ENC/REQ          | AVAILABLE BUDGET | % USED        |
|-----------------------|--|------|-------|--------------------------------|-----------------|----------------|-------------------|------------------|------------------|------------------|---------------|
| 21700                 | 10000150                               | 2100 |       | Clk of CC FICA                 | 12,890          | 12,890         | 8,822.21          | 1,105.74         | 4,326.36         | -258.57          | 102.00        |
| 21700                 | 10000150                               | 2210 |       | Clk of CC VRS 1&2              | 18,299          | 18,299         | 12,818.84         | 1,551.63         | 6,206.53         | -726.37          | 104.00        |
| 21700                 | 10000150                               | 2300 |       | Clk of CC Health Ins           | 12,808          | 12,808         | 8,702.88          | 1,087.86         | 4,351.44         | -246.32          | 101.90        |
| 21700                 | 10000150                               | 2400 |       | Clk of CC Life Ins             | 2,005           | 2,007          | 1,375.21          | 173.77           | 680.09           | -48.30           | 102.40        |
| 21700                 | 10000150                               | 2700 |       | Clk of CC WC                   | 164             | 162            | 162.98            | 0.00             | 0.00             | -0.98            | 100.60        |
| 21700                 | 10000150                               | 3000 |       | Clk of CC CS                   | 3,000           | 3,000          | 99.00             | 0.00             | 0.00             | 2,901.00         | 3.30          |
| 21700                 | 10000150                               | 3320 |       | Clk of CC Maint Con            | 12,000          | 12,000         | 0.00              | 0.00             | 0.00             | 12,000.00        | 0.00          |
| 21700                 | 10000150                               | 3500 |       | Clk of CC Printing             | 1,000           | 1,000          | 0.00              | 0.00             | 0.00             | 1,000.00         | 0.00          |
| 21700                 | 10000150                               | 3510 |       | Clk of CC Microfilm            | 7,000           | 7,000          | 3,926.74          | 352.22           | 0.00             | 3,073.26         | 56.10         |
| 21700                 | 10000150                               | 5210 |       | Clk of CC Postal               | 3,500           | 3,500          | 1,206.41          | 432.65           | 0.00             | 2,293.59         | 34.50         |
| 21700                 | 10000150                               | 5230 |       | Clk of CC Telephone            | 900             | 900            | 624.26            | 80.07            | 0.00             | 275.74           | 69.40         |
| 21700                 | 10000150                               | 6000 |       | Clk of CC Mat&Sup              | 6,500           | 7,000          | 3,366.31          | 225.52           | 1,628.72         | 2,004.97         | 71.40         |
| 21700                 | 10000150                               | 8200 |       | Clk of CC CO Adds              | 0               | 6,000          | 0.00              | 0.00             | 0.00             | 6,000.00         | 0.00          |
| <b>21700 Total</b>    | <b>Clerk of the Circuit Court</b>      |      |       |                                | <b>248,563</b>  | <b>255,063</b> | <b>155,095.37</b> | <b>19,297.05</b> | <b>74,343.50</b> | <b>25,624.13</b> | <b>89.95</b>  |
| 21910                 | 10001440                               | 1300 | 12715 | VictimWit PT Sal               | 30,112          | 0              | 0.00              | 0.00             | 0.00             | 0.00             | 0.00          |
| 21910                 | 10001440                               | 1300 | 12716 | VictimWit PT Sal               | 0               | 30,112         | 21,390.50         | 2,695.43         | 10,781.71        | -2,060.21        | 106.80        |
| 21910                 | 10001440                               | 2100 | 12715 | VictimWit FICA                 | 2,305           | 0              | 0.00              | 0.00             | 0.00             | 0.00             | 0.00          |
| 21910                 | 10001440                               | 2100 | 12716 | VictimWit FICA                 | 0               | 2,305          | 1,977.14          | 206.48           | 824.67           | -496.81          | 121.60        |
| 21910                 | 10001440                               | 2210 | 12715 | VictimWit VRS 1&2              | 3,270           | 0              | 0.00              | 0.00             | 0.00             | 0.00             | 0.00          |
| 21910                 | 10001440                               | 2210 | 12716 | VictimWit VRS 1&2              | 0               | 3,270          | 2,095.33          | 292.72           | 1,170.70         | 3.97             | 99.90         |
| 21910                 | 10001440                               | 2300 | 12715 | VictimWit Health Ins           | 4,969           | 0              | 0.00              | 0.00             | 0.00             | 0.00             | 0.00          |
| 21910                 | 10001440                               | 2300 | 12716 | VictimWit Health Ins           | 0               | 4,969          | 0.00              | 0.00             | 0.00             | 4,969.00         | 0.00          |
| 21910                 | 10001440                               | 2400 | 12715 | VictimWit Life Ins             | 358             | 0              | 0.00              | 0.00             | 0.00             | 0.00             | 0.00          |
| 21910                 | 10001440                               | 2400 | 12716 | VictimWit Life Ins             | 0               | 358            | 299.65            | 32.12            | 128.28           | -69.93           | 119.50        |
| 21910                 | 10001440                               | 2700 | 12715 | VictimWit WC                   | 37              | 0              | 0.00              | 0.00             | 0.00             | 0.00             | 0.00          |
| 21910                 | 10001440                               | 2700 | 12716 | VictimWit WC                   | 0               | 37             | 38.31             | 0.00             | 0.00             | -1.31            | 103.50        |
| 21910                 | 10001440                               | 5230 | 12716 | VictimWit Telephone            | 0               | 0              | 53.83             | 7.22             | 0.00             | -53.83           | 100.00        |
| 21910                 | 10001440                               | 5500 | 12715 | VictimWit Travel               | 600             | 0              | 0.00              | 0.00             | 0.00             | 0.00             | 0.00          |
| 21910                 | 10001440                               | 5500 | 12716 | VictimWit Travel               | 0               | 600            | 0.00              | 0.00             | 0.00             | 600.00           | 0.00          |
| 21910                 | 10001440                               | 5810 | 12715 | VictimWit Due & Memb           | 75              | 0              | 0.00              | 0.00             | 0.00             | 0.00             | 0.00          |
| 21910                 | 10001440                               | 5810 | 12716 | VictimWit Due & Memb           | 0               | 75             | 0.00              | 0.00             | 0.00             | 75.00            | 0.00          |
| 21910                 | 10001440                               | 6000 | 12715 | VictimWit Mat&Sup              | 250             | 0              | 0.00              | 0.00             | 0.00             | 0.00             | 0.00          |
| 21910                 | 10001440                               | 6000 | 12716 | VictimWit Mat&Sup              | 0               | 250            | 0.00              | 0.00             | 0.00             | 250.00           | 0.00          |
| <b>21910 Total</b>    | <b>Victim and Witness Assistance</b>   |      |       |                                | <b>41,976</b>   | <b>41,976</b>  | <b>25,854.76</b>  | <b>3,233.97</b>  | <b>12,905.36</b> | <b>3,215.88</b>  | <b>92.34</b>  |
| 21940                 | 10000160                               | 5600 |       | RegCrtSvc EntityGift           | 4,494           | 4,494          | 4,494.00          | 0.00             | 0.00             | 0.00             | 100.00        |
| <b>21940 Total</b>    | <b>Regional Court Services</b>         |      |       |                                | <b>4,494</b>    | <b>4,494</b>   | <b>4,494.00</b>   | <b>0.00</b>      | <b>0.00</b>      | <b>0.00</b>      | <b>100.00</b> |
| 22100                 | 10000170                               | 1100 |       | Comm Atty Salaries             | 192,505         | 185,077        | 125,210.45        | 15,095.59        | 60,382.38        | -515.83          | 100.30        |
| 22100                 | 10000170                               | 1300 |       | Comm Atty PT Sal               | 12,300          | 19,728         | 16,900.82         | 3,063.88         | 7,146.73         | -4,319.55        | 121.90        |
| 22100                 | 10000170                               | 2100 |       | Comm Atty FICA                 | 15,667          | 15,667         | 11,188.75         | 1,391.47         | 5,010.17         | -531.92          | 103.40        |
| 22100                 | 10000170                               | 2210 |       | Comm Atty VRS 1&2              | 19,346          | 19,346         | 13,560.04         | 1,639.39         | 6,557.36         | -771.40          | 104.00        |
| 22100                 | 10000170                               | 2300 |       | Comm Atty Health Ins           | 12,694          | 12,694         | 8,693.68          | 1,078.66         | 4,314.45         | -314.13          | 102.50        |
| 22100                 | 10000170                               | 2400 |       | Comm Atty Life Ins             | 2,120           | 2,123          | 1,445.69          | 181.13           | 718.53           | -41.22           | 101.90        |
| 22100                 | 10000170                               | 2700 |       | Comm Atty WC                   | 204             | 201            | 204.12            | 0.00             | 0.00             | -3.12            | 101.60        |
| 22100                 | 10000170                               | 3320 |       | Comm Atty Maint Con            | 750             | 750            | 287.55            | 0.00             | 95.85            | 366.60           | 51.10         |
| 22100                 | 10000170                               | 5210 |       | Comm Atty Postal               | 1,200           | 1,200          | 686.09            | 0.00             | 0.00             | 513.91           | 57.20         |
| 22100                 | 10000170                               | 5230 |       | Comm Atty Telephone            | 3,000           | 3,000          | 1,459.55          | 210.54           | 1,072.96         | 467.49           | 84.40         |
| 22100                 | 10000170                               | 5500 |       | Comm Atty Travel               | 4,650           | 4,650          | 1,972.86          | 0.00             | 0.00             | 2,677.14         | 42.40         |
| 22100                 | 10000170                               | 5549 |       | Comm Atty Witness              | 1,000           | 1,000          | 0.00              | 0.00             | 0.00             | 1,000.00         | 0.00          |
| 22100                 | 10000170                               | 5810 |       | Comm Atty Due & Memb           | 2,000           | 2,000          | 1,136.80          | 0.00             | 0.00             | 863.20           | 56.80         |
| 22100                 | 10000170                               | 6000 |       | Comm Atty Mat&Sup              | 1,800           | 2,500          | 498.75            | 0.00             | 0.00             | 2,001.25         | 20.00         |
| <b>10000170 Total</b> | <b>Commonwealth's Attorney</b>         |      |       |                                | <b>269,236</b>  | <b>269,936</b> | <b>183,245.15</b> | <b>22,660.66</b> | <b>85,298.43</b> | <b>13,924.42</b> | <b>99.48</b>  |
| 22100                 | 10001420                               | 1100 | 12615 | Comm Atty Salaries             | 26,641          | 26,641         | 3,551.89          | 0.00             | 0.00             | 23,089.11        | 13.30         |
| 22100                 | 10001420                               | 1100 | 12616 | Salaries - Regular             | 0               | 0              | 80.24             | 80.24            | 320.94           | -401.18          | 100.00        |
| 22100                 | 10001420                               | 1300 | 12615 | Comm Atty PT Sal               | 8,693           | 8,693          | 8,410.13          | 0.00             | 0.00             | 282.87           | 96.70         |
| 22100                 | 10001420                               | 1300 | 12616 | Part Time Salaries - Regular   | 0               | 0              | 4,293.16          | 2,146.58         | 8,586.32         | -12,879.48       | 100.00        |
| 22100                 | 10001420                               | 2100 | 12615 | Comm Atty FICA                 | 2,704           | 2,704          | 246.38            | 0.00             | 0.00             | 2,457.62         | 9.10          |
| 22100                 | 10001420                               | 2100 | 12616 | FICA Benefits                  | 0               | 0              | 340.98            | 170.46           | 681.29           | -1,022.27        | 100.00        |
| 22100                 | 10001420                               | 2210 | 12615 | Comm Atty VRS 1&2              | 1,053           | 1,053          | 344.13            | 0.00             | 0.00             | 708.87           | 32.70         |
| 22100                 | 10001420                               | 2210 | 12616 | VRS Benefits - Plans 1 & 2     | 0               | 0              | 73.78             | 73.78            | 295.49           | -369.27          | 100.00        |
| 22100                 | 10001420                               | 2300 | 12615 | Comm Atty Health Ins           | 1,548           | 1,548          | 0.00              | 0.00             | 0.00             | 1,548.00         | 0.00          |
| 22100                 | 10001420                               | 2300 | 12616 | Hospital/Medical Plan Benefits | 0               | 0              | 9.20              | 9.20             | 36.99            | -46.19           | 100.00        |
| 22100                 | 10001420                               | 2400 | 12615 | Comm Atty Life Ins             | 115             | 115            | 0.00              | 0.00             | 0.00             | 115.00           | 0.00          |
| 22100                 | 10001420                               | 2400 | 12616 | Group Life Insurance Benefits  | 0               | 0              | 8.11              | 8.11             | 32.38            | -40.49           | 100.00        |
| <b>10001420 Total</b> | <b>Violence Against Women Prev</b>     |      |       |                                | <b>40,754</b>   | <b>40,754</b>  | <b>17,358.00</b>  | <b>2,488.37</b>  | <b>9,953.41</b>  | <b>13,442.59</b> | <b>67.02</b>  |
| <b>22100 Total</b>    | <b>Commonwealth's Attorney - Total</b> |      |       |                                | <b>309,990</b>  | <b>310,690</b> | <b>200,603.15</b> | <b>25,149.03</b> | <b>95,251.84</b> | <b>14,835.01</b> | <b>95.23</b>  |
| 31200                 | 10000180                               | 1100 |       | Sheriff Salaries               | 873,672         | 873,672        | 584,567.94        | 72,962.24        | 291,848.96       | -2,744.90        | 100.30        |
| 31200                 | 10000180                               | 1200 |       | Sheriff OT                     | 0               | 13,622         | 30,364.43         | 107.05           | 0.00             | -16,742.43       | 222.90        |
| 31200                 | 10000180                               | 1300 |       | Sheriff PT Sal                 | 30,000          | 30,000         | 38,028.26         | 3,099.03         | 0.00             | -8,028.26        | 126.80        |
| 31200                 | 10000180                               | 1660 |       | Employee Bonuses               | 0               | 0              | 250.00            | 0.00             | 0.00             | -250.00          | 100.00        |
| 31200                 | 10000180                               | 2100 |       | Sheriff FICA                   | 69,131          | 70,156         | 46,947.89         | 5,531.14         | 20,890.66        | 2,317.45         | 96.70         |
| 31200                 | 10000180                               | 2210 |       | Sheriff VRS 1&2                | 94,881          | 95,472         | 63,734.37         | 7,923.68         | 31,694.79        | 42.84            | 100.00        |
| 31200                 | 10000180                               | 2300 |       | Sheriff Health Ins             | 126,422         | 123,539        | 81,762.47         | 10,333.63        | 41,452.60        | 323.93           | 99.70         |

**Clarke County  
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February 29, 2016**

| FUNCTION           | ORG                    | OBJ                                  | PROJ  | ACCOUNT DESCRIPTION          | ORIGINAL APPROP  | REVISED BUDGET   | YTD EXPENDED        | MTD EXPENDED      | ENC/REQ           | AVAILABLE BUDGET | % USED        |
|--------------------|------------------------|--------------------------------------|-------|------------------------------|------------------|------------------|---------------------|-------------------|-------------------|------------------|---------------|
| 31200              | 10000180               | 2400                                 |       | Sheriff Life Ins             | 10,397           | 10,471           | 7,458.70            | 917.42            | 3,472.98          | -460.68          | 104.40        |
| 31200              | 10000180               | 2700                                 |       | Sheriff WC                   | 15,071           | 17,289           | 18,464.13           | 0.00              | 0.00              | -1,175.13        | 106.80        |
| 31200              | 10000180               | 2860                                 |       | Sheriff LODA                 | 7,399            | 7,399            | 7,207.32            | 0.00              | 0.00              | 191.68           | 97.40         |
| 31200              | 10000180               | 3000                                 |       | Sheriff CS                   | 33,000           | 33,000           | 15,815.72           | 1,769.90          | 5,104.30          | 12,079.98        | 63.40         |
| 31200              | 10000180               | 3320                                 |       | Sheriff Maint Con            | 18,200           | 18,200           | 30,722.95           | 18,632.83         | 240.00            | -12,762.95       | 170.10        |
| 31200              | 10000180               | 3350                                 |       | Sheriff Ins Repair           | 2,000            | 2,000            | 0.00                | 0.00              | 0.00              | 2,000.00         | 0.00          |
| 31200              | 10000180               | 5210                                 |       | Sheriff Postal               | 2,200            | 2,200            | 1,017.84            | 0.00              | 0.00              | 1,182.16         | 46.30         |
| 31200              | 10000180               | 5230                                 |       | Sheriff Telephone            | 25,000           | 25,000           | 9,024.05            | 1,150.89          | 4,447.90          | 11,528.05        | 53.90         |
| 31200              | 10000180               | 5300                                 |       | Sheriff Insurance            | 13,000           | 13,000           | 14,820.00           | 0.00              | 0.00              | -1,820.00        | 114.00        |
| 31200              | 10000180               | 5500                                 |       | Sheriff Travel               | 12,500           | 12,500           | 9,344.76            | 44.02             | 0.00              | 3,155.24         | 74.80         |
| 31200              | 10000180               | 5800                                 |       | Sheriff Misc                 | 1,000            | 1,575            | 879.85              | 0.00              | 0.00              | 695.15           | 55.90         |
| 31200              | 10000180               | 5810                                 |       | Sheriff Due & Memb           | 3,000            | 3,000            | 2,778.00            | 625.00            | 0.00              | 222.00           | 92.60         |
| 31200              | 10000180               | 6000                                 |       | Sheriff Mat&Sup              | 36,000           | 36,000           | 31,891.58           | 3,168.96          | 4,826.40          | -717.98          | 102.00        |
| 31200              | 10000180               | 6008                                 |       | Sheriff Veh Fuel             | 70,000           | 70,000           | 22,462.72           | 1,060.11          | 0.00              | 47,537.28        | 32.10         |
| 31200              | 10000180               | 6011                                 |       | Sheriff Clothing             | 6,300            | 6,300            | 5,254.23            | 130.85            | 0.00              | 1,045.77         | 83.40         |
| 31200              | 10000180               | 6015                                 |       | Sheriff Ammunition           | 10,000           | 10,000           | 9,090.05            | 0.00              | 0.00              | 909.95           | 90.90         |
|                    | <b>10000180 Total</b>  | <b>Sheriff</b>                       |       |                              | <b>1,459,173</b> | <b>1,474,395</b> | <b>1,031,887.26</b> | <b>127,456.75</b> | <b>403,978.59</b> | <b>38,529.15</b> | <b>97.39</b>  |
| 31200              | 10001480               | 1200                                 | 40216 | DMV Alcohol Grant OT         | 0                | 0                | 3,071.46            | 1,025.36          | 0.00              | -3,071.46        | 100.00        |
| 31200              | 10001480               | 1300                                 | 40215 | Sheriff PT Sal               | 8,360            | 8,360            | 2,812.86            | 0.00              | 0.00              | 5,547.14         | 33.60         |
| 31200              | 10001480               | 2100                                 | 40215 | Sheriff FICA                 | 640              | 640              | 215.19              | 0.00              | 0.00              | 424.81           | 33.60         |
| 31200              | 10001480               | 6000                                 |       | Materials and Supplies       | 1,625            | 1,625            | 0.00                | 0.00              | 0.00              | 1,625.00         | 0.00          |
| 31200              | 10001480               | 6000                                 | 40216 | DMV Alcohol Grant Mat&Sup    | 0                | 0                | 2,369.00            | 0.00              | 0.00              | -2,369.00        | 100.00        |
|                    | <b>10001480 Total</b>  | <b>VA Hwy Safety Enf - Alcohol</b>   |       |                              | <b>10,625</b>    | <b>10,625</b>    | <b>8,468.51</b>     | <b>1,025.36</b>   | <b>0.00</b>       | <b>2,156.49</b>  | <b>79.70</b>  |
| 31200              | 10001500               | 1200                                 | 40315 | DMV Speed OT                 | 3,716            | 3,716            | 1,003.66            | 0.00              | 0.00              | 2,712.34         | 27.00         |
| 31200              | 10001500               | 2100                                 | 40315 | Sheriff FICA                 | 284              | 284              | 76.77               | 0.00              | 0.00              | 207.23           | 27.00         |
|                    | <b>10001500 Total</b>  | <b>VA Hwy Safety Enf - Speed</b>     |       |                              | <b>4,000</b>     | <b>4,000</b>     | <b>1,080.43</b>     | <b>0.00</b>       | <b>0.00</b>       | <b>2,919.57</b>  | <b>27.01</b>  |
| 31200              | 10001520               | 5500                                 | 41016 | Travel                       | 0                | 0                | 550.00              | 0.00              | 0.00              | -550.00          | 100.00        |
| 31200              | 10001520               | 6000                                 |       | Sheriff Mat&Sup              | 6,000            | 0                | 0.00                | 0.00              | 0.00              | 0.00             | 0.00          |
| 31200              | 10001520               | 6000                                 | 41016 | Materials and Supplies       | 0                | 6,000            | 0.00                | 0.00              | 0.00              | 6,000.00         | 0.00          |
|                    | <b>10001520 Total</b>  | <b>NOVA Int Cr Against Child</b>     |       |                              | <b>6,000</b>     | <b>6,000</b>     | <b>550.00</b>       | <b>0.00</b>       | <b>0.00</b>       | <b>5,450.00</b>  | <b>9.17</b>   |
| 31200              | 10001530               | 6000                                 | 60215 | Sheriff Mat&Sup              | 0                | 0                | 385.00              | 0.00              | 0.00              | -385.00          | 100.00        |
|                    | <b>10001530 Total</b>  | <b>BJA Bulletproof Vest</b>          |       |                              | <b>0</b>         | <b>0</b>         | <b>385.00</b>       | <b>0.00</b>       | <b>0.00</b>       | <b>-385.00</b>   | <b>100.00</b> |
| 31200              | 10001550               | 1100                                 | 60515 | Sheriff Salaries             | 2,026            | 0                | 0.00                | 0.00              | 0.00              | 0.00             | 0.00          |
| 31200              | 10001550               | 1300                                 | 60515 | Sheriff PT Sal               | 0                | 181              | 179.64              | 0.00              | 0.00              | 0.93             | 99.50         |
| 31200              | 10001550               | 1300                                 | 60516 | Part Time Salaries - Regular | 0                | 1,845            | 0.00                | 0.00              | 0.00              | 1,845.43         | 0.00          |
| 31200              | 10001550               | 2100                                 | 60515 | Sheriff FICA                 | 155              | 14               | 13.53               | 0.00              | 0.00              | 0.27             | 98.00         |
| 31200              | 10001550               | 2100                                 | 60516 | FICA Benefits                | 0                | 141              | 0.00                | 0.00              | 0.00              | 141.20           | 0.00          |
|                    | <b>10001550 Total</b>  | <b>DCJS Byrne Justice Assist</b>     |       |                              | <b>2,181</b>     | <b>2,181</b>     | <b>193.17</b>       | <b>0.00</b>       | <b>0.00</b>       | <b>1,987.83</b>  | <b>8.86</b>   |
| <b>31200 Total</b> | <b>Sheriff - Total</b> |                                      |       |                              | <b>1,481,979</b> | <b>1,497,201</b> | <b>1,042,564.37</b> | <b>128,482.11</b> | <b>403,978.59</b> | <b>50,658.04</b> | <b>96.62</b>  |
| 31210              | 10000190               | 5600                                 |       | CJ Traning EntityGift        | 18,582           | 18,582           | 19,067.22           | 0.00              | 0.00              | -485.22          | 102.60        |
|                    | <b>31210 Total</b>     | <b>Criminal Justice Training Ctr</b> |       |                              | <b>18,582</b>    | <b>18,582</b>    | <b>19,067.22</b>    | <b>0.00</b>       | <b>0.00</b>       | <b>-485.22</b>   | <b>102.61</b> |
| 31220              | 10000200               | 5600                                 |       | Drug TF EntityGift           | 12,500           | 12,500           | 5,822.11            | 0.00              | 0.00              | 6,677.89         | 46.60         |
|                    | <b>31220 Total</b>     | <b>Drug Task Force</b>               |       |                              | <b>12,500</b>    | <b>12,500</b>    | <b>5,822.11</b>     | <b>0.00</b>       | <b>0.00</b>       | <b>6,677.89</b>  | <b>46.58</b>  |
| 31400              | 10000210               | 1100                                 |       | Communicat Salaries          | 384,581          | 384,581          | 262,581.36          | 33,251.20         | 132,280.00        | -10,280.36       | 102.70        |
| 31400              | 10000210               | 1660                                 |       | Employee Bonuses             | 0                | 0                | 250.00              | 0.00              | 0.00              | -250.00          | 100.00        |
| 31400              | 10000210               | 2100                                 |       | Communicat FICA              | 29,419           | 29,419           | 19,569.82           | 2,443.21          | 9,704.71          | 144.47           | 99.50         |
| 31400              | 10000210               | 2210                                 |       | Communicat VRS 1&2           | 35,829           | 33,380           | 22,040.00           | 2,755.00          | 11,020.07         | 319.93           | 99.00         |
| 31400              | 10000210               | 2220                                 |       | Communicat VRS Hybrid Plan   | 5,937            | 8,386            | 5,601.47            | 836.37            | 3,345.54          | -561.01          | 106.70        |
| 31400              | 10000210               | 2300                                 |       | Communicat Health Ins        | 57,636           | 57,636           | 37,137.15           | 4,944.84          | 19,779.36         | 719.49           | 98.80         |
| 31400              | 10000210               | 2400                                 |       | Communicat Life Ins          | 4,577            | 4,577            | 3,111.80            | 396.19            | 1,574.14          | -108.94          | 102.40        |
| 31400              | 10000210               | 2510                                 |       | Communicat DisIns Hybrid     | 323              | 323              | 318.15              | 45.45             | 181.76            | -176.91          | 154.80        |
| 31400              | 10000210               | 2700                                 |       | Communicat WC                | 205              | 205              | 356.05              | 0.00              | 0.00              | -151.05          | 173.70        |
| 31400              | 10000210               | 2800                                 |       | Communicat Leave Pay         | 0                | 0                | 440.60              | 0.00              | 0.00              | -440.60          | 100.00        |
| 31400              | 10000210               | 3000                                 |       | Communicat CS                | 300              | 300              | 758.59              | 109.44            | 0.00              | -458.59          | 252.90        |
| 31400              | 10000210               | 3320                                 |       | Communicat Maint Con         | 113,000          | 113,000          | 48,374.79           | 0.00              | 0.00              | 64,625.21        | 42.80         |
| 31400              | 10000210               | 5230                                 |       | Communicat Telephone         | 30,000           | 30,000           | 15,888.00           | 2,363.97          | 704.63            | 13,407.37        | 53.30         |
| 31400              | 10000210               | 5400                                 |       | Communicat Lease&Rent        | 27,500           | 27,500           | 23,374.37           | 4,140.00          | 1,465.63          | 2,660.00         | 90.30         |
| 31400              | 10000210               | 5500                                 |       | Communicat Travel            | 2,000            | 2,000            | 1,763.73            | 0.00              | 0.00              | 236.27           | 88.20         |
| 31400              | 10000210               | 5810                                 |       | Communicat Due & Memb        | 300              | 300              | 230.00              | 0.00              | 0.00              | 70.00            | 76.70         |
| 31400              | 10000210               | 6000                                 |       | Communicat Mat&Sup           | 3,000            | 3,000            | 373.28              | 28.00             | 0.00              | 2,626.72         | 12.40         |
| 31400              | 10000210               | 6011                                 |       | Communicat Clothing          | 1,400            | 1,400            | 546.92              | 396.90            | 0.00              | 853.08           | 39.10         |
|                    | <b>31400 Total</b>     | <b>Communications</b>                |       |                              | <b>696,007</b>   | <b>696,007</b>   | <b>442,716.08</b>   | <b>51,710.57</b>  | <b>180,055.84</b> | <b>73,235.08</b> | <b>89.48</b>  |
| 32200              | 10000220               | 5600                                 |       | Vol Fire EntityGift          | 25,000           | 25,000           | 0.00                | 0.00              | 0.00              | 25,000.00        | 0.00          |
| 32200              | 10000220               | 5697                                 |       | Vol Fire 4 for Life          | 15,798           | 15,798           | 16,148.08           | 0.00              | 0.00              | -350.08          | 102.20        |
| 32200              | 10000220               | 5698                                 |       | Vol Fire Fire Progs          | 25,854           | 25,854           | 29,337.00           | 0.00              | 0.00              | -3,483.00        | 113.50        |
|                    | <b>32200 Total</b>     | <b>Volunteer Fire Companies</b>      |       |                              | <b>66,652</b>    | <b>66,652</b>    | <b>45,485.08</b>    | <b>0.00</b>       | <b>0.00</b>       | <b>21,166.92</b> | <b>68.24</b>  |
| 32201              | 10000230               | 2860                                 |       | Blue R VF LODA               | 1,742            | 1,742            | 1,088.00            | 0.00              | 0.00              | 654.00           | 62.50         |
| 32201              | 10000230               | 5600                                 |       | Blue R VF EntityGift         | 50,000           | 50,000           | 37,500.00           | 12,500.00         | 0.00              | 12,500.00        | 75.00         |
|                    | <b>32201 Total</b>     | <b>Blue Ridge Volunteer Fire Co</b>  |       |                              | <b>51,742</b>    | <b>51,742</b>    | <b>38,588.00</b>    | <b>12,500.00</b>  | <b>0.00</b>       | <b>13,154.00</b> | <b>74.58</b>  |
| 32202              | 10000240               | 2860                                 |       | Boyce VF LODA                | 2,264            | 2,264            | 1,799.92            | 0.00              | 0.00              | 464.08           | 79.50         |
| 32202              | 10000240               | 5600                                 |       | Boyce VF EntityGift          | 50,000           | 50,000           | 25,000.00           | 0.00              | 0.00              | 25,000.00        | 50.00         |
|                    | <b>32202 Total</b>     | <b>Boyce Volunteer Fire Co</b>       |       |                              | <b>52,264</b>    | <b>52,264</b>    | <b>26,799.92</b>    | <b>0.00</b>       | <b>0.00</b>       | <b>25,464.08</b> | <b>51.28</b>  |

**Clarke County  
YTD Budget Report  
February 29, 2016**

| FUNCTION           | ORG                                   | OBJ  | PROJ | ACCOUNT DESCRIPTION           | ORIGINAL APPROP | REVISED BUDGET | YTD EXPENDED      | MTD EXPENDED     | ENC/REQ           | AVAILABLE BUDGET  | % USED        |
|--------------------|---------------------------------------|------|------|-------------------------------|-----------------|----------------|-------------------|------------------|-------------------|-------------------|---------------|
| 32203              | 10000250                              | 2860 |      | Enders VF LODA                | 2,927           | 2,927          | 2,040.00          | 0.00             | 0.00              | 887.00            | 69.70         |
| 32203              | 10000250                              | 5600 |      | Enders VF EntityGift          | 75,000          | 75,000         | 56,250.00         | 0.00             | 0.00              | 18,750.00         | 75.00         |
| <b>32203 Total</b> | <b>Enders Volunteer Fire Co</b>       |      |      |                               | <b>77,927</b>   | <b>77,927</b>  | <b>58,290.00</b>  | <b>0.00</b>      | <b>0.00</b>       | <b>19,637.00</b>  | <b>74.80</b>  |
| 32310              | 10000260                              | 1100 |      | EMS Salaries                  | 366,936         | 338,973        | 208,237.74        | 22,446.00        | 101,670.80        | 29,064.46         | 91.40         |
| 32310              | 10000260                              | 1200 |      | EMS Overtime                  | 0               | 27,963         | 40,085.55         | 8,555.34         | 23,459.78         | -35,582.33        | 227.20        |
| 32310              | 10000260                              | 1300 |      | EMS PT Sal                    | 110,000         | 110,000        | 96,402.39         | 10,855.60        | 0.00              | 13,597.61         | 87.60         |
| 32310              | 10000260                              | 2100 |      | EMS FICA                      | 36,486          | 36,486         | 24,691.61         | 2,992.78         | 7,348.49          | 4,445.90          | 87.80         |
| 32310              | 10000260                              | 2210 |      | EMS VRS 1&2                   | 22,690          | 26,639         | 18,178.56         | 2,272.32         | 9,089.28          | -628.84           | 102.40        |
| 32310              | 10000260                              | 2220 |      | VRS Benefits - Hybrid Plan    | 7,602           | 7,602          | 5,167.68          | 645.96           | 2,583.84          | -149.52           | 102.00        |
| 32310              | 10000260                              | 2300 |      | EMS Health Ins                | 39,539          | 35,590         | 26,692.08         | 3,336.51         | 13,346.04         | -4,448.12         | 112.50        |
| 32310              | 10000260                              | 2400 |      | EMS Life Ins                  | 3,319           | 3,319          | 2,815.18          | 338.85           | 1,279.12          | -775.50           | 123.40        |
| 32310              | 10000260                              | 2510 |      | EMS Dislns Hybrid             | 413             | 413            | 280.72            | 35.09            | 140.37            | -8.09             | 102.00        |
| 32310              | 10000260                              | 2700 |      | EMS WC                        | 14,547          | 14,547         | 20,899.50         | 0.00             | 0.00              | -6,352.50         | 143.70        |
| 32310              | 10000260                              | 2860 |      | EMS LODA                      | 2,611           | 2,611          | 2,543.76          | 0.00             | 0.00              | 67.24             | 97.40         |
| 32310              | 10000260                              | 3000 |      | EMS CS                        | 0               | 0              | 25,349.67         | 2,131.80         | 0.00              | -25,349.67        | 100.00        |
| 32310              | 10000260                              | 5210 |      | EMS Postal Services           | 0               | 0              | 3.05              | 0.00             | 0.00              | -3.05             | 100.00        |
| 32310              | 10000260                              | 5230 |      | EMS Telephone                 | 1,000           | 1,000          | 350.23            | 48.61            | 0.00              | 649.77            | 35.00         |
| 32310              | 10000260                              | 5500 |      | EMS Travel                    | 5,000           | 5,000          | 3,710.61          | 0.00             | 0.00              | 1,289.39          | 74.20         |
| 32310              | 10000260                              | 6000 |      | EMS Mat&Sup                   | 1,000           | 1,000          | 6,494.68          | 1,533.30         | 0.00              | -5,494.68         | 649.50        |
| 32310              | 10000260                              | 6008 |      | EMS Veh Fuel                  | 2,000           | 2,000          | 362.13            | 18.46            | 0.00              | 1,637.87          | 18.10         |
| 32310              | 10000260                              | 6011 |      | EMS Clothing                  | 6,500           | 6,500          | 0.00              | 0.00             | 0.00              | 6,500.00          | 0.00          |
| 32310              | 10000260                              | 8200 |      | EMS CO Adds                   | 2,000           | 2,000          | 0.00              | 0.00             | 0.00              | 2,000.00          | 0.00          |
| <b>32310 Total</b> | <b>Fire and Rescue Services</b>       |      |      |                               | <b>621,643</b>  | <b>621,643</b> | <b>482,265.14</b> | <b>55,210.62</b> | <b>158,917.72</b> | <b>-19,539.86</b> | <b>103.14</b> |
| 32320              | 10000270                              | 5600 |      | Lord F EMS EntityGift         | 5,422           | 5,422          | 5,422.00          | 0.00             | 0.00              | 0.00              | 100.00        |
| <b>32320 Total</b> | <b>Lord Fairfax Emergency Medical</b> |      |      |                               | <b>5,422</b>    | <b>5,422</b>   | <b>5,422.00</b>   | <b>0.00</b>      | <b>0.00</b>       | <b>0.00</b>       | <b>100.00</b> |
| 32400              | 10000280                              | 5600 |      | Forestry EntityGift           | 2,712           | 2,712          | 2,711.52          | 0.00             | 0.00              | 0.48              | 100.00        |
| <b>32400 Total</b> | <b>Forestry Services</b>              |      |      |                               | <b>2,712</b>    | <b>2,712</b>   | <b>2,711.52</b>   | <b>0.00</b>      | <b>0.00</b>       | <b>0.48</b>       | <b>99.98</b>  |
| 33210              | 10000290                              | 7000 |      | Reg Jail Joint Ops            | 515,422         | 520,768        | 390,576.00        | 0.00             | 0.00              | 130,192.00        | 75.00         |
| <b>33210 Total</b> | <b>Regional Jail</b>                  |      |      |                               | <b>515,422</b>  | <b>520,768</b> | <b>390,576.00</b> | <b>0.00</b>      | <b>0.00</b>       | <b>130,192.00</b> | <b>75.00</b>  |
| 33220              | 10000300                              | 3840 |      | Juv DetCtr Intergov           | 31,008          | 31,008         | 15,280.10         | 0.00             | 0.00              | 15,727.90         | 49.30         |
| <b>33220 Total</b> | <b>Juvenile Detention Center</b>      |      |      |                               | <b>31,008</b>   | <b>31,008</b>  | <b>15,280.10</b>  | <b>0.00</b>      | <b>0.00</b>       | <b>15,727.90</b>  | <b>49.28</b>  |
| 33300              | 10000310                              | 5230 |      | Probation Telephone           | 500             | 500            | 54.84             | 3.78             | 0.00              | 445.16            | 11.00         |
| 33300              | 10000310                              | 6000 |      | Probation Mat&Sup             | 300             | 300            | 0.00              | 0.00             | 0.00              | 300.00            | 0.00          |
| <b>33300 Total</b> | <b>Probation Office</b>               |      |      |                               | <b>800</b>      | <b>800</b>     | <b>54.84</b>      | <b>3.78</b>      | <b>0.00</b>       | <b>745.16</b>     | <b>6.85</b>   |
| 34100              | 10000320                              | 1100 |      | Bldg Insp Salaries            | 91,036          | 91,036         | 61,772.64         | 7,721.58         | 30,886.32         | -1,622.96         | 101.80        |
| 34100              | 10000320                              | 2100 |      | Bldg Insp FICA                | 6,965           | 6,447          | 4,263.12          | 532.89           | 2,124.13          | 59.75             | 99.10         |
| 34100              | 10000320                              | 2210 |      | Bldg Insp VRS 1&2             | 9,887           | 10,066         | 6,708.48          | 838.56           | 3,354.26          | 3.26              | 100.00        |
| 34100              | 10000320                              | 2300 |      | Bldg Insp Health Ins          | 16,606          | 16,925         | 11,280.16         | 1,410.02         | 5,640.08          | 4.76              | 100.00        |
| 34100              | 10000320                              | 2400 |      | Bldg Insp Life Ins            | 1,083           | 1,103          | 736.57            | 92.18            | 367.55            | -1.12             | 100.10        |
| 34100              | 10000320                              | 2700 |      | Bldg Insp WC                  | 1,445           | 1,445          | 1,153.00          | 0.00             | 0.00              | 292.00            | 79.80         |
| 34100              | 10000320                              | 3000 |      | Bldg Insp CS                  | 4,700           | 4,700          | 0.00              | 0.00             | 0.00              | 4,700.00          | 0.00          |
| 34100              | 10000320                              | 3320 |      | Bldg Insp Maint Con           | 1,900           | 1,900          | 1,588.68          | 0.00             | 171.32            | 140.00            | 92.60         |
| 34100              | 10000320                              | 3500 |      | Bldg Insp Printing            | 400             | 400            | 0.00              | 0.00             | 0.00              | 400.00            | 0.00          |
| 34100              | 10000320                              | 5210 |      | Bldg Insp Postal              | 150             | 150            | 40.30             | 8.40             | 0.00              | 109.70            | 26.90         |
| 34100              | 10000320                              | 5230 |      | Bldg Insp Telephone           | 1,020           | 1,020          | 576.75            | 85.93            | 311.39            | 131.86            | 87.10         |
| 34100              | 10000320                              | 5500 |      | Bldg Insp Travel              | 3,000           | 3,000          | 0.00              | 0.00             | 0.00              | 3,000.00          | 0.00          |
| 34100              | 10000320                              | 5510 |      | Bldg Insp Mileage             | 1,000           | 1,000          | 0.00              | 0.00             | 0.00              | 1,000.00          | 0.00          |
| 34100              | 10000320                              | 5810 |      | Bldg Insp Due & Memb          | 1,900           | 1,900          | 0.00              | 0.00             | 0.00              | 1,900.00          | 0.00          |
| 34100              | 10000320                              | 6000 |      | Bldg Insp Mat&Sup             | 500             | 500            | 152.84            | 0.00             | 0.00              | 347.16            | 30.60         |
| 34100              | 10000320                              | 6008 |      | Bldg Insp Veh Fuel            | 2,500           | 2,500          | 677.02            | 48.59            | 0.00              | 1,822.98          | 27.10         |
| <b>34100 Total</b> | <b>Building Inspections</b>           |      |      |                               | <b>144,092</b>  | <b>144,092</b> | <b>88,949.56</b>  | <b>10,738.15</b> | <b>42,855.05</b>  | <b>12,287.39</b>  | <b>91.47</b>  |
| 35100              | 10000330                              | 1100 |      | AnimalCtrl Salaries           | 59,938          | 61,091         | 40,727.36         | 5,090.92         | 20,363.68         | -0.04             | 100.00        |
| 35100              | 10000330                              | 1300 |      | AnimalCtrl PT Sal             | 18,000          | 16,847         | 0.00              | 0.00             | 0.00              | 16,847.00         | 0.00          |
| 35100              | 10000330                              | 2100 |      | AnimalCtrl FICA               | 5,963           | 5,524          | 2,689.84          | 336.23           | 1,343.42          | 1,490.74          | 73.00         |
| 35100              | 10000330                              | 2210 |      | AnimalCtrl VRS 1&2            | 4,325           | 4,409          | 2,938.72          | 367.34           | 1,469.36          | 0.92              | 100.00        |
| 35100              | 10000330                              | 2220 |      | VRS Benefits - Hybrid Plan    | 2,184           | 2,226          | 1,484.24          | 185.53           | 742.14            | -0.38             | 100.00        |
| 35100              | 10000330                              | 2300 |      | AnimalCtrl Health Ins         | 13,393          | 13,649         | 9,098.64          | 1,137.33         | 4,549.32          | 1.04              | 100.00        |
| 35100              | 10000330                              | 2400 |      | AnimalCtrl Life Ins           | 713             | 727            | 484.94            | 60.64            | 242.33            | -0.27             | 100.00        |
| 35100              | 10000330                              | 2510 |      | Disability Ins - Hybrid Plan  | 119             | 121            | 80.64             | 10.08            | 40.32             | 0.04              | 100.00        |
| 35100              | 10000330                              | 2700 |      | AnimalCtrl WC                 | 809             | 850            | 966.05            | 0.00             | 0.00              | -116.05           | 113.70        |
| 35100              | 10000330                              | 3000 |      | AnimalCtrl CS                 | 12,000          | 12,000         | 4,071.84          | 232.44           | 0.00              | 7,928.16          | 33.90         |
| 35100              | 10000330                              | 3320 |      | Maintenance Service Contracts | 0               | 0              | 32.36             | 0.00             | 42.64             | -75.00            | 100.00        |
| 35100              | 10000330                              | 3500 |      | AnimalCtrl Printing           | 400             | 400            | 0.00              | 0.00             | 0.00              | 400.00            | 0.00          |
| 35100              | 10000330                              | 5110 |      | AnimalCtrl Electric           | 0               | 0              | 718.04            | 0.00             | 0.00              | -718.04           | 100.00        |
| 35100              | 10000330                              | 5230 |      | AnimalCtrl Telephone          | 1,000           | 1,000          | 383.38            | 48.99            | 91.35             | 525.27            | 47.50         |
| 35100              | 10000330                              | 5500 |      | AnimalCtrl Travel             | 1,400           | 1,400          | 0.00              | 0.00             | 0.00              | 1,400.00          | 0.00          |
| 35100              | 10000330                              | 5510 |      | AnimalCtrl Mileage            | 100             | 100            | 0.00              | 0.00             | 0.00              | 100.00            | 0.00          |
| 35100              | 10000330                              | 6000 |      | AnimalCtrl Mat&Sup            | 6,150           | 6,150          | 3,635.97          | 808.14           | 0.00              | 2,514.03          | 59.10         |
| 35100              | 10000330                              | 6008 |      | AnimalCtrl Veh Fuel           | 1,750           | 1,750          | 579.83            | 61.86            | 0.00              | 1,170.17          | 33.10         |
| 35100              | 10000330                              | 6011 |      | AnimalCtrl Clothing           | 500             | 500            | 365.00            | 0.00             | 0.00              | 135.00            | 73.00         |
| <b>35100 Total</b> | <b>Animal Control</b>                 |      |      |                               | <b>128,744</b>  | <b>128,744</b> | <b>68,256.85</b>  | <b>8,339.50</b>  | <b>28,884.56</b>  | <b>31,602.59</b>  | <b>75.45</b>  |
| 35300              | 10000340                              | 3000 |      | Exam&Bury CS                  | 1,000           | 1,000          | 40.00             | 20.00            | 0.00              | 960.00            | 4.00          |



