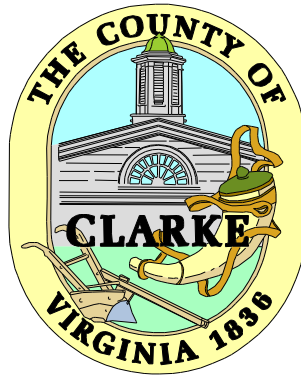


Clarke County Board of Supervisors



Regular Meeting Packet

July 21, 2015



Clarke County Board of Supervisors Regular Meeting Agenda

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

Item

July 21, 2015

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Afternoon Session 1:00 PM

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1. FY2016 Salary Increase Action: The Finance Committee recommends the following adjustments to the FY2016 Salaries adopted last month:	142
a. Barbara Bosserman, Voter Registrar: \$49,923.	
b. Britteney Duncan, Communication Specialist: \$30,806.	
c. Jillian Wright, Communication Specialist: \$30,806.	
2. FY2015 and FY2016 Budget Amendments for NRADC Salary adjustments Action: The Finance Committee recommends approval of the following:	150
a. "Be it resolved that the FY2015 Regional Jail Budget be increased \$4,654, and the same appropriated, for the purpose of funding Salary Survey increases, and that the designation from government savings be reduced in the same amount".	
b. "Be it resolved that the FY2016 Regional Jail Budget be increased \$5,346, and the same appropriated, for the purpose of funding Salary Survey increases, and that the designation from government savings be reduced in the same amount".	

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 2

7/16/2015 10:06 AM



Clarke County Board of Supervisors Regular Meeting Agenda

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

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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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7/16/2015 10:06 AM

Clarke County Board of Supervisors

WE CLARKE COUNTY BOARD OF SUPERVISORS REGULAR MEETING PACKET JULY 21, 2015

Call to Order

Clarke County Board of Supervisors

Adoption of Agenda

Clarke County Board of Supervisors

Citizen Comment Period

Clarke County Board of Supervisors

VDOT



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

TO: Board of Supervisors

FROM: Brandon Stidham

SUBJECT: Agricultural & Forestal District (AFD) Review Process

DATE: July 15, 2015

The purpose of this memo is to advise you of the upcoming expiration of the County’s Agricultural & Forestal District (AFD) and the need for the Board to consider conducting a formal review of the District. Properties currently in the AFD were last added or renewed in March 16, 2010 for a six-year term.

The Code of Virginia gives counties the option of conducting the formal review of an AFD prior to its expiration in order to determine whether to “terminate, modify, or continue” the District. The last review was conducted by the Board during the latter half of 2009 and early 2010, resulting in the addition of 33 new parcels to the District and the withdrawal of one parcel for a net gain of 3,278.11 acres to the 37,051.31 acre District. The review process also included consideration of text amendments to County Code Chapter 48 governing the AFD program, as well as discussion of potential modifications to the County’s land use taxation program.

Staff recommends that the Board consider initiating a review of the District for the following reasons:

- Provides an opportunity to evaluate whether the properties currently in the District continue to be consistent with the goals of the AFD program.
- Gives AFD landowners the chance to add new land or to withdraw from the program altogether depending upon their individual needs.
- Through the various required public meetings and notifications, the program’s benefits can be promoted and new landowners may consider adding their properties to the district.
- Similar to the previous review, program policies and procedures can be evaluated and potential County Code amendments can be developed.

Should the Board wish to initiate a District review, Staff recommends that a formal resolution be adopted at the August 18 regular meeting to forward the matter to the AFD Advisory Committee to begin the review process. The Board’s Personnel Committee has also been working to identify potential appointments to the AFD Advisory Committee – Staff recommends that these final appointments be made at the August 18 meeting so that the Committee may begin work in September. For your reference, Staff has included a draft timeline for the review process

including action items and required public meetings, a more detailed description of the process, and copies of the pertinent sections of the County Code and Code of Virginia. Also included is a summary of the major changes to the Code of Virginia requirements that were adopted since the last review in 2010.

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

AGRICULTURAL & FORESTAL DISTRICT (AFD) REVIEW PROCESS SUMMARY

Process

- Agricultural & Forestal District (AFD) regulations are found in Code of Virginia §15.2-4300 through 4314 and Clarke County Code Chapter 48.
- The Board of Supervisors takes formal action (motion or resolution) to initiate a review of the District and forwards the matter to the Agricultural & Forestal District (AFD) Advisory Committee. Per State code, the Board has the option of requesting a recommendation on whether to terminate, modify, or continue the District. This review must begin no less than 90 days before the expiration date of the period established when the District was created (March 16, 2016).
- Current AFD landowners are notified of the review process and have the opportunity to add land or withdraw from the District. The review process is publicized including a notice for any property owners that may be interested in adding new properties to the District.
- There are no fees associated with adding land or withdrawing land from the District.
- The AFD Advisory Committee consists of ten (10) voting members – the Commissioner of the Revenue, a member of the Board of Supervisors, and eight (8) County landowners. Four (4) of the landowners must also be engaged in agricultural or forestal production.
- The AFD Advisory Committee is required to hold a Public Meeting with AFD landowners. Notice of the meeting is sent by first-class mail to AFD landowners containing:
 - Time and place for the meeting.
 - Notice that the District is being reviewed by the local governing body.
 - Notice that under State law, the Board may choose to continue, modify, or terminate the District.
 - Notice that land may be withdrawn from the District at the owner's discretion by filing a written notice with the local governing body at any time before it acts to continue, modify, or terminate the District.
- The AFD Advisory Committee reviews the comments received at the Public Meeting as well as any applications for new land to be added to the District. The Committee develops recommendations on both items and forwards the recommendations to the Planning Commission.
- The Planning Commission reviews the AFD Advisory Committee recommendations. If there are any applications for new land to be added to the District, the Commission is required to hold a Public Hearing and notify adjacent property owners.

Notice is sent by first-class mail to adjacent property owners containing:

- Statement that an application for addition to the District has been filed with the program administrator.
 - Statement that the application will be on file and open to public inspection in the office of the clerk of the local governing body.
 - Where applicable, a statement that any political subdivision whose territory encompasses or is part of the district may propose a modification which must be filed with the local planning commission within 30 days of the date of the notice.
 - Statement that any owner of additional qualifying land may join the application within 30 days from the date of the notice or, with the consent of the Board of Supervisors, at any time before the public hearing that the Board must hold on the application.
 - Statement that any owner who joined in the application may withdraw their land, in whole or in part, by written notice filed with the local governing body, at any time before the Board acts.
 - Statement that additional qualifying lands may be added to the District at any time upon separate application.
- The Planning Commission provides recommendations on the renewal of the District and on any applications for additions to the District to the Board of Supervisors.
 - Board of Supervisors reviews the recommendations of the AFD Advisory Committee and Planning Commission and holds a Public Hearing on renewal of the District and any applications for additions to the District.

MAJOR LEGISLATIVE CHANGES TO THE AFD PROGRAM REGULATIONS SINCE 2010

- Provides the Board of Supervisors with additional discretion to include parcels to the District that are not part of the contiguous core or within a certain distance of core properties.
- The review process is streamlined as follows:
 - Notice requirements are simplified – previously the public meeting notices had to be posted in five conspicuous places throughout the District.
 - Applications to add land to or withdraw land from the District can be filed with the program administrator (staff designated to manage the AFD program). Previously, all new applications had to be presented to the Board of Supervisors who would then forward them to the AFD Advisory Committee for review.
 - Applications to withdraw land from the District are reviewed by the AFD Committee and Planning Commission prior to being forwarded to the Board of Supervisors, but only the Planning Commission is required to hold a public

hearing. Previously, public hearings had to be conducted by both the AFD Advisory Committee and the Commission.

- Applications to add new land to the District may be filed and considered at any time during the lifespan of the District. Previously, new applications could only be considered during the District review process.
- The Planning Commission can serve as the AFD Advisory Committee if the Commission's member composition meets State Code requirements. While our Commission has the requisite number of members, we do not have the minimum number of agricultural producers (four).

DRAFT TIMELINE
AGRICULTURAL & FORESTAL DISTRICT (AFD) REVIEW PROCESS

- **July 21, 2015** – Staff provides overview of the AFD Review Process to the Board of Supervisors for informational purposes.
- **August 18, 2015** – Board of Supervisors appoints the AFD Advisory Committee and takes formal action to begin the AFD review process
- **September 2015** – The AFD Advisory Committee kickoff meeting is held. The Committee reviews required notifications and outreach materials, and schedules the required public meeting for AFD landowners for October.
- **October 2015** – The AFD Advisory Committee holds required landowner public meeting. The Committee reviews and makes recommendations on new applications and withdrawal requests, as well as any policy matters requested by the Board. A final recommendation is forwarded to the Planning Commission. (May be covered in two separate meetings – to be completed by October 28)
- **November 6, 2015** – The Planning Commission reviews AFD Advisory Committee recommendations and schedules public hearing for December if there are any applications for new additions to the District.
- **December 4, 2015** – The Planning Commission conducts required public hearing on additions to the District and makes formal recommendations to the Board of Supervisors.
- **December 15, 2015** – Board of Supervisors receives recommendations from Planning Commission and AFD Advisory Committee. If there are applications for additions to the District, the Board schedules public hearing for January.
- **January 19, 2016** – Board of Supervisors conducts required public hearing on changes to the District and takes formal action to adopt as presented.
- **March 16, 2016** – Expiration date of current District.

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§ 15.2-4300. Short title.

This chapter shall be known and may be cited as the "Agricultural and Forestal Districts Act."

(1977, c. 681, § 15.1-1506; 1997, c. [587](#).)

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§ 15.2-4301. Declaration of policy findings and purpose.

It is the policy of the Commonwealth to conserve and protect and to encourage the development and improvement of the Commonwealth's agricultural and forestal lands for the production of food and other agricultural and forestal products. It is also the policy of the Commonwealth to conserve and protect agricultural and forestal lands as valued natural and ecological resources which provide essential open spaces for clean air sheds, watershed protection, wildlife habitat, as well as for aesthetic purposes. It is the purpose of this chapter to provide a means for a mutual undertaking by landowners and localities to protect and enhance agricultural and forestal land as a viable segment of the Commonwealth's economy and as an economic and environmental resource of major importance.

(1977, c. 681, § 15.1-1507; 1987, c. 552; 1997, c. [587](#).)

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§ 15.2-4302. Definitions.

As used in this chapter, unless the context requires a different meaning:

"Advisory committee" means the agricultural and forestal districts advisory committee.

"Agricultural products" means crops, livestock and livestock products, including but not limited to: field crops, fruits, vegetables, horticultural specialties, cattle, sheep, hogs, goats, horses, poultry, furbearing animals, milk, eggs and furs.

"Agricultural production" means the production for commercial purposes of crops, livestock and livestock products, and includes the processing or retail sales by the producer of crops, livestock or livestock products which are produced on the parcel or in the district.

"Agriculturally and forestally significant land" means land that has recently or historically produced agricultural and forestal products, is suitable for agricultural or forestal production or is considered appropriate to be retained for agricultural and forestal production as determined by such factors as soil quality, topography, climate, markets, farm structures, and other relevant factors.

"Application" means the set of items a landowner or landowners must submit to the local governing body when applying for the creation of a district or an addition to an existing district.

"District" means an agricultural, forestal, or agricultural and forestal district.

"Forestal production" means the production for commercial purposes of forestal products and includes the processing or retail sales, by the producer, of forestal products which are produced on the parcel or in the district. "Forestal products" includes, but is not limited to, saw timber, pulpwood, posts, firewood, Christmas trees and other tree and wood products for sale or for farm use.

"Landowner" or "owner of land" means any person holding a fee simple interest in property but does not mean the holder of an easement.

"Program administrator" means the local governing body or local official appointed by the local governing body to administer the agricultural and forestal districts program.

(1977, c. 681, § 15.1-1508; 1979, c. 377; 1981, c. 54; 1987, c. 552; 1997, c. 587; 2011, cc. 344, 355.)

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§ 15.2-4303. Power of localities to enact ordinances; application form and fees; maps; sample form.

A. Each locality shall have the authority to promulgate forms and to enact ordinances to effectuate this chapter. The locality may charge a reasonable fee for each application submitted pursuant to this chapter; such fee shall not exceed \$500 or the costs of processing and reviewing an application, whichever is less.

B. The locality shall prescribe application forms for districts that include but need not be limited to the following information:

1. The general location of the district;
2. The total acreage in the district or acreage to be added to an existing district;
3. The name, address, and signature of each landowner applying for creation of a district or an addition to an existing district and the acreage each owner owns within the district or addition;
4. The conditions proposed by the applicant pursuant to § [15.2-4309](#);
5. The period before first review proposed by the applicant pursuant to § [15.2-4309](#); and
6. The date of application, date of final action by the local governing body and whether approved, modified or rejected.

C. The application form shall be accompanied by maps or aerial photographs, or both, prescribed by the locality that clearly show the boundaries of the proposed district and each addition and boundaries of properties owned by each applicant, and any other features as prescribed by the locality.

D. For each notice required by this chapter to be sent to a landowner, notice shall be sent by first-class mail to the last known address of such owner as shown on the application hereunder or on the current real estate tax assessment books or maps. A representative of the local planning commission or local governing body shall make affidavit that such mailing has been made and file such affidavit with the papers in the case.

(1977, c. 681, § 15.1-1509; 1978, c. 604; 1979, c. 377; 1984, c. 20; 1987 c. 552; 1997, c. [587](#); 2005, c. [667](#); 2011, cc. [344](#), [355](#).)

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§ 15.2-4304. Agricultural and forestal districts advisory committee.

A. Upon receipt of the first agricultural and forestal districts application, the local governing body shall establish an advisory committee which shall consist of four landowners who are engaged in agricultural or forestal production, four other landowners of the locality, the commissioner of revenue or the local government's chief property assessment officer, and a member of the local governing body. The members of the committee shall be appointed by and serve at the pleasure of the local governing body. The advisory committee shall elect a chairman and a vice-chairman and elect or appoint a secretary who need not be a member of the committee. The advisory committee shall serve without pay but the locality may reimburse each member for actual and necessary expenses incurred in the performance of his duties. Any expenditures of the committee shall be within the amounts appropriated for such purpose by the local governing body. The committee shall advise the local planning commission and the local governing body and assist in creating, reviewing, modifying, continuing or terminating districts within the locality. In particular, the committee shall render expert advice as to the nature of farming and forestry and agricultural and forestal resources within the district and their relation to the entire locality.

B. The local governing body may designate the planning commission to act for and in lieu of an agricultural and forestal districts advisory committee if the membership of the planning commission includes at least four landowners who are engaged in agricultural or forestal production.

(1977, c. 681, § 15.1-1510; 1987, c. 552; 1989, c. 52; 1997, c. 587; 2011, cc. 344, 355.)

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§ 15.2-4305. Application for creation of district in one or more localities; size and location of parcels.

On or before November 1 of each year or any other annual date selected by the locality, any owner or owners of land may submit an application to the locality for the creation of a district or addition of land to an existing district within the locality. Each district shall have a core of no less than 200 acres in one parcel or in contiguous parcels. A parcel not part of the core may be included in a district (i) if the nearest boundary of the parcel is within one mile of the boundary of the core, (ii) if it is contiguous to a parcel in the district the nearest boundary of which is within one mile of the boundary of the core, or (iii) if the local governing body finds, in consultation with the advisory committee or planning commission, that the parcel not part of the core or within one mile of the boundary of the core contains agriculturally and forestally significant land. No land shall be included in any district without the signature on the application, or the written approval of all owners thereof. A district may be located in more than one locality, provided that (i) separate application is made to each locality involved, (ii) each local governing body approves the district, and (iii) the district meets the size requirements of this section. In the event that one of the local governing bodies disapproves the creation of a district within its boundaries, the creation of the district within the adjacent localities' boundaries shall not be affected, provided that the district otherwise meets the requirements set out in this chapter. In no event shall the act of creating a single district located in two localities pursuant to this subsection be construed to create two districts.

(1977, c. 681, § 15.1-1511; 1979, c. 377; 1981, c. 546; 1984, c. 20; 1985, c. 13; 1987, c. 552; 1993, cc. 745, 761; 1997, c. 587; 1998, c. 833; 2011, cc. 344, 355.)

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§ 15.2-4306. Criteria for evaluating application.

Land being considered for inclusion in a district may be evaluated by the advisory committee and the planning commission through the Virginia Land Evaluation and Site Assessment (LESA) System or, if one has been developed, a local LESA System. The following factors should be considered by the local planning commission and the advisory committee, and at any public hearing at which an application that has been filed pursuant to § 15.2-4303 is being considered:

1. The agricultural and forestal significance of land within the district or addition and in areas adjacent thereto;
2. The presence of any significant agricultural lands or significant forestal lands within the district and in areas adjacent thereto that are not now in active agricultural or forestal production;
3. The nature and extent of land uses other than active farming or forestry within the district and in areas adjacent thereto;
4. Local developmental patterns and needs;
5. The comprehensive plan and, if applicable, the zoning regulations;
6. The environmental benefits of retaining the lands in the district for agricultural and forestal uses; and
7. Any other matter which may be relevant.

In judging the agricultural and forestal significance of land, any relevant agricultural or forestal maps may be considered, as well as soil, climate, topography, other natural factors, markets for agricultural and forestal products, the extent and nature of farm structures, the present status of agriculture and forestry, anticipated trends in agricultural economic conditions and such other factors as may be relevant.

(1977, c. 681, § 15.1-1511; 1979, c. 377; 1981, c. 546; 1984, c. 20; 1985, c. 13; 1987, c. 552; 1993, cc. 745, 761; 1997, c. 587.)

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§ 15.2-4307. Review of application; notice; hearing.

Upon the receipt of an application for a district or for an addition to an existing district, the program administrator shall refer such application to the advisory committee.

The advisory committee shall review and make recommendations concerning the application or modification thereof to the local planning commission, which shall:

1. Notify, by first-class mail, adjacent property owners, as shown on the maps of the locality used for tax assessment purposes, and where applicable, any political subdivision whose territory encompasses or is part of the district, of the application. The notice shall contain (i) a statement that an application for a district has been filed with the program administrator pursuant to this chapter; (ii) a statement that the application will be on file open to public inspection in the office of the clerk of the local governing body; (iii) where applicable a statement that any political subdivision whose territory encompasses or is part of the district may propose a modification which must be filed with the local planning commission within thirty days of the date of the notice; (iv) a statement that any owner of additional qualifying land may join the application within thirty days from the date of the notice or, with the consent of the local governing body, at any time before the public hearing the local governing body must hold on the application; (v) a statement that any owner who joined in the application may withdraw his land, in whole or in part, by written notice filed with the local governing body, at any time before the local governing body acts pursuant to § 15.2-4309; and (vi) a statement that additional qualifying lands may be added to an already created district at any time upon separate application pursuant to this chapter;

2. Hold a public hearing as prescribed by law; and

3. Report its recommendations to the local governing body including but not limited to the potential effect of the district and proposed modifications upon the locality's planning policies and objectives.

(1977, c. 681, § 15.1-1511; 1979, c. 377; 1981, c. 546; 1984, c. 20; 1985, c. 13; 1987, c. 552; 1993, cc. 745, 761; 1997, c. 587; 1998, c. 833; 2011, cc. 344, 355.)

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§ 15.2-4308.

Repealed by Acts 2011, cc. 344 and 355, cl. 2.

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§ 15.2-4309. Hearing; creation of district; conditions; notice.

A. The local governing body, after receiving the report of the local planning commission and the advisory committee, shall hold a public hearing as provided by law, and after such public hearing, may by ordinance create the district or add land to an existing district as applied for, or with any modifications it deems appropriate.

B. The governing body may require, as a condition to creation of the district, that any parcel in the district shall not, without the prior approval of the governing body, be developed to any more intensive use or to certain more intensive uses, other than uses resulting in more intensive agricultural or forestal production, during the period which the parcel remains within the district. Local governing bodies shall not prohibit as a more intensive use, construction and placement of dwellings for persons who earn a substantial part of their livelihood from a farm or forestry operation on the same property, or for members of the immediate family of the owner, or divisions of parcels for such family members, unless the governing body finds that such use in the particular case would be incompatible with farming or forestry in the district. To further the purposes of this chapter and to promote agriculture and forestry and the creation of districts, the local governing body may adopt programs offering incentives to landowners to impose land use and conservation restrictions on their land within the district. Programs offering such incentives shall not be permitted unless authorized by law. Any conditions to creation of the district and the period before the review of the district shall be described, either in the application or in a notice sent by first-class mail to all landowners in the district and published in a newspaper having a general circulation within the district at least two weeks prior to adoption of the ordinance creating the district. The ordinance shall state any conditions to creation of the district and shall prescribe the period before the first review of the district, which shall be no less than four years but not more than ten years from the date of its creation. In prescribing the period before the first review, the local governing body shall consider the period proposed in the application. The ordinance shall remain in effect at least until such time as the district is to be reviewed. In the event of annexation by a city or town of any land within a district, the district shall continue until the time prescribed for review.

C. The local governing body shall act to adopt or reject the application, or any modification of it, no later than 180 days from (i) November 1 or (ii) the other date selected by the locality as provided in § 15.2-4305. Upon the adoption of an ordinance creating a district or adding land to an existing district, the local governing body shall submit a copy of the ordinance with maps to the local commissioner of the revenue, and the State Forester, and the Commissioner of Agriculture and Consumer Services for information purposes. The commissioner of the revenue shall identify the parcels of land in the district in the land book and on the tax map, and the local governing body shall identify such parcels on the zoning map, where applicable and shall designate the districts on the official comprehensive plan map each time the comprehensive plan map is updated.

(1977, c. 681, § 15.1-1511; 1979, c. 377; 1981, c. 546; 1984, c. 20; 1985, c. 13; 1987, c. 552; 1993, cc. 745, 761; 1997, c. 587; 1998, c. 833; 2011, cc. 344, 355.)

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§ 15.2-4310. Additions to a district.

Additional parcels of land may be added to an existing district at any time by following the process and application deadlines prescribed for the creation of a new district.

(1977, c. 681, § 15.1-1511; 1979, c. 377; 1981, c. 546; 1984, c. 20; 1985, c. 13; 1987, c. 552; 1993, cc. 745, 761; 1997, c. 587; 2011, cc. 344, 355.)

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§ 15.2-4311. Review of districts.

The local governing body may complete a review of any district created under this section, together with additions to such district, no less than four years but no more than ten years after the date of its creation and every four to ten years thereafter. If the local governing body determines that a review is necessary, it shall begin such review at least ninety days before the expiration date of the period established when the district was created. In conducting such review, the local governing body shall ask for the recommendations of the local advisory committee and the planning commission in order to determine whether to terminate, modify or continue the district. When each district is reviewed, land within the district may be withdrawn at the owner's discretion by filing a written notice with the local governing body at any time before it acts to continue, modify or terminate the district. The local planning commission or the advisory committee shall schedule as part of the review a public meeting with the owners of land within the district, and shall send by first-class mail a written notice of the meeting and review to all such owners. The notice shall state the time and place for the meeting; that the district is being reviewed by the local governing body; that the local governing body may continue, modify, or terminate the district; and that land may be withdrawn from the district at the owner's discretion by filing a written notice with the local governing body at any time before it acts to continue, modify or terminate the district. The local governing body shall hold a public hearing as provided by law. The governing body may stipulate conditions to continuation of the district and may establish a period before the next review of the district, which may be different from the conditions or period established when the district was created. Any such different conditions or period shall be described in a notice sent by first-class mail to all owners of land within the district and published in a newspaper having a general circulation within the district at least two weeks prior to adoption of the ordinance continuing the district. Unless the district is modified or terminated by the local governing body, the district shall continue as originally constituted, with the same conditions and period before the next review as that established when the district was created.

If the local governing body determines that a review is unnecessary, it shall set the year in which the next review shall occur.

(1977, c. 681, § 15.1-1511; 1979, c. 377; 1981, c. 546; 1984, c. 20; 1985, c. 13; 1987, c. 552; 1993, cc. 745, 761; 1997, c. [587](#).)

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§ 15.2-4312. Effects of districts.

A. Land lying within a district and used in agricultural or forestal production shall automatically qualify for an agricultural or forestal use-value assessment pursuant to Article 4 (§ [58.1-3229](#) et seq.) of Chapter 32 of Title 58.1, if the requirements for such assessment contained therein are satisfied. Any ordinance adopted pursuant to § [15.2-4303](#) shall extend such use-value assessment and taxation to eligible real property within such district whether or not a local ordinance pursuant to § [58.1-3231](#) has been adopted.

B. No local government shall exercise any of its powers to enact local laws or ordinances within a district in a manner which would unreasonably restrict or regulate farm structures or farming and forestry practices in contravention of the purposes of this chapter unless such restrictions or regulations bear a direct relationship to public health and safety. The comprehensive plan and zoning and subdivision ordinances shall be applicable within said districts, to the extent that such ordinances are not in conflict with the conditions to creation or continuation of the district set forth in the ordinance creating or continuing the district or the purposes of this chapter. Nothing in this chapter shall affect the authority of the locality to regulate the processing or retail sales of agricultural or forestal products, or structures therefor, in accordance with the local comprehensive plan or any local ordinances. Local ordinances, comprehensive plans, land use planning decisions, administrative decisions and procedures affecting parcels of land adjacent to any district shall take into account the existence of such district and the purposes of this chapter.

C. It shall be the policy of all agencies of the Commonwealth to encourage the maintenance of farming and forestry in districts and all administrative regulations and procedures of such agencies shall be modified to this end insofar as is consistent with the promotion of public health and safety and with the provisions of any federal statutes, standards, criteria, rules, regulations, or policies, and any other requirements of federal agencies, including provisions applicable only to obtaining federal grants, loans or other funding.

D. No special district for sewer, water or electricity or for nonfarm or nonforest drainage may impose benefit assessments or special tax levies on the basis of frontage, acreage or value on land used for primarily agricultural or forestal production within a district, except a lot not exceeding one-half acre surrounding any dwelling or nonfarm structure located on such land. However, such benefit assessment or special ad valorem levies may continue if imposed prior to the formation of the district.

(1977, c. 681, § 15.1-1512; 1979, c. 377; 1987, c. 552; 1997, c. [587](#).)

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§ 15.2-4313. Proposals as to land acquisition or construction within district.

A. Any agency of the Commonwealth or any political subdivision which intends to acquire land or any interest therein other than by gift, devise, bequest or grant, or any public service corporation which intends to: (i) acquire land or any interest therein for public utility facilities not subject to approval by the State Corporation Commission, provided that the proposed acquisition from any one farm or forestry operation within the district is in excess of one acre or that the total proposed acquisition within the district is in excess of ten acres or (ii) advance a grant, loan, interest subsidy or other funds within a district for the construction of dwellings, commercial or industrial facilities, or water or sewer facilities to serve nonfarm structures, shall at least ninety days prior to such action notify the local governing body and all of the owners of land within the district. Notice to landowners shall be sent by first-class or registered mail and shall state that further information on the proposed action is on file with the local governing body. Notice to the local governing body shall be filed in the form of a report containing the following information:

1. A detailed description of the proposed action, including a proposed construction schedule;
2. All the reasons for the proposed action;
3. A map indicating the land proposed to be acquired or on which the proposed dwellings, commercial or industrial facilities, or water or sewer facilities to serve nonfarm structures are to be constructed;
4. An evaluation of anticipated short-term and long-term adverse impacts on agricultural and forestal operations within the district and how such impacts are proposed to be minimized;
5. An evaluation of alternatives which would not require action within the district; and
6. Any other relevant information required by the local governing body.

B. Upon receipt of a notice filed pursuant to subsection A, the local governing body, in consultation with the local planning commission and the advisory committee, shall review the proposed action and make written findings as to (i) the effect the action would have upon the preservation and enhancement of agriculture and forestry and agricultural and forestal resources within the district and the policy of this chapter; (ii) the necessity of the proposed action to provide service to the public in the most economical and practical manner; and (iii) whether reasonable alternatives to the proposed action are available that would minimize or avoid any adverse impacts on agricultural and forestal resources within the district. If requested to do so by any owner of land that will be directly affected by the proposed action of the agency, corporation, or political subdivision, the Director of the Department of Conservation and Recreation, or his designee, may advise the local governing body on the issues listed in clauses (i), (ii) and (iii) of this subsection.

C. If the local governing body finds that the proposed action might have an unreasonably adverse effect upon either state or local policy, it shall (i) issue an order within ninety days from the date the notice was filed directing the agency, corporation or political subdivision not to take the proposed action for a period of 150 days from the date the notice was filed and (ii) hold a public hearing, as prescribed by law, concerning the proposed action. The hearing shall be held where the local governing body usually meets or at a place otherwise easily accessible to the district. The locality shall publish notice in a newspaper having a general circulation within the district, and mail individual notice of the hearing to the political subdivisions whose territory encompasses or is part of the district, and the agency, corporation or political subdivision proposing to take the action. Before the conclusion of the 150-day period, the local governing body shall issue a final order on the proposed action. Unless the local governing body, by an affirmative vote of a majority of all the members elected to it, determines that the proposed action is necessary to provide service to the public in the most economic and practical manner and will not have an unreasonably adverse effect upon state or local policy, the order shall prohibit the agency, corporation or political subdivision from

proceeding with the proposed action. If the agency, corporation or political subdivision is aggrieved by the final order of the local governing body, an appeal shall lie to the circuit court having jurisdiction of the territory wherein a majority of the land affected by the acquisition is located. However, if such public service corporation is regulated by the State Corporation Commission, an appeal shall be to the State Corporation Commission.

(1977, c. 681, § 15.1-1512; 1979, c. 377; 1987, c. 552; 1997, c. 587; 1998, c. 833; 2000, c. 1069.)

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§ 15.2-4314. Withdrawal of land from a district; termination of a district.

A. At any time after the creation of a district within any locality, any owner of land lying in such district may file with the program administrator a written request to withdraw all or part of his land from the district for good and reasonable cause. The program administrator shall refer the request to the advisory committee for its recommendation. The advisory committee shall make recommendations concerning the request to withdraw to the local planning commission, which shall hold a public hearing and make recommendations to the local governing body. Land proposed to be withdrawn may be reevaluated through the Virginia or local Land Evaluation and Site Assessment (LESA) System. The landowner seeking to withdraw land from a district, if denied favorable action by the governing body, shall have an immediate right of appeal de novo to the circuit court serving the territory wherein the district is located. This section shall in no way affect the ability of an owner to withdraw an application for a proposed district or withdraw from a district pursuant to clause (v) of subdivision 1 of § [15.2-4307](#) or § [15.2-4311](#).

B. Upon termination of a district or withdrawal or removal of any land from a district created pursuant to this chapter, land that is no longer part of a district shall be subject to and liable for roll-back taxes as are provided in § [58.1-3237](#). Sale or gift of a portion of land in a district to a member of the immediate family as defined in § [15.2-2244](#) shall not in and of itself constitute a withdrawal or removal of any of the land from a district.

C. Upon termination of a district or upon withdrawal or removal of any land from a district, land that is no longer part of a district shall be subject to those local laws and ordinances prohibited by the provisions of subsection B of § [15.2-4312](#).

D. Upon the death of a property owner, any heir at law, devisee, surviving cotenant or personal representative of a sole owner of any fee simple interest in land lying within a district shall, as a matter of right, be entitled to withdraw such land from such district upon the inheritance or descent of such land provided that such heir at law, devisee, surviving cotenant or personal representative files written notice of withdrawal with the local governing body and the local commissioner of the revenue within two years of the date of death of the owner.

E. Upon termination or modification of a district, or upon withdrawal or removal of any parcel of land from a district, the local governing body shall submit a copy of the ordinance or notice of withdrawal to the local commissioner of revenue, the State Forester and the State Commissioner of Agriculture and Consumer Services for information purposes. The commissioner of revenue shall delete the identification of such parcel from the land book and the tax map, and the local governing body shall delete the identification of such parcel from the zoning map, where applicable.

F. The withdrawal or removal of any parcel of land from a lawfully constituted district shall not in itself serve to terminate the existence of the district. The district shall continue in effect and be subject to review as to whether it should be terminated, modified or continued pursuant to § [15.2-4311](#) of this chapter.

(1977, c. 681, § 15.1-1513; 1979, c. 377; 1985, c. 13; 1987, c. 552; 1997, c. [587](#); 2000, c. [521](#); 2011, cc. [344](#), [355](#).)

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Chapter 48 Agricultural and Forestal District

[HISTORY: Adopted by the Board of Supervisors of Clarke County 3-17-1992. Amendments noted where applicable.]

General References State Code 15.2-4300 thru 4314

§ 48-1. Renewal. The Clarke County Agricultural and Forestal, is modified and renewed in accordance with the provisions of § 15.2-4300 Agricultural and Forestal Districts Act of the Code of Virginia: *15.2 –4300 thru 4314

- A. Only lands currently zoned Agricultural-Open Space-Conservation (AOC) and Forestal Open-Space Conservation (FOC) shall be included in the district.
- B. Land situated within incorporated town limits shall not be included in the district.

§ 48-2. Addition of lands to district.
[Amended 98-03-17]

- A. Only lands currently zoned Agricultural-Open Space-Conservation (AOC) and Forestal Open-Space Conservation (FOC) shall be included in the district.
- B. Land situated within incorporated town limits shall not be included in the district.
- C. Qualifying lands. The Land Evaluation and Site Assessment (LESA) System shall be employed as the dominant decision-making tool as to the constitution of the district as follows except for land considered as open space. Criteria for open space qualification are set forth in County Code Section 48-2(E).
 - (1) Farms zoned AOC having a composite LESA score of 72 or higher for parcels less than 40 acres, a LESA score of 68 or higher for parcels between 40 and 129.99 acres or a LESA score of 64 or higher for parcels 130 acres or greater shall be included.
 - (2) Farms having a composite LESA score of lower than 60 shall be excluded, unless they qualify as described in Subsection D below.
- D. Other qualifying lands. Tracts zoned AOC which are adjacent to and operated contiguously with farming units qualifying as in Subsection C(1) above and which are owned by one or more individuals who also own the qualifying farming unit, provided that the adjacent tract

does not lie within the corporate fringes of Berryville or Boyce as described in Subsection C(3) above, shall be included.