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| FUNCTION              | ORG                                       | OBJ  | PROJ | ACCOUNT DESCRIPTION          | ORIGINAL APPROP | REVISED BUDGET | YTD EXPENDED | MTD EXPENDED | ENC/REQ    | AVAILABLE BUDGET | % USED |
|-----------------------|---|------|------|------------------------------|-----------------|----------------|--------------|--------------|------------|------------------|--------|
| <b>35300 Total</b>    | <b>Med Examiner &amp; Indigent Burial</b> |      |      |                              | 1,000           | 1,000          | 40.00        | 20.00        | 0.00       | 960.00           | 4.00   |
| 42400                 | 10000350                                  | 3840 |      | RefuseDisp Intergov          | 100,000         | 100,000        | 75,813.37    | 15,362.75    | 0.00       | 24,186.63        | 75.80  |
| <b>42400 Total</b>    | <b>Refuse Disposal</b>                    |      |      |                              | 100,000         | 100,000        | 75,813.37    | 15,362.75    | 0.00       | 24,186.63        | 75.81  |
| 42600                 | 10000360                                  | 3000 |      | LitterCtrl CS                | 0               | 0              | 1,350.00     | 100.00       | 1,730.00   | -3,080.00        | 100.00 |
| 42600                 | 10000360                                  | 6000 |      | LitterCtrl Mat&Sup           | 3,000           | 3,000          | 1,070.08     | 0.00         | 0.00       | 1,929.92         | 35.70  |
| <b>42600 Total</b>    | <b>Litter Control</b>                     |      |      |                              | 3,000           | 3,000          | 2,420.08     | 100.00       | 1,730.00   | -1,150.08        | 138.34 |
| 42700                 | 10000370                                  | 3840 |      | Sanitation Intergov          | 29,000          | 29,000         | 17,179.40    | 2,454.20     | 0.00       | 11,820.60        | 59.20  |
| 42700                 | 10000370                                  | 5600 |      | Sanitation EntityGift        | 133,377         | 133,377        | 133,377.00   | 0.00         | 0.00       | 0.00             | 100.00 |
| <b>42700 Total</b>    | <b>Sanitation</b>                         |      |      |                              | 162,377         | 162,377        | 150,556.40   | 2,454.20     | 0.00       | 11,820.60        | 92.72  |
| 43200                 | 10000380                                  | 1100 |      | Maintenanc Salaries          | 143,270         | 143,270        | 95,046.35    | 12,131.59    | 48,526.38  | -302.73          | 100.20 |
| 43200                 | 10000380                                  | 1300 |      | Maintenanc PT Sal            | 0               | 0              | 444.00       | 0.00         | 0.00       | -444.00          | 100.00 |
| 43200                 | 10000380                                  | 2100 |      | Maintenanc FICA              | 10,960          | 10,960         | 6,758.20     | 853.86       | 3,414.68   | 787.12           | 92.80  |
| 43200                 | 10000380                                  | 2210 |      | Maintenanc VRS 1&2           | 13,130          | 13,002         | 8,769.99     | 1,111.75     | 4,446.98   | -214.97          | 101.70 |
| 43200                 | 10000380                                  | 2220 |      | VRS Benefits - Hybrid Plan   | 2,260           | 2,388          | 1,454.97     | 191.39       | 765.53     | 167.50           | 93.00  |
| 43200                 | 10000380                                  | 2300 |      | Maintenanc Health Ins        | 21,924          | 21,917         | 13,822.01    | 1,861.63     | 7,446.59   | 648.40           | 97.00  |
| 43200                 | 10000380                                  | 2400 |      | Maintenanc Life Ins          | 1,705           | 1,705          | 1,133.25     | 144.82       | 577.46     | -5.71            | 100.30 |
| 43200                 | 10000380                                  | 2510 |      | Disability Ins - Hybrid Plan | 123             | 130            | 79.06        | 10.40        | 41.59      | 9.35             | 92.80  |
| 43200                 | 10000380                                  | 2700 |      | Maintenanc WC                | 4,379           | 4,379          | 3,792.82     | 0.00         | 0.00       | 586.18           | 86.60  |
| 43200                 | 10000380                                  | 3000 |      | Maintenanc CS                | 24,172          | 24,172         | 27,487.95    | 5,605.00     | 10,137.94  | -13,453.89       | 155.70 |
| 43200                 | 10000380                                  | 3320 |      | Maintenanc Maint Con         | 99,485          | 99,485         | 62,277.60    | 4,307.80     | 3,307.81   | 33,899.59        | 65.90  |
| 43200                 | 10000380                                  | 3340 |      | Maintenanc Cust Con          | 0               | 0              | 0.00         | 0.00         | 26,929.84  | -26,929.84       | 100.00 |
| 43200                 | 10000380                                  | 3600 |      | Maintenanc Advertise         | 1,200           | 1,200          | 0.00         | 0.00         | 0.00       | 1,200.00         | 0.00   |
| 43200                 | 10000380                                  | 5130 |      | Maintenanc Wat & Sew         | 411             | 411            | 339.15       | 11.00        | 0.00       | 71.85            | 82.50  |
| 43200                 | 10000380                                  | 5230 |      | Maintenanc Telephone         | 2,500           | 2,500          | 1,161.43     | 158.88       | 650.77     | 687.80           | 72.50  |
| 43200                 | 10000380                                  | 5300 |      | Maintenanc Insurance         | 37,253          | 37,253         | 38,424.50    | 0.00         | 0.00       | -1,171.50        | 103.10 |
| 43200                 | 10000380                                  | 5400 |      | Maintenanc Lease&Rent        | 1,500           | 1,500          | 0.00         | 0.00         | 0.00       | 1,500.00         | 0.00   |
| 43200                 | 10000380                                  | 5500 |      | Maintenanc Travel            | 750             | 750            | 0.00         | 0.00         | 0.00       | 750.00           | 0.00   |
| 43200                 | 10000380                                  | 6000 |      | Maintenanc Mat&Sup           | 34,710          | 34,710         | 15,501.19    | 1,544.05     | 0.00       | 19,208.81        | 44.70  |
| 43200                 | 10000380                                  | 6008 |      | Maintenanc Veh Fuel          | 7,045           | 7,045          | 2,902.28     | 241.90       | 0.00       | 4,142.72         | 41.20  |
| 43200                 | 10000380                                  | 8200 |      | Maintenanc CO Adds           | 6,500           | 6,500          | 0.00         | 0.00         | 0.00       | 6,500.00         | 0.00   |
| <b>10000380 Total</b> | <b>General Property Maintenance</b>       |      |      |                              | 413,277         | 413,277        | 279,394.75   | 28,174.07    | 106,245.57 | 27,636.68        | 93.31  |
| 43200                 | 10000890                                  | 3000 |      | Maintenanc CS                | 25,000          | 25,000         | 8,375.73     | 1,496.81     | 5,216.52   | 11,407.75        | 54.40  |
| 43200                 | 10000890                                  | 3320 |      | Maintenanc Maint Con         | 29,212          | 29,212         | 18,945.08    | 2,332.38     | 0.00       | 10,266.92        | 64.90  |
| 43200                 | 10000890                                  | 3340 |      | Maintenanc Cust Con          | 0               | 0              | 0.00         | 0.00         | 18,659.04  | -18,659.04       | 100.00 |
| 43200                 | 10000890                                  | 5110 |      | Maintenanc Electric          | 37,753          | 37,753         | 18,217.22    | 2,996.31     | 0.00       | 19,535.78        | 48.30  |
| 43200                 | 10000890                                  | 5120 |      | Maintenanc Heating           | 5,681           | 5,681          | 2,293.87     | 646.68       | 0.00       | 3,387.13         | 40.40  |
| 43200                 | 10000890                                  | 5130 |      | Maintenanc Wat & Sew         | 5,681           | 5,681          | 812.22       | 143.33       | 0.00       | 4,868.78         | 14.30  |
| 43200                 | 10000890                                  | 6000 |      | Maintenanc Mat&Sup           | 3,500           | 3,500          | 1,528.52     | 5.75         | 0.00       | 1,971.48         | 43.70  |
| <b>10000890 Total</b> | <b>Maintenance - 101 Chalmers Court</b>   |      |      |                              | 106,827         | 106,827        | 50,172.64    | 7,621.26     | 23,875.56  | 32,778.80        | 69.32  |
| 43200                 | 10000900                                  | 3000 |      | Maintenanc CS                | 7,244           | 7,244          | 1,855.95     | 144.00       | 0.00       | 5,388.05         | 25.60  |
| 43200                 | 10000900                                  | 3320 |      | Maintenanc Maint Con         | 2,427           | 2,427          | 1,396.80     | 0.00         | 0.00       | 1,030.20         | 57.60  |
| 43200                 | 10000900                                  | 5110 |      | Maintenanc Electric          | 10,637          | 10,637         | 5,755.61     | 929.66       | 0.00       | 4,881.39         | 54.10  |
| 43200                 | 10000900                                  | 5120 |      | Maintenanc Heating           | 4,362           | 4,362          | 515.12       | 182.38       | 0.00       | 3,846.88         | 11.80  |
| 43200                 | 10000900                                  | 5130 |      | Maintenanc Wat & Sew         | 3,691           | 3,691          | 2,101.75     | 364.60       | 0.00       | 1,589.25         | 56.90  |
| 43200                 | 10000900                                  | 6000 |      | Maintenanc Mat&Sup           | 1,500           | 1,500          | 300.99       | 0.00         | 0.00       | 1,199.01         | 20.10  |
| <b>10000900 Total</b> | <b>Maintenance - 100 N Ch St/Radio T</b>  |      |      |                              | 29,861          | 29,861         | 11,926.22    | 1,620.64     | 0.00       | 17,934.78        | 39.94  |
| 43200                 | 10000910                                  | 3000 |      | Maintenanc CS                | 9,000           | 9,000          | 1,759.35     | 672.35       | 0.00       | 7,240.65         | 19.50  |
| 43200                 | 10000910                                  | 3320 |      | Maintenanc Maint Con         | 1,724           | 1,724          | 1,396.80     | 0.00         | 0.00       | 327.20           | 81.00  |
| 43200                 | 10000910                                  | 5110 |      | Maintenanc Electric          | 25,460          | 25,460         | 12,361.34    | 2,577.97     | 0.00       | 13,098.66        | 48.60  |
| 43200                 | 10000910                                  | 6000 |      | Maintenanc Mat&Sup           | 1,000           | 1,000          | 347.70       | 61.96        | 0.00       | 652.30           | 34.80  |
| <b>10000910 Total</b> | <b>Maintenance - 102 N Church St</b>      |      |      |                              | 37,184          | 37,184         | 15,865.19    | 3,312.28     | 0.00       | 21,318.81        | 42.67  |
| 43200                 | 10000920                                  | 3000 |      | Maintenanc CS                | 5,000           | 5,000          | 10,739.39    | 2,394.01     | 0.00       | -5,739.39        | 214.80 |
| 43200                 | 10000920                                  | 3320 |      | Maintenanc Maint Con         | 1,892           | 1,892          | 1,396.80     | 0.00         | 0.00       | 495.20           | 73.80  |
| 43200                 | 10000920                                  | 5110 |      | Maintenanc Electric          | 8,982           | 8,982          | 5,116.00     | 850.73       | 0.00       | 3,866.00         | 57.00  |
| 43200                 | 10000920                                  | 5120 |      | Maintenanc Heating           | 4,680           | 4,680          | 1,370.90     | 501.90       | 0.00       | 3,309.10         | 29.30  |
| 43200                 | 10000920                                  | 5130 |      | Maintenanc Wat & Sew         | 344             | 344            | 304.80       | 50.80        | 0.00       | 39.20            | 88.60  |
| 43200                 | 10000920                                  | 6000 |      | Maintenanc Mat&Sup           | 1,000           | 1,000          | 1,025.56     | 572.78       | 0.00       | -25.56           | 102.60 |
| <b>10000920 Total</b> | <b>Maintenance - 104/106 N Church St</b>  |      |      |                              | 21,898          | 21,898         | 19,953.45    | 4,370.22     | 0.00       | 1,944.55         | 91.12  |
| 43200                 | 10000930                                  | 3000 |      | Maintenanc CS                | 5,000           | 5,000          | 1,441.35     | 0.00         | 0.00       | 3,558.65         | 28.80  |
| 43200                 | 10000930                                  | 3320 |      | Maintenanc Maint Con         | 650             | 650            | 0.00         | 0.00         | 0.00       | 650.00           | 0.00   |
| 43200                 | 10000930                                  | 5110 |      | Maintenanc Electric          | 5,570           | 5,570          | 3,625.24     | 667.05       | 0.00       | 1,944.76         | 65.10  |
| 43200                 | 10000930                                  | 5120 |      | Maintenanc Heating           | 10,634          | 10,634         | 2,382.11     | 1,154.58     | 0.00       | 8,251.89         | 22.40  |
| 43200                 | 10000930                                  | 6000 |      | Maintenanc Mat&Sup           | 1,500           | 1,500          | 161.37       | 37.47        | 0.00       | 1,338.63         | 10.80  |
| <b>10000930 Total</b> | <b>Maintenance - 225 Ramsburg Ln</b>      |      |      |                              | 23,354          | 23,354         | 7,610.07     | 1,859.10     | 0.00       | 15,743.93        | 32.59  |
| 43200                 | 10000940                                  | 3000 |      | Maintenanc CS                | 1,400           | 1,400          | 3,714.37     | 3,318.37     | 0.00       | -2,314.37        | 265.30 |
| 43200                 | 10000940                                  | 3320 |      | Maintenanc Maint Con         | 250             | 250            | 0.00         | 0.00         | 0.00       | 250.00           | 0.00   |
| 43200                 | 10000940                                  | 5110 |      | Maintenanc Electric          | 1,448           | 1,448          | 1,037.52     | 125.33       | 0.00       | 410.48           | 71.70  |
| 43200                 | 10000940                                  | 5120 |      | Maintenanc Heating           | 1,449           | 1,449          | 336.60       | 168.09       | 0.00       | 1,112.40         | 23.20  |
| 43200                 | 10000940                                  | 6000 |      | Maintenanc Mat&Sup           | 750             | 750            | 25.46        | 0.00         | 0.00       | 724.54           | 3.40   |
| <b>10000940 Total</b> | <b>Maintenance - 524 Westwood Road</b>    |      |      |                              | 5,297           | 5,297          | 5,113.95     | 3,611.79     | 0.00       | 183.05           | 96.54  |
| 43200                 | 10000950                                  | 3000 |      | Maintenanc CS                | 12,500          | 12,500         | 8,376.04     | 458.75       | 0.00       | 4,123.96         | 67.00  |
| 43200                 | 10000950                                  | 3320 |      | Maintenanc Maint Con         | 1,000           | 1,000          | 0.00         | 0.00         | 0.00       | 1,000.00         | 0.00   |

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| FUNCTION           | ORG                   | OBJ  | PROJ | ACCOUNT DESCRIPTION                                | ORIGINAL APPROP | REVISED BUDGET | YTD EXPENDED      | MTD EXPENDED     | ENC/REQ           | AVAILABLE BUDGET  | % USED        |
|--------------------|-----------------------|------|------|--|-----------------|----------------|-------------------|------------------|-------------------|-------------------|---------------|
| 43200              | 10000950              | 5110 |      | Maintenanc Electric                                | 27,273          | 27,273         | 18,045.82         | 2,184.83         | 0.00              | 9,227.18          | 66.20         |
| 43200              | 10000950              | 5120 |      | Maintenanc Heating                                 | 7,253           | 7,253          | 1,912.72          | 536.43           | 0.00              | 5,340.28          | 26.40         |
| 43200              | 10000950              | 5130 |      | Maintenanc Wat & Sew                               | 1,701           | 1,701          | 1,003.00          | 170.00           | 0.00              | 698.00            | 59.00         |
| 43200              | 10000950              | 6000 |      | Maintenanc Mat&Sup                                 | 5,000           | 5,000          | 1,071.93          | 0.00             | 0.00              | 3,928.07          | 21.40         |
|                    | <b>10000950 Total</b> |      |      | <b>Maintenance - 225 Al Smith Cir Rec Ctr</b>      | <b>54,727</b>   | <b>54,727</b>  | <b>30,409.51</b>  | <b>3,350.01</b>  | <b>0.00</b>       | <b>24,317.49</b>  | <b>55.57</b>  |
| 43200              | 10000960              | 3000 |      | Maintenanc CS                                      | 16,000          | 16,000         | 4,099.84          | 847.50           | 0.00              | 11,900.16         | 25.60         |
| 43200              | 10000960              | 5110 |      | Maintenanc Electric                                | 5,457           | 5,457          | 2,234.60          | 167.09           | 0.00              | 3,222.40          | 40.90         |
| 43200              | 10000960              | 5130 |      | Maintenanc Wat & Sew                               | 2,708           | 2,708          | 1,029.00          | 132.60           | 0.00              | 1,679.00          | 38.00         |
| 43200              | 10000960              | 6000 |      | Maintenanc Mat&Sup                                 | 5,000           | 5,000          | 4,371.57          | 61.24            | 0.00              | 628.43            | 87.40         |
|                    | <b>10000960 Total</b> |      |      | <b>Maintenance - 225 Al Smith Cir Ofc/Grounds</b>  | <b>29,165</b>   | <b>29,165</b>  | <b>11,735.01</b>  | <b>1,208.43</b>  | <b>0.00</b>       | <b>17,429.99</b>  | <b>40.24</b>  |
| 43200              | 10000970              | 3000 |      | Maintenanc CS                                      | 9,500           | 9,500          | 422.71            | 0.00             | 0.00              | 9,077.29          | 4.40          |
| 43200              | 10000970              | 5110 |      | Maintenanc Electric                                | 5,579           | 5,579          | 4,583.06          | 252.21           | 0.00              | 995.94            | 82.10         |
| 43200              | 10000970              | 5130 |      | Maintenanc Wat & Sew                               | 21,860          | 21,860         | 4,860.60          | 20.00            | 0.00              | 16,999.40         | 22.20         |
| 43200              | 10000970              | 6000 |      | Maintenanc Mat&Sup                                 | 5,000           | 5,000          | 253.01            | 0.00             | 0.00              | 4,746.99          | 5.10          |
|                    | <b>10000970 Total</b> |      |      | <b>Maintenance - 225 Al Smith Cir Pool</b>         | <b>41,939</b>   | <b>41,939</b>  | <b>10,119.38</b>  | <b>272.21</b>    | <b>0.00</b>       | <b>31,819.62</b>  | <b>24.13</b>  |
| 43200              | 10000980              | 3000 |      | Maintenanc CS                                      | 750             | 750            | 0.00              | 0.00             | 0.00              | 750.00            | 0.00          |
| 43200              | 10000980              | 5110 |      | Maintenanc Electric                                | 1,408           | 1,408          | 521.87            | 20.52            | 0.00              | 886.13            | 37.10         |
| 43200              | 10000980              | 6000 |      | Maintenanc Mat&Sup                                 | 7,500           | 7,500          | 2,066.03          | 115.87           | 0.00              | 5,433.97          | 27.50         |
|                    | <b>10000980 Total</b> |      |      | <b>Maintenance - 225 Al Smith Cir Baseball</b>     | <b>9,658</b>    | <b>9,658</b>   | <b>2,587.90</b>   | <b>136.39</b>    | <b>0.00</b>       | <b>7,070.10</b>   | <b>26.80</b>  |
| 43200              | 10000990              | 3000 |      | Maintenanc CS                                      | 750             | 750            | 200.00            | 0.00             | 0.00              | 550.00            | 26.70         |
| 43200              | 10000990              | 5110 |      | Maintenanc Electric                                | 687             | 687            | 325.53            | 31.94            | 0.00              | 361.47            | 47.40         |
| 43200              | 10000990              | 6000 |      | Maintenanc Mat&Sup                                 | 7,500           | 7,500          | 3,081.45          | 295.17           | 0.00              | 4,418.55          | 41.10         |
|                    | <b>10000990 Total</b> |      |      | <b>Maintenance - 225 Al Smith Cir Soccer</b>       | <b>8,937</b>    | <b>8,937</b>   | <b>3,606.98</b>   | <b>327.11</b>    | <b>0.00</b>       | <b>5,330.02</b>   | <b>40.36</b>  |
| 43200              | 10000995              | 3320 |      | Maintenance Service Contracts                      | 150             | 150            | 0.00              | 0.00             | 0.00              | 150.00            | 0.00          |
| 43200              | 10000995              | 6000 |      | Materials and Supplies                             | 500             | 500            | 0.00              | 0.00             | 0.00              | 500.00            | 0.00          |
|                    | <b>10000995 Total</b> |      |      | <b>Maintenance - 106 N Church St Old Comm At</b>   | <b>650</b>      | <b>650</b>     | <b>0.00</b>       | <b>0.00</b>      | <b>0.00</b>       | <b>650.00</b>     | <b>0.00</b>   |
| 43200              | 10001000              | 3000 |      | Maintenanc CS                                      | 750             | 750            | 0.00              | 0.00             | 0.00              | 750.00            | 0.00          |
| 43200              | 10001000              | 6000 |      | Maintenanc Mat&Sup                                 | 500             | 500            | 0.00              | 0.00             | 0.00              | 500.00            | 0.00          |
|                    | <b>10001000 Total</b> |      |      | <b>Maintenance - 32 E Main St</b>                  | <b>1,250</b>    | <b>1,250</b>   | <b>0.00</b>       | <b>0.00</b>      | <b>0.00</b>       | <b>1,250.00</b>   | <b>0.00</b>   |
| 43200              | 10001010              | 3000 |      | Maintenanc CS                                      | 5,000           | 5,000          | 0.00              | 0.00             | 0.00              | 5,000.00          | 0.00          |
| 43200              | 10001010              | 5130 |      | Maintenanc Wat & Sew                               | 0               | 0              | 50.80             | 0.00             | 0.00              | -50.80            | 100.00        |
| 43200              | 10001010              | 6000 |      | Maintenanc Mat&Sup                                 | 500             | 500            | 206.37            | 164.75           | 0.00              | 293.63            | 41.30         |
|                    | <b>10001010 Total</b> |      |      | <b>Maintenance - 36 E Main St</b>                  | <b>5,500</b>    | <b>5,500</b>   | <b>257.17</b>     | <b>164.75</b>    | <b>0.00</b>       | <b>5,242.83</b>   | <b>4.68</b>   |
| 43200              | 10001020              | 3000 |      | Maintenanc CS                                      | 5,540           | 5,540          | 17,677.18         | 144.00           | 587.56            | -12,724.74        | 329.70        |
| 43200              | 10001020              | 3320 |      | Maintenanc Maint Con                               | 1,900           | 1,900          | 3,463.48          | 293.78           | 0.00              | -1,563.48         | 182.30        |
| 43200              | 10001020              | 3340 |      | Custodial Service Contracts                        | 0               | 0              | 0.00              | 0.00             | 2,350.24          | -2,350.24         | 100.00        |
| 43200              | 10001020              | 5110 |      | Maintenanc Electric                                | 11,988          | 11,988         | 4,931.38          | 788.04           | 0.00              | 7,056.62          | 41.10         |
| 43200              | 10001020              | 5130 |      | Maintenanc Wat & Sew                               | 950             | 950            | 838.20            | 203.20           | 0.00              | 111.80            | 88.20         |
| 43200              | 10001020              | 6000 |      | Maintenanc Mat&Sup                                 | 1,000           | 1,000          | 105.37            | 15.99            | 0.00              | 894.63            | 10.50         |
|                    | <b>10001020 Total</b> |      |      | <b>Maintenance - 311 E Main St</b>                 | <b>21,378</b>   | <b>21,378</b>  | <b>27,015.61</b>  | <b>1,445.01</b>  | <b>2,937.80</b>   | <b>-8,575.41</b>  | <b>140.11</b> |
| 43200              | 10001410              | 3000 |      | Maintenanc CS                                      | 2,500           | 2,500          | 465.33            | 0.00             | 0.00              | 2,034.67          | 18.60         |
| 43200              | 10001410              | 3320 |      | Maintenanc Maint Con                               | 150             | 150            | 0.00              | 0.00             | 0.00              | 150.00            | 0.00          |
| 43200              | 10001410              | 5110 |      | Maintenanc Electric                                | 3,215           | 3,215          | 1,377.39          | 0.00             | 0.00              | 1,837.61          | 42.80         |
| 43200              | 10001410              | 5120 |      | Maintenanc Heating                                 | 5,783           | 5,783          | 972.67            | 400.22           | 0.00              | 4,810.33          | 16.80         |
| 43200              | 10001410              | 5130 |      | Maintenanc Wat & Sew                               | 159             | 159            | 136.00            | 42.50            | 0.00              | 23.00             | 85.50         |
| 43200              | 10001410              | 6000 |      | Maintenanc Mat&Sup                                 | 1,500           | 1,500          | 0.00              | 0.00             | 0.00              | 1,500.00          | 0.00          |
|                    | <b>10001410 Total</b> |      |      | <b>Maintenance - 129 Ramsburg Ln</b>               | <b>13,307</b>   | <b>13,307</b>  | <b>2,951.39</b>   | <b>442.72</b>    | <b>0.00</b>       | <b>10,355.61</b>  | <b>22.18</b>  |
| <b>43200 Total</b> |                       |      |      | <b>General Property Maintenance - All Accounts</b> | <b>824,209</b>  | <b>824,209</b> | <b>478,719.22</b> | <b>57,915.99</b> | <b>133,058.93</b> | <b>212,430.85</b> | <b>74.23</b>  |
| 51100              | 10000385              | 5600 |      | Contr to Other Entitites                           | 218,594         | 218,594        | 163,945.50        | 0.00             | 0.00              | 54,648.50         | 75.00         |
| <b>51100 Total</b> |                       |      |      | <b>Local Health Department</b>                     | <b>218,594</b>  | <b>218,594</b> | <b>163,945.50</b> | <b>0.00</b>      | <b>0.00</b>       | <b>54,648.50</b>  | <b>75.00</b>  |
| 51200              | 10000390              | 5600 |      | Our Health EntityGift                              | 5,000           | 5,000          | 5,000.00          | 0.00             | 0.00              | 0.00              | 100.00        |
| <b>51200 Total</b> |                       |      |      | <b>Our Health</b>                                  | <b>5,000</b>    | <b>5,000</b>   | <b>5,000.00</b>   | <b>0.00</b>      | <b>0.00</b>       | <b>0.00</b>       | <b>100.00</b> |
| 52400              | 10000395              | 5600 |      | Contr to Other Entitites                           | 0               | 15,000         | 15,000.00         | 0.00             | 0.00              | 0.00              | 100.00        |
| <b>52400 Total</b> |                       |      |      | <b>N Shen Valley Subst Abuse Coal</b>              | <b>0</b>        | <b>15,000</b>  | <b>15,000.00</b>  | <b>0.00</b>      | <b>0.00</b>       | <b>0.00</b>       | <b>100.00</b> |
| 52500              | 10000400              | 5600 |      | NW Com Svc EntityGift                              | 88,000          | 88,000         | 66,000.00         | 0.00             | 0.00              | 22,000.00         | 75.00         |
| <b>52500 Total</b> |                       |      |      | <b>Northwestern Community Svcs</b>                 | <b>88,000</b>   | <b>88,000</b>  | <b>66,000.00</b>  | <b>0.00</b>      | <b>0.00</b>       | <b>22,000.00</b>  | <b>75.00</b>  |
| 52800              | 10000410              | 5600 |      | Concern HL EntityGift                              | 750             | 750            | 750.00            | 0.00             | 0.00              | 0.00              | 100.00        |
| <b>52800 Total</b> |                       |      |      | <b>Concern Hotline</b>                             | <b>750</b>      | <b>750</b>     | <b>750.00</b>     | <b>0.00</b>      | <b>0.00</b>       | <b>0.00</b>       | <b>100.00</b> |
| 52900              | 10000420              | 5600 |      | NW Works EntityGift                                | 1,000           | 1,000          | 0.00              | 0.00             | 0.00              | 1,000.00          | 0.00          |
| <b>52900 Total</b> |                       |      |      | <b>NW Works</b>                                    | <b>1,000</b>    | <b>1,000</b>   | <b>0.00</b>       | <b>0.00</b>      | <b>0.00</b>       | <b>1,000.00</b>   | <b>0.00</b>   |
| 53230              | 10000430              | 5600 |      | SAAA EntityGift                                    | 40,000          | 40,000         | 30,000.00         | 10,000.00        | 0.00              | 10,000.00         | 75.00         |
| <b>53230 Total</b> |                       |      |      | <b>Shenandoah Area Agency on Aging</b>             | <b>40,000</b>   | <b>40,000</b>  | <b>30,000.00</b>  | <b>10,000.00</b> | <b>0.00</b>       | <b>10,000.00</b>  | <b>75.00</b>  |
| 53240              | 10000440              | 5600 |      | Loud Trans EntityGift                              | 19,302          | 19,302         | 9,651.00          | 4,825.50         | 0.00              | 9,651.00          | 50.00         |
| <b>53240 Total</b> |                       |      |      | <b>VA Regional Transp Assn</b>                     | <b>19,302</b>   | <b>19,302</b>  | <b>9,651.00</b>   | <b>4,825.50</b>  | <b>0.00</b>       | <b>9,651.00</b>   | <b>50.00</b>  |
| 53250              | 10000445              | 5600 |      | FISH of Clarke County                              | 1,000           | 1,000          | 1,000.00          | 0.00             | 0.00              | 0.00              | 100.00        |
| <b>53250 Total</b> |                       |      |      | <b>FISH of Clarke County</b>                       | <b>1,000</b>    | <b>1,000</b>   | <b>1,000.00</b>   | <b>0.00</b>      | <b>0.00</b>       | <b>0.00</b>       | <b>100.00</b> |
| 53600              | 10000450              | 5600 |      | Access Ind EntityGift                              | 750             | 750            | 0.00              | 0.00             | 0.00              | 750.00            | 0.00          |
| <b>53600 Total</b> |                       |      |      | <b>Access Independence</b>                         | <b>750</b>      | <b>750</b>     | <b>0.00</b>       | <b>0.00</b>      | <b>0.00</b>       | <b>750.00</b>     | <b>0.00</b>   |
| 53700              | 10000460              | 5600 |      | Laurel Ctr EntityGift                              | 2,000           | 2,000          | 2,000.00          | 0.00             | 0.00              | 0.00              | 100.00        |
| <b>53700 Total</b> |                       |      |      | <b>The Laurel Ctr (Women's Shltr)</b>              | <b>2,000</b>    | <b>2,000</b>   | <b>2,000.00</b>   | <b>0.00</b>      | <b>0.00</b>       | <b>0.00</b>       | <b>100.00</b> |
| 69100              | 10000470              | 5600 |      | LFCC EntityGift                                    | 15,580          | 15,580         | 11,685.00         | 0.00             | 0.00              | 3,895.00          | 75.00         |
| <b>69100 Total</b> |                       |      |      | <b>Lord Fairfax Community College</b>              | <b>15,580</b>   | <b>15,580</b>  | <b>11,685.00</b>  | <b>0.00</b>      | <b>0.00</b>       | <b>3,895.00</b>   | <b>75.00</b>  |