- E. Qualifying open space lands. Parcels proposing to be included in the district as open space shall meet the following criteria:
- 1) The parcel shall not contain any commercial use except that which is allowed as a Principal Use and/or Structures by the County Zoning Ordinance.
 - 2) The parcel shall consist of a minimum of 5 acres.
 - a. The Board may make an exception to 5 acre minimum upon recommendations from the Advisory Committee and Planning Commission if the parcel is approximate to a perpetual conservation easement, historical easement and/or is considered an environmentally sensitive area as determined by the County Natural Resource Planner or a County approved environmental or historical professional.
 - 3) The parcel shall contain at least one unused dwelling unit right.
 - 4) The parcel shall not use or transfer the dwelling unit right(s) during the term of the district.

§ 48-3. Term of district.

The term of the Clarke County Agricultural and Forestal District shall be 6 years.

§ 48-4. Effects on land use.

- A. Within the district.
- (1) Subdivisions. A minor subdivision that creates no more than one additional lot shall be permitted for any parcel within the district during the term of the district except for property requesting inclusion to the district as open space. Requirements for open space is set forth in Section 48-2 (E) of this code.
 - (2) Boundary Line Adjustments: Boundary line adjustments between parcels within the district shall be permitted. Boundary line adjustments between parcels where one of the parcels is not in the district shall be permitted if the parcel in the district is receiving land. If the district parcel is transferring land either with or without a dwelling unit right then the district parcel shall be limited to only one such boundary line adjustment during the term of the district and such boundary line adjustment shall be in lieu of the district parcel's subdivision right as set forth in Chapter 48-4 (A)(1).
 - (3) Rezoning. No parcel within the district shall be rezoned to other than an Agricultural-Open Space-Conservation (AOC) and/or Forestal Open-Space Conservation (FOC) zoning

category.

(4) Special use permits.

(a) A special use permit shall not be granted for any parcel within the district other than special use permits for commercial stables, farm wineries, livestock auction markets, livestock processing facilities, small-scale processing of specialty fruits and vegetables, and veterinary services, animal hospitals and kennels.

(b) All other principal uses and structures and accessory uses and structures, as set forth in the Schedule of District Regulations, AOC and FOC District, of Chapter 188, Zoning, shall be permitted by right of parcels within the district.

B. Adjacent to the district. The establishment and existence of the district shall not subject any adjacent tracts to restrictions and/or regulations other than those already applicable through Chapter 188, Zoning, and Chapter 161, Subdivision of Land, and other land use ordinances and plans in effect. The LESA System shall be employed as a primary tool in the decision making process with respect to proposed rezonings and other proposed changes in land use for tracts adjacent to the district, including evaluating any applications for including additional lands in the district.

§ 48-5. Withdrawal from district.
[Amended 98-03-17]

A. During the term of the district, withdrawals for good and reasonable cause shall be permitted as follows:

(1) For financial hardship approaching confiscation of property, such hardship to be documented in writing. In the case where a portion of the enrolled land is proposed to be subdivided and would not meet criteria for enrollment in the district, all minor subdivisions (1 or 2 lots) will be withdrawn during the Clarke County Agricultural and Forestal District regular renewal period. For all major subdivisions (3 or more lots), those proposed lots not meeting the District requirements for inclusion into the Agricultural and Forestal District, must be withdrawn from the District prior to subdivision approval by the approving authority.

(2) Upon death of a landowner of record, no less than an entire tract of record as it existed on the date of renewal of the district may be withdrawn.

B. At the end of the term. At the expiration of the term, but prior to renewal, each landowner shall be allowed to withdraw from the district, for any reason, upon written application stating such reasons.

§ 48-6. Notification to prospective purchaser. Formal notification of the existence of the district to a prospective purchaser of land within the district should be strongly encouraged. At a minimum, formal notification of the renewal of the district shall be made by the posting of a notice in the Circuit Court House.

§ 48-7. List of parcels⁵ The Clarke County Agricultural and Forestal District shall include the list of parcels, a copy of which is on file in the County Planning Department.

**Amendments Chapter
48**

1992-03-17	Adopted by the Board of Supervisors of Clarke County
1998-03-17	§ 48-2. Addition of lands to district. Remove 2-C-(3); Add to § 48-5-A-(1) subdivision requirements.
2004-03-16	Clarke County Agricultural renamed Clarke County Agricultural and Forestal District and add FOC throughout Chapter.
2010-03-16	County Code amended to include open space category with criteria for acceptance, criteria for boundary line adjustments and formal renaming of District from Agricultural District to Agricultural and Forestal District.

⁵ Editor's Note: Amended at time of adoption of Code (see Ch. 1, General Provisions, Art. I).

June 16, 2015

Clarke County Board Of Supervisors
Regular Meeting
Main Meeting Room

1:00 p.m.

At a regular meeting of the Board of Supervisors of Clarke County, Virginia, held in the Berryville Clarke County Government Center, 101 Chalmers Court, 2nd Floor, Berryville, Virginia conducted on Tuesday, June 16, 2015.

Board Members Present

J. Michael Hobert; Bev McKay; David Weiss

Board Members Absent

Barbara Byrd; John Staelin

Staff Present

David Ash; Frank Davis; Tom Judge; Brandon Stidham; Alison Teetor; Lora B. Walburn

Others Present

Keith Dalton; VSP Sgt. Smith; Jason Gerhardt; Val Van Meter and other citizens

1) Call to Order

Chairman Weiss called the afternoon session to order at 1:03 p.m.

2) Adoption of Agenda

Supervisor Hobert moved to adopt the agenda as presented. The motion carried by the following vote:

Barbara J. Byrd	- Absent
J. Michael Hobert	- Aye
Beverly B. McKay	- Aye
John R. Staelin	- Absent
David S. Weiss	- Aye

3) Citizens Comment Period

No citizens attending the afternoon session addressed the Board.

4) VDOT

Ed Carter appeared before the Board to provide the monthly update.

Maintenance:

- Repaired soft spots on Rt. 340 and Rt. 50;
- Swept all intersections and crossovers on 4-lane primary's;
- Completed mowing of Rt. 340 between Berryville and Rt. 522 and commenced mowing on secondary routes;
- Completed paving of routes 632 and 657;
- Performed shoulder repair on business Rt. 7 between RR tracks and Rt. 613;
- Conducted brush cutting operations along Rt. 655.
- In July we will continue mowing operations on secondary's and complete dust control applications;
- Perform grading operations on non-hard surfaced routes where needed;
- Perform repairs on Rt. 604;
- Conduct ditching operations on Rt. 340 and Route 7.

Board Issues:

- We have received Traffic Engineering's layout for sign reduction at round-a-bout and will be reducing number of existing signs by 27%.
- All Good Music Festival / West Virginia Music Festival:
 - VDOT will complete its review of the revised traffic plan by close of business today and will provide response to the promotor by close of business June 17.
 - Addressed all earlier concerns in those portions reviewed.
 - Meeting with Jason Gerhardt, traffic engineering for Tim Walther Productions, following the Board meeting to discuss the minor adjustments VDOT wants.
 - VDOT met with the Clarke County Sheriff's Office/
 - VDOT met with the Virginia State Police and VSP Sergeant Smith is present to address any questions.
 - VDOT has worked out that, while impacted, traffic will not be stacked on Virginia's secondary roads.
 - There will be inconveniences on Route 340 but not on the two-lane section.

- VDOT complimented the Clarke County Sheriff's Office and the Virginia State Police for the amount of cooperation and effort throughout the entire process.
- VDOT believes there will be access for emergency services.

Chairman Weiss expressed the Board's appreciation for VDOT's efforts, as well as law enforcement. He opined that while the Board wanted people to have fun at the event in West Virginia, it wanted to protect access for local residents and public safety.

Supervisor Hobert expressed his appreciation for the efforts of VDOT and VSP on the West Virginia festival.

David Ash advised the Board that the promotor's land use permit application to VDOT required the signature of the County Administrator. He noted his objection to the language on the form indicating "approval".

Ed Carter explained that the form was standard used for all events to keep on file that indicates that the locality or agency is aware that the event is planned and does not mean that the locality or agency agrees with the event or that a permit will be issued.

Chairman Weiss commented that the Board did not have the power to approve or disapprove the event because it was in a neighboring state. Based on what VDOT states it will do to mitigate traffic concerns, he did not see a reason not to instruct County Administrator David Ash to sign the land use permit application.

Vice Chairman McKay

- Tree on Linden Lane across from Matthew Klein's property: Ed Carter will seek update.

Chairman Weiss

- Locks Mill Road: VDOT will check repaving status.
- Mowing: Expressed appreciation for mowing on back roads.

5) Approval of Minutes

Vice Chairman McKay moved to approve the minutes for:

- **May 19, 2015 Regular Meeting as presented;**
- **June 8, 2015 Work Session as presented.**

The motion carried by the following vote:

Barbara J. Byrd	-	Absent
J. Michael Hobert	-	Aye
Beverly B. McKay	-	Aye
John R. Staelin	-	Absent
David S. Weiss	-	Aye

6) Consent Agenda

Conservation Easement Authority Request to Approve the Deed of Amendment for Glen Masters and Authorize the Chair to Sign Prior to Recordation

TO: Board of Supervisors, David Ash
 FROM: Conservation Easement Authority, Alison Teetor
 DATE: June 9, 2015
 SUBJECT: Item for Consent Agenda

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, subject to the property owners and lenders signing the Deed prior to the Chair.

Deed of Amendment – Glen Masters

In December 2014 a Deed of Easement was recorded for Glen Masters. Subsequent to the recordation, an error in the DUR allocation was discovered. Records show that the existing house should have been considered an exemption and therefore the property should have been allocated an additional DUR. Bob Mitchell was consulted and drafted the attached Deed of Amendment to correct the DUR allocation error. At the May Easement Authority, on motion of Mr. Engel, seconded by Ms. Wallace, the Authority unanimously voted to amend the Deed of Easement for Mr. Masters to retain the DUR for a tenant house, not allowing subdivision.

Recommendation

Approve the Deed of Amendment for Glen Masters and authorize the Chair to sign prior to recordation.

Supervisor Hobert moved to approve the item on the consent agenda as presented. The motion carried by the following vote:

Barbara J. Byrd	-	Absent
J. Michael Hobert	-	Aye

Beverly B. McKay	-	Aye
John R. Staelin	-	Absent
David S. Weiss	-	Aye

7) Personnel Committee Items

A. Expiration of Term for appointments expiring through August 2015

06-08-2015 Summary: The Personnel Committee recommends the following appointments:

- English Koontz, Clarke County Industrial Development Authority for the remainder of the unexpired term vacated by Robert Hobbs ending October 30, 2018.
- Jon Joyce, Clarke County Historic Preservation Commission to a four-year term expiring May 31, 2019.
- Roderick DeArment, Clarke County Sanitary Authority for the remainder of the unexpired term vacated by Ian Williams effective June 25, 2015 and ending January 5, 2017.

06-16-2015 Action: **Vice Chairman McKay moved to approve the recommendations of the Personnel Committee. The motion carried by the following vote:**

Barbara J. Byrd	-	Absent
J. Michael Hobert	-	Aye
Beverly B. McKay	-	Aye
John R. Staelin	-	Absent
David S. Weiss	-	Aye

8) Board of Supervisors Work Session Items

A. Public Hearing 15-06 Secondary Six-Year Plan for 2015/2016 - 2020/2021 in Clarke County, and on the Secondary System Construction Budget for Fiscal Year 2016

PH 15-06: The purpose of this public hearing is to receive public comment on the proposed Secondary Six-Year Plan for 2015/2016 - 2020/2021 in Clarke County, and on the Secondary System Construction Budget for Fiscal Year 2016. Copies of the proposed Plan and Budget may be reviewed at the Edinburg Residency Office of the Virginia Department of Transportation, located at 14031 Old Valley Pike Edinburg, Virginia or at the Clarke County offices located at 101 Chalmers Court, Suite B, Berryville, Virginia. All projects in the Secondary Six-Year Plan that are eligible for federal funds will be included in the Statewide Transportation Improvement Program (STIP), which documents how Virginia will obligate federal transportation funds.

06-08-2015 Summary: Following public hearing, on a motion by Supervisor Staelin, the Board unanimously approved 2015-07R Virginia Department of Transportation Secondary Six-Year Plan 2015/2016 through 2020/2021 and the Secondary System Construction Budget for Fiscal Year 2016.

B. Distribution of Board of Supervisors' Prior Goals

06-08-2015 Summary: Discussion of Board goals will be added to July 13, 2015 Board of Supervisors Work Session.

06-16-2015 Action: Chairman Weiss instructed Board members to share goals with David Ash before the first week of July for inclusion in the Work Session packet.

9) Board of Supervisors Finance Items

1. Full-Time Assistant Commonwealth's Attorney

06-08-2015 Summary: This request from the Commonwealth's Attorney was discussed. The County Administrator will seek additional information concerning this request.

2. FY 16 Salary Increase

06-08-2015 Summary: Please find a salary increase proposal for Government staff. This proposal is recommended by the Finance Committee. It distributes approximately 1.5% of total government salary to employees based on the midpoint of the grade for their respective classification. Social Services increases will be distributed based on that department's pay and classification plan. Joint Administrative increases will be distributed based on the School Board's plan for their employees.

06-16-2015 Action: Tom Judge advised that the salary increase distributes 1.5% of total salary to the government employees based on the mid-point of their respective class.

Social Services cannot subscribe directly to the County's pay and classification study but had sums budgeted that will be distributed based on the Social Services Board action.

Joint Administration Services will be distributed based on the School Board's plan for the salary increase.

The School Board will distribute 1.5% as well. The teachers will receive a straight \$786, applied to every step of the teachers scale. Other employees, with a salary scale that includes min, mid and max ranges, will receive 1.5% on the mid-point.

David Ash explained that the process is first the Board review and approval followed by approval of the salary resolution by the affected Constitutional Officers.

Supervisor Hobert moved to adopt the salary increase as presented effective July 1, 2015. The motion carried by the following vote:

Barbara J. Byrd	-	Absent
J. Michael Hobert	-	Aye
Beverly B. McKay	-	Aye
John R. Staelin	-	Absent
David S. Weiss	-	Aye

3. Promotion of Jason Hough to Sergeant

06-08-2015 Summary: The Sheriff informed the Finance Committee of his appointment of Jason Hough to Sergeant.

4. Northern Shenandoah Valley Substance Abuse Coalition

06-08-2015 Summary: The Board earmarked \$15,000 in the FY 16 General Fund Contingency pending receipt of a formal request for contribution to the Northern Shenandoah Valley Substance Abuse Coalition. That request is attached [*included in packet*], and states a need for \$20,000. The Committee noted longstanding practice of requiring a fair basis of cost allocation for participation in similar regional enterprises, and determined that, based on Clarke's share of Regional Jail expenses the fair share is \$10,651. This is arrived at by determining that, excluding Fauquier who is not participating in the coalition, Clarke's share of Jail expenses is 5.325%. This is multiplied by the \$200,000 estimated cost of the Coalition operation. The Committee recommends this contribution, but welcomes further discussion of the matter.

06-16-2015 Action: Chairman Weiss noted that the matter was discussed briefly at the end of the June 8 Work Session and that Supervisors Staelin and Byrd indicated that they supported the concept but felt strongly that future contributions should be formulated based on share.

Supervisor Hobert moved to pursue the recommendation and fund at \$15,000 and direct the Chair to communicate this to the organization with the additional suggestions that Clarke strongly believes it's important to identify an appropriate formula that takes into account the usage of facilities like the Regional Jail, population, etc. in the future for determination of share and funding of this organization. Further, Clarke would appreciate ongoing progress reports. The motion carried by the following vote:

Barbara J. Byrd	-	Absent
J. Michael Hobert	-	Aye
Beverly B. McKay	-	Aye
John R. Staelin	-	Absent
David S. Weiss	-	Aye

5. Acceptance of Bills and Claims

06-08-2015 Summary: The Finance Committee recommends acceptance of April Bills and Claims.

06-16-2015 Action: Tom Judge explained the format of the first Vendor Report generated using Munis and agreed to include department name on the report.

Supervisor Hobert moved to accept the May bills and claims. The motion carried by the following vote:

Barbara J. Byrd	-	Absent
J. Michael Hobert	-	Aye
Beverly B. McKay	-	Aye
John R. Staelin	-	Absent
David S. Weiss	-	Aye

6. Standing Reports

Reconciliation of Appropriations, General Fund Balance, Expenditure Summary

10) Joint Administrative Services Board Update

Highlights of Tom Judge's update include:

- No May meeting. Will meet again in August to discuss ERP implementation progress.
- Payroll:
 - o Currently setting up payroll and HR system.
 - o The Schools are setting up employee calendars
- Financial:
 - o Departments are cooperating.
 - o Ongoing system training.

- System can be modified.

11) Government Projects Update

David Ash provided the monthly project update. Highlights include:

- Sheriff's Office Renovation
 - Need to install a few storm windows.
- 106 North Church Street
 - Bobby Levi asked to price storm windows; could purchase using any remaining Sheriff's Office renovation project funds.
 - A lease extension request from the current tenant is scheduled for Board review at its July 13 Work Session.
- 101 Chalmers Court – BCCGC
 - Attorneys are still exchanging information.

12) Miscellaneous Items

VACo conference

David Ash informed the Board that County Administration that the Virginia Association of Counties had provided notice regarding hotel reservations for its annual conference November 6 through 10, 2015. The Board agreed to the following:

- J. Michael Hobert, VACo board member, will attend.
- Reserve three rooms for County attendees.
- Notify Mike Legge of the Board's invitation to attend to the new Sanitary Authority chair.
- Consider sending the newly elected officials from the Berryville and the Millwood / Pine Grove Districts.

13) Summary of Required Action

<u>Item</u>	<u>Description</u>	<u>Responsibility</u>
1.	Sign Tim Walther Productions Inc. land use permit application to VDOT.	David Ash
2.	Process approved minutes.	Lora B. Walburn
3.	Update Appointments database and send letters of	Lora B. Walburn

Board of Supervisors Meeting Minutes For June 16, 2015 – Regular Meeting

<u>Item</u>	<u>Description</u>	<u>Responsibility</u>
	appointment.	
4.	IDA and CCSA appointments provide oath of office notice and conflict of interest filing requirements.	Lora B. Walburn
5.	Reserve three rooms for the VACo Conference.	Lora B. Walburn
6.	Notify Mike Legge of invitation to attend the VACo Conference to new CCSA Chair.	Lora B. Walburn
7.	Finalize FY2016 General Government Employees Salary Resolution.	David Ash
8.	Draft letter to the Northern Shenandoah Valley Substance Abuse Coalition re funding.	David Ash

14) Board Member Committee Status Reports

Supervisor J. Michael Hobert:

- CEA:
 - o Board acted on CEA matter under agenda item 6.
 - o Conducting a photo contest.
 - o Annual dinner June 26.
- Parks and Recreation: Did not meet in the last period.
- Finance: Tom Judge will review under agenda item 9.

Vice Chairman Bev McKay:

- NSVRC:
 - o Attended spring dinner.
 - o Speaker presented tourism initiatives and opportunities.
- Career and Technical Committee:
- Building and Grounds: Reviewed by David Ash under agenda item 11.

Chairman David Weiss:

- Fire and EMS Commission:
 - o Completing the goals and vision portion of the strategic plan process.

- June 22 a sub-group will meet with the Clarke County Fire and Rescue Association to review the draft plan.
- Sub-group will also explain funding allocation of fee-for-service funds at the June 22 meeting.
- Plan to present the full draft to the Board in September at an evening session.
- Schools:
 - Met with Chairman Kochinsky, Superintendent Bishop and David Ash.
 - Confirmed that the Schools are proceeding with Berryville Primary plan.
 - Confirmed that the Schools do not plan to change the plan presented to the Supervisors at its May 19 regular meeting.
 - Discussed staggered terms for both Boards.
 - Strategic Plan Committee: Meets this week and seems to be progressing.
- Economic Development:
 - Met with Len Capelli for several hours.
 - Impressed by accomplishments thus far and Mr. Capelli's ideas.
 - Encouraged Mr. Capelli to keep the Supervisors informed.
- Personnel Committee:
 - Met again with Constitutional Officers Keeler, Peake and Roper to review draft personnel policies.
 - County staff will update the document to reflect items upon which the group reached consensus.
 - Specifically discussed the addition of sick leave; readjustment of annual leave; agreed on the definition of a day; agreed on definition of a work week.
 - Some of the proposed changes will require legal review.
 - Some of the proposed changes will affect long-term employees. Changes will require careful consideration.
 - Hope to bring to the July Work Session with legal counsel.
 - Constitutional Officers have their own authority to follow only the State code but hopeful will agree to the proposed policy.

15) Closed Session

No Closed Session conducted.

16) Adjournment

Being no further business, at 1:54 pm, Chairman Weiss adjourned the meeting.

Next Regular Meeting Date

The next regular meeting of the Board of Supervisors is set for Tuesday, July 21, 2015 at 1:00 p.m. in the Berryville Clarke County Government Center, Main Meeting Room, 101 Chalmers Court, Berryville, Virginia.

ATTEST: June 16, 2015

David S. Weiss, Chair

David L. Ash, County Administrator

Minutes Recorded and Transcribed by:
Lora B. Walburn, Deputy Clerk, Board of Supervisors

Clarke County Board of Supervisors

Consent Agenda

Clarke County Board of Supervisors



Berryville Voting District
J. Michael Hobert
(540) 955-4141

Millwood Voting District
John R. Staelin
(540) 837-1903

White Post Voting District
Bev McKay – Vice Chair
(540) 837-1331

Buckmarsh Voting District
David S. Weiss – Chair
(540) 955-2151

Russell Voting District
Barbara J. Byrd
(540) 955-1215

County Administrator
David L. Ash
(540) 955-5175

Resolution in Appreciation of Service Alvin M. Feltner 1999 - 2015

WHEREAS, Alvin M. Feltner began his career in law enforcement in Elizabeth City, North Carolina in 1973 working in various jurisdictions over the years until joining the Clarke County Sheriff's Office on August 23, 1999; and,

WHEREAS, in 2006 Mr. Feltner was promoted to Sergeant in which capacity he served until his retirement June 30, 2015.

NOW THEREFORE BE IT RESOLVED, by the Clarke County Board of Supervisors that Sergeant Deputy Sheriff Feltner be recognized and congratulated on achieving sixteen years of continued service to the citizens of Clarke County and that he be congratulated on his successful career in Clarke County, and on the positive influence he has had on Clarke County;

BE IT FURTHER RESOLVED, that his dedication, loyalty, and service to the Citizens of Clarke County be hereby memorialized and that a suitable copy of this resolution be presented to Mr. Feltner as a token of the respect and high esteem in which he is held by the Clarke County Board of Supervisors and the staff of Clarke County.

APPROVED AND ORDERED ENTERED in the official records by the unanimous vote of the members of the Clarke County Board of Supervisors assembled in regular session on the 21st day of July 2015.

Attest:

David S. Weiss, Chair

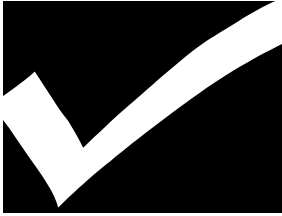
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101 Chalmers Court, Suite B
Berryville, VA 22611

Telephone: [540] 955-5175

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Personnel Committee Items
July 13, 2015; CANCELLED
Second Floor, Main Meeting Room
Berryville/Clarke County Government Center
101 Chalmers Court, Berryville, Virginia 22611

Item No.

Description

- A. **Expiration of Term for appointments expiring through October 2015 - Meeting Cancelled**

Appointments by Expiration Through October 2015

			<i>Appt Date</i>	<i>Exp Date</i>	<i>Orig Appt Date:</i>
<i>July 2015</i>					
Clarke County Agricultural Advisory Committee			6 Yr		
McFillen	Thomas	Berryville District	7/21/2009	7/15/2015	7/21/2009
Appointed by BOS					
Gordon	Carolyn	Battletown District	7/21/2009	7/15/2015	7/21/2009
Appointed by BOS					
Dorsey	Tupper	Battletown District	7/21/2009	7/15/2015	7/21/2009
Appointed by BOS					
Day	Emily	Greenway District	7/21/2009	7/15/2015	12/16/2003
Appointed by BOS					
Norman	Debbie	Russell District	7/21/2009	7/15/2015	12/16/2003
Appointed by BOS					
McKay	Beverly	White Post District	7/21/2009	7/15/2015	
Appointed 1998					
Appointed by BOS					
Buckley	Samuel	White Post District	7/21/2009	7/15/2015	11/18/1986
Appointed 1998					
Appointed by BOS					
Shenk	Philip	Buckmarsh District	7/21/2009	7/15/2015	
Appointed 1998					
Appointed by BOS					
<i>August 2015</i>					
Fire & EMS Commission					
Conrad	Bryan H.	Citizen-at-large	9/1/2014	8/31/2015	8/19/2014
Appointed by BOS					

Wednesday, July 08, 2015

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			<i>Appt Date</i>	<i>Exp Date</i>	<i>Orig Appt Date:</i>
Fire & EMS Commission					
Hoff	Matt	Volunteer Association / EMS Issues	9/1/2014	8/31/2015	8/19/2014
Appointed by BOS					

White	Jacob	Volunteer Association / Fire Issues	9/1/2014	8/31/2015	8/19/2014
Appointed by BOS					

October 2015

Clarke County Industrial Development Authority		4 Yr			
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					

Clarke County Committee Listing

			<i>Appt Date</i>	<i>Exp Date</i>
<i>Barns of Rose Hill Board of Directors</i>				3 Yr
Johnston	Bill	Buckmarsh District	7/17/2012	12/31/2015
<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	BOS - Appointed Member	1/20/2015	12/31/2015
<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 Area Development Authority Comprehensive Plan Committee</i>				Open-End
Hobert	J. Michael	Berryville District	1/7/2008	
McKay	Beverly	White Post District	3/20/2012	
<i>Berryville/Clarke County Joint Committee for Economic Development and Tourism</i>				Ongoing
Ash	David L.	County Administrator	1/20/2015	12/31/2015
Staelin	John	BoS - Appointed Member	1/20/2015	12/31/2015
<i>Board of Septic & Well Appeals</i>				4 Yr
Blatz	Joseph	Millwood / Pine Grove District; Citizen Member	4/17/2012	2/15/2016
Caldwell	Anne	Millwood District; Planning Commission; Vice Chair - Alternate	1/9/2015	12/31/2015
McKay	Beverly	BOS - Vice Chair Alternate	1/20/2015	12/31/2015
Ohrstrom, II	George	Russell District; Planning Commission Chair	1/9/2015	12/31/2015
Staelin	John	BOS - Appointed Member	1/20/2015	12/31/2015
Teetor	Alison	Staff Representative		
<i>Board of Social Services</i>				4 Yr
Brown	Dwight	Berryville District	4/16/2013	7/15/2017
Byrd	Barbara J.	BOS - Appointed Member	1/20/2015	12/31/2015
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
<i>Board of Supervisors</i>				4 Yr
Byrd	Barbara J.	Russell District	1/1/2012	12/31/2015

Wednesday, July 08, 2015

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			<i>Appt Date</i>	<i>Exp Date</i>
Hobert	J. Michael	Berryville District	1/1/2012	12/31/2015
McKay	Beverly	White Post District, Vice Chair	1/1/2012	12/31/2015
Staelin	John	Millwood / Pine Grove District	1/1/2012	12/31/2015
Weiss	David	Buckmarsh/Blue Ridge; Chair	1/1/2012	12/31/2015
<i>Board of Supervisors Finance Committee</i>				<i>1 Yr</i>
Byrd	Barbara J.	BOS - Alternate	1/20/2015	12/31/2015
Hobert	J. Michael	BOS - Appointed Member	1/20/2015	12/31/2015
McKay	Beverly	BOS - Alternate	1/20/2015	12/31/2015
Staelin	John	BOS - Alternate	1/20/2015	12/31/2015
Weiss	David	BOS - Appointed Member	1/20/2015	12/31/2015
<i>Board of Supervisors Personnel Committee</i>				<i>1 Yr</i>
Byrd	Barbara J.	BOS - Alternate	1/20/2015	12/31/2015
McKay	Beverly	BOS - Appointed Member	1/20/2015	12/31/2015
Weiss	David	BOS - Appointed Member	1/20/2015	12/31/2015
<i>Board of Zoning Appeals</i>				<i>5 Yr</i>
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	2/15/2016
Volk	Laurie	Russell District	2/18/2014	2/15/2019
<i>Career and Technical Education Advisory Committee</i>				<i>1 Yr</i>
McKay	Beverly	BoS - Appointed Member	1/20/2015	12/31/2015
<i>Clarke County Agricultural Advisory Committee</i>				
Arthur	Warren	Former Commissioner of the Revenue		
Buckley	Samuel	White Post District	7/21/2009	7/15/2015
Day	Emily	Greenway District	7/21/2009	7/15/2015
Dorsey	Tupper	Battletown District	7/21/2009	7/15/2015
Gordon	Carolyn	Battletown District	7/21/2009	7/15/2015
McFillen	Thomas	Berryville District	7/21/2009	7/15/2015
McKay	Beverly	White Post District	7/21/2009	7/15/2015
Norman	Debbie	Russell District	7/21/2009	7/15/2015
Shenk	Philip	Buckmarsh District	7/21/2009	7/15/2015
Weiss	David	BOS - Appointed Member	1/20/2015	12/31/2015
<i>Clarke County Historic Preservation Commission</i>				<i>4 Yr</i>
Caldwell	Anne	Millwood District	4/16/2014	5/31/2017
Carter	Paige	White Post District	5/15/2012	5/31/2016

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			<i>Appt Date</i>	<i>Exp Date</i>
Fields	Betsy	Berryville District	5/15/2012	5/31/2016
Joyce	Jon	Buckmarsh District	6/16/2015	5/31/2019
Kruhm	Doug	Planning Commission Representative	2/17/2015	4/30/2016
Stieg, Jr.	Robert	Millword District	6/17/2014	5/31/2018
Teetor	Alison	Staff Representative		
York	Robert	White Post District	6/18/2013	5/31/2017

Clarke County Industrial Development Authority

4 Yr

Armbrust	Wayne	White Post District; Vice Chair	8/19/2008	10/30/2016
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
Staelin	John	BOS - Liaison	1/20/2015	12/31/2015

Clarke County Library Advisory Council

4 Yr

Al-Khalili	Adeela	Buckmarsh District	3/17/2015	4/15/2019
Byrd	Barbara J.	BOS - Liaison	1/20/2015	12/31/2015
Curran	Christopher	Buckmarsh District	4/16/2013	4/15/2017
Daisley	Shelley	Russell District	7/17/2012	4/15/2016
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
Kalbian	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

Clarke County Litter Committee

1 Yr

Staelin	John	BOS - Liaison	1/20/2015	12/31/2015
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Clarke County Planning Commission

4 Yr

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	1/20/2015	12/31/2015
Caldwell	Anne	Millwood / Chapel District; Vice Chair	4/16/2013	4/30/2017
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

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			<i>Appt Date</i>	<i>Exp Date</i>
Ohrstrom, II	George	Russell District; Chair	3/17/2015	4/30/2019
Staelin	John	BOS - Appointed Member	1/20/2015	12/31/2015
Stidham	Brandon	Staff Representative		
Turkel	Jon	Millwood / Chapel District	3/17/2015	4/30/2019
<i>Clarke County Sanitary Authority</i>				<i>4 Yr</i>
DeArment	Roderick	White Post District	6/25/2015	1/5/2017
Dunning, Jr.	A.R.	White Post District	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
Myer	Joe	Town of Boyce	2/21/2012	1/5/2016
Staelin	John	BOS - Liaison	1/20/2015	12/31/2015
Welliver	Ralph	Berryville District	3/19/2013	6/30/2016
<i>Conservation Easement Authority</i>				<i>3 Yr</i>
Buckley	Randy	White Post District	11/19/2013	12/31/2016
Engel	Peter	White Post District	1/15/2013	12/31/2015
Hobert	J. Michael	BOS - Appointed Member	1/20/2015	12/31/2015
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	11/20/2012	12/31/2015
Wallace	Laure	Millwood District	11/19/2013	12/31/2016
<i>Constitutional Officer</i>				
Butts	Helen	Clerk of the Circuit Court	1/1/2008	12/31/2015
Keeler	Sharon	Treasurer	1/1/2012	12/31/2015
Mackall	Suzanne	Commonwealth Attorney	1/1/2012	12/31/2015
Peake	Donna	Commissioner of the Revenue	1/1/2012	12/31/2015
Roper	Anthony	Sheriff	1/1/2012	12/31/2015
<i>County Administrator</i>				
Ash	David L.	County Administrator	3/19/1991	
<i>Economic Development Advisory Committee</i>				<i>4 Yr</i>
Barb	Jim	Real Estate Rep, Business Owner	11/29/2013	12/31/2017
Conrad	Bryan H.	Agriculture, Fire & Rescue	12/16/2014	12/31/2018
Dunkle	Christy	Town of Berryville Representative	2/21/2012	12/31/2015
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

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			<i>Appt Date</i>	<i>Exp Date</i>
Staelin	John	BOS - Appointed Member	1/20/2015	12/31/2015
<i>Electoral Board</i>				
Bosserman	Barbara B.	Staff	7/1/2011	6/30/2015
De Haven	Don	Chair; Democratic	3/1/2014	2/28/2017
Sprouse	Henry	Vice Chair; Democratic	3/1/2015	2/28/2018
Westervelt	Carol S.	Secretary; Republican	3/1/2015	2/28/2016
<i>Fire & EMS Commission</i>				
Conrad	Bryan H.	Citizen-at-large	9/1/2014	8/31/2015
Davis	Frank	Staff Representative	9/1/2014	
Hoff	Matt	Volunteer Association / EMS Issues	9/1/2014	8/31/2015
Leffel	Elizabeth	Citizen-at-large	9/1/2014	8/31/2016
Roper	Anthony	Sheriff	9/1/2014	12/31/2015
Wallace	Laure	Chair; Citizen-at-large	9/1/2014	8/31/2017
Weiss	David	BOS Representative	1/20/2015	12/31/2015
White	Jacob	Volunteer Association / Fire Issues	9/1/2014	8/31/2015
<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	
Schutte	Charles	School Board Representative	1/8/2012	12/31/2013
Weiss	David	BOS - Appointed Member	1/20/2015	12/31/2015
<i>Legislative Liaison and High Growth Coalition</i>				
				1 Yr
Hobert	J. Michael	BOS - Liaison	1/20/2015	12/31/2015
<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
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>				
				1 Yr
McKay	Beverly	BOS - Appointed Member	1/20/2015	12/31/2015