**Clarke County  
YTD Budget Report  
February 29, 2016**

| FUNCTION           | ORG                         | OBJ  | PROJ | ACCOUNT DESCRIPTION   | ORIGINAL APPROP | REVISED BUDGET | YTD EXPENDED      | MTD EXPENDED     | ENC/REQ           | AVAILABLE BUDGET | % USED        |
|--------------------|-----------------------------|------|------|-----------------------|-----------------|----------------|-------------------|------------------|-------------------|------------------|---------------|
| 71100              | 10000480                    | 1100 |      | Parks Adm Salaries    | 242,763         | 242,763        | 164,554.66        | 20,567.99        | 82,271.96         | -4,063.62        | 101.70        |
| 71100              | 10000480                    | 1300 |      | Parks Adm PT Sal      | 16,020          | 16,020         | 10,084.77         | 0.00             | 0.00              | 5,935.23         | 63.00         |
| 71100              | 10000480                    | 2100 |      | Parks Adm FICA        | 19,797          | 19,797         | 12,079.51         | 1,434.34         | 5,962.35          | 1,755.14         | 91.10         |
| 71100              | 10000480                    | 2210 |      | Parks Adm VRS 1&2     | 26,364          | 26,364         | 17,869.44         | 2,233.68         | 8,934.74          | -440.18          | 101.70        |
| 71100              | 10000480                    | 2300 |      | Parks Adm Health Ins  | 39,616          | 39,616         | 25,300.96         | 3,041.81         | 12,167.24         | 2,147.80         | 94.60         |
| 71100              | 10000480                    | 2400 |      | Parks Adm Life Ins    | 2,889           | 2,397          | 1,960.93          | 245.39           | 979.04            | -542.97          | 122.70        |
| 71100              | 10000480                    | 2700 |      | Parks Adm WC          | 10,265          | 10,757         | 11,105.54         | 0.00             | 0.00              | -348.54          | 103.20        |
| 71100              | 10000480                    | 3180 |      | Parks Adm CredCrd Fe  | 3,500           | 3,500          | 1,462.85          | 0.00             | 0.00              | 2,037.15         | 41.80         |
| 71100              | 10000480                    | 3320 |      | Parks Adm Maint Con   | 6,241           | 6,241          | 1,294.39          | 68.93            | 1,470.41          | 3,476.20         | 44.30         |
| 71100              | 10000480                    | 3500 |      | Parks Adm Printing    | 1,000           | 1,000          | 0.00              | 0.00             | 0.00              | 1,000.00         | 0.00          |
| 71100              | 10000480                    | 3600 |      | Parks Adm Advertise   | 885             | 885            | 605.75            | 0.00             | 0.00              | 279.25           | 68.40         |
| 71100              | 10000480                    | 5210 |      | Parks Adm Postal      | 3,463           | 3,463          | 413.95            | 41.45            | 0.00              | 3,049.05         | 12.00         |
| 71100              | 10000480                    | 5230 |      | Parks Adm Telephone   | 2,000           | 2,000          | 550.38            | 74.01            | 0.00              | 1,449.62         | 27.50         |
| 71100              | 10000480                    | 5400 |      | Parks Adm Lease&Rent  | 530             | 530            | 112.00            | 112.00           | 0.00              | 418.00           | 21.10         |
| 71100              | 10000480                    | 5500 |      | Parks Adm Travel      | 2,274           | 2,274          | 619.86            | 0.00             | 0.00              | 1,654.14         | 27.30         |
| 71100              | 10000480                    | 5810 |      | Parks Adm Due & Memb  | 1,850           | 1,850          | 144.50            | 0.00             | 0.00              | 1,705.50         | 7.80          |
| 71100              | 10000480                    | 6000 |      | Parks Adm Mat&Sup     | 5,156           | 6,931          | 1,826.76          | 56.45            | 0.00              | 5,104.24         | 26.40         |
| 71100              | 10000480                    | 6008 |      | Parks Adm Veh Fuel    | 1,000           | 1,000          | 210.83            | 20.62            | 0.00              | 789.17           | 21.10         |
| 71100              | 10000480                    | 6011 |      | Parks Adm Clothing    | 1,000           | 1,000          | 457.65            | 0.00             | 0.00              | 542.35           | 45.80         |
| 71100              | 10000480                    | 8200 |      | Parks Adm CO Adds     | 5,000           | 5,000          | 0.00              | 0.00             | 0.00              | 5,000.00         | 0.00          |
| <b>71100 Total</b> | <b>Parks Administration</b> |      |      |                       | <b>391,613</b>  | <b>393,388</b> | <b>250,654.73</b> | <b>27,896.67</b> | <b>111,785.74</b> | <b>30,947.53</b> | <b>92.13</b>  |
| 71310              | 10000490                    | 1100 |      | Rec Center Salaries   | 45,013          | 45,013         | 30,519.36         | 3,814.92         | 15,259.68         | -766.04          | 101.70        |
| 71310              | 10000490                    | 1300 |      | Rec Center PT Sal     | 30,179          | 30,179         | 16,478.14         | 2,595.38         | 0.00              | 13,700.86        | 54.60         |
| 71310              | 10000490                    | 2100 |      | Rec Center FICA       | 5,753           | 5,753          | 3,568.21          | 487.02           | 1,152.66          | 1,032.13         | 82.10         |
| 71310              | 10000490                    | 2210 |      | Rec Center VRS 1&2    | 4,888           | 4,888          | 3,314.40          | 414.30           | 1,657.20          | -83.60           | 101.70        |
| 71310              | 10000490                    | 2300 |      | Rec Center Health Ins | 6,404           | 6,404          | 4,351.44          | 543.93           | 2,175.72          | -123.16          | 101.90        |
| 71310              | 10000490                    | 2400 |      | Rec Center Life Ins   | 536             | 536            | 363.42            | 45.45            | 181.59            | -9.01            | 101.70        |
| 71310              | 10000490                    | 2700 |      | Rec Center WC         | 0               | 0              | 1,081.70          | 0.00             | 0.00              | -1,081.70        | 100.00        |
| 71310              | 10000490                    | 3600 |      | Rec Center Advertise  | 200             | 200            | 284.05            | 0.00             | 0.00              | -84.05           | 142.00        |
| 71310              | 10000490                    | 5830 |      | Rec Center Refunds    | 200             | 200            | 245.00            | 0.00             | 0.00              | -45.00           | 122.50        |
| 71310              | 10000490                    | 6000 |      | Rec Center Mat&Sup    | 6,250           | 6,250          | 2,366.56          | 403.61           | 0.00              | 3,883.44         | 37.90         |
| 71310              | 10000490                    | 6012 |      | Rec Center Resale Sup | 3,000           | 3,000          | 1,543.51          | 358.98           | 0.00              | 1,456.49         | 51.50         |
| <b>71310 Total</b> | <b>Recreation Center</b>    |      |      |                       | <b>102,423</b>  | <b>102,423</b> | <b>64,115.79</b>  | <b>8,663.59</b>  | <b>20,426.85</b>  | <b>17,880.36</b> | <b>82.54</b>  |
| 71320              | 10000500                    | 1300 |      | Pool PT Sal           | 60,251          | 60,251         | 40,090.06         | 0.00             | 0.00              | 20,160.94        | 66.50         |
| 71320              | 10000500                    | 2100 |      | Pool FICA             | 4,610           | 4,610          | 3,063.37          | 0.00             | 0.00              | 1,546.63         | 66.50         |
| 71320              | 10000500                    | 2300 |      | Pool Health Ins       | 0               | 0              | 54.27             | 0.00             | 0.00              | -54.27           | 100.00        |
| 71320              | 10000500                    | 3000 |      | Pool CS               | 2,900           | 2,900          | 345.00            | 0.00             | 0.00              | 2,555.00         | 11.90         |
| 71320              | 10000500                    | 5500 |      | Pool Travel           | 350             | 350            | 300.00            | 0.00             | 0.00              | 50.00            | 85.70         |
| 71320              | 10000500                    | 5810 |      | Pool Due & Memb       | 1,000           | 1,000          | 910.00            | 0.00             | 0.00              | 90.00            | 91.00         |
| 71320              | 10000500                    | 5830 |      | Pool Refunds          | 500             | 500            | 190.00            | 0.00             | 0.00              | 310.00           | 38.00         |
| 71320              | 10000500                    | 6000 |      | Pool Mat&Sup          | 3,400           | 3,400          | 592.93            | 0.00             | 0.00              | 2,807.07         | 17.40         |
| 71320              | 10000500                    | 6011 |      | Pool Clothing         | 1,143           | 1,143          | 87.50             | 0.00             | 87.50             | 968.00           | 15.30         |
| 71320              | 10000500                    | 6012 |      | Pool Resale Sup       | 2,000           | 2,000          | 252.10            | 0.00             | 0.00              | 1,747.90         | 12.60         |
| 71320              | 10000500                    | 6026 |      | Pool Chemicals        | 11,000          | 11,000         | 3,385.46          | 0.00             | 0.00              | 7,614.54         | 30.80         |
| <b>71320 Total</b> | <b>Swimming Pool</b>        |      |      |                       | <b>87,154</b>   | <b>87,154</b>  | <b>49,270.69</b>  | <b>0.00</b>      | <b>87.50</b>      | <b>37,795.81</b> | <b>56.63</b>  |
| 71350              | 10000510                    | 1100 |      | Programs Salaries     | 34,401          | 34,401         | 23,364.62         | 2,921.92         | 11,687.68         | -651.30          | 101.90        |
| 71350              | 10000510                    | 1300 |      | Programs PT Sal       | 105,900         | 105,900        | 48,086.61         | 2,810.57         | 0.00              | 57,813.39        | 45.40         |
| 71350              | 10000510                    | 2100 |      | Programs FICA         | 10,734          | 10,734         | 5,339.69          | 422.65           | 829.85            | 4,564.46         | 57.50         |
| 71350              | 10000510                    | 2210 |      | Programs VRS 1&2      | 3,736           | 3,736          | 2,538.56          | 317.32           | 1,269.28          | -71.84           | 101.90        |
| 71350              | 10000510                    | 2300 |      | Programs Health Ins   | 6,404           | 6,404          | 4,351.44          | 543.93           | 2,175.72          | -123.16          | 101.90        |
| 71350              | 10000510                    | 2400 |      | Programs Life Ins     | 409             | 409            | 278.31            | 34.80            | 139.08            | -8.39            | 102.10        |
| 71350              | 10000510                    | 2700 |      | Programs WC           | 0               | 0              | 826.69            | 0.00             | 0.00              | -826.69          | 100.00        |
| 71350              | 10000510                    | 3000 |      | Programs CS           | 56,000          | 56,000         | 27,437.14         | 3,159.98         | 16,684.18         | 11,878.68        | 78.80         |
| 71350              | 10000510                    | 3500 |      | Programs Printing     | 7,000           | 7,000          | 3,389.50          | 0.00             | 1,827.00          | 1,783.50         | 74.50         |
| 71350              | 10000510                    | 3600 |      | Programs Advertise    | 1,000           | 1,000          | 212.40            | 0.00             | 0.00              | 787.60           | 21.20         |
| 71350              | 10000510                    | 5210 |      | Programs Postal       | 100             | 100            | 0.00              | 0.00             | 0.00              | 100.00           | 0.00          |
| 71350              | 10000510                    | 5400 |      | Programs Lease&Rent   | 300             | 300            | 0.00              | 0.00             | 0.00              | 300.00           | 0.00          |
| 71350              | 10000510                    | 5500 |      | Programs Travel       | 500             | 500            | 428.00            | 0.00             | 0.00              | 72.00            | 85.60         |
| 71350              | 10000510                    | 5560 |      | Programs Group Trip   | 3,000           | 3,000          | 3,280.84          | 0.00             | 0.00              | -280.84          | 109.40        |
| 71350              | 10000510                    | 5810 |      | Programs Due & Memb   | 500             | 500            | 230.76            | 110.00           | 0.00              | 269.24           | 46.20         |
| 71350              | 10000510                    | 5830 |      | Programs Refunds      | 4,000           | 4,000          | 2,387.00          | 120.00           | 0.00              | 1,613.00         | 59.70         |
| 71350              | 10000510                    | 6000 |      | Programs Mat&Sup      | 11,100          | 11,100         | 5,443.38          | 768.14           | 99.50             | 5,557.12         | 49.90         |
| 71350              | 10000510                    | 6011 |      | Programs Clothing     | 2,000           | 2,000          | 201.75            | 0.00             | 0.00              | 1,798.25         | 10.10         |
| 71350              | 10000510                    | 6012 |      | Programs Resale Sup   | 7,000           | 7,000          | 3,362.60          | 0.00             | 8,575.00          | -4,937.60        | 170.50        |
| <b>71350 Total</b> | <b>Parks Programs</b>       |      |      |                       | <b>254,084</b>  | <b>254,084</b> | <b>131,159.29</b> | <b>11,209.31</b> | <b>43,287.29</b>  | <b>79,637.42</b> | <b>68.66</b>  |
| 71360              | 10000520                    | 1300 |      | Concession PT Sal     | 4,125           | 4,125          | 2,622.25          | 0.00             | 0.00              | 1,502.75         | 63.60         |
| 71360              | 10000520                    | 2100 |      | Concession FICA       | 316             | 316            | 200.59            | 0.00             | 0.00              | 115.41           | 63.50         |
| 71360              | 10000520                    | 6000 |      | Concession Mat&Sup    | 100             | 100            | 0.00              | 0.00             | 0.00              | 100.00           | 0.00          |
| 71360              | 10000520                    | 6012 |      | Concession Resale Sup | 10,300          | 10,300         | 3,305.36          | 0.00             | 0.00              | 6,994.64         | 32.10         |
| <b>71360 Total</b> | <b>Concession Stand</b>     |      |      |                       | <b>14,841</b>   | <b>14,841</b>  | <b>6,128.20</b>   | <b>0.00</b>      | <b>0.00</b>       | <b>8,712.80</b>  | <b>41.29</b>  |
| 72240              | 10000527                    | 5600 |      | Barns of Rose Hill    | 5,000           | 5,000          | 5,000.00          | 0.00             | 0.00              | 0.00             | 100.00        |
| <b>72240 Total</b> | <b>Barns of Rose Hill</b>   |      |      |                       | <b>5,000</b>    | <b>5,000</b>   | <b>5,000.00</b>   | <b>0.00</b>      | <b>0.00</b>       | <b>0.00</b>      | <b>100.00</b> |

**Clarke County  
YTD Budget Report  
February 29, 2016**

| FUNCTION           | ORG                                   | OBJ  | PROJ  | ACCOUNT DESCRIPTION   | ORIGINAL APPROP | REVISED BUDGET | YTD EXPENDED | MTD EXPENDED | ENC/REQ    | AVAILABLE BUDGET | % USED |
|--------------------|---------------------------------------|------|-------|-----------------------|-----------------|----------------|--------------|--------------|------------|------------------|--------|
| 72700              | 10000530                              | 5600 |       | VA Arts EntityGift    | 10,000          | 10,000         | 10,000.00    | 0.00         | 0.00       | 0.00             | 100.00 |
| <b>72700 Total</b> | <b>VA Commission for the Arts</b>     |      |       |                       | 10,000          | 10,000         | 10,000.00    | 0.00         | 0.00       | 0.00             | 100.00 |
| 73200              | 10000540                              | 5600 |       | Library EntityGift    | 190,000         | 190,000        | 142,500.00   | 0.00         | 0.00       | 47,500.00        | 75.00  |
| <b>73200 Total</b> | <b>Handley Regional Library</b>       |      |       |                       | 190,000         | 190,000        | 142,500.00   | 0.00         | 0.00       | 47,500.00        | 75.00  |
| 81110              | 10000550                              | 1100 |       | Plan Adm Salaries     | 262,174         | 262,174        | 178,132.64   | 22,241.58    | 88,966.32  | -4,924.96        | 101.90 |
| 81110              | 10000550                              | 2100 |       | Plan Adm FICA         | 20,057          | 20,230         | 13,524.12    | 1,689.15     | 6,730.60   | -24.72           | 100.10 |
| 81110              | 10000550                              | 2210 |       | Plan Adm VRS 1&2      | 28,472          | 28,993         | 19,323.44    | 2,415.43     | 9,661.75   | 7.81             | 100.00 |
| 81110              | 10000550                              | 2300 |       | Plan Adm Health Ins   | 29,414          | 28,663         | 13,054.32    | 1,631.79     | 6,527.16   | 9,081.52         | 68.30  |
| 81110              | 10000550                              | 2400 |       | Plan Adm Life Ins     | 3,120           | 3,177          | 2,122.08     | 265.68       | 1,058.71   | -3.79            | 100.10 |
| 81110              | 10000550                              | 2700 |       | Plan Adm WC           | 5,136           | 5,136          | 5,885.66     | 0.00         | 0.00       | -749.66          | 114.60 |
| 81110              | 10000550                              | 3000 |       | Plan Adm CS           | 10,000          | 10,000         | 6,149.00     | 0.00         | 0.00       | 3,851.00         | 61.50  |
| 81110              | 10000550                              | 3140 |       | Plan Adm Eng & Arch   | 10,000          | 10,000         | 3,252.50     | 900.00       | 0.00       | 6,747.50         | 32.50  |
| 81110              | 10000550                              | 3320 |       | Plan Adm Maint Con    | 300             | 300            | 495.87       | 0.00         | 341.73     | -537.60          | 279.20 |
| 81110              | 10000550                              | 3500 |       | Plan Adm Printing     | 2,000           | 2,000          | 0.00         | 0.00         | 0.00       | 2,000.00         | 0.00   |
| 81110              | 10000550                              | 3600 |       | Plan Adm Advertise    | 3,000           | 3,000          | 2,116.40     | 457.60       | 0.00       | 883.60           | 70.50  |
| 81110              | 10000550                              | 5210 |       | Plan Adm Postal       | 1,000           | 1,000          | 787.14       | 61.58        | 0.00       | 212.86           | 78.70  |
| 81110              | 10000550                              | 5230 |       | Plan Adm Telephone    | 400             | 400            | 192.85       | 25.00        | 0.00       | 207.15           | 48.20  |
| 81110              | 10000550                              | 5500 |       | Plan Adm Travel       | 1,000           | 1,000          | 0.00         | 0.00         | 0.00       | 1,000.00         | 0.00   |
| 81110              | 10000550                              | 5510 |       | Plan Adm Mileage      | 1,000           | 1,000          | 408.35       | 0.00         | 0.00       | 591.65           | 40.80  |
| 81110              | 10000550                              | 5810 |       | Plan Adm Due & Memb   | 300             | 300            | 0.00         | 0.00         | 0.00       | 300.00           | 0.00   |
| 81110              | 10000550                              | 6000 |       | Plan Adm Mat&Sup      | 2,500           | 2,500          | 1,308.98     | 24.99        | 0.00       | 1,191.02         | 52.40  |
| 81110              | 10000550                              | 6000 | RBP15 | Plan Adm Mat&Sup      | 200             | 200            | 0.00         | 0.00         | 0.00       | 200.00           | 0.00   |
| <b>81110 Total</b> | <b>Planning Administration</b>        |      |       |                       | 380,073         | 380,073        | 246,753.35   | 29,712.80    | 113,286.27 | 20,033.38        | 94.73  |
| 81120              | 10000560                              | 1300 |       | Plan Com PT Sal       | 500             | 500            | 150.00       | 100.00       | 0.00       | 350.00           | 30.00  |
| 81120              | 10000560                              | 2100 |       | Plan Com FICA         | 39              | 39             | 5.27         | 5.27         | 0.00       | 33.73            | 13.50  |
| 81120              | 10000560                              | 2300 |       | Plan Com Health Ins   | 0               | 0              | 167.36       | 167.36       | 0.00       | -167.36          | 100.00 |
| 81120              | 10000560                              | 3000 |       | Plan Com CS           | 8,000           | 8,000          | 0.00         | 0.00         | 0.00       | 8,000.00         | 0.00   |
| 81120              | 10000560                              | 3160 |       | Plan Com Board Fe     | 10,000          | 10,000         | 4,100.00     | 800.00       | 0.00       | 5,900.00         | 41.00  |
| 81120              | 10000560                              | 3600 |       | Plan Com Advertise    | 1,600           | 1,600          | 0.00         | 0.00         | 0.00       | 1,600.00         | 0.00   |
| 81120              | 10000560                              | 5210 |       | Plan Com Postal       | 100             | 100            | 0.00         | 0.00         | 0.00       | 100.00           | 0.00   |
| 81120              | 10000560                              | 5500 |       | Plan Com Travel       | 1,750           | 1,750          | 0.00         | 0.00         | 0.00       | 1,750.00         | 0.00   |
| 81120              | 10000560                              | 5810 |       | Plan Com Due & Memb   | 261             | 261            | 0.00         | 0.00         | 0.00       | 261.00           | 0.00   |
| <b>81120 Total</b> | <b>Planning Commission</b>            |      |       |                       | 22,250          | 22,250         | 4,422.63     | 1,072.63     | 0.00       | 17,827.37        | 19.88  |
| 81130              | 10000570                              | 3000 |       | BryDevAuth CS         | 3,000           | 3,000          | 765.00       | 0.00         | 0.00       | 2,235.00         | 25.50  |
| 81130              | 10000570                              | 3160 |       | BryDevAuth Board Fe   | 500             | 500            | 575.00       | 400.00       | 0.00       | -75.00           | 115.00 |
| 81130              | 10000570                              | 3600 |       | BryDevAuth Advertise  | 500             | 500            | 286.00       | 286.00       | 0.00       | 214.00           | 57.20  |
| 81130              | 10000570                              | 5210 |       | BryDevAuth Postal     | 100             | 100            | 0.00         | 0.00         | 0.00       | 100.00           | 0.00   |
| <b>81130 Total</b> | <b>Berryville Dev Authority</b>       |      |       |                       | 4,100           | 4,100          | 1,626.00     | 686.00       | 0.00       | 2,474.00         | 39.66  |
| 81140              | 10000580                              | 5600 |       | Airport EntityGift    | 2,500           | 2,500          | 1,250.00     | 0.00         | 0.00       | 1,250.00         | 50.00  |
| <b>81140 Total</b> | <b>Regional Airport Authority</b>     |      |       |                       | 2,500           | 2,500          | 1,250.00     | 0.00         | 0.00       | 1,250.00         | 50.00  |
| 81310              | 10000590                              | 5600 |       | HlpHousing EntityGift | 5,400           | 5,400          | 5,400.00     | 0.00         | 0.00       | 0.00             | 100.00 |
| <b>81310 Total</b> | <b>Help With Housing</b>              |      |       |                       | 5,400           | 5,400          | 5,400.00     | 0.00         | 0.00       | 0.00             | 100.00 |
| 81400              | 10000600                              | 1300 |       | BrdZonApp PT Sal      | 250             | 250            | 0.00         | 0.00         | 0.00       | 250.00           | 0.00   |
| 81400              | 10000600                              | 2100 |       | BrdZonApp FICA        | 20              | 20             | 0.00         | 0.00         | 0.00       | 20.00            | 0.00   |
| 81400              | 10000600                              | 3000 |       | BrdZonApp CS          | 2,000           | 2,000          | 2,245.00     | 0.00         | 0.00       | -245.00          | 112.30 |
| 81400              | 10000600                              | 3160 |       | BrdZonApp Board Fe    | 500             | 500            | 0.00         | 0.00         | 0.00       | 500.00           | 0.00   |
| 81400              | 10000600                              | 3600 |       | BrdZonApp Advertise   | 500             | 500            | 0.00         | 0.00         | 0.00       | 500.00           | 0.00   |
| 81400              | 10000600                              | 5210 |       | BrdZonApp Postal      | 50              | 50             | 0.00         | 0.00         | 0.00       | 50.00            | 0.00   |
| 81400              | 10000600                              | 5810 |       | BrdZonApp Due & Memb  | 150             | 150            | 0.00         | 0.00         | 0.00       | 150.00           | 0.00   |
| <b>81400 Total</b> | <b>Board of Zoning Appeals</b>        |      |       |                       | 3,470           | 3,470          | 2,245.00     | 0.00         | 0.00       | 1,225.00         | 64.70  |
| 81510              | 10000610                              | 1100 |       | Econ Dev Salaries     | 75,000          | 75,000         | 0.00         | 0.00         | 0.00       | 75,000.00        | 0.00   |
| 81510              | 10000610                              | 1300 |       | Econ Dev PT Sal       | 0               | 0              | 3,125.00     | 0.00         | 0.00       | -3,125.00        | 100.00 |
| 81510              | 10000610                              | 2100 |       | Econ Dev FICA         | 5,738           | 5,738          | 239.07       | 0.00         | 0.00       | 5,498.93         | 4.20   |
| 81510              | 10000610                              | 2210 |       | Econ Dev VRS 1&2      | 8,145           | 8,145          | 0.00         | 0.00         | 0.00       | 8,145.00         | 0.00   |
| 81510              | 10000610                              | 2300 |       | Econ Dev Health Ins   | 9,519           | 9,519          | 0.00         | 0.00         | 0.00       | 9,519.00         | 0.00   |
| 81510              | 10000610                              | 2400 |       | Econ Dev Life Ins     | 892             | 892            | 0.00         | 0.00         | 0.00       | 892.00           | 0.00   |
| 81510              | 10000610                              | 3000 |       | Econ Dev CS           | 5,000           | 5,000          | 24,795.00    | 5,297.50     | 0.00       | -19,795.00       | 495.90 |
| 81510              | 10000610                              | 3500 |       | Econ Dev Printing     | 500             | 500            | 0.00         | 0.00         | 0.00       | 500.00           | 0.00   |
| 81510              | 10000610                              | 3600 |       | Econ Dev Advertise    | 1,000           | 1,000          | 128.70       | 0.00         | 0.00       | 871.30           | 12.90  |
| 81510              | 10000610                              | 5210 |       | Econ Dev Postal       | 100             | 100            | 1.46         | 0.00         | 0.00       | 98.54            | 1.50   |
| 81510              | 10000610                              | 5230 |       | Econ Dev Telephone    | 1,000           | 1,000          | 333.86       | 47.48        | 266.14     | 400.00           | 60.00  |
| 81510              | 10000610                              | 5500 |       | Econ Dev Travel       | 500             | 500            | 54.88        | 0.00         | 0.00       | 445.12           | 11.00  |
| 81510              | 10000610                              | 5510 |       | Econ Dev Mileage      | 500             | 500            | 0.00         | 0.00         | 0.00       | 500.00           | 0.00   |
| 81510              | 10000610                              | 5600 |       | Econ Dev EntityGift   | 750             | 750            | 0.00         | 0.00         | 0.00       | 750.00           | 0.00   |
| 81510              | 10000610                              | 5810 |       | Econ Dev Due & Memb   | 500             | 500            | 0.00         | 0.00         | 0.00       | 500.00           | 0.00   |
| 81510              | 10000610                              | 6000 |       | Econ Dev Mat&Sup      | 400             | 400            | 39.95        | 0.00         | 0.00       | 360.05           | 10.00  |
| <b>81510 Total</b> | <b>Office of Economic Development</b> |      |       |                       | 109,544         | 109,544        | 28,717.92    | 5,344.98     | 266.14     | 80,559.94        | 26.46  |
| 81530              | 10000620                              | 5600 |       | SmallBusDv EntityGift | 1,500           | 1,500          | 1,500.00     | 0.00         | 0.00       | 0.00             | 100.00 |
| <b>81530 Total</b> | <b>Small Business Dev Center</b>      |      |       |                       | 1,500           | 1,500          | 1,500.00     | 0.00         | 0.00       | 0.00             | 100.00 |
| 81540              | 10000630                              | 5600 |       | Blandy EntityGift     | 3,000           | 3,000          | 3,000.00     | 0.00         | 0.00       | 0.00             | 100.00 |
| <b>81540 Total</b> | <b>Blandy Experimental Farm</b>       |      |       |                       | 3,000           | 3,000          | 3,000.00     | 0.00         | 0.00       | 0.00             | 100.00 |
| 81800              | 10000640                              | 3000 |       | HstPrvCom CS          | 6,000           | 6,000          | 3,630.00     | 1,100.00     | 0.00       | 2,370.00         | 60.50  |

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| FUNCTION           | ORG                                  | OBJ  | PROJ | ACCOUNT DESCRIPTION   | ORIGINAL APPROP | REVISED BUDGET | YTD EXPENDED | MTD EXPENDED | ENC/REQ      | AVAILABLE BUDGET | % USED |
|--------------------|--------------------------------------|------|------|-----------------------|-----------------|----------------|--------------|--------------|--------------|------------------|--------|
| 81800              | 10000640                             | 3160 |      | HstPrvCom Board Fe    | 1,000           | 1,000          | 450.00       | 0.00         | 0.00         | 550.00           | 45.00  |
| 81800              | 10000640                             | 3600 |      | HstPrvCom Advertise   | 300             | 300            | 343.20       | 0.00         | 0.00         | -43.20           | 114.40 |
| 81800              | 10000640                             | 5210 |      | HstPrvCom Postal      | 200             | 200            | 0.00         | 0.00         | 0.00         | 200.00           | 0.00   |
| 81800              | 10000640                             | 5500 |      | HstPrvCom Travel      | 500             | 500            | 0.00         | 0.00         | 0.00         | 500.00           | 0.00   |
| <b>81800 Total</b> | <b>Historic Preservation Comm</b>    |      |      |                       | 8,000           | 8,000          | 4,423.20     | 1,100.00     | 0.00         | 3,576.80         | 55.29  |
| 81910              | 10000650                             | 5600 |      | NSVRC EntityGift      | 7,329           | 7,329          | 7,328.69     | 0.00         | 0.00         | 0.31             | 100.00 |
| <b>81910 Total</b> | <b>Northern Shen Valley Reg Comm</b> |      |      |                       | 7,329           | 7,329          | 7,328.69     | 0.00         | 0.00         | 0.31             | 100.00 |
| 82210              | 10000660                             | 3000 |      | Water Qual CS         | 30,000          | 30,000         | 15,000.00    | 7,500.00     | 7,500.00     | 7,500.00         | 75.00  |
| <b>82210 Total</b> | <b>Water Quality Management</b>      |      |      |                       | 30,000          | 30,000         | 15,000.00    | 7,500.00     | 7,500.00     | 7,500.00         | 75.00  |
| 82220              | 10000670                             | 5600 |      | FriendShen EntityGift | 3,000           | 3,000          | 3,000.00     | 0.00         | 0.00         | 0.00             | 100.00 |
| <b>82220 Total</b> | <b>Friends of the Shenandoah</b>     |      |      |                       | 3,000           | 3,000          | 3,000.00     | 0.00         | 0.00         | 0.00             | 100.00 |
| 82230              | 10000680                             | 3160 |      | BrdSepApp Board Fe    | 200             | 200            | 75.00        | 0.00         | 0.00         | 125.00           | 37.50  |
| 82230              | 10000680                             | 3600 |      | BrdSepApp Advertise   | 500             | 500            | 286.00       | 0.00         | 0.00         | 214.00           | 57.20  |
| 82230              | 10000680                             | 5210 |      | BrdSepApp Postal      | 20              | 20             | 0.00         | 0.00         | 0.00         | 20.00            | 0.00   |
| <b>82230 Total</b> | <b>Board of Septic Appeals</b>       |      |      |                       | 720             | 720            | 361.00       | 0.00         | 0.00         | 359.00           | 50.14  |
| 82400              | 10000690                             | 5600 |      | LF S&W EntityGift     | 5,000           | 5,000          | 5,000.00     | 0.00         | 0.00         | 0.00             | 100.00 |
| <b>82400 Total</b> | <b>LF Soil &amp; Water Cons Dist</b> |      |      |                       | 5,000           | 5,000          | 5,000.00     | 0.00         | 0.00         | 0.00             | 100.00 |
| 82600              | 10000700                             | 1300 |      | Biosolids PT Sal      | 12,228          | 12,228         | 3,566.38     | 0.00         | 0.00         | 8,661.62         | 29.20  |
| 82600              | 10000700                             | 2100 |      | Biosolids FICA        | 936             | 936            | 272.83       | 0.00         | 0.00         | 663.17           | 29.10  |
| 82600              | 10000700                             | 2700 |      | Biosolids WC          | 143             | 143            | 189.40       | 0.00         | 0.00         | -46.40           | 132.40 |
| 82600              | 10000700                             | 5510 |      | Biosolids Mileage     | 1,152           | 1,152          | 831.04       | 0.00         | 0.00         | 320.96           | 72.10  |
| <b>82600 Total</b> | <b>Bio-solids Application</b>        |      |      |                       | 14,459          | 14,459         | 4,859.65     | 0.00         | 0.00         | 9,599.35         | 33.61  |
| 83100              | 10000710                             | 3000 |      | Coop Ext CS           | 100             | 100            | 0.00         | 0.00         | 0.00         | 100.00           | 0.00   |
| 83100              | 10000710                             | 3320 |      | Coop Ext Maint Con    | 500             | 500            | 393.27       | 0.00         | 272.61       | -165.88          | 133.20 |
| 83100              | 10000710                             | 3841 |      | Coop Ext VPI Agent    | 37,036          | 37,036         | 9,068.42     | 0.00         | 0.00         | 27,967.58        | 24.50  |
| 83100              | 10000710                             | 5210 |      | Coop Ext Postal       | 600             | 600            | 475.99       | 124.13       | 0.00         | 124.01           | 79.30  |
| 83100              | 10000710                             | 5230 |      | Coop Ext Telephone    | 500             | 500            | 78.28        | 11.64        | 0.00         | 421.72           | 15.70  |
| 83100              | 10000710                             | 5810 |      | Coop Ext Due & Memb   | 0               | 130            | 130.00       | 0.00         | 0.00         | 0.00             | 100.00 |
| 83100              | 10000710                             | 6000 |      | Coop Ext Mat&Sup      | 2,000           | 1,870          | 296.44       | 12.88        | 0.00         | 1,573.56         | 15.90  |
| <b>83100 Total</b> | <b>Cooperative Extension Program</b> |      |      |                       | 40,736          | 40,736         | 10,442.40    | 148.65       | 272.61       | 30,020.99        | 26.30  |
| 83400              | 10000720                             | 5600 |      | 4-H Center EntityGift | 2,300           | 2,300          | 2,300.00     | 0.00         | 0.00         | 0.00             | 100.00 |
| <b>83400 Total</b> | <b>4-H Center</b>                    |      |      |                       | 2,300           | 2,300          | 2,300.00     | 0.00         | 0.00         | 0.00             | 100.00 |
| 91600              | 10000730                             | 1000 |      | Reserve Personal      | 132,000         | 131,778        | 0.00         | 0.00         | 0.00         | 131,778.00       | 0.00   |
| 91600              | 10000730                             | 3140 |      | Reserve Eng & Arch    | 15,000          | 0              | 0.00         | 0.00         | 0.00         | 0.00             | 0.00   |
| 91600              | 10000730                             | 3150 |      | Reserve Legal S       | 20,000          | 19,400         | 0.00         | 0.00         | 0.00         | 19,400.00        | 0.00   |
| 91600              | 10000730                             | 8000 |      | Reserve CO            | 15,000          | 3,306          | 0.00         | 0.00         | 0.00         | 3,306.00         | 0.00   |
| <b>91600 Total</b> | <b>Contingency Reserves</b>          |      |      |                       | 182,000         | 154,484        | 0.00         | 0.00         | 0.00         | 154,484.00       | 0.00   |
| <b>Grand Total</b> | <b>General Fund</b>                  |      |      |                       | 9,198,683       | 9,219,629      | 5,974,367.14 | 597,036.30   | 1,787,249.64 | 1,458,012.22     | 84.19  |

# **Clarke County Board of Supervisors**

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## **Joint Administrative Services Update** **By Tom Judge**

# **Clarke County Board of Supervisors**

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## **Government Projects Update**

# **Clarke County Board of Supervisors**

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## **Miscellaneous Items**



Board of Supervisors  
Summary of Required Actions Status Report

| <i>Meeting/Letter Date</i> | <i>Item</i> | <i>Description</i>   | <i>Responsibility</i> | <i>Status</i> | <i>Date Complete</i> |
|----------------------------|-------------|--|-----------------------|---------------|----------------------|
| 2/16/2016                  | 1953        | Correct and Process approved minutes.  | Lora B. Walburn       | Complete      | 3/10/2016            |
| 2/16/2016                  | 1954        | Process 16-01P.  | Lora B. Walburn       | Complete      | 3/10/2016            |
| 2/16/2016                  | 1955        | Advertise public hearings for TA-16-01, TA-16-02                             | Lora B. Walburn       | Complete      | 2/19/2016            |
| 2/16/2016                  | 1956        | Schedule BAP Review for March 7 Work Session and allow for extended session. | David Ash             | Complete      | 2/17/2016            |
| 2/16/2016                  | 1957        | Update appointment database and process appointments.                        | Lora B. Walburn       | Complete      | 3/2/2016             |
| 2/16/2016                  | 1958        | Request for per capita budget for Substance Abuse Coalition.                 | Tom Judge             |               |                      |
| 2/16/2016                  | 1959        | Update County Code Chapter 48  | Lora B. Walburn       |               |                      |
| 2/16/2016                  | 1960        | Proceed with insurance pool for Shenandoah Farms Sanitary District.          | David Ash             | Complete      | 2/22/2016            |

# **Clarke County Board of Supervisors**

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## **Board Member Committee Status Reports**

# Clarke County Board of Supervisors

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**Closed Session** [*as necessary*]

# **Clarke County Board of Supervisors**

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## **Citizen Comment Period**

**ZONING ORDINANCE TEXT AMENDMENT (TA-16-01)**  
**Public Outdoor Recreation Facility Lighting**  
**March 15, 2016 Board of Supervisors Meeting – PUBLIC HEARING**  
**STAFF REPORT – Department of Planning**

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The purpose of this staff report is to provide information to the Planning Commission and Board of Supervisors to assist them in reviewing this proposed ordinance amendment. It may be useful to members of the general public interested in this proposed amendment.  
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**Description:**

Proposed text amendment to amend §6-H-11, Outdoor Lighting Standards, of the Zoning Ordinance. The purpose of the amendment is to establish a new category for public outdoor recreation facility lighting including new lighting plan submission and design criteria requirements.