Wednesday, July 08, 2015

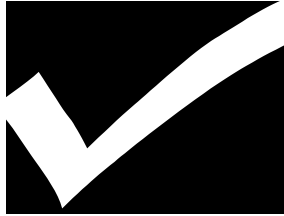
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			<i>Appt Date</i>	<i>Exp Date</i>
Staelin	John	BOS - Alternate	1/20/2015	12/31/2015
Stidham	Brandon	Citizen Representative [Planning Director]	2/19/2013	1/31/2016
<i>Northwestern Community Services Board</i>				<i>3 Yr</i>
Harris	Lucille	Millwood District	1/15/2013	12/31/2015
Slattery	Norma	Berryville District	12/16/2014	12/31/2017
<i>Northwestern Regional Jail Authority</i>				<i>1 Yr</i>
Ash	David L.	BOS - Appointed Member	1/20/2015	12/31/2015
Byrd	Barbara J.	BOS - Liaison Alternate	1/20/2015	12/31/2015
Roper	Anthony	Sheriff	1/1/2012	12/31/2015
Wyatt	Jimmy	Millwood District	1/17/2012	12/31/2015
<i>Northwestern Regional Juvenile Detention Center Commission</i>				<i>1 Yr</i>
Byrd	Barbara J.	BOS - Liaison	1/20/2015	12/31/2015
Wyatt	Jimmy	Millwood District	1/15/2013	12/20/2016
<i>Old Dominion Alcohol Safety Action Policy Board & 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 & Recreation Advisory Board</i>				<i>4 Yr</i>
Heflin	Dennis	White Post District	1/15/2013	12/31/2016
Hobert	J. Michael	BOS - Liaison	1/20/2015	12/31/2015
Huff	Ronnie	Town of Berryville Representative	1/1/2012	12/31/2015
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	2/21/2012	12/31/2015
Sheetz	Daniel A.	Berryville District	11/19/2013	12/31/2017
Trenary	Randy	School Superintendent Designee	10/24/2013	
Wisecarver	Steve	Appointed by Town of Boyce	11/5/2013	12/31/2017
<i>People Inc. of Virginia</i>				<i>3 Yr</i>
Hillerson	Coleen	Clarke County Rep Board of Directors	6/18/2013	7/31/2016
<i>Regional Airport Authority</i>				<i>1 Yr</i>
Ash	David L.	BOS - Alternate	1/20/2014	12/31/2015
Crawford	John	Buckmarsh District	7/17/2012	6/30/2016
McKay	Beverly	BOS - Alternate	1/20/2015	12/31/2015

Wednesday, July 08, 2015

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			<i>Appt Date</i>	<i>Exp Date</i>
<i>Shenandoah Area Agency on Aging, Inc.</i>				4 Yr
Bouffault	Robina Rich	White Post District	10/21/2014	9/30/2018
Steinmetz, II	William	Berryville District	9/16/2014	9/30/2016
<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>Strategic Planning Committee</i>				1 Yr
Weiss	David	BoS - Appointed Member	1/20/2015	12/31/2015
<i>The 150th Committee</i>				4 Yr
Al-Khalili	Adeela	Clarke County African-American Cultural Center / Josephine Community Museum	1/18/2011	12/31/2015
Davis	Dorothy	Clarke County African-American Cultural Center / Josephine Community Museum	1/18/2011	12/31/2015
Heder	Terence	Shenandoah Valley Battlefields Foundation	1/18/2011	12/31/2015
Kalbian	Maral	Community Representative	1/18/2011	12/31/2015
Lee	Jennifer	Clarke County Historic Museum Representative	1/18/2011	12/31/2015
McKay	Beverly	BOS - Appointed Member	1/20/2015	12/31/2015
Means	Howard	CCHA Representative	1/18/2011	12/31/2015
Morris	Mary	Clarke County Historic Museum Representative	1/18/2011	12/31/2015
Stieg, Jr.	Robert	Millwood District	1/18/2011	12/31/2015
<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	
Hoffman	Michael	County 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	



Board of Supervisors Work Session Agenda
July 13, 2015 10:00 AM
Berryville/Clarke County Government Center, 2nd Floor
101 Chalmers Court, Berryville, Virginia 22611

*Item
No.*

Description

A. Shenandoah Valley Chief Elected Officials Consortium Agreement

07-13-2015 Summary: Sharon Johnston was present to explain the changes in the Work Force Investment Board and to answer questions from Board members regarding the anticipated activities. The Board recommended approval of the amended agreement and resolution.

B. Board of Supervisors' Prior Goals FY2016 Discussion

07-13-2015 Summary: The Board reviewed the current list of goals and priorities, along with several proposed additions. The County Administrator was asked to edit the existing document and to draft the specific language of the goals and priorities identified.

C. Discussion of Working Draft Personnel Policies

07-13-2015 Summary: The Board discussed among themselves, with the Sheriff, Treasurer, and the Commissioner of the Revenue, the current draft. While there was general agreement, the group asked to see a final draft subsequent to legal review before committing to detail.

D. Closed Session On Monopole Text Amendment -- 2.2-3711(A)(7) Legal Matters

07-13-2015 Summary: **Supervisor Staelin moved to convene into Closed Session pursuant to §2.2-3711-A7 to discuss the Monopole Text Amendment. The motion carried as follows:**

Barbara J. Byrd	- Aye
J. Michael Hobert	- Aye
Beverly B. McKay	- Aye
John R. Staelin	- Aye
David S. Weiss	- Aye

The members of the Board of Supervisors 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, **Supervisor Hobert moved to reconvene in open session. The motion carried as follows:**

<i>Item No.</i>	<i>Description</i>
	Barbara J. Byrd - Aye
	J. Michael Hobert - Aye
	Beverly B. McKay - Aye
	John R. Staelin - Aye
	David S. Weiss - Aye

Supervisor Hobert further moved to execute the following Certification of Closed Session:

CERTIFICATION OF CLOSED SESSION

WHEREAS, the Board of Supervisors of the County of Clarke, Virginia, 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

WHEREAS, Section 2.2-3700 of the Code of Virginia requires a certification by the Board of Supervisors of the County of Clarke, Virginia that such closed meeting was conducted in conformity with Virginia law.

NOW, THEREFORE BE IT RESOLVED, that the Board of Supervisors of the County of Clarke, Virginia, 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.

The motion was approved by the following roll-call vote:

Barbara J. Byrd	- Aye
J. Michael Hobert	- Aye
Beverly B. McKay	- Aye
John R. Staelin	- Aye
David S. Weiss	- Aye

No action was taken on matters discussed in Closed Session.

Shenandoah Valley Chief Elected Officials Consortium Agreement

Shenandoah Valley Workforce Development Area

May, 2015

Consortium Agreement

Shenandoah Valley Workforce Development Area

*The purpose of this Agreement is to formalize the creation of the **Shenandoah Valley Workforce Development Area, the Shenandoah Valley Chief Elected Officials Consortium, and the Shenandoah Valley Workforce Development Board** in accordance Public Law 113-128, the Workforce Innovation and Opportunity Act of 2014, Section 106. It is Made and Entered into by and between **Augusta County, Bath County, the City of Buena Vista, Clarke County, Frederick County, the City of Harrisonburg, Highland County, the City of Lexington, Page County, Rockbridge County, Rockingham County, Shenandoah County, the City of Staunton, Warren County, the City of Waynesboro, and the City of Winchester.***

WHEREAS, the respective Boards of Supervisors of the Counties of Augusta, Bath, Clarke, Frederick, Highland, Page, Rockbridge, Rockingham, Shenandoah and Warren, and the City Councils of the Cities of Buena Vista, Harrisonburg, Lexington, Staunton, Waynesboro and Winchester have adopted resolutions authorizing the execution of this Consortium Agreement;

NOW THEREFORE THIS AGREEMENT FURTHER WITNESSTH: That for and in consideration of the promises and of the mutual benefits to be derived hereunder, that each and all of the jurisdictions enumerated immediately above, do hereby reciprocally agree as follows:

SECTION 1: CREATION OF THE CONSORTIUM

THERE IS HEREBY CREATED, BY THE UNDERSIGNED Chief Elected Official of the Counties and Cities, the **Shenandoah Valley Chief Elected Officials Consortium** (Consortium), which shall exist under and be subject to the terms and conditions of this **Consortium Agreement** (Agreement), and which constitutes the agreement by the listed participating political subdivisions of the Commonwealth of Virginia. The purpose of the **Consortium** shall be to plan, establish, and operate a Local Workforce Development Area (LWDA) and Workforce Development Services Delivery System according to the provisions of the Workforce Innovation and Opportunity Act of 2014, and the Federal Regulations issued by the U.S. Department of Labor for the implementation of the Act together with any and all other subsequent and relevant federal and Commonwealth of Virginia statutes, policies and interpretations.

SECTION 2: AREA TO BE SERVED

The Local Workforce Development Area to be served shall be known as the **Shenandoah Valley Workforce Development Area**, and shall include the jurisdictions of Augusta County, Bath County, the City of Buena Vista, Clarke County, Frederick County, the City of Harrisonburg, Highland County, the City of Lexington, Page County, Rockbridge County, Rockingham County, Shenandoah County, the City of Staunton, Warren County, the City of Waynesboro and the City of Winchester.

SECTION 3: STRUCTURE, DUTIES AND RESPONSIBILITIES OF CONSORTIUM

3.01: MEMBERSHIP

The voting members of the Consortium shall be the Chief Elected Official of each jurisdiction that is a party to this agreement, or that official's duly appointed designee. The Chair of the Shenandoah Valley Workforce Development Board (SVWDB), formerly the Shenandoah Valley Workforce Investment Board, or the Chair's duly appointed designee, shall serve as a voting member of the Consortium.

3.02: TERMS OF OFFICE

The term of office for a Consortium member or designee shall coincide with the member's term as chief elected official for the member jurisdiction.

3.03: OFFICERS

The Consortium shall elect from its membership a Chair, a Vice-Chair and such other officers as may be provided in the Consortium by-laws to serve for a term as may be prescribed in the By-Laws.

3.04: VOTING RIGHTS

Each member jurisdiction shall have one (1) vote on all matters considered by the Consortium.

3.05: MEETINGS

The Consortium shall hold meetings as prescribed in the By-Laws. A quorum is required for the Consortium to conduct business. A simple majority of the membership of the Consortium constitutes a quorum. Actions of the Consortium shall be approved by a simple majority of the members present at the meeting.

3.06: DUTIES AND RESPONSIBILITIES

A. The Consortium shall collectively perform the following functions established for the Chief Elected Official, as specified in Public Law 113-128:

- (1) Shall, at its annual organization meeting, designate a member jurisdiction to serve as local grant recipient for the WIOA funds, and further may designate another entity to serve as fiscal agent for the Consortium;
- (2) Receive member nominations and make appointments of members to the SVWDB in accordance with State criteria. Each member jurisdiction of the Consortium shall recommend nominees and coordinate with other member jurisdictions to ensure appropriate geographic representation. Diversity considerations should be given when appointing members to the SVWDB to ensure racial, ethnic, and cultural diversity, as well as the diversity of individuals with disabilities from labor markets within the LWDA;

- (3) Set policy for the local workforce development system in partnership with the SVWDB;
- (4) Collaborate with the SVWDB to provide oversight of local Youth, Adult and Dislocated Worker programs and regional workforce development initiatives;
- (5) Approve the budget developed by the SVWDB;
- (6) Perform other duties as may be prescribed from time to time for Chief Elected Officials (CEO) under the Act or as prescribed by the Commonwealth of Virginia; and,
- (7) Establish such by-laws and such other rules as it deems necessary to govern its operations.

B. In partnership with the SVWDB, the Consortium shall develop, approve and submit all workforce development plans for the Shenandoah Valley Workforce Development Area.

SECTION 4: THE SHENANDOAH VALLEY WORKFORCE DEVELOPMENT BOARD

The Consortium hereby establishes the **Shenandoah Valley Workforce Development Board**. The Shenandoah Valley Workforce Investment Board (SVWIB) shall take the necessary steps to change its name to the Shenandoah Valley Workforce Development Board (SVWDB), incorporated under the laws of the Commonwealth of Virginia as a private, non-profit corporation.

4.01: APPOINTMENT OF MEMBERS TO THE SVWDB

A. The Consortium shall appoint at least one representative from each of the following public sector categories to the SVWDB:

- (1) Economic and Community Development Entities;
- (2) Department of Aging and Rehabilitative Services
- (3) Eligible providers administering adult education and literacy activities under title II, including a representative from a secondary public school's Career and Technical Education program;
- (4) Community Colleges
- (5) Virginia Employment Commission
- (6) Labor Organizations
- (7) Training Director or labor representative from a joint labor-management apprenticeship program

B. Not less than 20 percent of the members shall be from categories A(6) and A(7) above, or from community based organizations that have a demonstrated experience and expertise in addressing the employment needs of individuals with barriers to employment, including organizations that serve veterans or provide or support competitive integrated employment for individuals with disabilities or in addressing the employment, training, or education needs of eligible youth, including organizations that serve out-of-school youth.

C. The Consortium shall appoint a sufficient number of private industry members to the SVWDB to ensure that the total membership shall be comprised of at least a 51% majority of private industry members, who are owners, chief executives or operating officer with policy

making or hiring authority. These businesses, including small businesses, provide employment opportunities that include high-quality, work relevant training and development in high demand industry sectors or occupation in the local area. The Consortium shall appoint members in compliance with Section 107 (b) (2) (A) of the Workforce Innovation and Opportunity Act. In order to maintain a majority of private industry members, it may be necessary for some jurisdiction members to have more than one private industry member. In determining the allocation of additional private industry members the Consortium shall consider the relative populations of the member jurisdictions and Sub-Regions.

D. Subject to the limitations imposed by the mandatory representation outlined above, the Consortium may appoint representatives of other agencies or community based organizations providing regional planning, housing assistance, public assistance, educational services, employment training services, and other services and other individuals as the chief elected officials may determine to be appropriate.

4.02: DUTIES AND RESPONSIBILITIES

The SVWDB shall perform such duties and responsibilities as required under the Workforce Innovation and Opportunity Act and other laws and regulations promulgated by the Commonwealth of Virginia. The SVWDB shall carry-out its functions in a collaborative manner with the Consortium. The duties and responsibilities of the SVWDB include, but are not limited to:

- A. Establish such by-laws and such other rules as it deems necessary to fulfill its responsibilities under the Workforce Innovation and Opportunity Act.
- B. Select eligible providers of services for adults and dislocated workers.
- C. Select eligible providers of youth services with consideration of recommendations from the Youth Council.
- D. Select training providers.
- E. Assist the Governor in developing a statewide employment statistics system.
- F. Link private sector employers with local and statewide workforce activities in collaboration with local offices of economic development and secondary education, and institutions of higher education.
- G. Hire staff as necessary, and as funding permits, to support the program of the SVWDB.
- H. Direct the disbursement of all funds dispersed under the ACT for the Shenandoah Valley Workforce Development Area and the subsequent dispersion of such funds to designated service providers and/or subcontractors in accordance with the approved Workforce Development Plan.
- I. Prepare and recommend the following for consideration and approval of the Consortium:

- (1) A local strategic workforce plan.
- (2) Selection of the One Stop Operator or a One-Stop Consortium
- (3) An annual local operating budget
- (4) Local performance measures for approval by the Governor
- (5) Candidates for a Youth Council to serve as a subgroup of the SVWDB
- (6) A youth work plan

J. Work collectively with the Consortium to monitor and evaluate all programs initiated under this agreement.

4.03: TERMS

Beginning with program year July 1, 2015, the term of appointment for SVWDB members shall be four (4) years, with terms ending on June 30 of the year the term ends. Members may be eligible to serve two full consecutive terms,

4.04: VOTING RIGHTS

Each SVWDB member shall have one (1) vote on all matters before the SVWDB. Members shall be present to vote and voting by proxy shall not be permitted.

4.05: OFFICERS

The officers of the SVWDB shall include Chair, Vice Chair, and Secretary/Treasurer. Each officer shall serve for one (1) year; and, may be eligible for re-election. Only private industry members shall be eligible for election to the office of Chair and Vice Chair.

4.06: MEETINGS

The SVWDB shall hold regular or called meetings at such times, dates, and places as may be established in the by-laws of the SVWDB.

SECTION 5: LIABILITY

5.01: LIABILITY

In accordance with the Workforce Innovation and Opportunity Act, the Consortium shall be liable for any misuse of funds received under this agreement. Designation of a member jurisdiction or other entity as local grant recipient or fiscal agent does not relieve the member jurisdictions of the Consortium from liability for any misuse of WIOA grant funds. Each consortium member jurisdiction shall be liable only for its share of any loss equal to its respective share of WIOA funding.