**Requested Action:**

Conduct advertised public hearing and take action on proposed text amendment.

**Staff Discussion/Analysis:**

This text amendment is proposed by Staff at the direction of the Board of Supervisors to address concerns with a provision of the outdoor lighting standards in the Zoning Ordinance. The current maximum mounting height for all outdoor lighting is 25 feet – an Ordinance requirement which dates back to the 1990s. Over the years, the outdoor lighting standards have been expanded to include “dark sky” provisions to minimize light spillover onto adjacent properties and into the night sky. These expanded provisions included photometric plan requirements, fixture design criteria, and light spillover thresholds at property lines to help ensure consistency with dark sky objectives.

The County recently commenced a project to install new outdoor lighting for ballfields at Chet Hobert Park. During the planning phase of the project, the 25 foot maximum mounting height requirement was identified as an impediment to the project. Further research by Staff determined that the outdoor lighting standards do not include special provisions for outdoor recreational facility lighting. Because of the nature of recreational and athletic field lighting, typical mounting height and light spillover thresholds used for other commercial and institutional uses (e.g., parking lots) are prohibitive to the installation of lights for sports activities that require a broad area of illumination and specific levels of illumination in particular areas of the fields.

The proposed text amendment would establish separate design criteria and plan submission requirements for public outdoor recreational facility lighting to recognize the unique characteristics of this lighting category. Staff proposes using the most current version of the Illuminating Engineering Society of North America’s (IESNA) Recommended Practice for Sports and Recreational Area Lighting (IES-RP-6) and the IESNA Lighting Manual as the design criteria for outdoor recreational facility lighting. This resource is used by a number of Virginia localities, including Frederick County, as a standard that balances the need for effective recreational lighting with the desire to limit light spillover from such facilities. In practice, an applicant for new outdoor recreational facility lighting would submit a site plan and photometric

plan that conforms to the IES-RP-6 design criteria for the specific sports field that is proposed (e.g., baseball field, soccer field). The County’s engineering consultant would review the plans to verify conformance and recommend plan approval. Following plan approval and installation, the applicant would be required to provide written certification that the lighting has been inspected and is installed in full conformity with the approved plan and ordinance requirements. This certification requirement would apply to all categories of outdoor lighting.

The mounting height of the fixture would be dependent upon the size and type of sports field proposed, and lighting fixtures would have to be installed and positioned to ensure specific light intensities are projected at the required locations on the field. The 25 foot maximum mounting height requirement would not apply to this lighting category and poles used to mount lighting fixtures would be exempt from minimum setback requirements as compliance with the lighting standards would help minimize light spillover. Staff has obtained a copy of the IES-RP-6 manual and can provide it for review if desired.

The public outdoor recreation facility lighting category would apply only to permanent outdoor lighting for public athletic and recreational facilities that are owned and/or operated by a unit of Federal, State, or local government or by the Clarke County Public Schools system. Private non-profit, not for profit, and commercial entities proposing outdoor recreation facilities would not be included in this lighting category and would have to conform to current outdoor lighting requirements.

**Planning Commission Recommendation:**

Following a duly advertised Public Hearing on February 5, 2016, the Planning Commission voted 9-0-2 (Caldwell absent, Daniel abstain) to recommend adoption of the proposed text amendment. Dave Juday, representing the Clarke County Little League, spoke in favor of the text amendment at the Public Hearing.

**Staff Recommendation:**

Staff has no outstanding concerns with the adoption of the text amendment.

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**History:**

- |                           |   |
|---------------------------|---|
| <b>January 8, 2016.</b>   | <b>Commission voted unanimously (10-0) to schedule Public Hearing for the February 5, 2016 meeting.</b>               |
| <b>February 5, 2016.</b>  | <b>Commission voted 9-0-2 (Caldwell absent, Daniel abstain) to recommend adoption of the proposed text amendment.</b> |
| <b>February 16, 2016.</b> | <b>Board voted unanimously to schedule Public Hearing for the March 15, 2016 meeting.</b>                             |
| <b>March 15, 2016.</b>    | <b>Placed on the Board’s regular meeting agenda and advertised for Public Hearing.</b>                                |

**Zoning Ordinance Amendment Text (proposed changes in bold italics with strikethroughs where necessary):**

6-H-11 Outdoor Lighting Standards

The purpose and intent of this section is to establish outdoor lighting standards that reduce the impacts of glare, light trespass, and over-lighting, promote safety and security and encourage energy conservation.

6-H-11-a General Outdoor Lighting Standards

1. ***Requirements for lighting fixtures; maximum installation height.***
  - a. All exterior light fixtures shall be a full cut-off type. Such light fixtures shall have flat cut-off lenses. The lenses of lights mounted into eaves or canopies shall be mounted so as to be flush or recessed. The direct light from exterior light fixture elements shall not be visible off the subject property.
  - b. No exterior light fixture shall be installed at a height greater than 25 feet above finished grade as measured from the bottom of the fixture.
  - c. ***This section shall not apply to the installation of public outdoor recreational lighting as set forth in Subsection 6 below.***
2. Flashing, revolving, intermittent, or high intensity beams used for exterior lighting shall be prohibited.
3. Up-cast lighting used to illuminate flags, signs, landscaping, buildings, or other objects and structures shall have directional control shields to prevent stray lighting and to ensure that no light source is visible from or causes glare on public right-of-ways or adjacent properties and shall be limited to 150 watts or less standard incandescent light elements or equivalent brightness (defined as 2500 lumens).
4. All exterior lighting shall be oriented not to direct glare or excessive illumination on streets in a manner that may distract or interfere with the vision of drivers on such roads and streets.
5. All canopy lighting shall be recessed and flush mounted. That portion of the canopy façade not included in the sign area shall not be illuminated.
6. ***Public outdoor recreational facility lighting.***
  - a. ***In addition to the general requirements of Subsection 7 below, photometric plans for public outdoor recreational facility lighting shall conform to the requirements set forth in the most current edition of the Illuminating Engineering Society of North America (IESNA) RP-6 Recommended Practice for Sports and Recreational Area Lighting and the IESNA Lighting Handbook.***

*Appropriate lighting criteria shall be selected based on the class of play of the facility and participants as defined by the IESNA.*

- b. For the purposes of this subsection, poles for the mounting of lighting fixtures shall be exempt from minimum setback requirements.*
- c. Event hours – All events shall be scheduled so as to complete all activity before or as near to 11:00 p.m. as practical, but under no circumstances shall any illumination of the playing field, court, or track be permitted after 11:00 p.m. except to conclude an event that was reasonably scheduled to conclude prior to 11:00 p.m.*
- d. Lighting fixtures shall be installed to meet the criteria of a full cutoff fixture and shall include internal and/or external glare-control louvers.*
- e. Initial lighting levels shall not exceed the target levels specified by the IESNA by more than 30% to account for light loss factors such as lamp lumen depreciation and luminaire dirt depreciation.*

7. Photometric Plan Requirements

- a. A photometric lighting plan shall be submitted and approved in conjunction with any required site plan. The photometric lighting plan shall be certified by the National Council on Qualifications for the Lighting Professions (NCQLP), or a **Virginia** licensed professional engineer, or architect.
- b. All such plans shall include the following:
  - (1) Plans indicating the location on the premises of all lighting fixtures, both proposed and existing on the site, including a schematic layout of proposed outdoor lighting fixture locations that demonstrate adequate intensities and uniformity, and light coverage resulting from the proposed light layout.
  - (2) Description of all lighting fixtures, both proposed and existing, which shall include but are not limited to catalog cuts and illustrations by manufactures that describes the equipment, including lamp types, wattage and initial lumen outputs, glare control devices, lamps, proposed placement of all fixtures, including engineering detail of fixtures, manufacturer, model and installation of same.
  - (3) Photometric data, such as that furnished by manufacturers, or similar, showing the angle cut-off light emissions and glare control devices.
  - (4) Lighting levels for exterior lighting, **except for public outdoor recreational facility lighting described in Subsection 6**, shall not exceed the following standards:



- (a) 2.5 foot-candles for parking lots;
- (b) 5 foot-candles at entrances from local rural/urban road entrances;
- (c) 10 foot-candles along fronts of buildings, at loading docks, and at entrances from primary highways and rural/urban arterials and collectors;
- (d) A uniformity ratio of 4:1 shall be provided across all parking lots, travelways, and private/public streets and roads. The project site shall be modeled with all lighting (building, canopy, parking, etc.) in operation.
- (e) Lighting levels shall not exceed 0.2 foot-candles at any common property line.
- (f) The first three measurements shall be made at the ground surface. The fourth measurement shall be made on a vertical face with the property line at five feet above the ground.

***c. Field verification of installation required. Upon completion of lighting installation, the applicant shall provide written certification that the lighting is installed and operates in conformance with the approved photometric plan and the provisions of this ordinance.***

**8. Lighting Definitions**

- a. Candela – The system of luminous intensity. One candela is one lumen per candle (steradian).
- b. Foot-Candle – A measure of light falling on a surface. One foot-candle is equal to the amount of light generated by one candle shining on one square foot surface located one foot away. Foot-candle measurements shall be made with a photometric light meter with a specified horizontal orientation.
- c. Foot-Candle (Average Maintained) – The average of a number of points of foot-candle calculations or foot-candle readings in a given area which have been adjusted to account for maintenance which includes luminaire dirt depreciation and lamp lumen depreciation.
- d. Glare – The sensation produced by a bright source within the visual field that is sufficiently brighter than the level to which the eyes are adapted to cause annoyance, discomfort, or loss in visual performance and visibility. The magnitude of glare depends on such factors as the size, position, brightness of the source, and on the brightness level to which the eyes are adapted.
- e. Lighting Fixture – A complete lighting unit consisting of the lamp, lens, optical reflector, housing and electrical components necessary for ignition and control of the lamp, which may include ballast started and/or photo control.

- f. Lighting fixture, full cut-off – A lighting fixture from which a luminaire has zero candela intensity occurring at or above an angle of 90% above nadir.
- g. Light fixture, recessed canopy – An outdoor lighting fixture recessed into a canopy ceiling so that the light source is either completely flush or recessed within the underside of the canopy.
- h. Light Trespass – Unwanted light going beyond the property line and spilling over onto the adjacent or neighboring property. It can also represent the direct light (glare) that reduces a person’s vision or ability to see.
- i. Luminaire – A complete lighting unit consisting of a lamp or lamps and the parts designed to distribute the light, to position and protect the lamp(s), and to connect the lamp(s) to the power supply.
- j. Nadir – The angle pointing directly downward from the luminaire.
- k. Public outdoor recreational facility lighting – Lighting fixtures and mounting structures designed to provide permanent outdoor lighting for public recreational and athletic fields and facilities, owned and/or operated by a unit of Federal, State, or local government or by the Clarke County Public Schools.***

**ZONING ORDINANCE TEXT AMENDMENT (TA-16-02)**

**Streambank Protection Regulations**

**March 15, 2016 Board of Supervisors Meeting – PUBLIC HEARING**

**STAFF REPORT – Department of Planning**

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The purpose of this staff report is to provide information to the Planning Commission and Board of Supervisors to assist them in reviewing this proposed ordinance amendment. It may be useful to members of the general public interested in this proposed amendment.  
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**Description:**

Proposed text amendment to §3-E-1, Flood Plain District (FP), and §3-E-5, Stream Protection Overlay District, of the Zoning Ordinance. The purpose of the amendment is to establish construction standards and regulations for the siting of boat landings, boat ramps, docks, decks, stairs, and similar structures along perennial streams including the Shenandoah River. The amendment also clarifies current ordinance language including referencing County Septic Ordinance regulations for the siting of portable privies and linking of complementary provisions in both sections.

**Requested Action:**

Conduct advertised public hearing and take action on proposed text amendment.

**Staff Discussion/Analysis:**

The proposed text amendment was developed by Staff at the request of the Commission to clarify and strengthen regulations regarding recreational structures constructed by property owners along the Shenandoah River and the County’s other perennial streams.

The primary goal of the text amendment is to provide a more effective means of regulating construction of river accesses (e.g., docks, boat ramps/landings) and camping structures to prevent/mitigate riverbank erosion and washing of structures and materials into the river during flood events. The amendment also attempts to ensure that portable privies are allowed on a temporary basis to avoid permanent (pit) privies and other waste disposal activities along the river that would violate the County’s septic ordinance.

The relevant ordinance sections are the Flood Plain District regulations found in §3-E-1 and the Stream Protection Overlay District provisions found in §3-E-5. The Flood Plain District (FP) Regulations include the 100 foot stream buffer area set forth in the Stream Protection Overlay District (3-E-5). The Stream Protection Overlay District includes areas 100 feet from either side of perennial streams including the Shenandoah River. Amendments that address river and streambank protection must be included in both §3-E-1 and §3-E-5 with linkages to cross-reference these complementary provisions. A summary of the proposed amendments to each section is included below.

**Flood Plain District provisions**

- 3-E-1-b-1. Replaced Zoning “Officer” with Zoning “Administrator” for consistency purposes across the Ordinance.

- 3-E-1-b-2. Added a new subsection “d” to clarify that all zoning and building permit applications for development in the Flood Plain District shall also meet the requirements set forth in 3-E-5 (Stream Protection Overlay District).
- 3-E-1-c-2. Deleted “boat launching and swimming areas” as a permitted use subject to compliance with the zoning provisions for the underlying zoning district. The amendment establishes construction standards for boat launches (including ramps and landings) so these uses are moved to 3-E-1-d-4 as described below. “Airport landing strips” are also deleted as this is no longer an allowable use in the Zoning Ordinance.
- 3-E-1-d-3a. Current ordinance language prohibits “(s)tructures used for residential or non-residential use, either temporary or permanent” in the Flood Plain District. This would appear to **prohibit** boat landings with structures, docks, recreational buildings (temporary or permanent), and portable privies. New language is added to indicate that they are permitted structures provided they meet the new construction standards listed below.
- 3-E-1-d-3b and 4a allow recreational vehicles (RVs) in the Flood Plain District provided that:
  - RVs shall not be located within 100 feet of the River from January 1 through March 31.
  - Truck campers or caps shall not be removed from a transporting vehicle that is located within 100 feet of the River.
  - Wheels shall not be removed from trailers located within 100 feet of the River.
  - RVs must be fully licensed and ready for highway use – on wheels or jacking system, is attached to the site only by quick disconnect type utilities and security devices, and has no permanently attached additions.

Current subsection 3b is written in a confusing manner – the proposed language attempts to clarify the provision and its intent.

- 3-E-1-d-3c. Added the word “land” to clarify that this subsection refers to “land disturbance.”
- 3-E-1-d-4c. Deleted “boat landings” and “docks” from this list of uses as they are consolidated under 3-E-1-d-4.
- 3-E-1-d-4d. Replaced “to include” with “limited to” to indicate clearly that this is an all-inclusive list of accessory uses rather than a partial list of which similar types of structures can be included. This also clearly excludes the streambank structure types that this text amendment seeks to regulate separately.
- 3-E-1-d-4e. New subsection indicating that construction of boat ramps, boat landings, docks (permanent or floating), and similar structures shall also meet the construction requirements that are proposed to be established in §3-E-5.

- 3-E-1-d-4f. New subsection indicating that siting of portable privies must meet the requirements of §3-E-5 and the Clarke County Septic Ordinance (Chapter 143).

Stream Protection Overlay District provisions

- 3-E-5-d-4. Current language allows “water-dependent facilities” as a type of use allowed in a stream buffer, but this term is not defined. Staff proposes deletion of this term.
- 3-E-5-d-5. New subsection indicating that the siting of portable privies must meet the requirements of §3-E-5 and the Clarke County Septic Ordinance (Chapter 143). This is reciprocal language to 3-E-1-d-4f referenced above.
- 3-E-5-e-5. New subsection indicating that construction of boat landings, boat accesses, docks (permanent or floating), and similar structures are allowed provided that prior to commencement of construction, the following requirements are met:
  - Property owner obtains any required State or Federal permits and provides copies to the Natural Resources Planner, if applicable.
  - Land disturbance and construction plans satisfy all requirements of 3-E-1, Flood Plain District.
  - Land disturbance and construction plans meet new design requirements set forth in 3-E-5-e-6 and 7.
- 3-E-5-e-6. New subsection establishing site and construction criteria for decks, docks, and stairs. A permit shall be obtained from the Natural Resources Planner after submitting a plan that meets the following design requirements:
  - Stairways shall not exceed four feet in width. Wider stairs may be used for public open-space recreational properties.
  - Landings for stairs or decks shall not exceed 32 square feet in area.
  - Permanent canopies or roofs are not allowed on stairways, decks or docks.
  - Stairways, docks, or decks may be either constructed above ground on posts or pilings or placed into the ground provided they are designed and built in a manner that ensures control of soil erosion.
  - Stairways, docks, or decks shall be located in the most visually inconspicuous portion of lots, as viewed from the river assuming leaf-on conditions, whenever practical.

These requirements were modified from provisions used by the Tennessee Valley Authority for residential shoreline construction projects. They were chosen by Staff after detailed research because they strike the best balance among protecting river and streambanks, enabling Staff to apply and enforce without additional engineering technical assistance, and minimizing costs and delays to property owners.

- 3-E-5-e-7. New subsection establishing site and construction criteria for private ramps. A permit shall be obtained from the Natural Resources Planner after submitting a plan that meets the following design requirements:
  - Site can support a ramp without pilings, dredging, or other special site preparation.
  - Boat ramps with vehicular access shall have slopes no greater than 15% or less than 12%.
  - The ramp shall be constructed of gravel, natural rock, steel matting, or other durable inorganic material not exceeding 7 inches in thickness.
  - The ramp shall be no more than 12 feet wide along the shore and 10 feet waterward of the shoreline or into a water depth of 4 feet, whichever is less.
  - Excavation of no more than 5 cubic yards (to create a suitable slope and launching area) and placement of no more than 5 cubic yards of crushed rock, gravel, clean sand, or small stone are allowed to provide a stable base or maintain use of the ramp.
  - Boat ramp construction requires erosion control measures such as a floating silt fence to limit spread of sediment during construction.

These requirements were modified from provisions used by the Minnesota Department of Natural Resources as best management practices. As with the previous provisions, they were chosen by Staff because they strike the best balance among protecting river and streambanks, enabling Staff to apply and enforce without additional engineering technical assistance, and minimizing costs and delays to property owners.

- 3-E-5-f-1. Removed reference to a specific fee amount as specific fees are not included in the Zoning Ordinance.

**Planning Commission Recommendation:**

Following a duly advertised Public Hearing on February 5, 2016, the Commission voted 9-0-2 (Caldwell absent, Daniel abstain) to recommend adoption of the proposed text amendment.

**Staff Recommendation:**

Staff has no outstanding concerns with the adoption of the text amendment.

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**History:**

- |                          |   |
|--------------------------|---|
| <b>June 2, 2015.</b>     | <b>Placed on Commission’s priority projects list and assigned to Policy Committee for further study.</b>          |
| <b>December 4, 2015.</b> | <b>Policy Committee agreed by consensus to forward draft text amendment to full Commission for consideration.</b> |
| <b>January 8, 2016.</b>  | <b>Commission voted unanimously (10-0) to schedule Public Hearing for the February 5, 2016 meeting.</b>           |

- February 5, 2016. Commission voted 9-0-2 (Caldwell absent, Daniel abstain) to recommend adoption of the text amendment.
- February 16, 2016. Board voted unanimously to schedule Public Hearing for the March 15, 2016 meeting.
- March 15, 2016. Placed on the Board's regular meeting agenda and advertised for Public Hearing.

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**Zoning Ordinance Amendment Text (proposed changes in bold italics with strikethroughs where necessary):**

3-E SCHEDULE OF OVERLAY DISTRICT REGULATIONS  
(7/17/07)

3-E-1 Flood Plain District (FP)

3-E-1-b Permit and Application Requirements

- (5/19/87) 1. All uses, activities, and development occurring within any Flood Plain District shall be undertaken only upon the issuance of property zoning and building permits. Such development shall be undertaken only in strict compliance with the provisions of the Ordinance and with all other applicable codes and ordinances, as amended and the Clarke County Subdivision Regulations. Prior to the issuance of any such permit, the Zoning ~~Offieer~~ **Administrator** shall require all applications to include compliance with all applicable state and federal laws.
- (4/20/93) 2. All zoning and building permit application for development within the Flood Plain District shall incorporate the following information:
  - a. For structures to be elevated, the elevation of the lowest floor (including basement).
  - b. For structures to be flood-proofed (non-residential only), the elevation to which the structure will be flood-proofed.
  - c. Base flood elevation data shall be provided for subdivision proposals and other proposed development (including manufactured home parks and subdivisions) that exceed five acres or fifty lots, whichever is the lesser.
  - d. Any other requirements as set forth in this section or in §3-E-5, Stream Protection Overlay District (SP).**
- (10/18/94) 3. Any encroachments, including fill, new construction, substantial improvements and other developments is prohibited unless certification (with supporting technical data) by a registered professional engineer is provided demonstrating that encroachments shall not result in any increase in flood levels during occurrence of the base flood discharge.
- (6/20/00) 4. The placement of manufactured homes (mobile homes) is prohibited, except in an existing manufactured homes (mobile homes) park or

subdivision. A replacement manufactured home may be placed on a lot in an existing manufactured home park or subdivision provided the anchoring, elevation, and encroachment standards are met.

3-E-1-c Permitted Uses (Exceptions) in the Floodway District

(5/19/87) The following uses and activities are permitted provided that they are in compliance with the provisions of the underlying area and are not prohibited by any other ordinance and provided that they do not require structures, fill, or storage of materials and equipment:

1. Agricultural uses, such as general farming, pasture, grazing, outdoor plant nurseries, horticulture, truck farming, forestry, sod farming, and wild crop harvesting.
2. Public and private recreational uses and activities, such as parks, day camps, picnic grounds, golf courses, **boat launching and swimming areas**, horseback riding and hiking trails, wildlife and nature preserves, game farms, fish hatcheries, trap and skeet game ranges, and hunting and fishing areas.
3. Accessory residential uses, such as yard areas, gardens, play areas, and pervious loading areas.
4. Accessory industrial and commercial uses, such as yard areas, pervious parking and loading areas, **airport landing strips**, etc.

3-E-1-d Use Regulations in the Flood Plain District

(5/19/87) In the flood plain district the following provisions shall apply:

- (4/20/93)
- (10/18/94)
- (6/20/00)
- (10/18/11)
1. Under no circumstances shall any proposed use, activity, and/or development adversely affect the capacity of the channels or floodways of any watercourse, drainage ditch, or any other drainage facility or system.
  2. In riverine situations, adjacent communities and the Department of Conservation and Recreation (Division of Dam Safety and Floodplain Management) shall be notified prior to any alteration or relocation of a watercourse, and copies of such notifications shall be submitted to FEMA.

3. Uses and Structures Prohibited in the Flood Plain District:

- a. Structures used for residential or non-residential use, either temporary or permanent, shall not be permitted in the Flood Plain District **except as set forth in subsection 4 below.**
- b. Recreational vehicles shall not be located; within 100 feet of the Shenandoah River; from January 1 through March 31 of any year. ~~A truck camper or cap shall not be removed from its transporting vehicle nor shall wheels be removed from a trailer, within 100 feet of the Shenandoah River, at any time of the year.~~ **A truck camper or cap, located within 100 feet of the Shenandoah River, shall not be removed from its transporting vehicle nor shall wheels be removed from a trailer or recreational vehicle at any time of the year.**



- c. There shall be no **land** disturbance of any kind within 100 feet of the Shenandoah River except as provided in Section 3-E-5, Stream Protection Overlay District.
- 4. The following uses may be permitted, with issuance of a Zoning and/or Building Permit, in the Flood Plain District limited by the regulations imposed by this section, the underlying zoning district, and the Uniform Statewide Building Code:
  - a. Recreational Vehicles located in the Flood Plain District between shall meet the following minimum requirements:
    - (1) be fully licensed and ready for highway use (a recreational vehicle is ready for highway use if it is on its wheels or jacking system, is attached to the site only by quick disconnect type utilities and security devices and has no permanently attached additions; or
    - (2) meet all the requirements for manufactured homes in this ordinance and the Uniform Statewide Building Code.
  - b. Agricultural uses which do not include utilization of structures with an aggregate floor area of more than 500 square feet. However, no structure for such uses shall be allowed within 100 feet of the Shenandoah River.
  - c. Recreational uses limited to parks, playgrounds, golf courses, driving ranges, ~~boat landings, docks~~, picnic grounds, and transient amusement enterprises, provided such facilities are not usable for human habitation.
    - (1) Structures with walls related to such uses shall not exceed an aggregate floor area of five hundred (500) square feet per parcel or have less than one hundred and two hundred (200) square feet. Such structures shall be set back at least 100 feet from the Shenandoah River.
    - (2) Structures without walls related to such uses shall not exceed an aggregated floor area of 1500 square feet per parcel or have less than 200 square feet. Such structures' roof framing shall be at least one foot above the 100-year flood elevation; however, the structures' height shall not be more than 15 feet above grade. Such structures shall be set back at least 500 feet from the Shenandoah River.
  - d. Accessory structures not more than 500 square feet or less than 200 square feet in floor area ~~to include~~ **limited to** roadside and park stands for the sale of food, fruit and vegetables, fishing bait, and boat rental, provided such facilities are not usable for human habitation. However, no structure for such uses shall be allowed within 100 feet of the Shenandoah River.
  - e. Construction of boat ramps, boat landings, docks (permanent or floating), and similar structures shall meet the requirements set forth in §3-E-5, Stream Protection Overlay District.**

**f. Siting of portable privies shall meet the requirements of the Clarke County Septic Ordinance (Chapter 143) and §3-E-5, Stream Protection Overlay District.**

3-E-5  
3-E-5-d

Stream Protection Overlay District (SP)

The following types of development shall be allowed in a stream buffer if allowed by the Zoning Ordinance and provided that the requirements of this section are satisfied:

1. A building or structure that existed as of 1 January 2000 may continue at such location.
2. However, any expansion or enlargement of such structure may not encroach upon the stream buffer more than the encroachment of the existing structure.
3. On-site or regional stormwater management facilities and temporary erosion and sediment control measures, provided that:
  - a. To the extent practical, as determined by the Natural Resource Planner, the location of such facilities shall be outside of the stream buffer;
  - b. No more land shall be disturbed than is necessary to provide for construction and maintenance of the facility, as determined by the Natural Resource Planner;
  - c. The facilities are designed and constructed so as to minimize impacts to the functional value of the stream buffer and to protect water quality; and
4. ~~Water-dependent facilities~~; water wells; passive recreation access, such as pedestrian trails and bicycle paths; historic preservation; archeological activities; provided that all applicable federal, state and local permits are obtained.
5. **Temporary siting of portable privies is allowed provided that they meet all requirements of the Clarke County Septic Ordinance and §3-E-1, Flood Plain District.**

3-E-5-e

Types of development in a stream buffer that may be authorized by the Natural Resource Planner in the circumstances described below, provided that a mitigation plan is submitted and approved pursuant to section 3-E-5-f:

1. a lake, pond, or ecological/wetland restoration project;
2. construction and maintenance of a driveway or roadway, if the Natural Resource Planner determines that the stream buffer would prohibit reasonable access to a portion of the lot which is necessary in order for the owner to have a reasonable use of the lot;
3. construction, installation and maintenance of water and sewer facilities or sewage disposal systems, on parcels recorded before 1 January 2000 if the Natural Resource Planner determines that the stream buffer would prohibit the practical development of such facilities or systems.
4. construction of a structure, on parcels recorded before 1 January 2000, if the Natural Resource Planner determines that the stream buffer would result in the loss of a building site, and there are no other available building sites outside the stream buffer on the parcel.
5. **construction of boat ramps, boat landings, docks (permanent or floating) or similar structures provided that:**

- a. The property owner obtains any required State or Federal permits and provides copies of approved permits to the Natural Resources Planner prior to construction, if applicable;
  - b. Land disturbance and construction plans satisfy all requirements of 3-E-1, Flood Plain District; and
  - c. Land disturbance and construction plans are consistent with criteria for streambank construction listed in Subsections 6 and 7 below.
6. Decks, docks and stairs; site and construction criteria. In the Stream Protection Overlay District, no stairways, decks, docks or other structures shall be constructed until a permit is obtained from the Natural Resource Planner. Stairways and decks shall meet the following design requirements:
- a. Stairways shall not exceed four feet in width. Wider stairs may be used for public open-space recreational properties.
  - b. Landings for stairs or decks shall not exceed 32 square feet in area.
  - c. Permanent canopies or roofs are not allowed on stairways, decks, or docks.
  - d. Stairways, docks, or decks may be either constructed above the ground on posts or pilings or placed into the ground provided they are designed and built in a manner that ensures control of soil erosion.
  - e. Stairways, docks or decks shall be located in the most visually inconspicuous portion of lots, as viewed from the river assuming summer leaf-on conditions, whenever practical.
7. Private ramps: site and construction criteria. In the Stream Protection Overlay District, no private ramps shall be constructed until a permit is obtained from the Natural Resources Planner. Private ramps shall meet the following design requirements:
- a. The site can support a ramp without pilings, dredging, or other special site preparations.
  - b. Boat ramps with vehicular access shall have slopes no greater than 15% and no less than 12%.
  - c. Ramps shall be constructed of gravel, natural rock, steel matting, or other durable inorganic material not exceeding 7 inches in thickness.
  - d. Ramps shall be no more than 12 feet wide along the shore and 10 feet waterward of the shoreline or into a water depth of 4 feet, whichever is less.
  - e. Excavation of no more than 5 cubic yards (to create a suitable slope and launching area) and placement of no more than 5 cubic yards of crushed rock, gravel, clean sand, or small stone are allowed to provide a stable base or maintain use of the ramp.
  - f. Boat ramp construction requires erosion-control measures such as a floating silt fence to limit the spread of sediment stirred up by construction.

3-E-5-f

An owner who seeks to develop in a stream buffer pursuant to section 3-E-5-e shall submit to the Natural Resource Planner for review and approval a mitigation plan as provided herein:

1. The owner shall submit a mitigation plan that satisfies the applicable requirements of this section, **a required** processing fees ~~of \$100~~ and a certification stating that all requirements of the approved plan will be complied with.
2. The mitigation plan shall be reviewed by the Natural Resource Planner to determine whether it complies with the requirements of this section and all other requirements of this article. The Natural Resource Planner shall approve or disapprove a mitigation plan within thirty days that a complete plan was accepted for review. The decision shall be in writing and shall be communicated to the owner. If the plan is disapproved, the reasons for such disapproval shall be stated in the decision.
3. Each mitigation plan shall:
  - a. identify the impacts of proposed development on water quality and lands within the stream buffer;
  - b. ensure that, where development does take place within a stream buffer, it will be located on those portions of a site and in a manner that will be least disruptive to the natural functions of the stream buffer;
  - c. demonstrate and assure that development will be conducted using best management practices;  
specify mitigation that will address water quality and stream buffer impacts;  
and;
  - d. contain all other information requested by the Natural Resource Planner.
4. Each mitigation plan shall be evaluated by the Natural Resource Planner based on the following criteria:
  - a. whether all reasonable alternatives to development in the stream buffer have been explored and exhausted;
  - b. whether the development in the stream buffer is the minimum necessary and is conducted in a manner that will be least disruptive to the natural functions of the stream buffer; and
  - c. whether best management practices will effectively mitigate adverse impacts from the encroachment on the stream buffer and its natural functions.