5.02: INSURANCE REQUIREMENT

The Board shall procure and maintain *Directors and Officers Liability Insurance* sufficient to safeguard the Consortium, member jurisdictions, SVWDB officers and members, and SVWDB

employees from errors, omissions, and misuse of funds received and held by the Consortium, its grant recipient, fiscal agent, and the SVWDB.

SECTION 6: TERMINATION

This Agreement shall be terminated upon the repeal of the Workforce Innovation and Opportunity Act or successor legislation pertaining to Workforce Development or upon mutual consent of at least two-thirds (2/3) of the members of the Consortium.

SECTION 7: ADDITION TO/WITHDRAWAL FROM CONSORTIUM MEMBERSHIP

7.01: NEW MEMBERS

A political subdivision or municipal corporation of the Commonwealth of Virginia may petition the Consortium for membership provided that such local jurisdiction is part of the LWDA, as designated by the Governor in accordance with the provisions of the Workforce Innovation and Opportunity Act.

7.02: WITHDRAWAL

Any party to this Agreement shall have the right to withdraw from the Consortium after providing at least ninety (90) days written notification to the Consortium.

SECTION 8: AMENDMENT

This Agreement may be amended with the approval by resolution of the governing body of two-thirds (2/3) of the members of the Consortium.

SECTION 9: SEVERABILITY

If any of the provisions of this Agreement shall be found void or unenforceable for whatever reason by any court of law or equity, it is expressly intended that such provision(s) be severable and the remainder of the Agreement shall remain in force and effect.

SECTION 10: EFFECTIVE DATE

This amended Agreement shall become effective July 1, 2015.

This agreement is approved by resolution by the following member jurisdictions of the Commonwealth of Virginia:

Augusta County Board of Supervisors

By _____

Title _____

City of Buena Vista, Virginia

By _____

Title _____

Highland County Board of Supervisors

By _____

Title _____

Page County Board of Supervisors

By _____

Title _____

Rockingham County Board of Supervisors

By _____

Title _____

City of Waynesboro, Virginia

By _____

Title _____

Clarke County Board of Supervisors

By _____

Title _____

Bath County Board of Supervisors

By _____

Title _____

City of Harrisonburg, Virginia

By _____

Title _____

City of Lexington, Virginia

By _____

Title _____

Rockbridge County Board of Supervisors

By _____

Title _____

City of Staunton, Virginia

By _____

Title _____

Frederick County Board of Supervisors

By _____

Title _____

Shenandoah County Board of Supervisors

Warren County Board of Supervisors

By _____

By _____

Title _____

Title _____

City of Winchester, Virginia

By _____

Title _____

The Shenandoah Valley Workforce Development Board at its meeting on _____, 2015 considered the duties and responsibilities outlined in this agreement and consents to perform such duties and responsibilities in accordance with this agreement.

Shenandoah Valley Workforce Development Board

By _____

Title _____

Clarke County Board of Supervisors



Berryville Voting District
J. Michael Hobert
(540) 955-4141

Millwood Voting District
John R. Staelin
(540) 837-1903

White Post Voting District
Bev McKay – Vice Chair
(540) 837-1331

Buckmarsh Voting District
David S. Weiss – Chair
(540) 955-2151

Russell Voting District
Barbara J. Byrd
(540) 955-1215

County Administrator
David L. Ash
(540) 955-5175

Resolution In Support of Renaming the Shenandoah Valley Workforce Investment Area to the Shenandoah Valley Workforce Development Area and Renaming the Shenandoah Valley Workforce Investment Board to Shenandoah Valley Workforce Development Board 2015-10R - DRAFT

WHEREAS, the Clarke County Board of Supervisors desires to create a positive business environment and has been a strong supporter of workforce development and education initiatives;

WHEREAS, on April 17, 2012, the Clarke County Board of Supervisors approved the Shenandoah Valley Chief Elected Officials Consortium Agreement, which established the Shenandoah Valley Workforce Investment Area for the purpose of planning, establishing and operating a local workforce services delivery system;

WHEREAS, in accordance with Public Law 113-128, the Workforce Innovation and Opportunities Act of 2014, Section 106, the Shenandoah Valley Workforce Investment Area has been renamed the Shenandoah Valley Workforce Development Area and the Shenandoah Valley Workforce Investment Board shall be renamed the Shenandoah Valley Workforce Development Board;

THEREFORE BE IT RESOLVED, that the Clarke County Board of Supervisors does hereby support these changes and approves this resolution accordingly.

Adopted this 21st day of July, 2015

Attest:

David S. Weiss, Chair

FY2014 Goals and Priorities - Clarke County Board of Supervisors

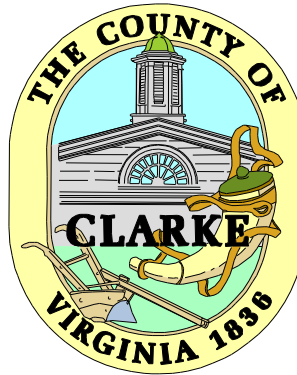
<i>Project</i>	<i>Responsibility</i>	<i>Status</i>	<i>Proposed Review Date</i>
BCCGC: Resolve dispute with Architect and Engineer in connection with government building.	Ash, Dalton, Mitchell	Bob Mitchell in negotiations.	Monthly Updates – Government Projects
Building automation: evaluate system implemented by School District and continue planning and action for conservation and energy management in the County.	Ash, Levi, Teetor	Incorporated in the changes in building renovations projects.	Monthly Updates – Government Projects
Comprehensive Plan: finalize adoption of update.	Stidham, Planning Commission and Board	Adopted	March 18, 2014
Economic Development Strategic Plan: Complete and adopt.	Stidham, Planning Commission and Board	Adopted	October 21, 2014
Emergency Operations Plan: Mandatory four-year revision by September 17, 2013; Development and inclusion of ESF's documents and complete annex revision to meet revised federal standards by August 2014.	Ash, Walburn, Davis	Transfer item to Fire & EMS Department	September 17, 2013 August 2014
Enterprise Resource Planning (ongoing): Monitor and initiate implementation of core financial modules.	Ash, Judge	Financial complete	May 4, 2015
Fee for services or "revenue recovery" from individuals requiring public medical support and transport to hospital.	Stidham, Workgroup and Board Davis, Radford	Complete	May 1, 2015
Fire and Emergency Services Workgroup Report and Communications Study Receive and review by January 31, 2014; adopt plans for implementation of solutions by May 1, 2014.	Stidham, Ash, Workgroup and Board	Final Report Complete Fire & EMS Commission Appointed Fire & EMS Director Hired	January 23, 2014 August 19, 2014 September 1, 2014

Approved 08/20/2013; Updated 06/02/2015

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FY2014 Goals and Priorities - Clarke County Board of Supervisors

<i>Project</i>	<i>Responsibility</i>	<i>Status</i>	<i>Proposed Review Date</i>
Mental health and related human services: Participate in regional dialogue and support area response to need for affordable treatment and support.		Complete – state legislation introduced.	December 31, 2013
Personnel Policy Update: Complete comprehensive update and obtain agreement of constitutional officers and departments to extension of policies and record keeping policies to all employees. by March 31, 2014 for integration into ERP.	Ash, Board, Chair, Constitutional Officers	Review in progress	March 31, 2014 ; October 1, 2015
Sheriff's Office: Complete renovation.	Ash, Judge, Levi	Complete all but punch list items.	Monthly Updates – Government Projects



Personnel Policies Manual



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County of Clarke – Personnel Policies
Chapter 1 Organization and Administration

1-1 Adoption of Personnel Policies

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

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

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

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

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

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

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

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

1-2 General Policy

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

- A. Employment shall be based on merit, suitability, and ability without regard to race, religion, creed, color, national origin, age, sex, marital status, or the presence of any sensory, mental, or physical disability.

County of Clarke – Personnel Policies

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

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

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

1-3 Purpose and Scope of Manual

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

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

Much of the information contained in this manual is drawn from relevant laws, regulations, and policies of the state and federal government and the County. Should there be a conflict between any statement, fact or figure presented within these policies, and the prevailing laws, regulations, and policies, the latter takes precedence.

County of Clarke – Personnel Policies

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

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

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

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

1-4 County Administration

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

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

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

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

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

1-5 Personnel Definitions

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

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

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

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

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

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

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

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

At Will Employee: Unless otherwise contracted, employee can be dismissed without reason or notice.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

County of Clarke – Personnel Policies

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

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

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

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

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

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

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

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

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

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

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

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

County of Clarke – Personnel Policies

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

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

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

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

Probationary Period – A working test or trial period of employment beginning on the first day of work and lasting not longer than six [6] months.

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

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

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

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

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

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

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

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

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

County of Clarke – Personnel Policies

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

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

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

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

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

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

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

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

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

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

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

For work periods of at least 7 but less than 28 days, overtime pay is required when the number of hours worked exceeds the number of hours that bears the same relationship to 212 (fire) or 171 (law enforcement) as the number of days in the work period bears to 28. *For example, fire protection personnel are due overtime under such a plan after 106 hours worked during a 14-day work period, while law enforcement personnel must receive overtime after 86 hours worked during a 14-day work period.*

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

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

Chapter 2 Employment

2-1 Equal Employment Opportunity

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

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

2-2 Open Door Policy

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

Although the County endorses an open door policy, employees are strongly encouraged to resolve any issues directly with the parties involved. If the parties involved are unable to reach an agreement, the issue should be brought to the attention of their supervisor.

2-3 Rehire/ Reinstatement

An employee who voluntarily leaves the County in good standing shall be eligible for rehire. If an employee is rehired within six (6) months, all pre-employment tests do not need to be performed again.

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

2-4 Orientation

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

County of Clarke – Personnel Policies

2. The Immigration Reform and Control Act of 1986, makes it illegal for employers to employ anyone who is not authorized to work in the United States. All new employees are required to provide documents establishing their identity and authorization to work in the United States. A menu of approved documents is listed on Form I-9 (Employment Eligibility Verification), which must be completed by all new employees and verified by a representative of the County. Failure to provide the required documents within three (3) days of employment may result in automatic termination.

3. The Agency Personnel Administrator or designee will provide additional information to the new employee, including:
 - a. Work standards and regulations
 - b. Hours of work, timesheets, leave requests
 - c. Duties of the position
 - d. Safety rules and procedures, location of safety or protective equipment
 - e. Tour of the work area, including location of equipment, supplies, etc.
 - f. Introduction to co-workers
 - g. Schedule for lunch and breaks
 - h. When and whom to report absence from work
 - i. Who is responsible for performance planning and evaluations

4. The Agency Personnel Administrator may require a new employee to complete a probationary period as defined in this Chapter when the employee's supervisor deems it necessary to assess initial performance.

2-5 Employment Categories

All employees at the time of hiring shall be designated as either regular full-time employees, regular part-time, seasonal, temporary employees, etc. Employees will also be designated as salaried or hourly.

Employees in these categories may be dismissed at any time and have no right of appeal through the grievance procedure: Casual, Part-time, Probationary, Seasonal, and/or Temporary.

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

Hourly Employees are regular part-time, seasonal, and temporary employees of Clarke County that shall be compensated on an hourly basis and shall be considered as hourly, non-exempt employees.

Part-time Employees are employees regularly scheduled to work 24 or few hours per week.

Probationary Employees have not successfully completed the required period of probation following original employment. During that time, probationary employees are entitled to the same benefits as regular full-time employees, however, sick leave and vacation time will accrue and may become available following the probationary period only if the employee becomes a regular employee subsequent to the probationary period. Employees in this category may be dismissed at any time and have no right of appeal through the grievance procedure.

Regular Full-Time Employees are selected to fill positions in the County that normally work a minimum of 40 hours per work-week on a year-round basis and have completed the minimum probationary period.

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

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

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

Salaried Employees are regular full-time employees of the County that will generally be considered as salaried employees and paid on a monthly basis.

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

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

2-6 Employment Status

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

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

County of Clarke – Personnel Policies

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

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

2-9 Nepotism

It shall be the policy of Clarke County to strongly discourage the placement of immediate family members within the same department or in a supervisor-subordinate relationship.

2-10 Personnel Files

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

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

Agency Personnel Administrator shall maintain the County's official personnel records for all Clarke County employees employed by the agency. These personnel records include information and official records to document employee's employment history with the County as well as information required to make these personnel rules effective.

The Personnel File will contain all information required by federal and state law. This includes, but is not limited to the employee's:

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

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

County of Clarke – Personnel Policies

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

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

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

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

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

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

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

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

Chapter 3 Compensation

3-1 Position Classification and Pay Plan

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

3-1.1 Interpretation

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

3-1.2 Review and Revisions

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

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

Agency Personnel Administrators should annually review agency job descriptions.

Plan Review:

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

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

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

3-1.3 Classifications

County of Clarke – Personnel Policies

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

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

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

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

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

3-1.4 Classification of New Positions

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

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

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

3-1.5 Appeals and Reclassification

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

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

An employee whose position is:

- Reclassified upward may receive ten (10) percent above the present salary, or the minimum of the new grade, whichever is higher.
- Reclassified downward, compensation will remain the same.

- However, the employee will not be eligible to receive salary increases other than across the board pay level revisions or adjustments to that particular grade due to market adjustments for one year from the date of classification.

3-1.6 New Employees

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

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

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

3-1.7 Job Descriptions

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

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

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

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

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

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

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

3-2 Pay Policies

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

3-2.1 Payday Frequency Requirements

Employees will be paid monthly.

3-2.2 Working Hours

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

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

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

Public Safety Personnel:

CCSO: Current Policy: One hundred seventy one (171) hours [28 day pay period] shall be the maximum normal work period for law enforcement personnel.

Note: Should we quote the law or state that we follow as amended

Code of Virginia - Title 9.1 Commonwealth Public Safety

§ 9.1-702. Work period.

Employers may adopt any work period to compute overtime compensation for fire protection or law-enforcement employees between seven and 28 days provided that the work period is recurring and fixed, and is not changed for purposes of denying overtime compensation to such employees to which they may be entitled under subsection A of § [9.1-701](#). The provisions of this section pertaining to law-enforcement employees shall only apply to employers of 100 or more law-enforcement employees.

§ 9.1-703. Hours of work.

For purposes of computing fire protection or law-enforcement employees' entitlement to overtime compensation, all hours that an employee works or is in a paid status during his regularly scheduled work hours shall be counted as hours of work. The provisions of this section pertaining to law-enforcement employees shall only apply to such employees of an employer of 100 or more law-enforcement employees.

3-2.3 Record of Time Worked

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

County of Clarke – Personnel Policies

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

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

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

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

Failure to provide record may cause delays.

3-2.4 Garnishments, Tax Liens and Court Orders

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

"legal language – charge employee"

3-2.5 Overtime and Compensatory Time

All non-exempt employees will be eligible for overtime compensation or compensatory time in accordance with the U.S. fair Labor Standards Act or applicable law. These employees will accrue compensatory time.

The overtime compensation will be paid at a rate of time and one-half hours for every hour worked over 40.

Overtime will be approved by the Constitutional Officer or department head in advance.

Compensatory time should be taken within 45 days of when it was earned with approval of the supervisor. [Arbitrary]

Current County & CCSO Policy: A non-exempt employee may not accumulate more than 240 hours (480 for law enforcement) of compensatory time. [How is cap enforced?]

If an employee has accrued compensatory time, it must be taken prior to using other accrued time off. [Can County force employee to lose vacation benefit when earning overtime.]

Exempt employees can earn compensatory leave for hours actually worked in excess of their standard work hours, if such work is approved by the Agency Personnel Administrator.

Compensatory leave is earned on an hour-for-hour basis and recorded in tenths of an hour.
[Time keeping requirements?]

Code of Virginia - Title 9.1 Commonwealth Public Safety

§ 9.1-701. Overtime compensation rate.

- A. Employers shall pay fire protection or law-enforcement employees overtime compensation or leave, as under the Fair Labor Standards Act, 29 U.S.C. § 207(o), at a rate of not less than one and one-half times the employee's regular rate of pay for all hours of work between the statutory maximum permitted under 29 U.S.C. § 207(k) and the hours for which an employee receives his salary, or if paid on an hourly basis, the hours for which the employee receives hourly compensation. A fire protection or law-enforcement employee who is paid on an hourly basis shall have paid leave counted as hours of work in an amount no greater than the numbers of hours counted for other fire protection or law-enforcement employees working the same schedule who are paid on a salaried basis in that jurisdiction.
- B. Nothing in this chapter shall be construed to affect the right of any employer to provide overtime compensation to fire protection or law-enforcement employees in an amount that exceeds the amounts required by this section.
- C. The provisions of this section pertaining to law-enforcement employees shall only apply to employers of 100 or more law-enforcement employees.

3-3 Employee Transfers

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

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

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

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

3-3.1 Temporary Transfers

Temporary transfers may occur as job requirements may dictate.

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

3-3.2 Employee Transfer Request

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

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

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

3-3.3 Transfer Training Period

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

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

3-3.4 Compensation of Transferred Employees

Pay for transferred employees will be handled as follows:

- A. Employees transferred to a job within the same salary grade will continue to receive their existing rate of pay.
- B. Employees transferred at the County's request to a position in a lower grade shall continue to receive his / her level of compensation, however, the earning potential will decrease.
- C. Employees transferring at their request to a job at a lower grade may be paid within the pay grade of the new position, commencing with the start of the new job. The earning potential for the new grade will be lower, therefore limiting the earning potential.

County of Clarke – Personnel Policies

- D. Employees transferring to a job with a higher grade will get the minimum of that grade. It will be at the discretion of the County Administrator to give the whole increase at once or to gradually increase the employee over the span of a specific time period. This may be done if the employee is increasing several grades.

Chapter 4 Paid Time Off and Other Absences

4-1 Holidays

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

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

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

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

4-1.1 Eligibility for Holiday Pay

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

Permanent, part-time, hourly employees shall be eligible for holiday pay after three (3) years continuous service.

County of Clarke – Personnel Policies

In order for an eligible employee to receive payment for a holiday he/she must work at least regularly scheduled work day before and the first regularly scheduled workday after the holiday or be on approved leave status. [Check legality.]

Holidays will be paid out during the pay period in which it falls. If an employee is scheduled to work a designated holiday, the time worked will be counted as compensatory time for up to eight (8) hours. The compensatory time must be taken within 45 days of the actual holiday with the approval of the Agency Personnel Administrator. [Number of days arbitrary]

4-2 Vacation

1. Upon initial full-time employment with the County, vacation leave credit shall be prorated for the first month.
2. Vacation leave credit will accrue when an employee is on pay status regardless of whether the employee is at work each day or not. Absences with pay for illness, vacation, jury duty, etc., do not affect vacation leave accrual.

An employee shall not accrue vacation leave credits when in a non-pay status, i.e., administrative leave of absence, vacation and sick time exhausted, suspension, etc.

3. Employees will not be permitted to take vacation leave time before such leave is earned unless approved by the Agency Personnel Administrator.

Exception: The Agency Personnel Administrator may extend paid leave and other employee benefits beyond the accumulated level for employee's whose service, in the sole discretion of the Agency Personnel Administrator, merits an extension of employee benefits beyond the level prescribed in the Personnel Policies. This is to be used judiciously.

4. Use of vacation leave is allowed on an actual time basis in increments of tenths of an hour [6 minutes].
5. Vacation leave accumulation calendar year end maximums:
 - Regular full-time employees: maximum ??? hours (??? days)
 - Permanent part-time employees scheduled 24 or more hours per week: maximum ??? hours (??? Days)

Hours over maximum at calendar-year end will be reduced. [Compensatory time issue]

Employees Reporting to County Administration: 0 to 9 years 480 hours accrued; 10+ 720 hours accrued

Document provided from another jurisdiction used 288 hours (36 days)

4-2.1 Vacation

<i>Employee Status</i>	<i>Years of Continuous Service</i>	<i>Monthly Accrual</i>
Full-time	0-4 Years	Eight (8) hours (1 day) <i>Co Admin Current: 12 hours</i>
	5-9 Years	Ten (10) hours (1 1/4 days) <i>Co Admin Current: 12 hours</i>
	10 + Years	Twelve (12) hours (1 1/2 days) <i>Co Admin Current 16 hours</i>
Permanent Part-time Scheduled 24 hours per Week or More	All Years	Eight (8) hours

4-2.2 Vacation Leave Due Upon Termination

Employees who have accumulated vacation leave hours up to the maximum allowable accumulations are entitled to cash payment up to the maximum in lieu of such leave under the following circumstances:

- (a) When the employee terminates employment with the County whether through retirement, voluntary resignation, or discharge;
- (b) When the employee goes into military service or extended active duty;
- (c) Upon the employee's death, his beneficiary or estate is paid his unused vacation leave credit.

Payment shall be verified by Agency Personnel Administrator through normal payroll practices.

Current Co Admin Policy states: Annual Leave shall be prorated for the month the employee terminates.

All County property shall be returned to your Supervisor or Purchasing by the end of your last day worked where possible but not later than five calendar days of your last day worked.

Annual Leave shall be processed for payment with the next, regularly scheduled payroll following verification of receipt of all County property.

The departing employee shall be held liable for:

- ✓ loss or damage to County property should they fail to **properly** transfer; and,
- ✓ cost of replacement. Where possible, the cost shall be deducted from any annual leave payout.
- ✓ cost of unauthorized expenditures. Where possible, the cost shall be deducted from any annual leave payout.

4-2.3 Paid Holidays and Illnesses during Vacation

In the event a paid holiday falls during an employee's scheduled vacation period, the holiday will not be charged against the vacation leave.

In the event an employee becomes ill while on vacation leave, such illness shall be chargeable to sick leave and not to vacation leave, provided the employee presents a doctor's certificate to substantiate the claim.

4-2.4 Payment in Lieu of Vacation

Vacation leave is provided to give all employees a rest and change from their everyday duties. Therefore, it is encouraged that all employees take their vacation leave.

Compensation payments in lieu of vacation will only be paid to an employee in unusual circumstances and only upon written approval of the Agency Personnel Administrator.

4-2.5 Scheduling of Vacation Time

Each department head is responsible for scheduling the vacation leave of employees in their respective departments.

Department heads will attempt to schedule vacation leave as requested by the employee; however, the efficient operation of the department will be the first consideration.

In the event of conflicting requests for vacation, the department head will attempt to give preference to the employee who requested the leave first.

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Department heads will make every effort to arrange his/her personal vacation schedule in such a manner that it will not be necessary for the total annual vacation period to be taken in the last month of the calendar year.

4-2.6 Requesting Vacation Time

All employees will be required to submit requests for vacation leave on forms provided by the Agency Personnel Administrator.

Employees within a department will submit vacation requests to their department heads for appropriate action.

Department heads will submit their vacation requests to the Agency Personnel Administrator for approval.

NOTE: Leave without pay is not encouraged and will be granted only in unusual circumstances at the discretion of the Department Head with approval by the Agency Personnel Administrator. Should all leave time be exhausted, leave without pay will only be granted when it DOES NOT present an undue hardship on the County.

4-3 Sick Leave

Clarke County recognizes that the inability to work because of illness or injury may cause economic hardship. The County also recognizes that employees may need time off to obtain necessary medical treatment.

4-3.1 Eligibility and Amount

All regular full-time employees accumulate sick leave at the rate of 8 hours (1 day) for each completed month of service.

Part-time employees accrue sick???

4-3.2 Sick Leave Accumulation

1. Upon initial employment with the County, sick leave credit shall be prorated for the month.
2. Sick leave credit will accrue when an employee is on pay status regardless of whether he is at work each day or not. Absences with pay for illness, vacation, jury duty, etc., do not affect sick leave accrual. An employee shall not accrue sick leave credits when in a non-

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pay status, i.e., administrative leave of absence, disciplinary suspension, or when vacation and sick time are exhausted.

3. Employees will not be permitted to take sick leave time before such leave is earned without the approval of the Agency Personnel Administrator.
4. Sick leave may be allowed on an actual time basis in increments of tenths of an hour [6 minutes].
5. When all sick time has been exhausted and an employee is unable to report to work because of illness, the employee shall be given the option of using accrued vacation time.
6. Sick leave has no maximum accrual.

4-3.3 Use of Sick Leave

Paid sick leave may be taken by a regular full-time employee for absence by reason of:

- A. Bona fide illness or injury, which prevents the employees from performing their usual work;
- B. Illness, injury, or doctor's appointment in the employee's immediate family, which requires the attendance of the employee;
- C. Inability to work due to pregnancy or complications related to pregnancy [lactation support?]
- D. Maternity/paternity leave. [check legality]

4-3.4 Definition of "Immediate Family" [check legal definition]

The term "Immediate Family" as it applies to the use of paid sick leave shall include the employee's parents, including step-parents or persons who stood in place of the parent and performed parental duties and responsibilities; spouse as defined by laws of the Commonwealth; children, including step-children, foster children, and legal wards; siblings, including step-siblings; and any relatives, either by blood or marriage, living in the employee's household. Anyone living in employee's household; exceptional situations discretion of Agency Personnel Administrator at minimum requirements of law. [significant other / domestic partner?]

4-3.5 Sick Leave and Workers Compensation

The salary or wages received by an incapacitated employee as sick leave pay shall be reduced by the amount of Workers' Compensation received during the sick leave period.

4-3.6 Employee's Responsibility

All employees shall, in the event of a sick leave absence, notify his/her immediate supervisor as soon as possible. Failure to notify a sick leave absence, as required, may subject the employee to disciplinary action.

4-3.7 Proof of Illness

Department Heads or the Agency Personnel Administrator may, at their discretion, require an employee to submit a doctor's statement certifying the reason for their absence.

4-3.8 Abuse of Sick Leave

Sick leave is provided to the employee as an aid in time of need and should only be used when necessary.

Sick leave pay will be denied to any employee who is found guilty of making a false statement of sickness or otherwise abusing the sick leave privilege.

Such false statements or abuse will be cause for dismissal or other disciplinary action.

4-3.9 Sick Leave and Termination

When an employee voluntarily terminates employment with Clarke County, unused accrued sick leave shall not be paid out to the employee unless the employee is retiring under VRS. Irrational

In this case, one – fourth (1/4) of the unused [arbitrary] accrued sick leave shall be paid to the employee up to a maximum of \$2,500.

4-4 Bereavement Leave

Any employee required to be absent because of death in his/her immediate family shall be entitled to use three (3) days bereavement leave. [CCPS 5 days]

Any additional days, if taken, shall be deducted from the employee's accumulated paid vacation or sick leave.

4-4.1 Definition of "Immediate Family"

The term "Immediate Family" as it applies to the use of Bereavement Leave shall include the employee's spouse, children, step-children, parents, parents-in-law, guardians, daughter-in-law, son-in-law, brother, sister, brother-in-law, sister-in-law, grandparents, grandchildren, and any blood relative living in the employee's household. [Legal definition]

CCPS: for the death of the employee's spouse/partner, child, step – child, foster child, parent, or step – parent, sister, brother, grandchild, grandparent, father/mother – in – law, brother/sister – in – law, permanent member of the employee's household, or a person whom the employee is the sole financial support. This category may also include individuals that are not related to the employee by blood or marriage. Bereavement leave is not authorized for the death of a pet.

4-5 Other Types of Leave

4-5.1 Military Leave

Pursuant to Section 44-93 of the Code of Virginia, 1950, as amended, all employees of the County who are former members of the armed services or members of the organized reserve forces of any of the armed services of the United States, National Guard or naval militia shall be entitled to military leave in accordance with United States Government regulations, without loss of seniority, accrued leave or efficiency rating, on all days during which they are engaged in federally funded military duty, to include training duty or when called forth by the Governor. There shall be no loss of pay for up to fifteen workdays during such leaves of absence; and when relieved from such duty, they shall be restored to positions held by them when ordered to duty as described under the "Uniformed Services Employment and Reemployment Rights Act of 1994."

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

4-5.2 Civil Leave

Any regular employee who is summoned to serve on jury duty or who is summoned or subpoenaed to appear in any court or administrative hearing shall be entitled to civil leave with pay.

If such employee receives a payment for civil duties, it must be turned in to County Administration. When an employee is only reimbursed for travel expenses, he or she may keep the payment. If the employee chooses to charge civil days to vacation leave, the employee may keep any payment.

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The employee may not use civil leave with pay if the employee is a defendant in a criminal case. In this case, the employee may charge the absence to vacation leave or compensatory time, if eligible, or leave without pay.

Civil leave with pay may not exceed the actual time required. With respect to any additional time off resulting from jury duty or summons to court, the employee may charge such time off to vacation leave or compensatory time, if eligible, or leave without pay.

The immediate supervisor must be notified in a reasonable period of time in advance to schedule civil leave, and an employee leave request form must be completed. A copy of the civil leave request must be forwarded to the Agency Personnel Administrator.

Any employee who is summoned to serve on jury duty or any employee, except the defendant in a criminal case, who is summoned or subpoenaed to appear in any court shall not be discharged from employment nor have any adverse personal action taken against him or her nor shall he or she be required to use sick leave or vacation time as a result of his or her absence from employment, upon giving reasonable notice to his or her supervisor of such jury duty or court appearance.

4-5.3 Maternity/Paternity Leave [legality]

All maternity/paternity leave will follow the laws of the Family and Medical Leave Act (4-6) With the approval of the Agency Personnel Administrator, employees may use sick leave, vacation leave and/or leave without pay.

4-5.4 Leave Without Pay

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

Extended Leave of Absence Without Pay:

- Requests for extended leave of absence without pay must be approved by the Agency Personnel Administrator.
- Employees on approved extended leave of absence do not accrue vacation and sick leave credits.
- An approved leave of absence without pay is not considered a break in service.
- The County will continue to pay the group insurance premiums through the Virginia Retirement System for employees on extended leave of absence without pay in the same manner as it does for employees in pay status.
- The employee will be responsible for paying his/her portion of the group health coverage if applicable.

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

4-5.5 Administrative Leave

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

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

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

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

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

4-5.6 Volunteer Fire and Rescue Calls

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

The employee is required to make up the hours missed from the job or account for the hours using accumulated vacation leave or compensatory time **at a rate of one half of an hour per hour** used of accumulated vacation leave or compensatory time.

4-5.7 Voting and Elections

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

An employee of the County may serve as an Election Official.

An employee serving as an Election Official must be a qualified voter of the Commonwealth of Virginia and agree to represent a recognized political party.

An Election Official cannot hold an elective office or be the deputy or employee of an elected official.

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Employees are required to obtain approval of their supervisor in order to participate as an Election Official.

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

Blood Donation / Community Service Leave. Definition???

Chapter 5 Employee Responsibilities

5-1 Standards of Conduct and Performance

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

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

The Standards serve to:

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

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

5-1.1 Standards of Conduct

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

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

5-2 Performance Management

5-2.1 Definition

The performance evaluation system is a uniform procedure which permits the evaluation of the performance of employees in accordance with certain standards and criteria known to both those whose performance is being evaluated and those responsible for conducting the evaluation.

5-2.2 Purpose

The employee performance evaluation is designed to encourage improvement and development of employees within the organization. A more efficient working organization can be brought about by a common understanding that employees and supervisors are all working together for a common purpose. Further, effective periodic ratings tend to improve supervisory practices by bringing supervisors and employees into closer contact and producing mutual understanding.

A formal review of an employee's performance is done annually during the months of September and October. Interim review dates for employees may be established if determined to be appropriate.

The performance evaluation is made by the employee's supervisor and reviewed by the Agency Personnel Administrator. The review should cover the entire preceding review period.

The goal of the performance evaluation system is to permit the supervisory personnel to evaluate the performance of employees in the accomplishment of their assigned duties and responsibilities. The evaluation of the performance of employees is to determine how and to what extent employee performance relates to position requirements. This system is intended to serve three main purposes:

1. The first is to insure that each employee is fully aware of performance standards which apply to his/her job. The performance evaluation system contains criteria on which performance is evaluated. Each of these criteria is used to measure how employees performed their assigned duties and responsibilities as explained in the position specifications.

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2. The second purpose served by the system is to assist supervisory personnel not only in completing performance ratings, but also in discussing these ratings with the employees. In fairness to an employee, a supervisor should agree with him/her on the standards against which the employee will be rated. This system is designed to more clearly identify the elements of satisfactory performance and the reasons for a given rating. When properly applied, this system, as explained in this manual will take the “guess work” out of evaluating the performance of the employee. There are five levels of performance that can be used to describe an employee’s performance in each category. These five performance levels are:
 - (1) Unsatisfactory,
 - (2) Below Satisfactory,
 - (3) Satisfactory,
 - (4) Above Satisfactory, and
 - (5) Exceptional.

3. The third purpose of this system is to assist the supervisor in identifying development needs of subordinate personnel. Instead of forcing the supervisor to guess at employee development needs, the guide encourages a detailed review of actual performance deficiencies and weaknesses as they are identified in the performance evaluation. When reviewing the employee’s performance evaluation with the employee, these deficiencies can be discussed in detail and specific development programs can be provided to assist the employee in improving his/her total performance. The system requires the supervisor to discuss each employee’s development and growth potential, completed goals and objectives and set future goals and objectives.

5-2.3 Use of Employee Evaluations

Once an employee performance rating form is completed, it is made a part of the employee’s personnel file.

The information collected can assist management in identifying deficiencies, outstanding performance, or areas where actions are necessary to better develop the employee.

Each Supervisor / Agency Personnel Administrator sets goals and objectives for each employee to complete during the upcoming year. This enables both the supervisor and employee to know exactly what is expected.

When used properly, the performance evaluation can be advantageous to management and can improve services.

5-2.4 Salary Adjustment for Performance

Elevation of employees within the salary range shall be made according to satisfactory completion of the requirements of the position in which the employee is functioning. The amount of salary increase available to any covered employee is directly tied to the individual's job performance. Superior performance results in greater merit increases.

Employees would generally be expected to be granted performance or merit based increases based on their overall rating and the midpoint of their pay bracket; budgetary conditions permitting.

5-3 Secondary Employment

It should be known that the employment with the County is primary.

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

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

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

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

5-4 Conflict of Interest

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

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

Employees shall not accept any gift or favor from a citizen, corporation, or firm that is intended to influence his/her decision or discharge of his/her duties.