# **Clarke County Board of Supervisors**

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## **Adjournment**

# Clarke County Board of Supervisors

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## Monthly Reports:

1. Building Department
2. Commissioner of the Revenue
3. Fire & EMS
4. Handley Regional Library
5. Planning Department 2015 Annual Report
6. Virginia Regional Transit

**RESIDENTIAL CONSTRUCTION**

**NEW SINGLE FAMILY**

| Owner/Address  | Description/Parcel ID           | Estimated Value |
|--|---------------------------------|-----------------|
| HEFLIN, THERESA & DENNIS<br>1639 FROGTOWN RD. BLUEMONT 20135 | NEW RESIDENCE SINGLE<br>32-A-59 | 170,326         |
| <b>TOTALS:</b>   | <b>1</b>                        | <b>170,326</b>  |

**NEW MULTI FAMILY**

| Owner/Address  | Description/Parcel ID                | Estimated Value |
|--|--------------------------------------|-----------------|
| MOLDEN REAL ESTATE CORPORATION<br>251 CAMERON ST. BERRYVILLE 22611 | NEW RESIDENCE TWO FAMILY<br>14A211 7 | 134,954         |
| <b>TOTALS:</b>   | <b>1</b>                             | <b>134,954</b>  |

**TOTAL NEW RESIDENTIAL CONSTRUCTION: 2 305,280**

**RESIDENTIAL RENOVATIONS**

| Owner/Address  | Description/Parcel ID            | Estimated Value |
|--|----------------------------------|-----------------|
| ELSEA, CHAD & BRENDA<br>505 FROGTOWN RD. BLUEMONT 20135                | REMODEL-MINIMUM FEE<br>32 14 1   | 15,000          |
| MOORE, JR. ROBERT C. & CYNTHIA H.<br>413 HANCOCK CT., BERRYVILLE 22611 | REMODEL-MINIMUM FEE<br>14A710 86 | 76,602          |
| BELLRINGER FARM - GIEL MILLNER<br>642 WESTWOOD RD., BERRYVILLE 22611   | REMODEL-MINIMUM FEE<br>13 A 13   | 86,400          |
| <b>TOTALS:</b>   | <b>3</b>                         | <b>178,002</b>  |

**COMMERCIAL CONSTRUCTION**

**COMMERCIAL RENOVATIONS**

| Owner/Address  | Description/Parcel ID | Estimated Value |
|--|-----------------------|-----------------|
| SINGH, JASPREET<br>26 SHENANDOAH RIVER LANE, FRONT R 22630 | REMODEL COMMERCIAL    | 2,295           |
| EWBANK, KAREN<br>6807 LORD FAIRFAX HWY., BERRYVILLE 22611  | REMODEL-MINIMUM FEE   | 5,000           |
| <b>TOTALS:</b>   | <b>2</b>              | <b>7,295</b>    |

**OTHER BUILDING PERMITS**

| Owner/Address  | Description/Parcel ID | Estimated Value |
|--|-----------------------|-----------------|
| SBA TOWERS INC.<br>20870 BLUE RIDGE MTN. RD., BLUEMONT 20135 | OTHER NON RESIDENTIAL | 1,000           |
| CONNER, GEORGE<br>571 LAKEVIEW LANE, BOYCE 22620             | FIREPLACE/CHIMNEY     | 4,000           |

|  |                         |                |
|--|-------------------------|----------------|
| SCHOOLEY, RICK<br>412 LANDER LANE, BERRYVILLE 22611                      | RE-INSPECTION FEE       | 50             |
| HARDEN, JOHN D. AND JULIE<br>1400 TRIPLE J RD. BERRYVILLE 22611          | SOLAR ARRAY             | 15,000         |
| OHRSTOM, GEORGE<br>726 WRIGHT'S MILL RD. BERRYVILLE 22611                | SOLAR ARRAY             | 18,000         |
| HAYNES, CAROLE<br>184 EAGLE ROCK LANE, BLUEMONT 20135                    | RENEWAL PERMIT          | 60,000         |
| HAYNES, CAROLE<br>184 EAGLE ROCK LANE, BLUEMONT 20135                    | REMODEL-MINIMUM FEE     | 18,750         |
| UNIV. OF VA/BLANDY EXPERIMENTAL FARM<br>400 BLANDY FARM LN., BOYCE 22620 | LAND DISTURBANCE PERMIT | 0              |
| <b>TOTALS:</b>   | <b>8</b>                | <b>116,800</b> |

|   |           |                |
|---|-----------|----------------|
| <b>TOTAL # OF BUILDING PERMITS / VALUE:</b> | <b>15</b> | <b>607,377</b> |
|---|-----------|----------------|

**CERTIFICATES OF OCCUPANCY**

| DATE ISSUED | ADDRESS                              | TYPE      |
|-------------|--------------------------------------|-----------|
| 2/26/2016   | 841 MCGUIRE CIRCLE, BERRYVILLE 22611 | PERMANENT |
| 2/26/2016   | 824 MCGUIRE CIRCLE, BERRYVILLE 22611 | PERMANENT |

|   |                 |
|---|-----------------|
| TOTAL PERMIT & INSPECTION FEES COLLECTED: | 5,131.00        |
| TOTAL OTHER REVENUE COLLECTED:            | 0.00            |
| STATE SURCHARGE COLLECTED: COLLECTED:     | 81.62           |
| <b>TOTAL REVENUE COLLECTED:</b>           | <b>5,212.62</b> |

**OTHER PERMITS ISSUED:**

| TYPE              | RES       | COMM     | FEES            | VALUE    |
|-------------------|-----------|----------|-----------------|----------|
| ELECTRICAL PERMIT | 11        | 1        | 640.00          | 0        |
| GAS PERMIT        | 10        | 0        | 520.00          | 0        |
| MECHANICAL PERMIT | 8         | 1        | 480.00          | 0        |
| PLUMBING PERMIT   | 2         | 0        | 0               | 0        |
| <b>TOTALS:</b>    | <b>31</b> | <b>2</b> | <b>1,640.00</b> | <b>0</b> |

**PROJECT CODE RECAP**

| PERMITS BY TYPE                | # OF PERMITS | ESTIMATED VALUE |
|--------------------------------|--------------|-----------------|
| ELECTRIC PERMITS               | 12           | 0               |
| FIREPLACE/CHIMNEY              | 1            | 4,000           |
| GAS PERMITS                    | 10           | 0               |
| LAND DISTURBANCE PERMIT        | 1            | 0               |
| MECHANICAL PERMITS             | 9            | 0               |
| NEW RESIDENCE SINGLE FAMILY    | 1            | 170,326         |
| NEW RESIDENCE TWO FAMILY       | 1            | 134,954         |
| OTHER NON RESIDENTIAL BUILDING | 1            | 1,000           |



| PERMITS BY TYPE - CONTINUED | # OF PERMITS | ESTIMATED VALUE |
|-----------------------------|--------------|-----------------|
| PLUMBING PERMITS            | 2            | 0               |
| REMODEL COMMERCIAL          | 1            | 2,295           |
| RE-INSPECTION FEE           | 1            | 50              |
| RENEWAL PERMIT              | 1            | 60,000          |
| REMODEL-MINIMUM FEE (COMM)  | 1            | 5,000           |
| REMODEL-MINIMUM FEE         | 1            | 18,750          |
| REMODEL-MINIMUM FEE (RES)   | 3            | 178,002         |
| SOLAR ARRAY                 | 2            | 33,000          |
| <b>TOTALS</b>               | <b>48</b>    | <b>607,377</b>  |

**PERMITS BY AREA**

| DESCRIPTION         | # OF PERMITS | ESTIMATED VALUE |
|---------------------|--------------|-----------------|
| GREENWAY DISTRICT   | 6            | 11,295          |
| CHAPEL DISTRICT     | 13           | 185,376         |
| BATTLETOWN DISTRICT | 5            | 79,750          |
| LONGMARSH DISTRICT  | 14           | 119,400         |
| BERRYVILLE DISTRICT | 9            | 211,556         |
| BOYCE DISTRICT      | 1            | 0               |
| <b>TOTALS</b>       | <b>48</b>    | <b>607,377</b>  |

**INSPECTIONS BY TYPE**

| PERMIT TYPE       | # OF INSPECTIONS | RES       | COMM     |
|-------------------|------------------|-----------|----------|
| BUILDING PERMIT   | 39               | 37        | 2        |
| ELECTRICAL PERMIT | 31               | 26        | 5        |
| GAS PERMIT        | 8                | 8         | 0        |
| MECHANICAL PERMIT | 15               | 14        | 1        |
| PLUMBING PERMIT   | 8                | 8         | 0        |
| <b>TOTALS</b>     | <b>101</b>       | <b>93</b> | <b>8</b> |

Building Dept. - Clarke County  
New Single Family Dwellings 2016

|           | Battletown | Berryville | Boyce | Chapel | Greenway | Longmarsh | TOTAL | COMMENTS |  |  |  |
|-----------|------------|------------|-------|--------|----------|-----------|-------|----------|--|--|--|
| January   |            |            |       |        |          |           | 0     |          |  |  |  |
| February  |            |            |       | 1      |          |           | 1     |          |  |  |  |
| March     |            |            |       |        |          |           |       |          |  |  |  |
| April     |            |            |       |        |          |           |       |          |  |  |  |
| May       |            |            |       |        |          |           |       |          |  |  |  |
| June      |            |            |       |        |          |           |       |          |  |  |  |
| July      |            |            |       |        |          |           |       |          |  |  |  |
| August    |            |            |       |        |          |           |       |          |  |  |  |
| September |            |            |       |        |          |           |       |          |  |  |  |
| October   |            |            |       |        |          |           |       |          |  |  |  |
| November  |            |            |       |        |          |           |       |          |  |  |  |
| December  |            |            |       |        |          |           |       |          |  |  |  |
| TOTAL     |            |            |       | 1      |          |           | 1     |          |  |  |  |
|           |            |            |       |        |          |           |       |          |  |  |  |

## INSPECTIONS COMPLETED FROM: 2/01/2016 to 2/29/2016

| DATE INSP | PERMIT #/INSP # | ADDRESS                        | INSPECTOR | RESULTS | REINSPECTION? |
|-----------|-----------------|--------------------------------|-----------|---------|---------------|
| 2/01/2016 | B-15-150612-001 | OLD CHAPEL AVE., BOYCE 302     | JHR       | A       | N/A           |
| 2/01/2016 | E-15-150612-002 | OLD CHAPEL AVE., BOYCE 302     | JHR       | A       | N/A           |
| 2/01/2016 | B-16-160014-001 | CHILLY HOLLOW RD. BLUEMONT     | JHR       | A       | N/A           |
| 2/01/2016 | E-16-160014-001 | CHILLY HOLLOW RD. BLUEMONT     | JHR       | A       | N/A           |
| 2/01/2016 | B-15-150651-002 | ALDER LANE, BLUEMONT 416       | JHR       | A       | N/A           |
| 2/02/2016 | B-15-150423-005 | TIMBER LANE, BLUEMONT 560      | JHR       | A       | N/A           |
| 2/02/2016 | B-14-140416-013 | RED GATE RD., WHITE POST, VA   | JHR       | A       | N/A           |
| 2/02/2016 | E-14-140416-005 | RED GATE RD., WHITE POST, VA   | JHR       | A       | N/A           |
| 2/03/2016 | E-16-160035-001 | WALNUT ST., BERRYVILLE 229     | JHR       | A       | N/A           |
| 2/03/2016 | B-14-140319-001 | BURWELL CT. BERRYVILLE, VA 509 | JHR       | A       | N/A           |
| 2/03/2016 | E-14-140319-002 | BURWELL CT. BERRYVILLE, VA 509 | JHR       | A       | N/A           |
| 2/03/2016 | M-14-140319-001 | BURWELL CT. BERRYVILLE, VA 509 | JHR       | A       | N/A           |
| 2/03/2016 | M-14-140319-002 | BURWELL CT. BERRYVILLE, VA 509 | JHR       | A       | N/A           |
| 2/03/2016 | M-14-140319-003 | BURWELL CT. BERRYVILLE, VA 509 | JHR       | A       | N/A           |
| 2/03/2016 | P-14-140319-007 | BURWELL CT. BERRYVILLE, VA 509 | JHR       | A       | N/A           |
| 2/03/2016 | E-14-140319-003 | BURWELL CT. BERRYVILLE, VA 509 | JHR       | A       | N/A           |
| 2/03/2016 | B-15-150651-003 | ALDER LANE, BLUEMONT 416       | JHR       | A       | N/A           |
| 2/03/2016 | B-15-150612-002 | OLD CHAPEL AVE., BOYCE 302     | JHR       | A       | N/A           |
| 2/05/2016 | B-14-140319-002 | BURWELL CT. BERRYVILLE, VA 509 | JHR       | A       | N/A           |
| 2/05/2016 | G-15-150388-004 | RIVERVIEW FARM LANE, BLUEMON   | JHR       | A       | N/A           |
| 2/05/2016 | B-15-150502-004 | BRIGGS RD., BERRYVILLE 180     | JHR       | A       | N/A           |
| 2/05/2016 | E-15-150502-002 | BRIGGS RD., BERRYVILLE 180     | JHR       | A       | N/A           |
| 2/05/2016 | M-15-150502-002 | BRIGGS RD., BERRYVILLE 180     | JHR       | A       | N/A           |
| 2/05/2016 | P-15-150502-004 | BRIGGS RD., BERRYVILLE 180     | JHR       | A       | N/A           |
| 2/05/2016 | B-16-160043-001 | FROGTOWN RD. BLUEMONT 505      | JHR       | A       | N/A           |
| 2/05/2016 | E-16-160043-001 | FROGTOWN RD. BLUEMONT 505      | JHR       | A       | N/A           |
| 2/05/2016 | B-16-160020-001 | STRINGTOWN RD. BERRYVILLE      | JHR       | A       | N/A           |
| 2/05/2016 | B-16-160050-001 | LANDER LANE, BERRYVILLE 412    | JHR       | A       | N/A           |
| 2/05/2016 | E-16-160050-001 | LANDER LANE, BERRYVILLE 412    | JHR       | A       | N/A           |
| 2/05/2016 | E-16-160007-002 | JACK ENDERS BLVD. BERRYVILLE   | JHR       | A       | N/A           |
| 2/08/2016 | B-15-150673-001 | CLAY HILL RD. MILLWOOD 598     | JHR       | V       | NO            |
| 2/08/2016 | E-15-150635-003 | LORD FAIRFAX HWY., BERRYVILL   | JHR       | A       | N/A           |
| 2/08/2016 | B-15-150527-002 | WHITE POST RD., WHITE POST     | JHR       | A       | N/A           |
| 2/08/2016 | E-16-160052-001 | WITHERS LARUE RD. BERRYVILLE   | JHR       | V       | NO            |
| 2/09/2016 | B-15-150379-007 | SENSENY RD., BERRYVILLE 5609   | JHR       | V       | NO            |
| 2/09/2016 | E-15-150379-005 | SENSENY RD., BERRYVILLE 5609   | JHR       | A       | N/A           |
| 2/09/2016 | P-15-150379-003 | SENSENY RD., BERRYVILLE 5609   | JHR       | V       | NO            |
| 2/09/2016 | B-16-160043-002 | FROGTOWN RD. BLUEMONT 505      | JHR       | A       | N/A           |
| 2/10/2016 | B-15-150591-001 | CATHER RD. BERRYVILLE 445      | JHR       | A       | N/A           |
| 2/10/2016 | G-16-160055-001 | CALMES NECK LANE, BOYCE 4065   | JHR       | A       | N/A           |
| 2/10/2016 | B-15-150379-008 | SENSENY RD., BERRYVILLE 5609   | JHR       | A       | N/A           |
| 2/10/2016 | P-15-150379-004 | SENSENY RD., BERRYVILLE 5609   | JHR       | A       | N/A           |
| 2/10/2016 | B-15-150527-003 | WHITE POST RD., WHITE POST     | JHR       | A       | N/A           |
| 2/10/2016 | G-16-160044-001 | SUMMIT POINT RD., BERRYVILLE   | JHR       | A       | N/A           |
| 2/10/2016 | G-16-160044-002 | SUMMIT POINT RD., BERRYVILLE   | JHR       | A       | N/A           |
| 2/11/2016 | B-16-160020-002 | STRINGTOWN RD. BERRYVILLE      | JHR       | A       | N/A           |
| 2/11/2016 | B-15-150321-003 | N. BUCKMARSH ST. BERRYVILLE 25 | JHR       | A       | N/A           |
| 2/11/2016 | E-15-150321-004 | N. BUCKMARSH ST. BERRYVILLE 25 | JHR       | A       | N/A           |
| 2/11/2016 | P-15-150321-001 | N. BUCKMARSH ST. BERRYVILLE 25 | JHR       | A       | N/A           |
| 2/11/2016 | B-15-150436-003 | MCGUIRE CIRCLE, BERRYVILLE 824 | JHR       | A       | N/A           |
| 2/11/2016 | E-15-150436-003 | MCGUIRE CIRCLE, BERRYVILLE 824 | JHR       | A       | N/A           |
| 2/11/2016 | M-15-150436-003 | MCGUIRE CIRCLE, BERRYVILLE 824 | JHR       | A       | N/A           |

## INSPECTIONS COMPLETED FROM: 2/01/2016 to 2/29/2016

| DATE INSP | PERMIT #/INSP # | ADDRESS                          | INSPECTOR | RESULTS | REINSPECTION? |
|-----------|-----------------|----------------------------------|-----------|---------|---------------|
| 2/11/2016 | P-15-150436-005 | MCGUIRE CIRCLE, BERRYVILLE 824   | JHR       | A       | N/A           |
| 2/12/2016 | E-15-150672-001 | FIRST ST. BERRYVILLE 307         | JHR       | A       | N/A           |
| 2/12/2016 | B-15-150472-002 | TAYLOR HILL LANE, BLUEMONT       | JHR       | A       | N/A           |
| 2/12/2016 | E-15-150472-003 | TAYLOR HILL LANE, BLUEMONT       | JHR       | A       | N/A           |
| 2/17/2016 | B-15-150289-006 | CALMES NECK LANE, BOYCE 4065     | JHR       | V       | NO            |
| 2/17/2016 | E-15-150289-003 | CALMES NECK LANE, BOYCE 4065     | JHR       | V       | NO            |
| 2/17/2016 | M-15-150289-003 | CALMES NECK LANE, BOYCE 4065     | JHR       | A       | N/A           |
| 2/17/2016 | P-15-150289-006 | CALMES NECK LANE, BOYCE 4065     | JHR       | A       | N/A           |
| 2/17/2016 | B-16-160071-001 | LORD FAIRFAX HWY., BERRYVILL     | JHR       | A       | N/A           |
| 2/17/2016 | B-16-160071-002 | LORD FAIRFAX HWY., BERRYVILL     | JHR       | A       | N/A           |
| 2/18/2016 | B-15-150052-003 | MCGUIRE CIRCLE, BERRYVILLE 841   | JHR       | A       | N/A           |
| 2/18/2016 | E-15-150052-003 | MCGUIRE CIRCLE, BERRYVILLE 841   | JHR       | A       | N/A           |
| 2/18/2016 | M-15-150052-003 | MCGUIRE CIRCLE, BERRYVILLE 841   | JHR       | A       | N/A           |
| 2/18/2016 | P-15-150052-006 | MCGUIRE CIRCLE, BERRYVILLE 841   | JHR       | A       | N/A           |
| 2/18/2016 | B-15-150289-007 | CALMES NECK LANE, BOYCE 4065     | JHR       | A       | N/A           |
| 2/18/2016 | E-15-150289-004 | CALMES NECK LANE, BOYCE 4065     | JHR       | A       | N/A           |
| 2/19/2016 | B-16-160003-002 | CAMERON ST. APT. F, BERRYVIL 256 | JHR       | A       | N/A           |
| 2/19/2016 | E-16-160003-002 | CAMERON ST. APT. F, BERRYVIL 256 | JHR       | A       | N/A           |
| 2/19/2016 | M-16-160003-002 | CAMERON ST. APT. F, BERRYVIL 256 | JHR       | A       | N/A           |
| 2/19/2016 | E-15-150581-002 | BROWNTOWN RD., BOYCE 1340        | JHR       | A       | N/A           |
| 2/19/2016 | E-16-160058-001 | TRIPLE J RD. BERRYVILLE 1400     | JHR       | A       | N/A           |
| 2/19/2016 | M-16-160077-001 | SUMMIT POINT RD. BOYCE 2399      | JHR       | A       | N/A           |
| 2/19/2016 | M-16-160077-002 | SUMMIT POINT RD. BOYCE 2399      | JHR       | A       | N/A           |
| 2/19/2016 | E-16-160078-001 | SUMMIT POINT RD., BERRYVILLE     | JHR       | A       | N/A           |
| 2/22/2016 | M-15-150274-002 | DELANY CT., BERRYVILLE 401       | JHR       | V       | NO            |
| 2/22/2016 | B-16-160037-001 | CAMERON ST. BERRYVILLE 251       | JHR       | A       | N/A           |
| 2/23/2016 | B-15-150321-004 | N. BUCKMARSH ST. BERRYVILLE 25   | JHR       | A       | N/A           |
| 2/23/2016 | B-16-160016-001 | SHEPHERDS MILL RD., BERRYVIL     | JHR       | A       | N/A           |
| 2/23/2016 | B-15-150423-006 | TIMBER LANE, BLUEMONT 560        | JHR       | A       | N/A           |
| 2/23/2016 | B-15-150423-007 | TIMBER LANE, BLUEMONT 560        | JHR       | A       | N/A           |
| 2/23/2016 | E-16-160079-001 | MOUNT PROSPECT LANE, BOYCE       | JHR       | A       | N/A           |
| 2/23/2016 | E-15-150423-001 | TIMBER LANE, BLUEMONT 560        | JHR       | A       | N/A           |
| 2/24/2016 | E-16-160017-001 | RUSSELL RD. BERRYVILLE 2455      | JHR       | A       | N/A           |
| 2/24/2016 | G-15-150658-001 | FROGTOWN RD. BLUEMONT 505        | JHR       | A       | N/A           |
| 2/24/2016 | M-16-160072-001 | TRIPLE J RD. BERRYVILLE 819      | JHR       | A       | N/A           |
| 2/25/2016 | M-16-160053-001 | SENSENY RD. BERRYVILLE 656       | JHR       | A       | N/A           |
| 2/25/2016 | E-15-150637-001 | E. MAIN STREET, BOYCE 117        | JHR       | A       | N/A           |
| 2/25/2016 | E-15-150515-005 | JACK ENDERS BLVD. BERRYVILLE     | JHR       | A       | N/A           |
| 2/26/2016 | G-16-160012-001 | PINE GROVE RD., BLUEMONT 106     | JHR       | A       | N/A           |
| 2/26/2016 | B-15-150234-015 | CASTLEMAN RD. BERRYVILLE         | JHR       | V       | NO            |
| 2/26/2016 | B-16-160016-002 | SHEPHERDS MILL RD., BERRYVIL     | JHR       | A       | N/A           |
| 2/29/2016 | M-16-160072-002 | TRIPLE J RD. BERRYVILLE 819      | JHR       | A       | N/A           |
| 2/29/2016 | B-16-160081-001 | WESTWOOD RD., BERRYVILLE         | JHR       | A       | N/A           |
| 2/29/2016 | G-16-160085-001 | TRIPLE J RD. BERRYVILLE 819      | JHR       | A       | N/A           |
| 2/29/2016 | G-16-160085-002 | TRIPLE J RD. BERRYVILLE 819      | JHR       | A       | N/A           |
| 2/29/2016 | B-15-150234-016 | CASTLEMAN RD. BERRYVILLE         | JHR       | A       | N/A           |
| 2/29/2016 | E-15-150490-002 | WHITE OAK LANE, BLUEMONT 309     | JHR       | A       | N/A           |
| 2/29/2016 | M-15-150490-001 | WHITE OAK LANE, BLUEMONT 309     | JHR       | A       | N/A           |
| 2/29/2016 | E-16-160020-001 | STRINGTOWN RD. BERRYVILLE        | JHR       | A       | N/A           |

TOTAL # of INSPECTIONS: 101

APPROVED: 93 FAILED: 8 CONDITIONAL: 0

COUNTY OF CLARKE CIRCUIT COURT  
MONTH END DEEDS OF PARTITION AND CONVEYANCE  
LOCAL TAXATION DEPARTMENT  
COUNTY  
FOR FEBRUARY, 2016

| RECORDED | INSTRUMENT | GRANTOR   | (X) | GRANTEE/ADDRESS   | (X) | CONSIDERATION | TYPE | PERCENT |
|----------|------------|---|-----|---|-----|---------------|------|---------|
| 02/01/16 | 16-153     | JOHN C DALTON ET AL<br>RECORDED TIME: 09:30<br>DESCRIPTION 1: 25.8892 ACRES<br>DATE OF DEED : 12/09/15 BOOK: 598<br>NUMBER PAGES : 0                            | N   | WINGATE JOAN DALTON<br>1641 MAIN ST CONCORD, MA. 01742<br>GREENWAY DIST<br>MAP: 28-A-44A                | N   | .00           | DBS  | 100%    |
| 02/01/16 | 16-155     | BANK OF CLARKE COUNTY EXOR<br>RECORDED TIME: 10:50<br>DESCRIPTION 1: 48.0401 ACRES<br>DATE OF DEED : 01/29/16 BOOK: 598<br>NUMBER PAGES : 20                    | N   | FOLEN, MICHAEL F<br>104 ZEPHYR LN WINCHESTER, VA. 2602<br>GREENWAY DIST<br>MAP: 28-A-44B                | N   | 380,000.00    | DBS  | 100%    |
| 02/01/16 | 16-158     | TIMBERLAKE, BYRON B<br>RECORDED TIME: 12:11<br>DESCRIPTION 1: 2 TRACTS LAND, 68.52 ACRES & 48.79 ACRES<br>DATE OF DEED : 01/28/16 BOOK: 598<br>NUMBER PAGES : 0 | N   | M&T LAND HOLDING, RLLLP<br>541 SUMMERVILLE ROAD BOYCE, VA. 22620<br>CHAPEL DISTRICT<br>MAP: 21-A-7 & 6A | N   | .00           | DBS  | 100%    |
| 02/02/16 | 16-169     | MYERS, CHRISTIAN<br>RECORDED TIME: 02:00<br>DESCRIPTION 1: CHAPEL DISTRICT, LOT 91 22.6533 ACRES<br>DATE OF DEED : 02/01/16 BOOK: 598<br>NUMBER PAGES : 0       | N   | BITTNER, SANDRA<br>P.O. BOX 135 UPPERVILLER, VA. 20124<br>CHAPEL DISTRICT<br>MAP: 31-1-91               | N   | 390,000.00    | DBS  | 100%    |
| 02/02/16 | 16-168     | NIGHTINGALE INC<br>RECORDED TIME: 11:50<br>DESCRIPTION 1: TOWN OF BERRYVILLE, LOT 18<br>DATE OF DEED : 01/29/16 BOOK: 598<br>NUMBER PAGES : 0                   | N   | MARJANI LLC<br>105 CAMERON STREET BERRYVILLE, VA. 22611<br>MAP: 14A2-18-F-18                            | N   | 68,000.00     | DBS  | 100%    |
| 02/04/16 | 16-182     | SHENANDOAH VALLEY TELEVISION T<br>RECORDED TIME: 02:45<br>DESCRIPTION 1: BATTLETOWN DIST<br>DATE OF DEED : 01/21/16 BOOK: 598<br>NUMBER PAGES : 0               | N   | BLUE SKY TOWERS LLC<br>352 PARK ST., SUITE 106 NORTH READING, MA. 01864<br>MAP: 23-A-8B                 | N   | 400,000.00    | DBS  | 100%    |
| 02/04/16 | 4261       | MANN, VERNON O<br>RECORDED TIME: 13:02<br>DESCRIPTION 1: CHAPEL DISTRICT, 2.73 ACRES ON RT 606<br>DATE OF DEED : 02/04/16 BOOK: 97<br>NUMBER PAGES : 0          | N/A | N/A<br>W/RS<br>MAP: 24-A-23   |     | .00           | WILL | 00%     |
| 02/08/16 | 16-198     | WHITE, SAM; TR<br>RECORDED TIME: 03:05<br>DESCRIPTION 1: BATTLETOWN DISTRICT, SHEN RET<br>DATE OF DEED : 01/05/16 BOOK: 598<br>NUMBER PAGES : 0                 | N   | JPMORGAN CHASE BANK<br>3415 VIOSION DR MC OH4-7275 COLUMBUS, OH. 43219<br>MAP: 17A222105                | N   | 96,657.50     | DTF  | 100%    |

344,200

VAC

300,800

96,600  
wimp

~~383,300~~  
383,300

162,300

F-C

COUNTY OF CLARKE CIRCUIT COURT  
MONTH END DEEDS OF PARTITION AND CONVEYANCE  
LOCAL TAXATION DEPARTMENT  
COUNTY  
FOR FEBRUARY, 2016

| RECORDED | INSTRUMENT | GRANTOR  | (X) GRANTEE/ADDRESS   | (X) CONSIDERATION | TYPE    | PERCENT |                     |
|----------|------------|--|---|-------------------|---------|---------|---------------------|
| 02/08/16 | 16-202     | LEARY, TIMOTHY & KELLY   | N GBG FARM LLC<br>P O BOX 777 FREDERICK, MD. 21705                            | N 595,000.00      | DBS     | 100%    | 569,100<br>w/impv ↑ |
|          |            | RECORDED TIME: 03:09   |   |                   |         |         |                     |
|          |            | DESCRIPTION 1: LONGMARSH DISTRICT, 50.6206 ACRES                 |   |                   |         |         |                     |
|          |            | DATE OF DEED : 02/08/16 BOOK: 598 PAGE: 801 MAP: 9-A-27B         |   |                   |         |         |                     |
|          |            | NUMBER PAGES : 0   |   |                   |         |         |                     |
| 02/08/16 | 16-196     | RICHMOND AMERICAN HOMES OF VA                                    | N SHEPHERD, DOUGLAS P, ET UX<br>800 MCGUIRE CIRCLE BERRYVILLE, VA. 22611      | N 563,637.00      | DBS     | 100%    | 459,500<br>w/impv ↑ |
|          |            | RECORDED TIME: 12:45   |   |                   |         |         |                     |
|          |            | DESCRIPTION 1: BATTLETOWN DISTRICT, LOT 55, BERRYVILLE GLEN W/RS |   |                   |         |         |                     |
|          |            | DATE OF DEED : 01/21/16 BOOK: 598 PAGE: 773 MAP: 14C-1-55        |   |                   |         |         |                     |
|          |            | NUMBER PAGES : 0   |   |                   |         |         |                     |
| 02/09/16 | 16-216     | ZUCKER, JEREMY B & AMANDA Z BO                                   | N CENNAME, VICTOR A<br>4009 N GLEBE RD ARLINGTON, VA. 22207                   | N 520,000.00      | DBS     | 100%    | 792,000<br>w/impv ↓ |
|          |            | RECORDED TIME: 01:26   |   |                   |         |         |                     |
|          |            | DESCRIPTION 1: 10.2823 ACRES - BATTLETOWN DIST                   |   |                   |         |         |                     |
|          |            | DATE OF DEED : 02/03/16 BOOK: 598 PAGE: 818 MAP: 38-A-23A        |   |                   |         |         |                     |
|          |            | NUMBER PAGES : 0   |   |                   |         |         |                     |
| 02/09/16 | 16-213     | SCHOFIELD, KEVIN & JEAN  | N HERBSTER ANGUS FARM INC<br>P O BOX 228 BERRYVILLE, VA. 22611                | .00               | DG      | 100%    |                     |
|          |            | RECORDED TIME: 11:31   |   |                   |         |         |                     |
|          |            | DESCRIPTION 1: LONGMARSH DISTRICT, TRACT A, 6.585 ACRES          |   |                   |         |         |                     |
|          |            | DATE OF DEED : 01/20/16 BOOK: 598 PAGE: 813 MAP: 7-A-70A         |   |                   |         |         |                     |
|          |            | NUMBER PAGES : 0   |   |                   |         |         |                     |
| 02/10/16 | 16-218     | FORTNEY, CLARK D; ET UX  | N AL ATTAR REAL ESTATE HOLDINGS<br>117 EAST MAIN STREET BERRYVILLE, VA. 22611 | N 475,000.00      | DBS     | 100%    | 370,300<br>w/impv   |
|          |            | RECORDED TIME: 09:35   |   |                   |         |         |                     |
|          |            | DESCRIPTION 1: TOWN OF BERRYVILLE, LOT 1B, CHALMERS CT           |   |                   |         |         |                     |
|          |            | DATE OF DEED : 03/02/16 BOOK: 598 PAGE: 839 MAP: 14A5-1-A-1B     |   |                   |         |         |                     |
|          |            | NUMBER PAGES : 0   |   |                   |         |         |                     |
| 02/11/16 | 16-229     | BETTS, DONNA SUE ET AL   | N HARRISON, MELISSA A<br>155 BALSAM LN BLUEMONT, VA. 20135                    | N 215,000.00      | DBS     | 100%    | 199,200<br>w/impv ↑ |
|          |            | RECORDED TIME: 01:50   |   |                   |         |         |                     |
|          |            | DESCRIPTION 1: LOT 32, BLK 2-L, SHEN. RETREAT BATTLETOWN DIST    |   |                   |         |         |                     |
|          |            | DATE OF DEED : 01/10/16 BOOK: 598 PAGE: 906 MAP: 17A4-29-2L-32   |   |                   |         |         |                     |
|          |            | NUMBER PAGES : 0   |   |                   |         |         |                     |
| 02/11/16 | 4263       | CLAY, ROSETTA B  | N/A<br>N/A<br>TOWN OF BERRYVILLE  | .00               | PROBATE | 00%     |                     |
|          |            | RECORDED TIME: 10:22   |   |                   |         |         |                     |
|          |            | DESCRIPTION 1: PARCEL AT 108 JOSEHINE ST                         |   |                   |         |         |                     |
|          |            | DATE OF DEED : 02/11/16 BOOK: 97 PAGE: 175 MAP: 14-A5-8-A-11A    |   |                   |         |         |                     |
|          |            | NUMBER PAGES : 0   |   |                   |         |         |                     |
| 02/11/16 | 16-225     | TURNER, KEVIN L  | N GRACE EPISCOPAL CHURCH TRUSTEE<br>P O BOX 678 BERRYVILLE, VA. 22611         | N 169,000.00      | DBS     | 100%    | 163,600<br>w/impv ↑ |
|          |            | RECORDED TIME: 10:50   |   |                   |         |         |                     |
|          |            | DESCRIPTION 1: TOWN OF BERRYVILLE, ON BARNETT STREET             |   |                   |         |         |                     |
|          |            | DATE OF DEED : 02/11/16 BOOK: 598 PAGE: 901 MAP: 14A2-A-46       |   |                   |         |         |                     |
|          |            | NUMBER PAGES : 0   |   |                   |         |         |                     |

COUNTY OF CLARKE CIRCUIT COURT  
MONTH END DEEDS OF PARTITION AND CONVEYANCE  
LOCAL TAXATION DEPARTMENT  
COUNTY  
FOR FEBRUARY, 2016

| RECORDED | INSTRUMENT | GRANTOR                        | (X) GRANTEE/ADDRESS  | (X) CONSIDERATION | TYPE | PERCENT                                |
|----------|------------|--------------------------------|--|-------------------|------|--|
| 02/16/16 | 16-244     | GOLDEN, WARREN C & ALICE G GOL | N GARRETT, EARL C, II & CAROL J G N<br>424 FREMONT COURT BERRYVILLE, VA. 22611<br>DESCRIPTION 1: LOT 94, FREMONT COURT, BATTLEFIELD ESTATES PHASE 3B - TOWN OF BERRYVILLE<br>DATE OF DEED : 02/10/16 BOOK: 598 PAGE: 975 MAP: 14A7-11-94<br>NUMBER PAGES : 0 | 369,000.00        | DBS  | 100%<br><i>310,800</i><br><i>Wimpv</i> |
| 02/17/16 | 16-253     | GINNS LLC                      | N SAME<br>N/A  | .00               | PM   | 100%                                   |
| 02/18/16 | 16-264     | BOWMAN, MARK A & JUNE L        | N BOWMAN, MARK A & JUNE L<br>P O BOX 1122 BERRYVILLE, VA. 22611<br>DESCRIPTION 1: LONGMARSH DIST<br>DATE OF DEED : 02/09/16 BOOK: 599 PAGE: 95 MAP:<br>NUMBER PAGES : 0  | .00               | DG   | 100%                                   |
| 02/18/16 | 16-256     | CASEY TREE FARM LLC            | N CASEY TREE FARM LLC<br>N/A<br>DESCRIPTION 1: CHAPEL DIST<br>DATE OF DEED : 00/00/00 BOOK: 12 PAGE: 10 MAP: 23-A-57<br>NUMBER PAGES : 1   | .00               | OPM  | 100%                                   |
| 02/18/16 | 16-258     | ELLERSLIE PROPERTIES INC       | N FERRELL, BRIAN E & CLARE R<br>488 LACKES MILL RD BERRYVILLE, VA. 22611<br>DESCRIPTION 1: LOT 3 - 109.0001 ACRES<br>DATE OF DEED : 02/18/16 BOOK: 599 PAGE: 70 MAP: 23-A-54<br>NUMBER PAGES : 0   | 1,199,000.00      | DBS  | 100%<br><i>Land Split</i>              |
| 02/18/16 | 16-260     | WARNER, LEON C III & CATHERINE | N FERRELL, BRIAN E & CLARE R<br>488 LOCKES MILL RD BERRYVILLE, VA. 22611<br>DESCRIPTION 1: 17.87 ACRES<br>DATE OF DEED : 02/18/16 BOOK: 599 PAGE: 80 MAP: 23-A-54<br>NUMBER PAGES : 0  | 1,250,000.00      | DBS  | 100%<br><i>Land Split</i>              |
| 02/18/16 | 16-263     | FERRELL, BRIAN E               | N WARNER, LEON C, III & CATHERINE<br>1670 LOCKES MILL RD BERRYVILLE, VA. 22611<br>DESCRIPTION 1: PARCEL 1 - CHAPEL DIST<br>DATE OF DEED : 02/18/16 BOOK: 599 PAGE: 94 MAP: 23-A-12<br>NUMBER PAGES : 0   | 200,000.00        | DBS  | 100%<br><i>158,200</i><br><i>Wimpv</i> |
| 02/19/16 | 16-270     | LORENS, ERIC S & MARGARET E;   | N PENCE, BRIAN F, ET AL REV TRUS<br>9724 ARNON CHAPEL ROAD GREAT FALLS, VA. 22066<br>DESCRIPTION 1: BATTLETOWN DISTRICT,<br>DATE OF DEED : 02/12/16 BOOK: 599 PAGE: 134 MAP: 23-A-59<br>NUMBER PAGES : 0   | 1,300,000.00      | DBS  | 100%<br><i>850,000</i><br><i>VAc</i>   |

COUNTY OF CLARKE CIRCUIT COURT  
MONTH END DEEDS OF PARTITION AND CONVEYANCE  
LOCAL TAXATION DEPARTMENT  
COUNTY  
FOR FEBRUARY, 2016

| RECORDED | INSTRUMENT | GRANTOR  | (X) GRANTEE/ADDRESS   | (X) CONSIDERATION | TYPE | PERCENT  |
|----------|------------|--|---|-------------------|------|--|
| 02/23/16 | 16-286     | CLOWSER, KEVIN; ET UX<br>RECORDED TIME: 04:05<br>DESCRIPTION 1: CHAPEL DISTRICT<br>DATE OF DEED : 02/23/16 BOOK: 599 PAGE: 227 MAP: 12-A-1E<br>NUMBER PAGES : 0  | N MIDATLANTIC FARM CREDIT<br>125 PROSPERITY DRIVE WINCHESTER, VA. 22602                     | N .00             | DBS  | 100%   |
| 02/23/16 | 16-280     | ATHENA B WEBBER TR OF WEBBER F N<br>RECORDED TIME: 09:00<br>DESCRIPTION 1: 0.5386 ACRE - BATTLETOWN DIST<br>DATE OF DEED : 01/29/16 BOOK: 599 PAGE: 199 MAP: 32A-2-2A<br>NUMBER PAGES : 0              | OGATA, TIFFANY<br>526 RIVER PARK LN BLUEMONT, VA. 20135                                     | N 69,400.00       | DBS  | 100%<br>140,700<br>Wjimpv  |
| 02/23/16 | 16-275     | WFF LLC; SUB TR<br>RECORDED TIME: 09:01<br>DESCRIPTION 1: 3 PARCELS, GREENWAY DISTRICT<br>DATE OF DEED : 02/19/16 BOOK: 599 PAGE: 188 MAP: 30-A-25,26,27<br>NUMBER PAGES : 0                           | N LAND HOLDING LLC<br>249 FIFTH AVE, 18TH FLOOR PITTSBURGH, PA. 15222                       | N 355,000.00      | DTF  | 100%<br>Dwain/office<br>396,700<br>207,700 Store<br>F<br>1,134,500 |
| 02/23/16 | 16-282     | PATSY R CLARK TR OF PATSY R CL N<br>RECORDED TIME: 11:20<br>DESCRIPTION 1: LOT 21, JACKSON DR., BATTLEFIELD ESTATES,<br>DATE OF DEED : 02/23/16 BOOK: 599 PAGE: 218 MAP: 14A7-7-21<br>NUMBER PAGES : 0 | CLARK, PATSY R<br>200 JACKSON DR BERRYVILLE, VA. 22611<br>PHASE 6 - TOWN OF BERRYVILLE      | N .00             | DBS  | 100%   |
| 02/23/16 | 16-283     | CLARK, PATSY R<br>RECORDED TIME: 11:22<br>DESCRIPTION 1: LOT 21, JACKSON DR., BATTLEFIELD ESTATES<br>DATE OF DEED : 02/23/16 BOOK: 599 PAGE: 220 MAP: 14A7-7-21<br>NUMBER PAGES : 0                    | N WILKINSON, TIMOTHY A, DESSIGNE<br>CLARKE CO VA, VA. 22611<br>PHASE 6 - TOWN OF BERRYVILLE | N .00             | DBS  | 100%   |
| 02/23/16 | 4266       | BAILEY, DENISE RENA<br>RECORDED TIME: 16:14<br>DESCRIPTION 1: LOT 11, SEC. C, BATTLETOWN SUBD<br>DATE OF DEED : 02/23/16 BOOK: 97 PAGE: 205<br>NUMBER PAGES : 0  | N/A<br>N/A<br>TOWN OF BERRYVILLE D/B 153 PG 304<br>MAP: 14-A2-14C-11                        | .00               | REA  | 00%  |
| 02/25/16 | 16-290     | HOLIEN, MARK; ET UX<br>RECORDED TIME: 10:45<br>DESCRIPTION 1: GREENWAY DISTRICT, DB 598 PG 311<br>DATE OF DEED : 02/24/16 BOOK: 599 PAGE: 246 MAP: 28A-2-3<br>NUMBER PAGES : 0                         | N HOLIEN, MARK; ET AL<br>127 BERRYS FERRY ROAD WHITE POST, VA. 22663                        | N 160,000.00      | DBS  | 100%<br>98<br>Wjimpv<br>372,200                                    |
| 02/25/16 | 16-292     | BANK OF AMERICA, NATIONAL ASSO N<br>RECORDED TIME: 12:26<br>DESCRIPTION 1: TOWN OF BERRYVILLE<br>DATE OF DEED : 01/14/16 BOOK: 599 PAGE: 250 MAP: 14A2-A-119<br>NUMBER PAGES : 0                       | 217 LIBERTY STREET LLC<br>18777 BLUE RIDGE MTN ROAD BLUEMONT, VA. 20135                     | N 139,000.00      | DBS  | 100%<br>139,100<br>Wjimpv  |



COUNTY OF CLARKE CIRCUIT COURT  
MONTH END DEEDS OF PARTITION AND CONVEYANCE  
LOCAL TAXATION DEPARTMENT  
COUNTY  
FOR FEBRUARY, 2016

| RECORDED | INSTRUMENT | GRANTOR   | (X) GRANTEE/ADDRESS  | (X) CONSIDERATION | TYPE   | PERCENT          |
|----------|------------|---|--|-------------------|--|------------------|
| 02/26/16 | 16-302     | DAVIOT PROPERTIES LLC   | N WILLIAMS, GEORGE C, IV & CAITLI N<br>502 KENNEL RD BOYCE, VA. 22620<br>GREENWAY DIST         | 800,000.00        | DBS  | 100%             |
|          |            | RECORDED TIME: 02:21<br>DESCRIPTION 1: 10.6077 ACRES<br>DATE OF DEED: 02/26/16 BOOK: 599 PAGE: 298 MAP: 30-A-50<br>NUMBER PAGES: 0                        |  |                   | WR/S<br>PIN: <i>630,700</i><br><i>Fair Market - Easement value</i><br><i>520,700</i> |                  |
| 02/26/16 | 16-310     | THOMAS, JOHN T, JR & SHELLEY C  | N LICKING VALLEY CONSTRUCTION COR N<br>1035 SHENANDOAH RIVER LN BOYCE, VA. 22620               | 90,000.00         | DBS  | 100% <i>impv</i> |
|          |            | RECORDED TIME: 03:02<br>DESCRIPTION 1: 2 PARCELS - GREENWAY DIST<br>DATE OF DEED: 02/25/16 BOOK: 599 PAGE: 327 MAP: 37A2-6-30<br>NUMBER PAGES: 0          |  |                   | WR/S<br>PIN: <i>Lot 28 65,700</i><br><i>Lot 30 64,600</i><br><i>VAC</i>              |                  |
| 02/29/16 | 16-313     | BLUE SKY PROPERTY MANAGEMENT L  | N GABLE, BRADLEY J & MELINDA D N<br>20744 AIRMONT RD BLUEMONT, VA. 20135<br>TOWN OF BERRYVILLE | 107,100.00        | DBS  | 100%             |
|          |            | RECORDED TIME: 01:10<br>DESCRIPTION 1: LOT 2, BRITT TOWNHOUSES<br>DATE OF DEED: 02/26/16 BOOK: 599 PAGE: 349 MAP: 14-A2-16-2<br>NUMBER PAGES: 0           |  |                   | WR/S<br>PIN: <i>85,800</i><br><i>w/impv</i>  | <i>↑</i>         |
| 02/29/16 | 16-315     | DEAN, WILLIAM B   | N GABLE, BRADLEY J & MELINDA D N<br>20744 AIRMONT RD BLUEMONT, VA. 20135<br>TOWN OF BERRYVILLE | 119,500.00        | DBS  | 100%             |
|          |            | RECORDED TIME: 01:15<br>DESCRIPTION 1: LOT 23, SECT F, BATTLETOWN SUBD<br>DATE OF DEED: 02/26/16 BOOK: 599 PAGE: 364 MAP: 14-A2-18F-23<br>NUMBER PAGES: 0 |  |                   | WR/S<br>PIN: <i>88,300</i><br><i>w/impv</i>  | <i>↑</i>         |
| 02/29/16 | 16-319     | FEDERAL NATIONAL MORTGAGE ASSO  | Y ATLANTIC LAW GROUP LLC N<br>18777 BLUE RIDGE MTN RF BLUEMONT, VA. 20135<br>BATTLETOWN DIST   | 138,000.00        | DBS  | 100%             |
|          |            | RECORDED TIME: 03:36<br>DESCRIPTION 1: LOTS 14--19, SHEN RET<br>DATE OF DEED: 02/26/16 BOOK: 599 PAGE: 384 MAP: 17A2-23-2I-14+<br>NUMBER PAGES: 0         |  |                   | WR/S<br>PIN: <i>(F)</i>  |                  |

TOTAL COUNTY DEEDS OF PARTITION AND CONVEYANCE: 35  
TOTAL NUMBER OF COUNTY DEEDS OF CORRECTION : 0  
TOTAL NUMBER OF COUNTY WILL/FIDUCIARY : 2

*14 - 4K VAC*  
*15 - 4K VAC*  
*16 - 196,900 impv*  
*17 - 4,800 VAC*  
*18 - 4,400 VAC*  
*19 - 4,000 VAC*

*218,100*

Clarke County Fire & EMS  
2015-2016 Closing Balance Summary

| Description                        | May-15        | Jun-15            | Jul-15             | Aug-15             | Sep-15             | Oct-15             | Nov-15             | Dec-15             | Jan-16             | Feb-16             | YTD Totals          |
|------------------------------------|---------------|-------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|---------------------|
| <b>Billable Calls</b>              |               |                   |                    |                    |                    |                    |                    |                    |                    |                    |                     |
| Boyce (Co 4)                       | 8             | 15                | 11                 | 9                  | 17                 | 12                 | 9                  | 12                 | 8                  | 18                 | 119                 |
| Blue Ridge (Co 8)                  | 2             | 7                 | 3                  | 3                  | 9                  | 0                  | 2                  | 7                  | 4                  | 4                  | 41                  |
| Enders (Co 1)                      | 67            | 60                | 77                 | 70                 | 62                 | 56                 | 52                 | 64                 | 63                 | 68                 | 639                 |
| <b>Total # of Billable Calls</b>   | <b>77</b>     | <b>82</b>         | <b>91</b>          | <b>82</b>          | <b>88</b>          | <b>68</b>          | <b>63</b>          | <b>83</b>          | <b>75</b>          | <b>90</b>          | <b>799</b>          |
| ALS Trips Billed                   | 38            | 53                | 41                 | 43                 | 61                 | 30                 | 30                 | 44                 | 42                 | 46                 | 428                 |
| BLS Trips Billed                   | 39            | 29                | 50                 | 39                 | 27                 | 38                 | 33                 | 39                 | 33                 | 44                 | 371                 |
| <b>Total</b>                       | <b>77</b>     | <b>82</b>         | <b>91</b>          | <b>82</b>          | <b>88</b>          | <b>68</b>          | <b>63</b>          | <b>83</b>          | <b>75</b>          | <b>90</b>          | <b>799</b>          |
| <b>Calls Dispatched</b>            |               |                   |                    |                    |                    |                    |                    |                    |                    |                    |                     |
| Co 1 Career                        |               | 69                | 69                 | 55                 | 55                 | 37                 | 39                 | 48                 | 52                 | 52                 | 476                 |
| Co 1 Volunteer                     |               | 4                 | 3                  | 7                  | 3                  | 6                  | 1                  | 1                  | 2                  | 0                  | 27                  |
| Co 1 Split                         |               | 22                | 36                 | 32                 | 30                 | 45                 | 29                 | 38                 | 35                 | 39                 | 306                 |
| Co 4 Career                        |               | 1                 | 4                  | 2                  | 0                  | 0                  | 4                  | 0                  | 1                  | 0                  | 12                  |
| Co 4 Volunteer                     |               | 13                | 3                  | 0                  | 15                 | 5                  | 4                  | 2                  | 8                  | 5                  | 55                  |
| Co 4 Split                         |               | 12                | 10                 | 8                  | 7                  | 4                  | 6                  | 14                 | 5                  | 13                 | 79                  |
| Co 8 Career                        |               | 0                 | 0                  | 0                  | 0                  | 0                  | 0                  | 0                  | 0                  | 0                  | 0                   |
| Co 8 Volunteer                     |               | 5                 | 6                  | 4                  | 8                  | 4                  | 6                  | 7                  | 6                  | 5                  | 51                  |
| Co 8 Split                         |               | 0                 | 1                  | 0                  | 1                  | 0                  | 0                  | 0                  | 2                  | 2                  | 6                   |
| Unknown                            | 130           | 8                 | 3                  | 2                  | 1                  | 4                  | 3                  | 12                 | 6                  | 8                  | 177                 |
| <b>Total # of Calls Dispatched</b> | <b>130</b>    | <b>134</b>        | <b>135</b>         | <b>110</b>         | <b>120</b>         | <b>105</b>         | <b>92</b>          | <b>122</b>         | <b>117</b>         | <b>124</b>         | <b>1189</b>         |
| <b>Total Payments</b>              | <b>\$0.00</b> | <b>\$5,911.92</b> | <b>\$46,739.95</b> | <b>\$43,914.32</b> | <b>\$37,247.14</b> | <b>\$27,970.24</b> | <b>\$24,396.34</b> | <b>\$27,545.47</b> | <b>\$25,395.00</b> | <b>\$24,658.66</b> | <b>\$263,779.04</b> |

**Director's Report to the Library Board  
For January 2016**

Submitted February 16, 2016

**RECEIVED**

**FEB 24 2016**

***Blizzard Creates Rush at Library***

**Clarke County**

You can predict bad weather by the length of the checkout line at the library, just like at the grocery store. Instead of fighting over the last loaf of bread, library patrons scoop up extra books



and DVDs to last through the storm. On Thursday and Friday, Jan 21-22, 60% more people than usual came to the library for last minute supplies. One patron at Bowman Library said that she had the choice to come to the library or the grocery store, and she chose the library. Others said they were on their way to the grocery *after* stopping at the library.

Checkouts at Bowman Library usually average about 157 items per hour on a Friday, but in two hours on Jan. 22, there were 585 items checked out per hour. On Fridays, Handley Library's average is 103 per hour, but staff

checked out 369 per hour before the storm hit. Clarke County Library set a record with *ten times* as many checkouts per hour on Friday as on a usual Friday, 183.5 compared to 17.8.

In spite of the pre-storm rush, total library checkouts for the month suffered as the library was closed 3.5 days. Eight children and youth programs were cancelled, and some adult programs and a research trip by Handley High School students were rescheduled.

***Tax Assistance Offered Weekly at Bowman Library***

AARP Foundation Tax-Aide is the nation's largest volunteer-run tax preparation and assistance service, and now they have come to Bowman Library. On Wednesdays from 10 a.m. to 2 p.m., Tax-Aide volunteers at the library will prepare 2015 Federal and Virginia State tax returns for seniors and others with low to moderate income. There is no charge for this service, and membership in AARP is not required. The service will continue until April 13.

***Snuggle with a Book in the Winter Reading Program***

Bowman Bill Groundhog launched the February Winter Reading Program on January 30. Joining the puppet Bowman Bill was Phil, a live groundhog from the Valley Wildlife Care Center. Frederick County Supervisor Bob Wells was the Mayor for the event and interpreted Bowman Bill's prediction for the children. Register for the program online at [www.handleyregional.org](http://www.handleyregional.org).

***Staff Changes***

Amanda Acker, *Public Relations and Marketing Associate*, began work on January 26.

***January Donations***

Friends of Handley Regional Library in honor of Trish Ridgeway, Herbert and Linda Cunningham, Vicki Keyser, Douglas J. Ayen, Algernon Sullivan Trust, and Joseph and Mary Dezarn.

*Photo of Handley Library by staff member Kendra Getaz*

**Kudos:**

About Reference Assistant Cheryl Davis: Direct quote from patron: "I know good customer service and that was good service. It was above and beyond."

From Reference Assistant Susan Gawrysiak: This morning two women came to my desk needing more assistance with Mango. Patron A is new to the United States and only speaks Mandarin. Patron B is trying to help her get acclimated. They had come in previously and been shown Mango and gotten an account and started Mandarin for English speakers lessons, but couldn't get further. So I got Patron A the English for Mandarin speakers lessons and her face just lit up! She was so grateful and happy.

**January at a Glance**

|        |   |
|--------|---|
| 22,370 | Library visitors                                  |
| 56,696 | Checkouts of books & materials                    |
| 5,173  | Checkouts of eBook, eMagazine, audiobook          |
| 42     | In-house Library programs                         |
| 1,107  | Attendance at in-house Library programs           |
| 4      | Outreach programs (presented outside the library) |
| 241    | Attendance at Outreach programs                   |

**Organizations sponsoring or participating in January programs and events**

- Chick-fil-A of Rutherford Crossing and Pleasant Valley.
- Valley Wildlife Care Center
- Museum of the Shenandoah Valley
- Apple Valley Reading Association
- Frederick County Public Schools
- Winchester City Schools
- Winchester Sheriff's Department
- Eukarya Academy
- Independent School of Winchester
- Blue Ridge Dog Training Club
- Martin's Food Stores
- NW Works Day group
- Sherando High School Special Education classes
- Grafton students
- Chalk Dust
- Literacy Volunteers-Winchester
- Adult and Youth volunteers for special programs and displays.
- Millbrook High School, Special Education Dept.
- Shenandoah Valley Genealogical Society
- Daughters of American Revolution (DAR)
- Valley Health System
- U.S. Embassy Security Detail

**Outreach—where library staff went in January**

- Museum of the Shenandoah Valley
- Mexican Consulate Outreach, Shenandoah University
- Frederick County Schools

## **2015 ANNUAL REPORT – DEPARTMENT OF PLANNING**

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### **1. Introduction**

The Department of Planning provides professional planning, code enforcement, project management, and technical services to support Clarke County's planning and land use objectives. Staffing consists of four full-time employees (Director, Senior Planner/Zoning Administrator, Natural Resources Planner, and Administrative Assistant). The Department previously had a full-time enforcement officer but that position was eliminated in 2011.

The Department was previously responsible for oversight of the County's economic development program. These functions were transferred to the new Director of Economic Development and Tourism in mid-2015.

### **Department Functions and Responsibilities:**

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

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

**Departmental Goals**

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

**2. Summary of Activities**

The 2015 calendar year began with staffing changes consisting of the retirement of Zoning Administrator Jesse Russell in February and the hiring of Senior Planner/Zoning Administrator Ryan Fincham in January. The Department was also impacted with the hiring of Len Capelli to take over coordination of economic development and tourism functions that were being managed on a part-time basis by Mr. Russell. These responsibilities were shifted from the Department of Planning with Mr. Capelli’s hiring.

Planning Department Staff continued work on creating new and updating existing component plans. The County’s first Recreation Component Plan was adopted on August 18 following several months of work by a committee composed of Planning Commissioners and Parks & Recreation Board members, facilitated by Natural Resources Planner Alison Teetor. Staff also continued work with Town Planning Staff on the comprehensive update of the Berryville Area Plan. A final draft was developed by the Berryville Area Development Authority in December following informal public comment solicitation in the fall. Planning Staff also worked with the

Board of Supervisors during the budget process on a Capital Improvement Plan pilot project – an item recommended by the 2013 Comprehensive Plan.

In addition, County and Town Planning Staffs worked together on a project to gain the Appalachian Trail Community designation for our jurisdictions. The program serves to assist communities with sustainable economic development through tourism and outdoor recreation, while preserving and protecting the Appalachian Trail.

In the fall, Staff coordinated the review and renewal of the County's Agricultural & Forestal District (AFD). The District was last renewed in 2010 for a six-year term set to expire in March 2016. The District renewal process involved coordinating meetings of the AFD Advisory Committee, mailing notifications to District landowners as required by law, developing a County Code text amendment to address changes to State law since 2010, and promoting the benefits of District membership.

Also in the fall, Staff began work with the Finance and IT Directors on the implementation of the MUNIS Planning & Zoning module. Work in 2015 consisted primarily of developing lists of permit types, fees, and reviewing agencies and inputting the information into the MUNIS module. Continued setup activities were planned for 2016 with a goal of activating the module for live use in spring 2016.

Detailed descriptions of these and other projects undertaken by the Department, along with a summary of the land use requests processed by the Department in 2015, are included below.

**A. Zoning Map Amendments**

No new rezoning applications were filed for review in 2015.

**B. Special Use Permits**

No new special use permit applications were filed for review in 2015.

**C. Text Amendments**

Five text amendments were processed by the Department in 2015 – four involved changes to the Zoning Ordinance and one involved changes to both the Zoning and Subdivision Ordinances:

- **TA-15-01, Monopole Regulations.** Proposed text amendment to amend §3-C-2-u, Monopoles for Telecommunication Antennae (Supplementary Regulations); and §6-H-12, Monopoles for Telecommunication Antennae (Design Standards) of the Zoning Ordinance. The purpose of the amendment is to add new language regarding co-location of antennas on existing monopoles in order to comply with recent changes to Federal law. The amendment would also add new and clarify existing requirements for special use permit and site plan applications for the siting of new monopoles. The amendment was adopted by the Board of Supervisors on July 7, 2015.
- **TA-15-02, Farm Breweries and Farm Wineries.** Proposed text amendment to amend §3-A-1, Agricultural-Open Space-Conservation District (AOC); §3-A-2, Forestal-Open Space Conservation District (FOC); §3-C, Supplementary Regulations; and §9-B, Definitions, of the Zoning Ordinance. The purpose of the amendment is to create a new

permitted use, “farm breweries,” in the AOC and FOC Districts, and to establish supplementary regulations for the new permitted use. The text amendment also adds language to require zoning approval and issuance of a business license prior to operating a farm brewery or farm winery including provision of approved private well and onsite septic system permits issued by the Virginia Department of Health. Wineries, breweries, cideries, and distilleries would be specifically excluded from the special use, “Processing of Agricultural Products not totally produced in Clarke County,” in the AOC and FOC Districts. The amendment was adopted by the Board of Supervisors on July 21, 2015.

- **TA-15-03, Rear Yard Setback – Rural Residential (RR) District.** Proposed text amendment to amend §3-A-3-c, Minimum Yard Requirements -- Rural Residential District (RR), of the Zoning Ordinance. The purpose of the amendment is to reduce the required rear yard setback for structures on parcels 15,000 square feet or greater in area from 35 feet to 25 feet. The amendment was adopted by the Board of Supervisors on February 16, 2016.
- **TA-15-04, Board of Zoning Appeals – State Law Changes.** Proposed text amendment to amend Article 7 (Appeals, Variances, Interpretations, and Modifications) of the Zoning Ordinance. The purpose of the amendment is to implement new and amend current requirements regarding the administrative procedures and standard of review for variances and appeals by the Board of Zoning Appeals (BZA) in order to comply with recent amendments to the Code of Virginia. The amendment was adopted by the Board of Supervisors on February 16, 2016.
- **TA-15-05, Forestal-Open Space-Conservation (FOC) District Development Regulations.** Proposed text amendment to amend the following sections of the Zoning and Subdivision Ordinances:

#### Subdivision Ordinance

- Article 4 (Procedure for Subdivision Approval) – Adding a new Subsection N, Applications for Subdivisions in the Forestal-Open Space-Conservation (FOC) District, to create subdivision regulations specific to the FOC District.

#### Zoning Ordinance

- §3-A-2-b, Lot Requirements (FOC District) -- Limits area reductions of a residual open space parcel to a maximum of 10% of the total parcel area and prohibits the dwelling unit right from being transferred.
- §3-A-2-f, Vegetated Property Buffers and Clearing Limits (FOC District) – Clarifies and strengthens existing requirements including applying such restrictions to vacant parcels created on or before the established effective dates and removes the requirement that a Planning Commissioner grant written approval of buffer clearing under limited circumstances in conjunction with the Zoning Administrator.
- §3-A-1-f, Vegetated Property Buffer (AOC District) -- Removes the requirement that a Planning Commissioner grant written approval of buffer clearing under



limited circumstances in the AOC District in conjunction with the Zoning Administrator.

- §3-C-2-k, Forestry Uses & Structures -- Eliminates time-based restrictions on the filing of a subdivision application before or after a timber harvest and on the filing of a Pre-Harvest Plan after approval of a subdivision plan.
- §3-C-2-y, Propane Tanks -- Allows screening to be used as an alternative to underground installation of propane tanks 500 gallons or larger in all zoning districts.
- Article 9, Definitions – Adds new definitions for “clear cut” and “no-clear area.”

The amendment was adopted by the Board of Supervisors on February 16, 2016.

#### **D. Site Plans**

Eleven site plans reviewed in 2015. Nine plans were administratively approved by Staff (ASP) and two site plans were reviewed and approved by the Planning Commission (SP).

- **ASP-15-01, Alain Borel (L’Auberge Provencale).** Request approval of a Site Plan Amendment (SUP-81-01) for a 725 square foot kitchen addition to the existing Country Inn. The property is identified as Tax Map 28-A-12, located at 13630 Lord Fairfax Highway, in the White Post Election District, zoned Agricultural Open-Space Conservation (AOC). This Site Plan Amendment was administratively approved on February 10, 2015.
- **ASP-15-02, Kevin & Leigh Ann Anderson.** Kevin & Leigh Ann Anderson request approval of a Site Plan Amendment to add an outdoor display area for portable sheds to an existing nursery. The property is identified as Tax Map 7-6-3, located at 10574 Harry Byrd Highway (Rt. 7), in the Russell Election District, zoned Agricultural Open-Space Conservation (AOC). This Site Plan Amendment was administratively approved on 3/4/15.
- **SP-15-03, Alain Borel (L’Auberge Provencale).** Request approval of a Site Plan Amendment to construct a 725 square foot lounge/bar and a 54 square foot entrance to the existing structure on the property identified as Tax Map #28-A-12, located at 13630 Lord Fairfax Highway, in the White Post Election District, zoned Agricultural-Open Space-Conservation (AOC). This Site Plan Amendment was approved by the Planning Commission on June 5, 2015.
- **ASP-15-04, T-Mobile. Site: Perry Quarry Monopole (Quarry Road)** Request administrative approval of a Site Plan Amendment for an addition of one microwave dish to existing monopole for T-Mobile. The property is identified as Tax Map 16-A-33, 4163 Quarry Road, in the Buckmarsh Election District, zoned Agricultural Open-Space Conservation (AOC). This Site Plan Amendment was administratively approved on July 24, 2015.
- **SP-15-05, Clarke County Sanitary Authority.** Request approval of a Site Plan Amendment to change elements of a previously approved site plan to construct a new

water tower on the property identified as Tax Map #30-A-1A. The proposed changes are to re-locate the driveway, waterline, and landscaping. The property is located at 1340 Browntown Road in the Millwood Election District and is zoned Agricultural Open-Space Conservation (AOC). This Site Plan Amendment was approved by the Planning Commission on July 10, 2015.

- **ASP-15-06, AT&T. Site: Byrd Bridge Monopole (Blue Ridge Mountain Road)**  
Request administrative approval of a Site Plan Amendment to remove and replace three antennas and install related support equipment on an existing self-supporting tower. The property is identified as Tax Map 40-2-1, 20870 Blue Ridge Mountain Road in the Millwood Election District, zoned Forestal-Open Space-Conservation (FOC). This Site Plan Amendment was administratively approved on July 6, 2015.
- **ASP-15-07, Powhatan School.** Request administrative approval of a Site Plan Amendment to build three pavilions to serve passive recreational activities for educational and scientific outdoor class purposes. The property is identified as Tax Map 29-A-16, 97 Powhatan Lane in the White Post Election District, zoned Agricultural Open-Space Conservation (AOC). The property is a recorded Clarke County Conservation Easement. This Site Plan Amendment was administratively approved on August 20, 2015.
- **ASP-15-08, Verizon Wireless. Site: Mt. Carmel Monopole (Mt. Carmel Road)**  
Request administrative approval of a Site Plan Amendment to install three remote radio heads to the existing monopole located at 134 Mount Carmel Road. The property is identified as Tax Map #39-A-71, Millwood Election District and zoned Forestal Open-Space Conservation (FOC). This Site Plan Amendment was administratively approved on September 8, 2015.
- **ASP-15-09, T-Mobile. Site: D.G. Cooley Campus Tower (Ramsburg Lane)**  
Request administrative approval of a Site Plan Amendment for removing 6 existing antennas and 6 TMAs and installing 1 proposed BBU Cabinet, 3 proposed antennas, 6 proposed TMAs and 2 proposed diplexors to an existing wireless telecommunications facility located at 88 Ramsburg Lane. The property is identified as Tax Map 13-A-61, in the Russell Election District, zoned Agricultural Open-Space Conservation (AOC). This Site Plan Amendment was administratively approved on September 8, 2015.
- **ASP-15-10, Verizon Wireless. Site: D.G. Cooley Campus Tower (Ramsburg Lane)**  
Request administrative approval of a Site Plan Amendment for removing 6 existing antennas and installing 6 new ones, new RRHs, GPS antenna, new hybrid cables and new upper distribution boxes and existing coax cables to be removed to an existing wireless telecommunications facility located at 88 Ramsburg Lane. The property is identified as Tax Map 13-A-61, in the Russell Election District, zoned Agricultural Open-Space Conservation (AOC). This Site Plan Amendment was administratively approved on December 7, 2015.

- **ASP-15-11, AT&T. Site: Springsbury Tower (Springsbury Road)**  
Request administrative approval of a Site Plan Amendment to install three new remote radio head units to AT&T's existing equipment mounts on the existing guyed tower at the wireless telecommunications facility located at 1531 Springsbury Road. Any structural work to the tower or guyed wires must be approved by the Clarke County Building Department. The property is identified as Tax Map #23-A-8B, in the Buckmarsh Election District, zoned Agricultural Open-Space Conservation (AOC). This Site Plan Amendment was administratively approved on December 7, 2015.

## **E. Major / Minor Subdivisions**

### Major Subdivisions

There were no Major Subdivisions filed in 2015.

### Minor Subdivisions

There were two Minor Subdivisions filed in 2015.

- **MS-15-01, Denis Wayne Foltz.** Request approval of a two lot Minor Subdivision for the property identified as Tax Map #6-A-57 located at 1026 Fishpaw Road in the Russell Election District, zoned Agricultural Open-Space Conservation (AOC). This Minor Subdivision was approved by the Planning Commission on December 4, 2015.
- **MS-15-02, Dunning Family Limited Partnership.** Request approval of a two lot Minor Subdivision for the property identified as Tax Map #20-A-8 located at 2312 Old Winchester Road in the White Post Election District, zoned Agricultural Open-Space Conservation (AOC). This Minor Subdivision was approved by the Planning Commission on December 4, 2015.

## **F. Board of Zoning Appeals**

There were no applications filed with the Board of Zoning Appeals in 2015.

## **G. Board of Septic Appeals**

Three requests for variances to the Clarke County Septic Ordinance were submitted in 2015.

Two were approved in 2015 and one was approved in 2016.

- **BSA-15-01, BellRinger Farm, LLC (Giel Millner, Agent).** Request a variance from the Clarke County Septic Ordinance for the parcel identified as Clarke County Tax Map #13-A-13, located at 642 Westwood Road, zoned Agricultural Open-Space Conservation (AOC), Russell Election District. Approved by the Board of Septic Appeals on April 24, 2015.
- **BSA-15-02, James and Dale Coumes, (Eric Wright, Agent).** Request a variance from the Clarke County Well Ordinance for the parcel identified as Clarke County Tax Map #25-A-33, located at 138 Taylor Hill Lane in the Millwood Election District and is zoned Forestal Open-Space Conservation (FOC). Approved by the Board of Septic Appeals on April 24, 2015.

- **BSA-15-03, William Caton.** Request a variance from the Clarke County Well Ordinance for the parcel identified as Clarke County Tax Map #16-A-20A, located at 238 Shepherds Mill Road in the Millwood Election District and is zoned Agricultural Open-Space Conservation (AOC). Approved by the Board of Septic Appeals on January 8, 2016.

#### **H. Town of Boyce Activities**

In 2015, Department Staff provided technical assistance to the Town of Boyce in the review of one Special Use Permit Request.

- **SUP-15-01B, Pedro Hurtado.** Request approval of a Special Use Permit for a Single Family Dwelling on Tax Map Parcel 21A1-((A))-91 located at 15 South Greenway Avenue, Greenway Magisterial District/White Post Election District, zoned Business (B), Town of Boyce. This Special Use Permit is pending.

#### **I. Other Administrative Reviews**

Planning Department Staff reviewed 12 boundary line adjustment applications in 2015. No administrative subdivisions (divisions consisting of lots 100 acres or larger) were filed for the year.

#### **J. Special Projects**

In addition to land use and zoning activities, several special projects were undertaken by the Department during the year:

- **Recreation Component Plan.** To further the Comprehensive Plan's objectives regarding Outdoor Resources, the Planning Commission developed the County's first Recreation Component Plan. The effort was managed in-house by Planning Staff and developed through the efforts of a subcommittee appointed by the Commission composed of representatives from the Commission and the Parks & Recreation Advisory Board along with citizens with interest or expertise in recreation resources. The County's Parks & Recreation Director and the Berryville Assistant Town Manager also participated in the Plan development process. The Plan was formally adopted in August 2015.
- **Berryville Area Plan update.** Town and County planning staffs continued to assist the Berryville Area Development Authority (BADA) with the rewriting of the Berryville Area Plan – a project that began in 2012. The rewrite project consists of editing, updating, and consolidating the current Plan into four chapters:
  - Chapter I – Introduction (containing background information, updated demographics, and new sections on the Town-County annexation agreements)
  - Chapter II – Plan Sub-Areas (includes updated descriptions and residential/commercial yield numbers for the designated Sub-Areas)
  - Chapter III – New chapter with clear statement of the Plan's goals, objectives, and strategies (preliminary approval by BADA in June 2013)
  - Chapter IV – Plan Implementation (plan conclusion containing implementation strategies and potential future growth areas)

The BADA approved an initial draft of the revised Plan in September and held an informal public information session in October. A final draft was developed in December for the BADA's formal public hearing scheduled in January 2016.

- Capital Improvement Plan (CIP) Pilot Program. This project was initiated by Staff in conjunction with the Planning Commission to implement the revised Comprehensive Plan recommendation to develop an annual CIP process where projects are evaluated for conformance with the Comp Plan (Objective 11, Policies 1 and 2), needs assessments, master plans, levels of service/performance triggers, or other accepted criteria. The goal of the Pilot Program was to develop this approach and to involve the Planning Commission in evaluating the scope and function of the project.

The Program was intended to run concurrently with the FY15-16 budget process with the goal of implementing the program elements into the FY16-17 budget process. Following completion of the Pilot Program and discussion of the results, it was determined that further implementation would not take place.

- Josephine Street Community Development Block Grant (CDBG) program. Planning Staff continued to represent the County as a stakeholder on the Management Team of a project to develop solutions to identified housing and infrastructure needs in the Josephine Street Community. This project was funded through the CDBG program with technical assistance provided by the Northern Shenandoah Valley Regional Commission (NSVRC) and the Town of Berryville serving as fiscal agent. Five meetings were held in 2015 and the project was completed in the summer.
- Easement Inspections program. Department Staff temporarily expanded by two part-time positions in the Summer of 2015 as interns were enlisted to perform compliance inspections on all properties containing easements held by the Clarke County Easement Authority. The interns were paid through the Authority's stewardship fund and they successfully completed onsite inspections and reports on approximately 90 properties. The Department expects this to be a reoccurring program and will maintain a database of inspection results annually.
- Agricultural & Forestal District (AFD) Renewal Process. With the County's Agricultural & Forestal District set to expire on March 16, 2016, work began in late summer on the District renewal process as set forth in the Code of Virginia. The process involved informing all District property owners of the renewal and their ability to remain in or withdraw from the District, as well as notifying all land use taxation property owners that are not in the District of the benefits of joining. Staff coordinated meetings of the AFD Advisory Committee including a required public information meeting with the District landowners in November. Staff also worked on the development of a County Code text amendment to address changes in State law since the District was last renewed in 2010. This included the development of a new annual review process for applications to join the District. Work on this project continues into 2016 with formal public hearings by the Planning Commission and Board of Supervisors.

- MUNIS Implementation. In the fall, Staff began work on the implementation of the Planning and Zoning module of the County’s new MUNIS system. Once fully implemented, this module will serve as an electronic database for the filing, processing, review, and ongoing records management of the Department’s land use and permit applications. The module is shared with the Building Department and connected to the Finance and Property modules to better coordinate permit reviews, cash handling, and historical record-keeping of changes to properties over time. Staff’s implementation activities in 2015 included creating lists of all permit/application types and fees and inputting them into the MUNIS system with the assistance of the Finance and IT Directors. Separate listings were created for Boyce land use applications. Work in preparation for 2016 implementation activities included identifying agencies involved in the review of specific permit/application types. Implementation activities were scheduled to continue through early 2016 with an anticipated spring timeframe for “going live” with the module.

### **3. Building Permits**

#### **A. Residential Permits.**

A total of 45 permits to construct new single-family homes were issued in 2015. 25 were issued for parcels located outside of the towns and 20 permits were issued in the Town of Berryville. No permits were issued in the Town of Boyce. The 45 permits issued nearly matched 2014’s total of 46 permits -- the highest annual total since 2007 when 57 permits were issued.

#### **Residential Building Permits Issued, 2000-2015**

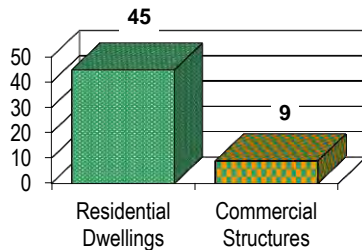
|             | <b>County</b> | <b>Berryville</b> | <b>Boyce</b> | <b>TOTAL</b> |             | <b>County</b> | <b>Berryville</b> | <b>Boyce</b> | <b>TOTAL</b> |
|-------------|---------------|-------------------|--------------|--------------|-------------|---------------|-------------------|--------------|--------------|
| <b>2015</b> | 25            | 20                | 0            | 45           | <b>2004</b> | 81            | 45                | 4            | 130          |
| <b>2014</b> | 27            | 16                | 3            | 46           | <b>2003</b> | 72            | 53                | 2            | 127          |
| <b>2013</b> | 21            | 6                 | 1            | 28           | <b>2002</b> | 78            | 49                | 2            | 129          |
| <b>2012</b> | 16            | 4                 | 0            | 20           | <b>2001</b> | 86            | 50                | 2            | 138          |
| <b>2011</b> | 16            | 1                 | 0            | 17           | <b>2000</b> | 68            | 33                | 0            | 101          |
| <b>2010</b> | 10            | 4                 | 9            | 23           |             |               |                   |              |              |
| <b>2009</b> | 11            | 1                 | 12           | 24           |             |               |                   |              |              |
| <b>2008</b> | 20            | 0                 | 23           | 43           |             |               |                   |              |              |
| <b>2007</b> | 39            | 6                 | 12           | 57           |             |               |                   |              |              |
| <b>2006</b> | 41            | 25                | 14           | 80           |             |               |                   |              |              |
| <b>2005</b> | 65            | 141               | 15           | 221          |             |               |                   |              |              |

**B. Total Permits -- Valuation**

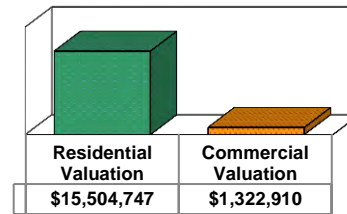
**Building permit valuation, all use types for permits issued in 2015**

| Permits                                   | Number of Structures/<br>Permits | Valuation            |
|---|----------------------------------|----------------------|
| Residential Structures                    | 45                               | \$ 15,504,747        |
| Commercial/Institutional Structures       | 9                                | \$ 1,322,910         |
| Miscellaneous Permits Issued <sup>1</sup> | 820                              | \$ 6,523,981         |
| <b>Total</b>                              |                                  | <b>\$ 23,351,638</b> |

**NUMBER ISSUED**



**VALUATION**



**BUILDING PERMITS**

Residential, Commercial, Institutional and Miscellaneous Structures

| Year | Res/Com/<br>Institutional<br>Structures | Valuation                 | Miscellaneous<br>Permits | Valuation    |
|------|---|---------------------------|--------------------------|--------------|
| 2015 | 54                                      | \$16,827,657              | 820                      | \$6,523,981  |
| 2014 | 77                                      | \$20,333,277              | 710                      | \$5,041,836  |
| 2013 | 40                                      | \$13,861,000              | 729                      | \$3,387,600  |
| 2012 | 26                                      | \$ 7,111,000              | 739                      | \$6,604,350  |
| 2011 | 17                                      | \$ 5,769,000              | 733                      | \$6,612,624  |
| 2010 | 24                                      | \$28,726,000 <sup>2</sup> | 761                      | \$8,604,700  |
| 2009 | 27                                      | \$ 7,277,000              | 837                      | \$6,059,200  |
| 2008 | 48                                      | \$12,912,975              | 1144                     | \$8,326,400  |
| 2007 | 60                                      | \$15,191,130              | 1384                     | \$10,529,175 |
| 2006 | 91                                      | \$14,425,000              | 1652                     | \$10,813,187 |
| 2005 | 224                                     | \$47,305,833              | 2541                     | \$55,290,268 |
| 2004 | 132                                     | \$23,423,005              | 2031                     | \$30,588,005 |
| 2003 | 133                                     | \$24,642,470              | 1840                     | \$34,050,768 |
| 2002 | 135                                     | \$30,716,883              | 1955                     | \$38,470,828 |
| 2001 | 145                                     | \$24,534,731              | 1732                     | \$31,735,432 |
| 2000 | 103                                     | \$16,161,845              | 1862                     | \$22,859,869 |

<sup>1</sup> Miscellaneous permits include all other building permits issued excluding residential dwellings and commercial buildings

<sup>2</sup> Includes \$22,318,000 for new high school (2010)

#### **4. Subdivisions**

The table below lists the total number of new lots and acreage subdivided in the County and incorporated towns from 2000-2015. In 2015, two minor subdivisions were approved by the Planning Commission resulting in the creation of two new lots. Figures for Berryville include only subdivisions approved in the annexation area covered by the Berryville Area Plan.

| <b>Year</b> | <b>Lots/Acres</b> | <b>County</b> | <b>Berryville</b> | <b>Boyce</b> |
|-------------|-------------------|---------------|-------------------|--------------|
|             |                   | <b>Total</b>  | <b>Total</b>      | <b>Total</b> |
| 2000        | Lots              | 25            | 5                 |              |
|             | Acres             | 2125          | 72                |              |
| 2001        | Lots              | 72            | 3                 | 6            |
|             | Acres             | 535           | 0                 | 1            |
| 2002        | Lots              | 40            | 100               | 3            |
|             | Acres             | 281           | 81                | 1            |
| 2003        | Lots              | 34            | 70                | 43           |
|             | Acres             | 412           | 54                | 21           |
| 2004        | Lots              | 30            | 71                | 5            |
|             | Acres             | 325           | 72                | 2            |
| 2005        | Lots              | 31            | 99                | 71           |
|             | Acres             | 370           | 60                | 15           |
| 2006        | Lots              | 36            | 10                | 1            |
|             | Acres             | 799           | 32                | <1           |
| 2007        | Lots              | 25            | 1                 | 2            |
|             | Acres             | 179           | 2                 | 2            |
| 2008        | Lots              | 25            | 0                 | 0            |
|             | Acres             | 708           | 0                 | 0            |
| 2009        | Lots              | 6             | 0                 | 1            |
|             | Acres             | 2             | 0                 | <1           |
| 2010        | Lots              | 5             | 0                 | 0            |
|             | Acres             | 191           | 0                 | 0            |
| 2011        | Lots              | 8             | 0                 | 0            |
|             | Acres             | 98            | 0                 | 0            |
| 2012        | Lots              | 6             | 0                 | 0            |
|             | Acres             | 67            | 0                 | 0            |
| 2013        | Lots              | 4             | 0                 | 0            |
|             | Acres             | 144           | 0                 | 0            |
| 2014        | Lots              | 13            | 0                 | 20           |
|             | Acres             | 252           | 0                 | 6            |
| 2015        | Lots              | 2             | 0                 | 0            |
|             | Acres             | 18.71         | 0                 | 0            |



## DWELLING UNIT RIGHTS

### Dwelling Unit Rights (DURs) Used and Remaining by Magisterial District

| Magisterial District | DURs Allocated | DURs Remaining | % Remaining |
|----------------------|----------------|----------------|-------------|
| Greenway             | 1,590          | 1,098          | 69.1        |
| Chapel               | 2,011          | 1,345          | 66.9        |
| Battletown           | 1,496          | 786            | 52.9        |
| Longmarsh            | 1,566          | 712            | 45.5        |
|                      |                |                |             |
| <b>TOTAL</b>         | <b>6,663</b>   | <b>3,941</b>   | <b>59.2</b> |

### 5. Conservation Easements

#### Conservation Easements Added/Dwelling Units Retired, 1974-2015

|      | VOF,<br>OTHERS<br>(acres) | COUNTY<br>(acres) | DURs<br>RETIRED |
|------|---------------------------|-------------------|-----------------|
| 1974 | 72                        | 0                 | n/a             |
| 1975 | 4                         | 0                 | n/a             |
| 1976 | 195                       | 0                 | n/a             |
| 1977 | 119                       | 0                 | n/a             |
| 1978 | 667                       | 0                 | n/a             |
| 1979 | 1,037                     | 0                 | n/a             |
| 1980 | 166                       | 0                 | n/a             |
| 1981 | 0                         | 0                 | n/a             |
| 1982 | 100                       | 0                 | n/a             |
| 1983 | 0                         | 0                 | n/a             |
| 1984 | 0                         | 0                 | n/a             |
| 1985 | 0                         | 0                 | n/a             |
| 1986 | 0                         | 0                 | n/a             |
| 1987 | 0                         | 0                 | n/a             |
| 1988 | 807                       | 0                 | n/a             |
| 1989 | 1,540                     | 0                 | n/a             |
| 1990 | 2,503                     | 0                 | n/a             |
| 1991 | 846                       | 0                 | n/a             |
| 1992 | 64                        | 0                 | n/a             |
| 1993 | 328                       | 0                 | n/a             |
| 1994 | 2                         | 0                 | n/a             |
| 1995 | 95                        | 0                 | n/a             |
| 1996 | 42                        | 0                 | n/a             |

|                 | VOF,<br>OTHERS<br>(acres) | COUNTY<br>(acres) | DURs<br>RETIRED       |
|-----------------|---------------------------|-------------------|-----------------------|
| 1997            | 336                       | 0                 | n/a                   |
| 1998            | 485                       | 0                 | n/a                   |
| 1999            | 951                       | 0                 | n/a                   |
| 2000            | 1,453                     | 0                 | n/a                   |
| 2001            | 764                       | 0                 | n/a                   |
| 2002            | 1,180                     | 0                 | n/a                   |
| 2003            | 133                       | 145               | 3                     |
| 2004            | 957                       | 35                | 1+13 lots<br>in Boyce |
| 2005            | 943                       | 314               | 5                     |
| 2006            | 425                       | 579               | 18                    |
| 2007            | 285                       | 1,261             | 45                    |
| 2008            | 0                         | 250               | 12                    |
| 2009            | 230                       | 484               | 13                    |
| 2010            | 0                         | 473               | 21                    |
| 2011            | 210                       | 582               | 18                    |
| 2012            | 0                         | 709               | 26                    |
| 2013            | 1,120                     | 612               | 15                    |
| 2014            | 65                        | 404               | 15                    |
| 2015            | 17                        | 33                | 5                     |
|                 |                           |                   |                       |
|                 |                           |                   |                       |
| <b>SUBTOTAL</b> | <b>18,140</b>             | <b>5,811</b>      |                       |
| <b>TOTAL</b>    |                           | <b>23,951</b>     | <b>210</b>            |

## Conservation Easement Purchase Summary, 2003-2015 (there were no easement purchases in 2015)

| Clarke County Conservation Easement Authority<br>Easement Purchase Summary |                     |                 |                          |             |              |             |                        |
|--|---------------------|-----------------|--------------------------|-------------|--------------|-------------|------------------------|
| YEAR   | DUR'S<br>TERMINATED | APPRAISED VALUE | DUR<br>PURCHASE<br>VALUE | OWNER SHARE | COUNTY SHARE | GRANT SHARE | GRANT SOURCE           |
| 2003   | 3                   | \$251,000       | \$0                      | \$26,000    | \$225,000    | \$0         |                        |
| 2003   | 0                   | \$0             | \$0                      | \$0         | \$0          | \$0         |                        |
| 2005   | 2                   | \$198,100       | \$0                      | \$123,100   | \$75,000     | \$0         |                        |
| 2005   | 2                   | \$200,000       | \$0                      | \$125,000   | \$50,000     | \$25,000    | SRCDC                  |
| 2006   | 3                   | \$578,400       | \$0                      | \$445,133   | \$133,267    | \$0         |                        |
| 2006   | 3                   | \$736,950       | \$0                      | \$166,575   | \$114,075    | \$228,150   | VOF                    |
| 2007   | 5                   | \$1,126,813     | \$0                      | \$162,125   | \$8,062      | \$478,313   | VLCF, VDACS, FRPP      |
| 2008   | 3                   | \$346,551       | \$0                      | \$86,638    | \$86,638     | \$173,275   | FRPP                   |
| 2008   | 2                   | \$180,000       | \$0                      | \$53,100    | \$42,300     | \$84,600    | FRPP                   |
| 2008   | 5                   | \$716,500       | \$0                      | \$179,125   | \$27,750     | \$509,625   | VLCF, VDACS, FRPP      |
| 2008   | 1                   | \$131,500       | \$0                      | \$32,875    | \$16,437     | \$82,188    | VDACS, FRPP            |
| 2010   | 1                   | \$0             | \$25,000                 | \$0         | \$12,500     | \$12,500    | VDACS                  |
| 2010   | 2                   | \$0             | \$80,000                 | \$0         | \$40,000     | \$40,000    | VDACS                  |
| 2010   | 1                   | \$0             | \$28,000                 | \$0         | \$14,000     | \$14,000    | VDACS                  |
| 2010   | 6                   | \$0             | \$240,000                | \$0         | \$120,000    | \$120,000   | VDACS                  |
| 2010   | 5                   | \$0             | \$140,000                | \$0         | \$70,000     | \$70,000    | VDACS                  |
| 2010   | 2                   | \$0             | \$80,000                 | \$0         | \$40,000     | \$40,000    | VDACS                  |
| 2010   | 2                   | \$0             | \$60,800                 | \$0         | \$30,400     | \$30,400    | VDACS                  |
| 2010   | 1                   | \$0             | \$30,400                 | \$0         | \$15,200     | \$15,200    | VDACS                  |
| 2011   | 2                   | \$240,500       | \$0                      | \$60,125    | \$30,063     | \$150,312   | VDACS, FRPP            |
| 2011   | 1                   | \$0             | \$13,000                 | \$0         | \$6,500      | \$6,500     | VDACS                  |
| 2011   | 2                   | \$0             | \$25,000                 | \$0         | \$25,000     | \$0         |                        |
| 2011   | 2                   | \$0             | \$80,000                 | \$0         | \$40,000     | \$40,000    | VDACS                  |
| 2012   | 2                   | \$0             | \$80,000                 | \$0         | \$40,000     | \$40,000    | VDACS                  |
| 2012   | 4                   | \$345,500       | \$0                      | \$86,375    | \$20,000     | \$239,125   | PEC, VDACS, FRPP       |
| 2013   | 4                   | \$30,300        | \$0                      | \$125,000   | \$27,500     | \$347,500   | PEC, VLCF, VDACS, FRPP |
| 2013   | 4                   | \$542,500       | \$0                      | \$135,625   | \$32,813     | \$374,062   | PEC, VLCF, VDACS, FRPP |
| 2013   | 3                   | \$255,000       | \$0                      | \$63,750    | \$3,125      | \$188,125   | PEC, VLCF, VDACS, FRPP |
| 2013   | 4                   | \$560,000       | \$0                      | \$140,000   | \$97,500     | \$322,500   | PEC, VLCF, VDACS       |
| 2014   | 3                   | \$0             | \$69,600                 | \$0         | \$34,800     | \$34,800    | VDACS                  |
| 2014   | 2                   | \$173,500       | \$0                      | \$43,375    | \$2,718      | \$128,468   | PEC, VLCF, VDACS, FRPP |
| 2014   | 3                   | \$194,500       | \$0                      | \$48,625    | \$687        | \$145,187   | VLCF, VDACS, FRPP      |
| 2014   | 1                   | \$0             | \$0                      | \$0         | \$20,000     | \$20,000    | VDACS                  |
| 2014   | 2                   | \$0             | \$60,000                 | \$0         | \$30,000     | \$30,000    | VDACS                  |
|  |                     |                 |                          |             |              |             |                        |
|  |                     |                 | Total                    | \$2,102,546 | \$1,531,335  | \$3,989,830 |                        |
|  |                     |                 | % of Total               | 27.6        | 20.1         | 52.3        |                        |

\* Represents County funds used to purchase conservation easements; program began in 2003

### Grant Sources

VDACS = Virginia Department of Agriculture and Consumer Services (State)

VLCF = Virginia Land Conservation Fund (State)

FRPP = Farm & Ranchland Protection Program (Federal)

SRCDC = Shenandoah Resource Conservation and Development Council (State)

VOF = Virginia Outdoors Foundation (State)

PEC = Piedmont Environmental Council

The first conservation easement was recorded in 1974 by the Virginia Outdoors Foundation. Between 1974 and 1999 10,359 acres were placed in easement. The chart below details the acreage of easements by year from 2000 through 2015.

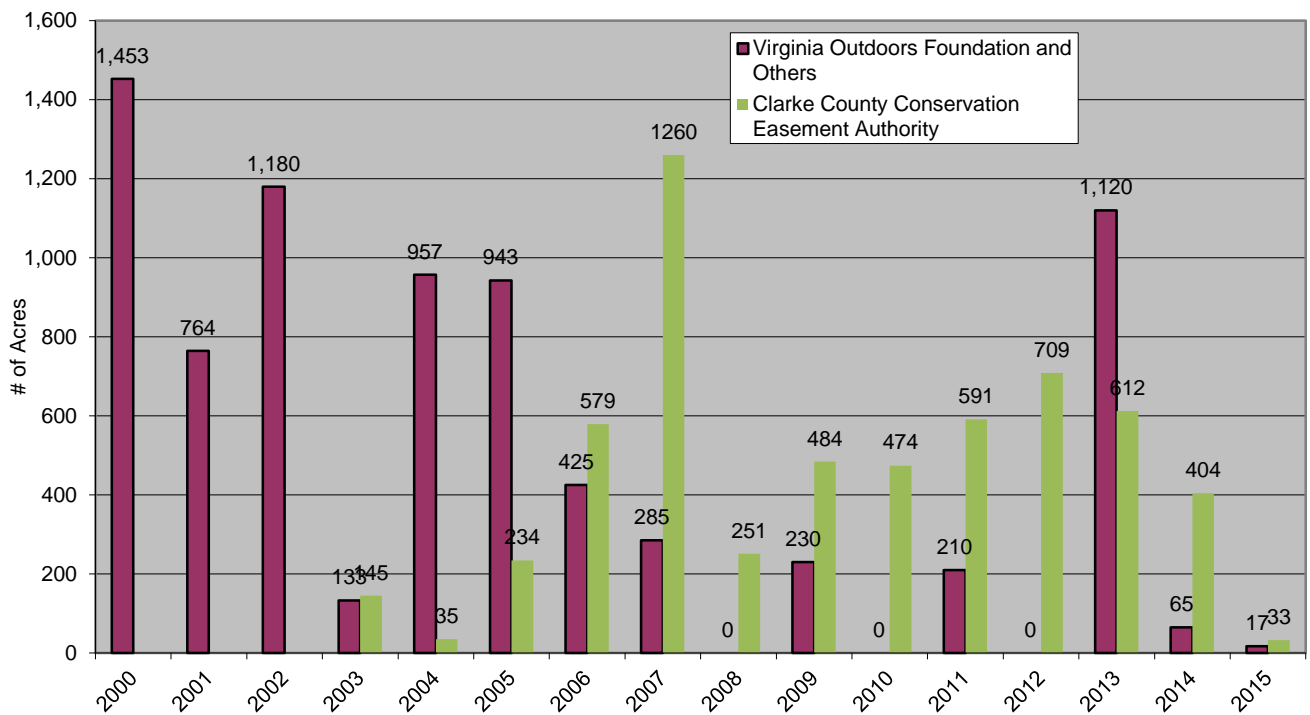
- **Special projects**

#### Hurricane Sandy Grant – Greenway Court Rehabilitation

The Clarke County Conservation Easement Authority was awarded a Hurricane Sandy Relief Assistance Grant to undertake repairs to the Greenway Court Land Office and the Greenway

Court Meat House. Repairs include installation of new wood shingle roof; repair of four windows and sills; repair of plaster; repair of wood trim; repair of floor; and repair of wooden ceiling for the land office and installation of new wood shingle roof on the smokehouse. The National Park Service (NPS) is the federal agency overseeing the Hurricane Sandy Grant Program. Staff of the Virginia Department of Historic Resources (DHR) is charged with coordinating the project with the Clarke County Easement Authority and providing guidance to ensure compliance with the grant program requirements. The completion date for the project is September 15, 2016. Greenway Court is the original colonial seat of Thomas Lord Fairfax. In 1975, Greenway Court was listed as a National Historic Landmark by the National Park Service. Fewer than 2,500 sites in the United States have been given the NHL designation.

**Conservation Easements – Virginia Outdoors Foundation, Virginia Department of Historic Resources & Clarke County Conservation Easement Authority**



Note: No easements recorded 1983 through 1987

**6. Biosolids Applications**

On July 15, 1997 the Board of Supervisors approved the adoption of a text amendment establishing standards for the land application of bio-solids.

Beginning in 1998, two companies, Bio Gro and Recyc Systems applied biosolids in the County. Currently Synagro (formally Bio-Gro) and Wright Trucking spread on area farms. The following table summarizes the acreages applied each year.

In 2004, State law repealed Counties ability to regulate biosolid application beyond testing and monitoring. The change permits Counties to request reimbursement for expenses relating to

monitoring and testing but eliminates increased setback standards that Clarke County had adopted to protect ground and surface water resources in sensitive karst areas.

Beginning January 1, 2008 the Virginia Department of Environmental Quality (DEQ) assumed regulatory oversight of all land application of treated sewage sludge, commonly referred to as biosolids. This action, which moves oversight of the Biosolids Use Regulations from the Virginia Department of Health to DEQ, was at the direction of the 2007 General Assembly, which voted to consolidate the regulatory programs so that all persons land applying biosolids would be subject to uniform requirements, and to take advantage of the existing compliance and enforcement structure at DEQ.

**Biosolids Applications**

| Year                 | Acres         | # Farms |
|----------------------|---------------|---------|
| 1998                 | 180           | 2       |
| 1999                 | 625           | 3       |
| 2000                 | 0             | 0       |
| 2001                 | 1830          | 11      |
| 2002                 | 1145          | 11      |
| 2003                 | 350           | 3       |
| 2004                 | 150           | 4       |
| 2005                 | 263           | 3       |
| 2006                 | 950           | 9       |
| 2007                 | 1,063         | 10      |
| 2008                 | 1,307         | 13      |
| 2009                 | 1,287         | 13      |
| 2010                 | 1,989         | 21      |
| 2011                 | 1,800         | 18      |
| 2012                 | 1,539         | 18      |
| 2013                 | 838           | 8       |
| 2014                 | 1,784         | 23      |
| 2015                 | 665           | 13      |
| <b>17 Year Total</b> | <b>17,100</b> |         |

DEQ has established an Office of Land Application Programs within the Water Quality Division to manage the biosolids program, as well as land application of industrial sludges, septage, livestock and poultry waste, and water reclamation and reuse. The Virginia Department of Health will continue to consult with DEQ and advise the public on health issues related to biosolids applications.

All applications have been closely monitored by County and State representatives and have been in compliance with all requirements. In accordance with State Regulations, Counties may be reimbursed for the testing and monitoring expenses; in 2015 the County was reimbursed \$5,453.87.

The total number of acres permitted for biosolids application in the County is 11,125, proportionately more biosolids than many other Counties in the area, averaging 18,000 wet tons per year. The biosolids contain about 5-8 pounds of nitrogen per ton of biosolids. There is interest and concern about the effect of biosolids application on the quality of ground water in Clarke County. In order to address this concern, the County applied for and received 2 grants in 2013, totaling \$16,000 to monitor 10 springs in northern Shenandoah Valley for discharge, TN, TP, ammonia, ortho phosphate,

nitrate-nitrite, E. coli, flow, general water chemistry. Springs are in located in karst areas. Purpose is to identify contribution of contamination from springs to surface waters to assist in 1) determining appropriate BMP's on agricultural lands and 2) impact of biosolids applications on water quality as compared to other fertilizer sources. A report detailing the study is available from the Planning Department.

**7. Historic Preservation Commission Activities**

Two Certificates of Appropriateness were filed and approved in 2015.

CA-15-01, Keith & Deanna Tubandt request a Certificate of Appropriateness for demolition of an existing structure on the property identified as Tax Map Parcel 28A-((A))-66 located at 140 White Post Road, in the White Post Historic District, zoned Rural Residential (RR) and Historic

Overlay (HO). This Certificate of Appropriateness was approved by the Historic Preservation Commission on 11/18/15.

CA-15-02, Mary M. Bathory Vidaver and Kenneth W. Poole request a Certificate of Appropriateness for replacing the existing shutters at the structure located on the property identified as Tax Map #28A-A-59 at 136 Berrys Ferry Road in the White Post Historic District, zoned Rural Residential (RR) and Historic Overlay (HO). This Certificate of Appropriateness was approved by the Historic Preservation Commission on 11/18/15.

- ***Special projects***

Josephine City Historic District

A preliminary Information Form (PIF) was completed for the proposed Josephine City Historic District in 2013. The proposed district encompasses 40 acres within the southeastern edge of the Town of Berryville in Clarke County, Virginia, and is comprised primarily of single-family residences that were constructed between 1880 and 1966 by its African-American residents. This district designates the County and Towns largest and most significant collection of buildings relating to African-American history. The National Register Nomination was completed in 2014. The Department of Historic Resources will consider the district for listing historic sites in the Virginia Landmarks Register and the National Register of Historic Places on March 19, 2015. The district was formally approved by the National Park Service May 18, 2015.

**8. Cash Proffers**

Cash proffers for impact of new residences on schools and emergency services were committed on a total of 27 lots in Battlefield Estates and Darbybrook in the Town of Berryville as a result of rezoning requests filed with the County prior to annexation. As of 2006, cash proffer payments had been made by the owners or developers of all 27 lots for a total of \$94,955. There are no remaining parcels with outstanding cash proffer payments.

## APPENDIX A – Miscellaneous Activity Tables

### 1. Minor Subdivisions

| 2015 MINOR SUBDIVISIONS |                                    |                    |            |        |                   |                     |
|-------------------------|------------------------------------|--------------------|------------|--------|-------------------|---------------------|
| FILE #                  | NAME                               | DESCRIPTION        | TAX MAP(S) | ZONING | ELECTION DISTRICT | ACTION              |
| MS-15-01                | Denis & Kristin Foltz              | 2 lots, 4.8722 ac  | 6-A-57     | AOC    | Russell           | Approved<br>12/4/15 |
| MS-15-02                | Dunning Family Limited Partnership | 2 lots, 13.833 ac. | 20-A-8     | AOC    | White Post        | Approved<br>12/4/15 |

### 2. Boundary Line Adjustments

| 2015 BOUNDARY LINE ADJUSTMENTS |   |             |                                |        |                   |                     |
|--------------------------------|---|-------------|--------------------------------|--------|-------------------|---------------------|
| FILE #                         | NAME  | DESCRIPTION | TAX MAP(S)                     | ZONING | ELECTION DISTRICT | ACTION              |
| BLA-15-01                      | John & Margie Theis/<br>John & Shelley Thomas | +0.0278 ac. | 37A2-6-30 &<br>37A2-6-31FOC    | FOC    | White Post        | Approved<br>2/13/15 |
| BLA-15-02                      | William E. Waite                              | +0.0680     | 26-A-133 &<br>26-A-134A        | FOC    | Millwood          | Approved<br>3/31/15 |
| BLA-15-03                      | FJ Industrial, LLC                            | +9.2166 ac  | 12-A-33I                       | AOC    | White Post        | Approved<br>3/13/15 |
| BLA-15-04                      | Kristen & Thomas Halsey                       | +5.3394 ac  | 12-A-5A &<br>12-A-5B           | AOC    | White Post        | Approved<br>4/9/15  |
| BLA-15-05                      | Jim Singhas                                   | +8.5000 ac  | 14-4-3 &<br>14-4-4             | AOC    | Millwood          | Approved<br>4/13/15 |
| BLA-15-06                      | LSM Management, LLC<br>(Matt White)           | +8.603 ac   | 16-1-6,<br>16-A-7 &<br>16-A-13 | AOC    | Buckmarsh         | Approved<br>4/17/15 |
| BLA-15-07                      | Clyde & Dougie Brumback                       | +28.9700 ac | 35-A-2 &<br>35-A-2A            | AOC    | White Post        | Approved<br>5/5/15  |
| BLA-15-08                      | James Stubbs & Laura Hansen                   | +0.1117 ac  | 24-A-13D &<br>24-A-13F         | FOC    | Millwood          | Approved<br>8/27/15 |
| BLA-15-09                      | Linda Armbrust                                | +0.8218 ac  | 21-A-4 &<br>21-A-6             | AOC    | White Post        | Approved<br>10/5/15 |
| BLA-15-10                      | Dunning Family Limited Partnership            | +5.3174 ac. | 20-A-8 &<br>20-A-8B            | AOC    | White Post        | Approved<br>12/4/15 |

|           |                                  |            |   |     |           |         |
|-----------|----------------------------------|------------|---|-----|-----------|---------|
| BLA-15-11 | Kinder Bauernhof Farm Inc. (KBF) | (See File) | 24-A-57,<br>24-A-57A<br>24-A-57B<br>&<br>24-A-57C | AOC | Buckmarsh | Pending |
| BLA-15-12 | Warfield Homes, Inc.             | (See File) | 9-A-20,<br>9-12-4 &<br>9-12-5                     | AOC | Russell   | Pending |

### 3. Home Occupation Permits

| Name   | Address   | Map #         | Date     | Business Type   |
|--|---|---------------|----------|---|
| Allison, Adam                                  | 677 Stringtown Road<br>Berryville, VA 22611     | 8-A-39        | 11/5/15  | Ray's Small Engine & Lawn Mower Repair  |
| Anderson, Chase                                | 432 Retreat Road<br>Bluemont, VA 20135          | 26-A-2        | 6/18/15  | C and C Fab Shop<br>(metal fabrication, welding & custom sign design)           |
| Ball, Charles C.                               | 1560 Withers Larue<br>Berryville, VA 22611      | 4-A-8A        | 7/23/15  | Express Auto Transport<br>(auto transport from auction to commercial lots only) |
| Barasch, Deborah Digges                        | 346 Salem Church Road<br>Boyce, VA 22620        | 20-a-3        | 8/08/15  | Warburton<br>(Home Commercial Kitchen)  |
| Blanton, John                                  | 1272 Gun Barrel Road<br>White Post, VA 22663    | 28-1-4        | 2/24/15  | ASI<br>(Repair/Retrofit of manufacturing equipment)                             |
| Brumback, Dianne                               | 38580 Little Hampton Lane<br>Hamilton, VA 20158 | 24-A-24       | 5/6/15   | Cap Store, River Equipment Rentals, Ice, Gifts                                  |
| Carroll, Deidre                                | 218 Triple J Road<br>Berryville, VA 22611       | 7-A-46        | 3/21/15  | Flowers by Deidre<br>(events & design)  |
| Chapman, Monica                                | 1146 John Mosby Highway<br>Paris, VA 20130      | 39-A-38       | 3/23/15  | MoJo Medicinals<br>(western vet herbal medicine)                                |
| Cruz, Magda Cano                               | 232 Kitchen Lane<br>White Post, VA 22663        | 20-A-6        | 9/16/15  | Cleaning  |
| Cobb, Chris                                    | 110 Crums Church Road<br>Berryville, VA 22611   | 7B-5-3        | 11/9/15  | Electric service & repair   |
| Dillon, Rebecca <b>(Business License only)</b> | 2721 Kimble Road<br>Berryville, VA 22611        | 8-A-9         | 3/5/15   | Pet Supplies  |
| Elliott, Tammy                                 | 42 Gun Barrel Lane<br>White Post, VA 22663      | 20-1-1        | 6/23/15  | Campbell & Son Hauling & Excavating, LLC<br>(Dump Trucks)                       |
| Elmore, Nelson Alan                            | 1048 Beechwood Lane<br>Bluemont, VA 20135       | 17A3-26-25-37 | 10/3/15  | Nelson Elmore Improvements<br>(Home Improvements)                               |
| Eric Fravel/Jake Tolley                        | 195 Ginns Road<br>Boyce, VA 22620               | 20-A-21A      | 9/14/15  | Residential/Commercial coatings (epoxy, paint & stain)                          |
| Fulks, Cary <b>(Business License only)</b>     | P.O. Box 11880<br>Louisville, Kentucky 40251    |               | 7/27/15  | New Life Church of Louisville, Inc.   |
| Gash, Michelle                                 | 71 Soldiers Lane<br>Berryville, VA 22611        | 4-A-8C        | 10/15/15 | Your Tea For All Reasons<br>(online sales)                                      |
| Gheen, Joseph                                  | 20383 Blue Ridge Mtn Rd<br>Bluemont, VA 20135   | 33-1-13       | 2/26/15  | Renovating Done Right<br>(remodeling)   |
| Grabowski, Mike <b>(Business License Only)</b> | 210 Harry Hiatt Lane<br>Gore, VA 22637          |               | 12/9/15  | Woodworking   |
| Hartman, Paul                                  | 142 W. Crescent Street<br>Boyce, VA 22620       | 21A1-A-43     | 12/2/15  | <b>TOWN OF BOYCE</b><br>Heavy equipment repair maintenance (all off site)       |

|  |  |          |          |   |
|--|--|----------|----------|---|
| Heimbürger, Deborah  | 17550 Tranquility Road<br>Purcellville, VA 20132                                       | 14B-A-5  | 4/7/15   | Retail food service, catering<br>and carry out<br>Hill High Bakery * BBQ<br>Company                     |
| Hillerson, Jay   | 2770 Kimble Road<br>Berryville, VA 22611   | 8-11-4   | 3/2/15   | Zinman Properties<br>roofing/building contractor  |
| Hummer, Helen  | 21 Princess Lane, #7<br>Boyce, VA 22620  | 22-A-5   | 3/19/15  | Honey's Delivery<br>(lunch delivery service)  |
| J & J Corner Store   | J & J Corner<br>Petro America, Inc.<br>4192 Harry Byrd Highway<br>Berryville, VA 22611 | 16A-3-1  | 8/7/15   | Petro American Inc.<br>Gas station & convenience<br>store   |
| Jackson, Troy  | 715 Bishop Meade Rd<br>Millwood, VA 2246   | 30A-A-90 | 12/1/15  | Car Transport   |
| Lingle, Bryan  | 68 Auburn Road<br>Berryville, VA 22611   | 16-4-11  | 1/1/15   | Hell or High Water LLC DBA<br>Gunslinger Arms<br>(Firearm Sales & Accessories)                          |
| Kern, Robert P.  | 45 Spring House Lane<br>Berryville, VA 22611   | 16-2-11  | 7/14/15  | Kraken Worldwide, LLC<br>(The Hunting Consortium<br>for fishing)  |
| Marsh, Helen <b>(Business License only)</b>                    | P.O. Box 624<br>Berryville, VA 226112  | 22-A-5   | 3/4/15   | Raising thoroughbred horses   |
| Michael, Mariemma E.   | 221 Moose Road<br>Berryville, VA 22611   | 6A-1-27  | 9/28/15  | Antiques & collectable sales  |
| Peer, Larry Williams   | 165 Rutherford Lane<br>Berryville, VA 22611  | 6-4-1    | 10/13/15 | BLM Collectables<br>(sports cards & memorabilia<br>retail sales)  |
| Pendleton, Christopher Banks<br><b>(Business License only)</b> | 757 Bishop Meade Road<br>P.O. Box 205<br>Millwood, VA 22646                            | 30A-A-92 | 1/14/15  | Painting & Drywall  |
| Pennington, Paul H.  | 2112 Salem Church Road<br>Boyce, VA 22620  | 12-A-26  | 4/9/15   | Pennington Elite Investigation,<br>LLC<br>(private investigation firm)                                  |
| Poston, Dennis A.<br><b>(Business License only)</b>            | 820 W. Main Street<br>Berryville, VA 22611<br>(at 11470 Harry Byrd Hwy)                | 7-A-23   | 4/6/15   | Uncle Peabody's<br>Buying and selling storage unit<br>contents  |
| Poston, Walter Jr.   | 1611 Mt. Carmel Road<br>Boyce, VA 22620  | 31-A-9A  | 4/9/15   | Poston's Painting<br>(painting off site)  |
| Quesenberry, James   | 261 Shepherds Mill Road<br>Berryville, VA 22611  | 16-A-17  | 4/1/15   | JWQ Enterprises, LLC<br>Snow removal, light<br>excavation, etc.   |
| Rogers-Rodgers, Rachel   | 19635 Blue Ridge Mtn Road<br>Bluemont, VA 20135  | 33-4-1   | 2/24/15  | Elegantly Eccentric Designs,<br>LLC (Artist/Art Teacher at<br>Opus Oaks, an art place in<br>Berryville) |
| Rutherford, George   | 113 Gordons Ridge Lane<br>Berryville, VA 22611   | 16-5-3   | 3/16/15  | Rutherford Brothers<br>(painting)   |
| Tapscott, Roger  | 688 Pine Grove Road<br>Bluemont, VA 20135  | 26-A-83  | 10/9/15  | Mountainside Contracting,<br>LLC<br>Snow removal  |
| Thompson, Christina  | 690 Gun Barrel Road<br>White Post, VA 22663  | 20-A-26F | 2/6/15   | Exurb Solutions, LLC<br>Clerical Support  |
| Thompson, Larry <b>(HO only)</b>                               | 531 Lakeview Lane<br>Boyce, VA 22620   | 38-6-815 | 1/21/15  | Road Maintenance  |
| Warrick, Elrod   | 420 Rock Hall Farm Lane<br>Berryville, VA 22611  | 6-A-27   | 1/15/15  | Painting by Rick & Co.<br>(paint contracting)   |
| Wiley, Russel  | 256 Wiley Mountain Lane<br>Bluemont, VA 20135  | 33-A-9E  | 2/19/15  | Wileys Diversified Services<br>(Handyman)   |
| Wolf, David M.   | 20285 Blue Ridge Mountain Rd<br>Paris, VA 20130  | 33-1-10  | 7/23/15  | King Squirrel Operations, LLC<br>(Retail)   |



**4. Land Disturbance Permits**

- a. Major**  
None in 2015
  
- b. Minor**  
None in 2015

**5. Maximum Lot Size Exceptions**

There were no Maximum Lot Size Exceptions filed in 2015.

**6. Sign Permits**

| APPLICANT             | ADDRESS                                  | DATE    | MAP #     | SIGN info        |
|-----------------------|--|---------|-----------|------------------|
| Bank of Clarke County | 108 W. Main Street<br>Boyce, VA 22620    | 9/22/15 | 21A1-A-32 | Sign Alteration  |
| Fisher, Catherine     | 105 Swimley Road<br>Berryville, VA 22611 | 3/3/15  | 3-A-18A   | Horse Haven Farm |

**7. Zoning Permits-under 200 sf and/or agricultural use only**

| Applicant                     | Address   | Map #    | Date      | Purpose                                   |
|-------------------------------|---|----------|-----------|---|
| Audley Farm                   | P.O. Box 510<br>Berryville, VA 22611                    | 15-A-4   | 3/25/15   | Cattle barn & pavilion to cover equipment |
| Brown, Adze                   | 2379 Morgans Mill Road<br>Bluemont, VA 20135            | 32-A-652 | 3/10/15   | Additions to pole barn                    |
| Camacho-Perez, Gualberto      | 436 Cobbler Drive<br>Berryville, VA 22611               | 15-A-23  | 4/1/15    | Storage Shed                              |
| Dellinger, Susan M.           | 302 Pine Grove Road<br>Bluemont, VA 20135               | 26A-1-1  | 5/6/15    | Storage Shed                              |
| DeArment, Roderick            | P.O. Box 99<br>Boyce, VA 22620                          | 20-2-7   | 10/16/15  | Hay barn and tractor barn                 |
| Donahue, Michael              | 430 Pine Grove Road<br>Bluemont, VA 20135               | 26-A-94  | 7/27/15   | Storage Shed                              |
| Hill & Dale Farm, LLC         | 80 Central Park West,<br>Apt. 25F<br>New York, NY 10023 | 23-A-9   | 6/8/15    | Greenhouse Ag Bldg.                       |
| Lawson, Linda                 | 901 Grand View Lane<br>Berryville, VA 22611             | 23-A-9E  | 11/16/15  | Cover over cattle head chute              |
| Mackay-Smith, Justin          | 466 Montana Hall Lane<br>White Post, VA 22663           | 37-A-1   | 5/1/15    | Machinery Storage                         |
| McDonald, Robyn               | 340 Triple J Road<br>Berryville, VA 22611               | 7-A-57B  | 10/20/15  | Run-in shed for livestock                 |
| Nappi, Richard                | 421 Russell Road<br>Berryville, VA 22611                | 7-A-14   | 6/15/15   | Ag structures                             |
| Poffenberger, Ned             | 1040 Page Brook Lane<br>Boyce, VA 22620                 | 21-A-2A  | 3/4/15    | Greenhouse                                |
| Profundus Virginia Properties | 663 Wickliffe Road<br>Berryville, VA 22611              | 15-A-63  | 3/25/15   | Pole Barn & Pavillion                     |
| Riggs and Stiles, Inc.        | 2396 Summit Point Road<br>Berryville, VA 22611          | 8-A-52   | 10./29/15 | Bed dock for cows                         |

|  |  |          |         |                                   |
|--|--|----------|---------|-----------------------------------|
| Roberts, Caroline (Micah Limited Partnership, LLP) | 1132 Bordens Spring Road<br>White Post, VA 22663 | 29-A-31  | 1/22/15 | Storage Shed                      |
| Shirkey, Randy & Lori                              | 655 Wadesville Road<br>Berryville, VA 22611      | 3-11-4A  | 5/1/15  | Storage Shed<br>(Pre-built Amish) |
| Smith, Brain Scott                                 | 507 Queenship Lane<br>Berryville, VA 22611       | 1-A-4    | 4/15/15 | Pole Barn –<br>Equipment Storage  |
| Snapp, Michael S.                                  | 2029 Triple J Road<br>Berryville, VA 22611       | 12-A-40E | 7/30/15 | Barn & Chicken<br>Coop            |
| Watts, Douglas                                     | 1109 Wildcat Hollow Road<br>Boyce, VA 22620      | 39-A-21  | 1/12/15 | Pole Barn                         |
| Wright, James A.                                   | 10264 Lord Fairfax Highway<br>Boyce, VA 22620    | 31-3-2   | 11/6/15 | Pole Barn                         |

**APPENDIX B – ADOPTED TEXT AMENDMENTS (Changes shown in bold italics with strikethroughs where applicable)**

**ZONING ORDINANCE TEXT AMENDMENT (TA-15-01)  
Monopole Regulations  
(Adopted by the Board of Supervisors on July 21, 2015)**

**Description:**

Proposed text amendment to amend §3-C-2-u, Monopoles for Telecommunication Antennae (Supplementary Regulations); and §6-H-12, Monopoles for Telecommunication Antennae (Design Standards) of the Zoning Ordinance. The purpose of the amendment is to add new language regarding co-location of antennas on existing monopoles in order to comply with recent changes to Federal law. The amendment would also add new and clarify existing requirements for special use permit and site plan applications for the siting of new monopoles.

**Zoning Ordinance Amendment Text (proposed changes in bold italics with strikethroughs where necessary):**

3-C-2-u Monopoles for Telecommunication Antennae:

4. Height

- a. A monopole shall be the minimum height necessary to provide adequate service, based on the best available technology, and environmental and topographical constraints. However, in no instance shall the maximum height of a monopole exceed 100 feet ***with the exception of co-location of antennas in accordance with Federal law as set forth in Subsection 7 below;***
- b. In addition, a monopole and its attachments shall not be more than 15 feet taller than the average height of the tree canopy within 100 feet of the perimeter of the area to be cleared for the monopole (see Section 6-H-12);
- c. The height of the monopole shall be reduced if the average height of trees within 100 feet of the perimeter of the area to be cleared for the monopole is reduced as a result of natural or man-made circumstances; and
- d. Determination of monopole height shall include any attachments to the monopole.

***7. Notwithstanding any provision of this Ordinance related to special use permit requirements and procedures on any specific special use condition placed on an approved monopole, the Zoning Administrator shall administratively approve an amendment to the previously approved site development plan for a monopole to allow collocation, removal, or replacement of transmission equipment, as required by Federal law, that meets all of the following standards:***

- a. The collocation, removal, or replacement of equipment does not result in the monopole failing to meet the requirements of §6-H-12-b and §6-H-12-e of this Ordinance.***
- b. Installation of the proposed equipment does not increase the height of the monopole by more than 10% of the original approved height or by***

*the height needed to provide 20 feet of separation from the closest antenna array location on the monopole, whichever is greater, except that the mounting of the proposed equipment may exceed these limits if necessary to avoid interference with equipment existing on the monopole. For any request to exceed height limits to avoid interference with existing equipment on the monopole, the applicant shall provide a report by a licensed engineer to justify the request. Such report shall be evaluated by the County's engineering consultant and the applicant shall be responsible for reimbursing the County for all costs associated with the consultant's review.*

- c. Installation of the proposed equipment would not involve the installation of more than the standard number of new equipment cabinets for the technology involved, not to exceed four, or more than one new equipment shelter. New equipment shelters and cabinets shall be located within the existing approved compound.*
- d. Installation of the proposed equipment would not involve the adding of any appurtenance that would protrude from the edge of the monopole more than 20 feet or protrude more than the width of the largest existing appurtenance, whichever is less. Mounting of the proposed equipment may exceed the foregoing size limits if necessary to provide shelter from inclement weather or to connect the equipment to the monopole via cable.*
- e. Installation of the proposed equipment would not involve excavation outside the boundaries of the monopole site depicted on the original approved site development plan.*

6-H-12 Monopoles for Telecommunication Antennae

6-H-12-a

- 1. The visual impact of a monopole and any associated facilities (including attachments, security fencing, utilities, and equipment shelters) shall blend with the natural and built environment of the surrounding area using mitigation measures such as: architecture, color, innovative design, landscaping, setbacks greater than the minimum required, materials, siting, topography, and visual screening. The number of existing monopoles in an area shall also be considered when determining visual impact of a new monopole. Monopoles shall not be located along ridge lines, but down slope from the top of ridge lines.*
- 2. An application for a monopole special use permit and site plan application shall be signed by the owner(s) of the property on which the monopole is to be sited and by the telecommunications provider or developer of the monopole site.*
- 3. Applicants requesting a special use permit to construct a new monopole shall submit the following information:*

- a. *A site development plan consisting of a scaled plan and a scaled elevation view and other supporting drawings, calculations, and other documentation, signed and sealed by a licensed professional engineer, showing the location and dimensions of all improvements, including topography; existing zoning; existing tree coverage and vegetation; proposed tree plantings and landscaping; height requirements; setbacks from property lines; access drives; fencing; distances to adjacent uses and adjacent buildings, and the general location of all residences and structures within two thousand (2,000) feet of the proposed monopole.*
  - b. *A statement justifying the need for the project by a licensed telecommunications provider. In the event that none of the applicants are a telecommunications provider, a letter of intent from a licensed telecommunications provider to operate on the proposed monopole upon its completion shall be provided.*
  - c. *A figure depicting the radio frequency coverage (or propagation map) of the proposed facility and all nearby facilities. Propagation maps shall show a minimum of three (3) signal intensities in milliwatts.*
  - d. *At least 2 (two) actual photographs of the site that include simulated photographic images of the proposed monopole. The photographs with the simulated image shall illustrate how the facility will look from adjacent roadways, nearby residential areas, or public buildings such as a school, church, etc. The zoning administrator reserves the right to select the location for the photographic images and require additional images. The applicant at the zoning administrator's request shall conduct a balloon test to demonstrate the height of a proposed monopole and provide adjoining property owners with a 48-hour notice of the test.*
  - e. *The zoning administrator may require other information deemed necessary to assess compliance with this ordinance.*
4. At time of submission of a monopole *special use permit and* site plan application, the applicant shall document that it considered at least two alternative sites, and set forth its reasons for selecting the site proposed. After a public hearing on an application, an applicant may be requested to consider alternate sites that in the opinion of the reviewing body will better comply with the regulations and standards for monopoles.

6-H-12-b The monopole shall be located in a wooded area of dense tree cover. This dense tree cover shall have a minimum depth of ~~100~~ 120 feet as a radius around the perimeter of the area to be cleared for the monopole. All trees within ~~100~~ 120 feet of the perimeter of the area to be cleared for the monopole must be retained, unless specifically approved for removal on the site plan.

6-H-12-c The monopole shall have the minimum diameter necessary to support the proposed attachments. Attachments to the monopole shall be the same color as the monopole. Attachments to the monopole shall ~~be flush mounted and~~ have the minimum dimensions and protrusion for the monopole based on the best available technology or shall be enclosed within the pole. A lightning rod may be mounted as an extension of a monopole and shall be included in determining the height of the monopole. *The Board of Supervisors may require attachments to the monopole to be flush-mounted as a means of reducing visibility of the monopole from surrounding properties.*

*6-H-12-f Monopoles, antennas, and equipment mounted to or located at the base of the monopole shall either maintain a flat, non-glossy, non-reflective galvanized steel finish or be painted a neutral color so as to reduce visual obtrusiveness.*

*6-H-12-g To ensure the structural integrity and wind load capacity of monopoles, the monopole owner shall ensure that it is designed and maintained in compliance with standards contained in applicable building codes and regulations.*

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**ZONING ORDINANCE TEXT AMENDMENT (TA-15-02)**  
**Farm Breweries and Farm Wineries Regulations**  
**(Adopted by the Board of Supervisors on July 21, 2015)**

**Description:**

Proposed text amendment to amend §3-A-1, Agricultural-Open Space-Conservation District (AOC); §3-A-2, Forestal-Open Space Conservation District (FOC); §3-C, Supplementary Regulations; and §9-B, Definitions, of the Zoning Ordinance. The purpose of the amendment is to create a new permitted use, “farm breweries,” in the AOC and FOC Districts, and to establish supplementary regulations for the new permitted use. The text amendment also adds language to require zoning approval and issuance of a business license prior to operating a farm brewery or farm winery including provision of approved private well and onsite septic system permits issued by the Virginia Department of Health. Wineries, breweries, cideries, and distilleries would be specifically excluded from the special use, “Processing of Agricultural Products not totally produced in Clarke County,” in the AOC and FOC Districts.

**Zoning Ordinance Amendment Text (proposed changes in bold italics with strikethroughs where necessary):**

3-A-1 Agricultural-Open Space-Conservation District -- AOC

- 3-A-1-a Permitted Uses and Structures
  - 1. Principal Uses and Structures
    - f. Wineries, Farm
    - g. Breweries, Farm***

3. Special Uses and Structures (AOC District)
  - m. Processing of Agricultural Products not totally produced in Clarke County (*excluding wineries, breweries, cideries, and distilleries*)

3-A-2 Forestal-Open Space-Conservation District -- FOC

- 3-A-2-a Permitted Uses and Structures (FOC District)
  1. Principal Uses and Structures
    - f. Wineries, Farm
    - g. *Breweries, Farm***
  3. Special Uses and Structures (FOC District)
    - k. Processing of Agricultural Products not totally produced in Clarke County (*excluding wineries, breweries, cideries, and distilleries*)

3-C Supplementary Regulations

**3-C-2-b *Breweries, Farm***

1. **Permitted Activities.** *A Farm Brewery may include the following activities:*
  - a. *The production and harvesting of barley, other grains, hops, fruit, or other agricultural products and the manufacturing of beer;*
  - b. *The on-premises sale, tasting, or consumption of beer during regular business hours within the normal course of business of such licensed brewery;*
  - c. *The direct sale and shipment of beer in accordance with Title 4.1 and regulations of the Alcoholic Beverage Control Board;*
  - d. *The sale and shipment of beer to licensed wholesalers and out-of-state purchasers in accordance with Title 4.1, regulations of the Alcoholic Beverage Control Board, and federal law;*
  - e. *The storage and warehousing of beer in accordance with Title 4.1, regulations of the Alcoholic Beverage Control Board, and federal law; or*
  - f. *The sale of beer-related items that are incidental to the sale of beer.*
2. **Zoning Approval for Farm Breweries.** *Prior to commencing operations, the owner of a farm brewery shall obtain zoning approval from the Department of Planning and a business license from the Commissioner of Revenue. As a prerequisite for zoning approval, the owner shall provide copies of approved private well and onsite septic system permits issued by the Virginia Department of Health for both domestic and process operations.*

3. ***Special Events Conducted at Farm Breweries.*** *The owner or occupant of the property shall obtain such permit as required by Clarke County Code Chapter 57 (unless exempt under the provisions of §57.3.2) for an activity/event that is not primarily the on-premises sale, tasting, or consumption of beer during regular business hours within the normal course of business of the farm brewery, but which constitutes a Special Event as defined in §57.2.*

3-C-2-nn Wineries, Farm

1. ***Permitted Activities.*** A Farm Winery may include the following activities:
- a. the production and harvesting of fruit and other agricultural products and the manufacturing of wine;
  - b. the on-premises sale, tasting, or consumption of wine during regular business hours within the normal course of business of the licensed farm winery;
  - c. the direct sale and shipment of wine by common carrier to consumers;
  - d. the sale and shipment of wine to the Alcoholic Beverage Control Board, licensed wholesalers, and out-of-state purchasers;
  - e. the storage, warehousing, and wholesaling of wine;
  - f. the sale of wine-related items that are incidental to the sale of wine;

2. ***Zoning Approval for Farm Wineries.*** *Prior to commencing operations, the owner of a farm winery shall obtain zoning approval from the Department of Planning and a business license from the Commissioner of Revenue. As a prerequisite for zoning approval, the owner shall provide copies of approved private well and onsite septic system permits issued by the Virginia Department of Health for both domestic and process operations.*

- ~~2~~ 3. ***Special Events Conducted at Farm Wineries.*** The owner or occupant of the property shall obtain such permit as required by Clarke County Code Chapter 57 (unless exempt under the provisions of §57.3.2) for an activity/event that is not primarily the on-premises sale, tasting, or consumption of wine during regular business hours within the normal course of business of the farm winery, but which constitutes a Special Event as defined in §57.2.

9-B Definitions

- 9-B-24 BREWERY, FARM: An establishment that is licensed as a limited brewery by the Commonwealth of Virginia.***



**ZONING ORDINANCE TEXT AMENDMENT (TA-15-03)**  
**Rear Yard Setback -- Rural Residential (RR) District**  
**(Adopted by the Board of Supervisors on February 16, 2016)**

**Description:**

Proposed text amendment to amend §3-A-3-c, Minimum Yard Requirements -- Rural Residential District (RR), of the Zoning Ordinance. The purpose of the amendment is to reduce the required rear yard setback for structures on parcels 15,000 square feet or greater in area from 35 feet to 25 feet.

**Zoning Ordinance Amendment Text (proposed changes in bold italics with strikethroughs where necessary):**

3-A-3-c                      Minimum Yard Requirements

|   | Parcels with less than 15,000 sq. ft. | Parcels with 15,000 sq. ft or more           |
|---|---------------------------------------|--|
| From the edge of a private access easement  | 15 feet*                              | 25 feet                                      |
| From the centerline of a secondary highway  | 40 feet*                              | 50 feet                                      |
| From the edge of a primary highway right of way<br>-- With less than 5000 trips per day<br>-- With 5000 or more trips per day<br>* add 10 feet for entrance side of garages, carports, or other structures used to house vehicles | 15 Feet*<br>40 feet*                  | 25 feet<br>50 feet                           |
| From side property lines  | 5 feet                                | 10 feet                                      |
| From rear property lines (structures 200 sq. ft. or less)   | 25 feet<br>5 feet                     | <del>35 feet</del> <b>25 feet</b><br>10 feet |
| From intermittent streams   | 0 feet                                | 25 feet                                      |
| From perennial streams, springs, & sinkholes  | 100 feet                              | 100 feet                                     |

**ZONING ORDINANCE TEXT AMENDMENT (TA-15-04)**  
**Board of Zoning Appeals – Code of Virginia Amendments**  
**(Adopted by the Board of Supervisors on February 16, 2016)**

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**Zoning Ordinance Amendment Text (proposed changes in bold italics with strikethroughs where necessary):**

***7-A-1-n        Hearings – Procedures***

***1.        The non-legal staff of the Board of Supervisors may have ex parte communications with a member of the Board prior to the hearing but may not discuss the facts or law relative to the case before the Board. The applicant, landowner, or their agent or attorney may have ex parte communications with a member of the Board prior to the hearing but may not discuss the facts or law relative to the case before the Board. If any ex parte discussion of facts or law in fact occurs, the party engaging in such communication shall inform the other party as soon as practicable and advise the other party of the substance of such communication. For purposes of this section, regardless of whether all parties participate, ex parte communications shall not include (i) discussions as a part of a public meeting or (ii) discussions prior to a public meeting to which staff of the governing body, the applicant, landowner, or their agent or attorney are all invited. For purposes of this section, “non-legal staff of the Board of Supervisors” shall mean any staff who is not in the office of the attorney for the County, or for the Board, or who is appointed by special law or pursuant to §15.2-1542. Nothing in this section shall preclude the Board from having ex parte communications with any attorney or staff of any attorney where such communication is protected by the attorney-client privilege or protection of confidentiality.***

***2.        Any materials relating to the case before the Board, including a staff recommendation or report furnished to a member of the Board, shall be made available without cost to an applicant, appellant, or other person aggrieved under §15.2-2314, as soon as practicable thereafter, but in no event less than three business days of providing such materials to a member of the Board. If the applicant, appellant, or other person aggrieved under §15.2-2314 requests additional documents or materials to be provided by the locality other than those materials provided to the Board, such request shall be made pursuant to §2.2-3704. Any such materials furnished to a member of the Board shall also be made available for public inspection pursuant to Subsection F of §2.2-3707.***

***3.        At a hearing the board shall offer an equal amount of time to the applicant, appellant, any other person aggrieved under §15.2-2314, and the County staff.***

**7-A-2            Appeals of Administrative Determinations**

**7-A-2-a        The Board shall hear and decide appeals from any order, requirement, decision, or determination made by an administrative officer in the administration or enforcement of the Zoning Ordinance. The decision on such appeal shall be based on the Board's judgment of whether the administrative officer was correct. *The determination of the administrative officer shall be presumed to be correct. At a hearing on an appeal, the***

*administrative officer shall explain the basis for their determination after which the appellant has the burden of proof to rebut such presumption of correctness by a preponderance of the evidence.* The board shall consider ~~the purpose and intent of~~ any applicable ordinances, laws, and regulations in making its decision. *For purposes of this section, “determination” means any order, requirement, decision, or determination made by an administrative officer. Any appeal of a determination to the Board shall be in compliance with this section, notwithstanding any other provision of law, general or special.*

7-A-3 Variances

7-A-3-d No variance shall be ~~authorized~~ *considered* except after public notice and hearing as required by Virginia Code §15.2-2204. However, when giving any required notice to the owners, their agents or the occupants of abutting property and property immediately across the street or road from the property affected, the Board may give such notice by first-class mail rather than by registered or certified mail.

7-A-3-e Action on Variance Application

- 1. The burden of proof shall be on the applicant for a variance to prove by a preponderance of the evidence that the application meets the standards for a variance as defined in Va. Code §15.2-2201 and the criteria set out in this section.*
- 2. Notwithstanding any other provision of law, general or special, a variance shall be granted if the evidence shows that the strict application of the terms of the ordinance would unreasonably restrict the utilization of the property or that the granting of the variance would alleviate a hardship due to a physical condition relating to the property or improvements thereon at the time of the effective date of the ordinance, and:*
  - (a) the property interest for which the variance is being requested was acquired in good faith and any hardship was not created by the applicant for the variance;*
  - (b) the granting of the variance will not be of substantial detriment to adjacent property and nearby properties in the proximity of that geographical area;*
  - (c) the condition or situation of the property concerned is not of so general or recurring a nature as to make reasonably practicable the formulation of a general regulation to be adopted as an amendment to the ordinance;*
  - (d) the granting of the variance does not result in a use that is not otherwise permitted on such property or a change in the zoning classification of the property; and*
  - (e) the relief or remedy sought by the variance application is not available through a special exception process that is authorized in the ordinance pursuant to subdivision 6 of §15.2-2309 or the process of modification of a zoning ordinance pursuant to subdivision A4 of §15.2-2286 at the time of the filing of the variance application.*

~~7-A-3-f. In order to consider granting a variance, the Board must find that the effect of the zoning ordinance on the property under consideration, as it stands, interferes with all reasonable beneficial uses of the property, taken as a whole.~~

~~7-A-3-g. No variance shall be granted by the Board unless it finds that:~~

~~1. The property owner has shown that~~

~~a. the property was acquired in good faith, and~~

~~b. the strict application of the terms of the ordinance would effectively~~

~~prohibit or unreasonably restrict the utilization of the property because of (i)~~

~~the exceptional narrowness, shallowness, size, or shape of the property, or (ii)~~

~~exceptional topographic condition or other extraordinary situation or condition~~

~~of the piece of property, or (iii) the condition, situation, or development of~~

~~property immediately adjacent thereto; or~~

~~2. The Board is satisfied, upon the evidence heard by it, that the granting of the variance will alleviate a clearly demonstrable hardship, as distinguished from a special privilege or convenience sought by the applicant.~~

~~7-A-3-h. No variance shall be granted by the Board unless it further finds that:~~

~~1. the strict application of the Zoning Ordinance would produce undue hardship relating to the property; and~~

~~2. the hardship is not shared generally by other properties in the same zoning district and the same vicinity; and~~

~~3. the authorization of the variance will not be of substantial detriment to adjacent property and that the character of the district will not be changed by the granting of the variance; and~~

~~4. the condition or situation of the property concerned is not of so general or recurring a nature as to make reasonably practicable the formulation of a general regulation to be adopted as an amendment to the zoning Ordinance.~~

7-A-3-~~if~~ The concurring vote of a majority of the membership of the Board shall be necessary to approve a variance.

7-A-3-~~jj~~ In **approving** granting a variance the Board shall tailor the variance to provide the minimum variance necessary to alleviate the hardship, and the Board may impose such conditions regarding the location, character, and other features of the proposed structure or use, as it may deem necessary in the public interest. The Board may require a guarantee or bond to ensure that the conditions imposed are being and will continue to be complied with.

7-A-3-~~kh~~ The Board will not consider substantially the same application within one year of previous Board action.

## 7-B MODIFICATIONS

7-B-5 The decision of the Zoning Administrator may be appealed to the Board of Zoning Appeals as provided in 7-~~BA-2~~ of this Ordinance.

**ZONING AND SUBDIVISION ORDINANCE TEXT AMENDMENT (TA-15-05)**  
**Forestal-Open Space-Conservation District (FOC) Development Regulations**  
**(Adopted by the Board of Supervisors on February 16, 2016)**

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**Proposed Ordinance Amendment Text (New language appears in bold red italics with strikethroughs where applicable):**

**Subdivision Ordinance Text Amendment Language**  
**(new language in bold italics with strikethroughs where necessary)**

***4N Applications for Subdivisions in the Forestal-Open Space-Conservation (FOC) District***

- 1. Applicability. To assure compliance with the provisions of §3-A-2-f of the Zoning Ordinance, and to assure that development on subdivision lots in the FOC District result in the least practicable amount of tree and vegetation clearing and in the preservation of the integrity of sensitive slopes, applications for subdivisions in the FOC District, in addition to meeting other requirements of this Article 4, shall meet the requirements of §4N of this Article. Any amendments to approved major or minor subdivision plats after adoption of this Section 4N shall comply with the requirements of this section.***
  
- 2. Plat requirements. Preliminary and final plats for subdivisions in the FOC District shall include the following, in addition to the other requirements of this Article:***
  - a. Topography and elevation.***
  - b. Slippage soils which are identified as soil type 54C Udorthents in the “Soil Survey of Clarke County” (1982).***
  - c. Highly erodible soils which are defined as soil types 2C, 3D, 5C, 6C, 7D, 8D, 9D, 11B, 12D, 12E, 13D, 13E, 14C, 17B, 19D, 20D, 22C, 22D, 25B, 26B, 26C, 27B, 28C, 29C, 38C, 39C, 39D2, 41C, 42C, 43C, 47C, and 57D2, as identified in the “Soil Survey of Clarke County (1982)”.***
  - d. Slope categories of 7-15%, 15-25%, and greater than 25%.***
  - e. Existing woody vegetation.***
  - f. Location of intermittent and perennial streams and other similar features.***
  - g. For each proposed lot, the following shall be shown:***
    - (1) Clearing area dimensions for proposed building site(s)***
    - (2) Location and dimensions of proposed building envelope(s), drainfield site(s), and reserve area site(s)***
    - (3) Location and dimensions of proposed access and utility easements***
    - (4) Location and dimensions of no clear areas consisting of required vegetated perimeter buffers, tree preservation areas, critical root zones, and highly erodible soils/slippage soils***

- h. Required plat notes. The plat shall include the following required notes in addition to any notes required by the Zoning Administrator or Planning Commission:*
- (1) NOTICE OF DEVELOPMENT REGULATIONS. This subdivision is subject to the buffering and preservation requirements depicted herein. No land disturbance, construction, or clearing shall take place within the delineated buffering and preservation areas without prior inspection and authorization by the County of Clarke.*
  - (2) AGRICULTURAL AND FORESTAL ACTIVITIES. Clearing for agricultural activities shall not occur prior to the filing of a Farm Management Plan as required by §3-A-2-f-8 of the Zoning Ordinance. Clearing for conservation forestry activities shall not occur without the filing of a Pre-Harvest Plan as required by §3-C-2-k of the Zoning Ordinance.*
- 3. Development plan narrative. In addition to providing the Environmental Inventory and Impact Statement as required in subsection 5, a development plan narrative shall be provided that includes the following elements. The narrative shall be a binding part of the conservation plat approval and shall be recorded with the record plat.*
- a. Description of the type of existing woody vegetation on the subject property including native species to be protected and invasive species and/or dead vegetation to be removed.*
  - b. Methods to be used to protect no clear areas during site development and construction including a plan for field delineating the no clear areas to guard against future clearing.*
  - c. In the event that the applicant proposes clearing for agricultural activities, the narrative shall also include a copy of the proposed Conservation Farm Management Plan.*
- 4. Building site amendments. Building sites depicted on the record plat may be amended with approval by the Planning Commission. A plat of the lot showing the new proposed building site shall be submitted to the Planning Commission for review and shall meet all requirements set forth in subsection 2.*
- 5. Required meetings and inspections. The following meetings and inspections with the Zoning Administrator or their designee shall be conducted:*
- a. Pre-Application Site Visit. In addition to the Pre-Application Conference required in subsection 4-A, a site visit to the subject property shall be conducted. The purpose of the site visit is to ensure that the applicant, the applicant's engineer or surveyor, and County staff understand the subject*

*property's vegetative and topographic characteristics. This site visit shall be conducted any time before or in conjunction with the Pre-Application Conference.*

- b. Pre-Construction Site Inspection. Following approval of the plat by the Planning Commission, the Applicant shall be required to schedule a Pre-Construction Site Inspection involving the Zoning Administrator and the County's erosion and sediment control program administrator prior to commencing clearing or land disturbance activities. The purpose of this inspection is to ensure that the developer has marked the no clear areas in the field and has installed protection measures (e.g., safety fencing, permanent delineation markers) in accordance with the approved plat. No building permit or land disturbance permit shall be issued prior to conducting this inspection.*
  - c. Post-Construction Final Inspection. A final inspection shall be conducted by the Zoning Administrator or designee prior to issuance of a certificate of occupancy to ensure that the site has been developed in accordance with the approved plat. In the event that the developer has encroached into no clear areas or otherwise violated the plat requirements, no temporary or permanent certificate of occupancy shall be issued until the violation is remediated according to Zoning Ordinance requirements.*
- 6. Field adjustments prohibited. The Zoning Administrator shall not be authorized to grant field adjustments or administrative variances to the approved plat during the construction process. Any request for adjustments shall be processed as an amendment to the previously approved plat for consideration by the Planning Commission.*

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**Zoning Ordinance Text Amendment Language**  
**(new language in bold italics with strikethroughs where necessary)**

**§3-A-2-b, Lot Requirements (FOC)**

3. (To be added following the open space parcel area table):

*The residual open space parcel shall not be reduced in size through boundary line adjustment by more than 10% of the total area and the dwelling unit right shall not be transferred to another property. The residual open space parcel may be increased in size through boundary line adjustment or merger without limitation; however no additional dwelling unit rights shall be transferred to the residual open space parcel.*

4. *Provision of area with slopes less than 25%. No lot shall be created unless it contains at least one (1) acre of area with slopes less than 25%.*

5. *Subdivisions. All minor and major subdivisions in the FOC District shall comply with Section 4N of the Subdivision Ordinance.*

**§3-A-2-f, Vegetated Property Buffer and Clearing Limits.**

1. *Applicability. The requirements of this subsection shall apply to all parcels except for parcels with a dwelling constructed on or before February 18, 2003, unless a different effective date or minimum parcel size is specified.*
2. *Vegetated buffer required along property lines. Except for those clearing activities listed in section 3-A-2-f-98, existing woody vegetation shall be retained within 25 feet of all property lines on parcels of four acres or more. **Parcels** with a dwelling constructed ~~after 18 February 2003~~ on or before February 18, 2003 shall be exempt from this provision.*
3. *Vegetated buffer required from public rights of way and private access easements. Except for those clearing activities listed in section 3-A-2-f-98, existing woody vegetation shall be retained within 50 feet of the edge of public rights of way or 25 feet of the edge of private access easements on parcels of four acres or more. **Parcels** with a dwelling constructed ~~after 21 June 2005~~ on or before June 21, 2005 shall be exempt from this provision.*
4. *Retain existing vegetation on slopes. Except for those clearing activities listed in section 3-A-2-f-98, existing woody vegetation shall be retained on **all** parcels with:*
  - a. an average slope (within area to be cleared) from 7% up to 15 % and over the elevation of 800 feet above sea level, except for 2 acres for a house site **for dwellings constructed after June 21, 2005, and.**
  - b. an average slope (within area to be cleared) from 15% up to 25 % **and over the elevation of 800 feet above sea level**, except for 1 acre for a house site, or 1.5 acres if an erosion and sediment control plan is prepared by a professional engineer and approved by the Zoning Administrator for dwellings constructed after ~~21 June 2005~~ June 21, 2005.
  - c. ~~on~~ slopes of 25% or more, and
  - d. ~~on~~ slippage soils.
  - e. *For purposes of this section, “house site” is defined as the parcel’s buildable area as modified by the regulations enumerated in (a) and (b) above.*
- ~~4. Except for those clearing activities listed in section 3-A-2-f-9, clearing is allowed within 200 feet of the house site area described in the previous section provided:~~
  - ~~a. there are no clear-cut openings,~~



- ~~b. the thinning of trees of 2 inches or more in diameter (measured 4.5 feet above ground), is allowed, if randomly spaced with not more than 50% of the crown cover removed within any 10 year period,~~
- ~~c. pruning of branches is limited to the bottom 1/3 of the tree, and~~
- ~~d. this clearing within 200 feet of house site areas shall be done before issuance of final certificate of occupancy.~~

5. **Tree Protection during Construction.** ~~a. Critical Root Zone~~ Tree preservation areas shall be identified on the subdivision plat ~~or~~ and construction plans. ~~A~~ “Critical root zones” (CRZ) shall be delineated on the plans and clearly marked and protected in the field. *Field delineation of tree preservation areas and critical root zones shall be inspected by County staff* prior to any land disturbance. The CRZ is the area underneath the Tree Drip Line as defined in Section 9-B-180.

~~(1) General Requirements~~

- a. Before any land disturbance, suitable protective barriers, such as safety fencing, shall be erected outside of the CRZ of any tree or stand of trees to be preserved. Protective barriers shall remain so erected throughout all phases of construction. No grade changes or storage of equipment, materials, debris, or fill shall be allowed within the area protected by the barrier. No construction traffic, parking of vehicles, or disposal of liquids is permitted within the CRZ.
- b. Trees likely to die as a result of site disturbance activities within 25 feet of the safety fence, as identified in the tree conservation plan, shall be removed.

6. **Remediation of excessive clearing activities.** Revegetation/tree replacement, in consultation with a Forestry Consultant or Certified Arborist and within the guidelines described below, shall be required for all areas where any clearing occurs in excess of the standards for maximum cleared area or in required vegetative buffer.

*a. Violations. Any excessive clearing that occurs in violation of the requirements of this ordinance or in violation of any approved subdivision plat, site plan, or construction plan shall be remediated in accordance with this subsection. If a violation is discovered during the land clearing, land disturbance, or construction process, no certificate of occupancy (temporary or permanent) or surety release shall be granted until the violation is remediated and such remediation is inspected and approved by the Zoning Administrator. If a violation is discovered after completion of construction, it shall be remediated within thirty (30) days of the date of written notice by the Zoning Administrator. The Zoning Administrator may grant additional time to complete remediation activities if such timeframes will help ensure viability of replacement plantings due to weather or seasonal conditions.*

*b. Remediation plan. The property owner shall be responsible for providing a written remediation plan with the Zoning Administrator to correct instances of*

*excessive clearing. The remediation plan shall be consistent with the replacement criteria in Subsection c below and with the approved conservation subdivision plat, land disturbance plan, or other approved plan. The property owner shall be responsible for ensuring the viability of all replacement plantings, shall request inspection by the Zoning Administrator or designated agent within two (2) years of planting to confirm viability, and shall replace any trees that may die. Additional fees may be imposed by the County to cover the cost of reviewing the remediation plan and conducting compliance inspections.*

- ac.** Replacement criteria. Trees that are removed shall be replaced so that there is, at a minimum, no loss of tree canopy coverage upon maturity of the replacement trees. All trees to be used as replacement trees shall be:
- (1) a Virginia native tree species as identified in the Virginia Department of Forestry's Tree Seedling Brochure described by the Virginia Native Plant Society (<http://www.dcr.virginia.gov/dnh/native.htm>);
  - (2) be of minimum quality as identified in the American Standard for Nursery Stock (ANSI Z60.1-2004) (as amended);
  - (3) planted as described in the American Standard for Nursery Stock ANSI Z60.1-2004 (as amended); by a qualified landscape contractor to insure survival; and a minimum of 4 feet in height with caliper dependent on species.
7. **Permitted clearing for agricultural uses.** Clearing for agricultural uses shall require a Conservation Farm Management Plan approved by either the regional Soil and Water Conservation District or the federal Natural Resources Conservation Service and submitted to the ~~County~~ Zoning Administrator. *Prior to conducting the clearing activity, an affidavit for agricultural clearing shall be completed by the property owner and filed with the Zoning Administrator stating the nature of the agricultural use(s) and affirmation that they will comply with the Conservation Farm Management Plan.*
8. **Other permitted clearing activities.** The following clearing activities shall be allowed in the no-clear areas:
- a. Dead trees and shrubs may be removed.
  - b. Invasive alien species may be removed. Invasive alien species shall be those listed by the Virginia Department of Conservation and Recreation.
  - c. Forestry activities as described in Section 3-C-2-k.
  - d. Clearing for the following activities may occur in the vegetated property buffer, with the written approval of the Zoning Administrator ~~and a member of the Planning Commission (preferably a Commission member from the Election District where the subject property is located)~~, provided no more land, trees, or vegetation shall be disturbed than is necessary for construction, use, and maintenance of:

- (1) driveways and access easements of not more than 30 feet wide,
- (2) electric, gas, and telephone utility easements,
- (3) on-site water facilities and sewage disposal systems, if the Planning Commission determines that not allowing such facilities or systems in the buffer would prohibit the practical development of such facilities or systems
- (4) public water and sewer lines (including water and sewer lines constructed by private interests for dedication to public agencies.
- ~~(5) fences, or~~
- ~~(6) Forestry activities as described in 3-C-2-k, or~~
- ~~(7) noncommercial telecommunication antennae, structures less than 12 feet high subject to the sunset provisions in Section 3-C-2-x-8 (vegetation may be cut only within a six foot radius of the structure, but no vegetation removal shall result in land disturbance except as necessary for the structure itself).~~

### **§3-A-1-f, Vegetated Property Buffer (AOC)**

3. The following types of development may be located in the vegetated property buffer, with the written approval of the Zoning Administrator ~~and a member of the Planning Commission (preferably a Commission member from the Election District where the subject property is located)~~, provided no more land, trees, or vegetation shall be disturbed than is necessary for the construction, use, and maintenance of:

### **§3-C-2-k, Forestry Uses and Structures**

- ~~4. No subdivision application accepted for three years before or after a timber harvest operation.~~
- ~~5. No Pre-Harvest Plan would be accepted for a property within three years of approved subdivision.~~

### **Definitions to be Added to Zoning Ordinance Section 9**

**Clear cut** -- *A harvesting technique which removes all the trees (regardless of size) in an area in one operation but does not involve land disturbance or removal of stumps.*

**No-clear areas** – *Areas designated for the preservation and protection of existing trees and vegetation including but not limited to vegetated buffers, tree preservation areas and critical root zones. Such areas may be depicted on an approved site plan or subdivision plat, or may be generally designated by regulations set forth in this Ordinance.*

## **Other Proposed Changes**

### 3-C-2-y *Siting of* Propane Tanks

Propane tanks of 500 gallons or larger shall be placed underground *or shall be completely screened from view of adjoining properties through siting, vegetated screening, fencing, or other methods deemed acceptable by the Zoning Administrator. Screening methods, whether natural or manmade, shall be maintained throughout the life of the propane tank.*

Virginia Regional Transit Clarke Ridership Report February 2016

Month: February 2016

| Route                        | 1  | 2  | 3 | 4  | 5 | 6 | 7 | 8  | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29  | Mon |
|------------------------------|----|----|---|----|---|---|---|----|---|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|-----|-----|
| Scheduled Trips              | 16 | 14 | 7 | 10 | 6 |   |   | 10 | 8 | 5  | 17 | 8  |    |    | 16 | 4  | 6  | 18 | 7  |    |    | 14 | 2  | 8  | 12 | 9  |    | 8  | 205 |     |
| No Shows/Cancellations       | 2  | 2  | 0 | 0  | 0 |   |   | 4  | 0 | 1  | 4  | 5  |    |    | 8  | 4  | 0  | 1  | 1  |    |    | 0  | 0  | 1  | 4  | 0  |    | 0  | 37  |     |
| Add Ons                      | 0  | 0  | 1 | 1  | 0 |   |   | 2  | 1 | 2  | 2  | 2  |    |    | 0  | 0  | 1  | 0  | 2  |    |    | 0  | 1  | 2  | 1  | 0  |    | 1  | 19  |     |
| Total Passengers Transported | 14 | 12 | 8 | 11 | 6 |   |   | 8  | 9 | 6  | 15 | 5  |    |    | 8  | 0  | 7  | 17 | 8  |    |    | 14 | 3  | 9  | 9  | 9  |    | 9  | 187 |     |