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

5-5 Attendance

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

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

5-6 Inclement Weather

Delayed Opening/Closure:

In cases where an overnight or early morning event causes the delayed opening or closure of one or more of the County's facilities, The County Administrator will make an official declaration, identifying the locations and employees affected and the amended time of opening. The County Administrator shall communicate the declaration to:

- The Department Heads responsible for the facilities affected by the declaration,
- The Clarke County Communications Center for general announcement, and
- Local radio and cable systems.

When possible, such decisions will be made and announced prior to the normally scheduled opening time.

Early Closing:

In cases where events occurring during the workday require the closing of one or more of the County's facilities, the County Administrator will:

- Make an official declaration, identifying the locations and employees affected and the amended time of closing.
- Shall communicate the declaration to:
 - o The Department Heads responsible for the facilities affected by the declaration,
 - o The Clarke County Communications Center for general announcement, and
 - o Local radio and cable systems.

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When possible, such decisions will be made and announced prior to the normally scheduled closing time.

In the absence of a delayed opening, closure, or early closing declaration, all departments are to open and remain operational during normal business hours.

Department Heads and employees should anticipate normally occurring weather conditions or commuting difficulties and arrange for employees who can do so to report and/or alternate coverage.

In the event of a delayed opening or early closing, employees affected by the declaration shall not be charged with leave for that time during which the facility is closed.

Employees who lose time due to weather-related commuting absences may make up that time on an hour-for-hour basis within the 30 days following the absence. Time not made up within 30 days shall be deducted from accrued leave. [wage and hour issues?]

5-7 Use of Computer Systems, Internet and Phones

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

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

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

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

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

5-7.1 Incidental Use

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During or after normal working hours, employees may occasionally wish to access the Internet for non- work-related purposes, just as they might currently browse a newspaper in the County lobby or make occasional, short, non-work-related local telephone calls. The County recognizes that its employees have busy lives and long workdays and that this sometimes warrants such infrequent and limited personal use of the County's computers to access e-mail or the Internet for non-business purposes. Such infrequent and limited non-business use is generally permissible (subject to the restrictions below) so long as it does not interfere with the performance of the employee's duties, is consistent with all other County policies, is not disruptive to the County, and is not disruptive or potentially offensive to others. If an employee has any doubts about the meaning of infrequent and limited, he or she should consult his or her immediate supervisor or the Agency Personnel Administrator.

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

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

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

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

5-7.2 Use of Licensed Software

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

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

The County maintains and supports hardware, software and network services for business use. Employees should use only the software and hardware provided. County policy prohibits the loading of files and software or the altering of software setup and configuration without authorization from the systems administrator.

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

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

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

5-8 County-Owned Vehicles

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

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

Vehicles are to be used for County business only.

5-8.1 Accidents Involving County-Owned Vehicles

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

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

5-9 Keys to Facilities

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

The keys are considered County-owned property and should be treated as such.

All new employees will sign a receipt form for each key that they are issued.

No key is to be reproduced.

In the event that the key is lost, the employee may be responsible for all costs incurred in changing the locks.

5-10 Harassment

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

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

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

The County will not tolerate discrimination or harassment.

5-10.1 Procedure

The following procedure applies to any harassment complaint:

- a) Any employee who feels he/she has been discriminated against or harassed because of his/her sex, gender, race or for any other improper reason should report the matter immediately to his or her immediate supervisor or the Agency Personnel Administrator. The employee may inform any of these persons of the complaint. Thus, for example, if the employee prefers not to report it to his or her supervisor, the employee should report it to the Agency Personnel Administrator.
- b) Employees should not assume that the County management knows about the situation. Please inform your supervisor or the Agency Personnel Administrator promptly of your problem so that it may be addressed.
- c) Employees should report the situation before it becomes severe or pervasive.
- d) Such reports or complaints can be made without fear of retaliation.
- e) Once on notice of complaint, the County will investigate it in a prompt, thorough, and impartial manner. The County will ensure as much confidentiality as is possible. The County will not retaliate against anyone who provides information during the County's investigation.
- f) The County will take immediate and appropriate corrective action if it determines that harassment has occurred in violation of this policy. Such action may include the suspension or discharge of the offender.

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

5-11 Drug Free Workplace

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

1. Publish a policy notifying employees of the County's drug prohibitions in the workplace and specify any actions that will be taken against employees for violations of such policy.
2. Notify employees who are subject to the County's drug and alcohol abuse policy, that as a condition of employment with the County the employee will:
 - a. Abide by the terms of the drug and alcohol policy, and
 - b. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.

3. Notify any contracting agency within ten (10) days after receiving actual notice of such conviction.
4. Impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program by any employee who is so convicted.
5. Make a good faith effort to continue to maintain a drug free workplace through implementation of this program.

5-11.1 Inspection

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

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

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

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

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

5-11.2 Drug Policy

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

With this commitment and obligation in mind, the County is reaffirming its rules prohibiting alcohol and drug abuse. The County is also reaffirming its willingness to assist employees

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with alcohol or drug related problems to find the appropriate treatment for rehabilitation and recovery. In accordance with our long- standing policy, this notice is to reemphasize to our employees (and employees of other companies and contractors) that the abuse of drugs and alcohol poses a serious threat to the safety of our employees and the County's operations and to the public. Accordingly, the use, possession, being under the influence or having a detectable presence of drugs or alcohol in one's system (except where expressly authorized) or manufacture, distribution or sale of such substances on County premises or on-the-job or any off-the-job abuse of such substances which adversely affects an employee's job performance or other County interests is prohibited.

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

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

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

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

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

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

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

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

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

Drug and Alcohol Policy and Regulations

A. Purpose

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

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

B. Policy and Regulations

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

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initially reports to work to the time when the employee finally leaves work at the end of his shift inclusive of all breaks and meals.

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

C. Drug Testing

1. **Reasons for testing:** Drug tests may be required in the following cases:

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

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2. A fatality or injury treated away from the scene has occurred.
3. One or more vehicles are towed.
4. The employee should be promptly tested for both drugs and alcohol (within 2 hours).
5. Reasonable suspicion.
6. Return to work after positive test and follow-up.

2. Refusal to Submit to Drug Test

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

5-12 Workplace Violence

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

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

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

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

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

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

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

5-12.1 Prohibited Conduct

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

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

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

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

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

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

5-12.2 Threat Reporting Procedures

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

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

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

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

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

5-13 Domestic Violence

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

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

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

5-13.1 Education and Training

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

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

5-13.2 Safety and Security

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

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

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Employees who become aware of threats or acts of domestic violence that may occur or have occurred in the workplace must immediately inform their supervisor. In addition, employees with Orders of Protection or restraining orders that reference the worksite, must provide their supervisor or Agency Personnel Administrator with a copy of the order.

5-13.3 Employees Who Commit Acts of Domestic Violence

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

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

5-14 Discipline

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

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

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

5-14.1 Progressive Discipline

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

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

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

- a. Discussion: Meet with and advise the employee of the nature of the problem and the action necessary to correct the situation. This action may be considered to be informative in nature and usually will not result in any entry in the employee's personnel file; however

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the supervisor/Agency Personnel Administrator should document the conversation for reference.

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

5-14.2 Resignation with Pending Charges to Terminate

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

5-14.3 Appeal

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

5-14.4 Notification

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

5-14.5 List of Offenses Typically Addressed Through Progressive Discipline

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

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

5-14.6 List of Offenses Addressed Through More Serious Discipline

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

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

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- Sexual, racial or any other form of harassment;
- Theft or unauthorized removal of County records or property;
- Participating in any kind of slow down or similar concerted interference with County operations;
- Gross negligence;
- Willfully or negligently damaging or defacing County property.

5-15 Separation of Employment

The termination of an employee's service in the County may be the choice of the employee to either resign or retire, or the choice of the County to reduce the work force or to dismiss the individual. Whatever the reason for the separation, this final employee action which closes the entire personnel file, must be documented.

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

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

Chapter 6 Grievance Procedures

6-1 Grievance Procedures

The purpose of the Clarke County Grievance Procedure is to afford an immediate and impartial method for the resolution of disputes which may arise between County Administration and its employees.

6-1.1 Coverage of Personnel

Unless otherwise provided by law, all non-probationary regular full-time and part-time employees are eligible to initiate a grievance under this policy.

An employee or person who comes within one or more of the following groups is not eligible to initiate a grievance under this procedure:

1. Probationary employees – Unless there is a claim of unlawful discrimination or retaliation
2. The County Administrator
3. All Department Heads and their equivalents
4. Temporary, limited terms (grants), and seasonal employees.

The County Administrator, or designee, shall determine the employees (by position) excluded from this grievance procedure, and shall maintain in the County Administration list of such excluded positions.

6-1.2 Definition of Grievance

A grievance is a complaint or dispute by an employee relating to his or her employment, including but not necessarily limited to:

1. Disciplinary actions including demotions, suspensions, and dismissals resulting from formal discipline or unsatisfactory job performance.
2. The application of personnel policies, procedures, rules and regulations, and the application of ordinances and statutes.
3. Discrimination based upon race, color, creed, religion, political affiliation, age, disability national origin or sex.
4. Acts of retaliation taken as the result of utilization of this grievance procedure or the participation in the formal grievance (under this grievance procedure) of another County employee.
5. Acts of retaliation because the employee has complied with any law of the United States or of the Commonwealth of Virginia, has reported any violation of such law to a governmental authority, has sought any change in law before the United State Congress

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or the General Assembly of Virginia, or has reported an incidence of fraud, abuse or gross mismanagement.

6-1.3 Local Government Responsibility

The County reserves to itself the exclusive right to manage the affairs and operations of Clarke County. Accordingly, complaints involving the following management rights are not generally grievable:

1. Establishment and revision of wages or salaries, positions classification, or general benefits.
2. Work activity accepted by the employee as a condition of employment, or work activity which may reasonably be expected to be a part of the job content.
3. The content of ordinances, statutes, or established personnel policies, procedures, rules, and regulations.
4. Failure to promote, except where an employee can show that established promotional policies or procedures were not followed or fairly applied.
5. The methods, means, and personnel by which work activities are to be carried out, with due regard to safety, legality and ethics.
6. The hiring, promotion, transfer, assignment, and retention of employees in positions within the County service.
7. The relief of employees from duties, or actions taken as may be necessary to carry out the duties of the County in emergencies.
8. Direction and evaluation of the work of County employees.
9. Termination, layoff, demotion, or suspension from duties because of lack of work, reduction in the work force, or job abolition, except where such action affects an employee who has been reinstated within the previous six (6) months as the result of the final determination of a grievance.

In any grievance brought under the exception to chapter 6-1.3 item 9, the action shall be upheld upon a showing by the County that (a) there was a valid business reason for the action, and (b) the employee was notified of the reason in writing prior to the effective date of the action.

6-1.4 Determination of Grievability

The issue of grievability may occur at any step of this procedure prior to the panel hearing. However once the issue is raised, it must be resolved as provided herein before further processing of the grievance.

Decisions regarding grievability will be determined by the County Administrator, or a designee, at the request of the Supervisor or grievant within ten (10) calendar days of the request. A copy of the decision will be sent to the grievant. If the issue of grievability is not resolved prior to the panel hearing, it will be deemed to have been waived and the procedure will move forward.

The decision of the County Administrator may be appealed by the grievant to the Circuit Court for a hearing on the issue of whether the grievance qualifies for a panel hearing.

Proceedings for review of the decision of the County Administrator, or the designee, may be instituted by the grievant by filing a notice of appeal with the County Administrator within ten (10) calendar days from the date of receipt of the decision and giving a copy thereof to all parties. Thereafter, within ten (10) calendar days the County Administrator, or the designee, shall transmit to the Clerk of the Court to which the appeal is taken, a copy of the decision of the County Administrator, a copy of the notice of appeal, and the exhibits. A list of the evidence furnished to the Court shall also be furnished to the grievant. The failure of the County Administrator, or the designee, to transmit the record shall not prejudice the rights of the grievant.

Within thirty (30) days of receipt of such records by the Clerk, the Court, sitting without a jury, shall hear the appeal on the record transmitted by the County Administrator, or the designee, and such additional evidence as may be necessary to resolve any controversy as to the correctness of the record. The court, in its discretion, may receive such other evidence as the ends of justice require. The court may affirm the decision of the County Administrator, or the designee, or may reverse or modify the decision. The decision of the Court shall be rendered no later than the fifteenth (15) day from the date of the conclusion of the hearing. The decision of the Court is final and cannot be appealed.

6-1.5 Compliance with Procedures

All stages of the Grievance Procedure beyond the first step shall be in writing on forms supplied by County Administration.

Personal face-to-face meetings between the grievant and the designated County representative are required at each step of the severance procedure.

Both sides may have appropriate witnesses present at Step 2 and beyond.

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The grievant is entitled to representation at or beyond the Step 3. Such representation shall be at the grievant's expense and choice.

When the employee expresses his or her grievance in writing, he or she shall first obtain the required forms from County Administration.

That office shall thereupon open a file on the grievance and shall assist the grievant, the Department Head and the County Administrator in insuring that all papers are transmitted throughout this process in a timely fashion.

In the event that an employee files more than one grievance, the County Administrator may, at any time prior to the panel hearing, consolidate those grievances for joint processing. If the grievances are consolidated, the processing of the first grievance shall be suspended until such time as the last filed grievance proceeds to the same point in this procedure. Once consolidated, the grievances shall be processed at the same time.

After a grievance is committed in writing, failure of either party to comply with all substantial procedural requirements of the grievance procedure, including the panel hearing, without just cause shall result in a decision in favor of the other party on any grievable issue, provided the party not in compliance fails to correct the noncompliance within five (5) work days of receipt of written notification by the other party of the compliance violation. Such written notification by the grievant shall be made to the County Administrator or the designee.

The County Administrator or the designee may require a clear written explanation of the basis for just cause extensions or exceptions.

The County Administrator or the designee shall determine compliance issues. Compliance determinations made by the County Administrator are subject to judicial review by filing a petition with the Circuit Court within thirty (30) days of the compliance determination.

6-1.6 Step 1 - Immediate Supervisor Level

An employee who has a grievance must discuss the problem directly with the immediate supervisor within twenty (20) calendar days after the occurrence which prompts the grievance. The supervisor shall give serious attention to the grievance, and must give the employee an answer within three (3) workdays following the meeting.

Step 1 is intended to provide for an informal, initial processing of employee complaints by the immediate supervisor through a non-written, face-to-face discussion format.

If a satisfactory resolution is not reached by this informal process, the employee shall reduce his grievance to writing, identifying specifically and in detail the nature of the grievance and requested remedy. The written grievance will be presented to the immediate supervisor within

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three (3) workdays of the date of supervisor's verbal reply to the verbal grievance. The supervisor will reply in writing within three (3) workdays of receipt of the written grievance.

In the event that the employee's immediate supervisor is the Department Head, then the grievant shall pass Step 2 of this procedure and proceed immediately to Step 3.

6-1.7 Step 2 - Department Head Level

If the Step 1 written response is not a satisfactory resolution of the grievance, the employee may so indicate on Grievance Form A and submit the grievance to his department head within five (5) workdays. Within five(5) workdays of such submission, a meeting shall be held with the grievant and the department head to review the grievance. The time may be extended by mutual agreement of the department head and the employee.

At the meeting provided for above, the only persons who may be present are the grievant, one (1) person representing the appropriate management level at which the grievance is being heard, and appropriate witnesses for each side. Witnesses shall be present only while actually providing testimony. The meeting may be adjourned to another time or place by agreement of the parties. The Department Head shall provide the employee with a written reply to the grievance within five (5) workdays after the meeting.

6-1.8 Step 3- County Administrator Level

If a satisfactory resolution of the grievance has not been reached at the termination of Step 2, the employee may submit Grievance Form B to the County Administrator or his designee. Submission to the County Administrator must occur within five (5) workdays following receipt of the response from the Department Head.

The County Administrator shall then meet with the employee within five (5) workdays or indicate that an extension is necessary. The extension shall not exceed three (3) additional days, except by mutual agreement.

The employee, at his option, may have a representative of his choice at the Step 3 meeting. If the employee is represented by legal counsel, the County Administrator likewise has the option of being represented by counsel.

The County Administrator shall render a written response to the grievance within five (5) workdays following the Step 3 meeting.

County Administration shall ensure that a tape recording of such meeting is made and retained in the file for not less than twelve (12) months. The grievant shall be entitled to a copy of the tape recording upon payment of a reasonable fee.

6-1.9 Step 4- The Panel Hearing

If a satisfactory resolution to the grievance is not reached at the Step 3, the grievant may submit the grievance to an impartial grievance panel. The request for a hearing before a panel shall be indicated by the grievant on Grievance Form C provided for that purpose by County Administration and submitted to the County Administrator within five (5) work days of receipt of the Step 3 response.

6-1.10 Composition of Grievance Panel

The Grievance Panel shall be composed of three (3) impartial members who will be chosen in the following manner:

- One (1) member shall be appointed by the grievant,
- One (1) member shall be appointed by the County Administrator, The first two members shall appoint a third member.

To ensure an impartial panel, such panel shall not be composed of any persons having direct involvement with the grievance being heard by the panel, or with the complaint or dispute giving rise to the grievance. Managers who are in a direct line of supervision of a grievant, persons residing in the same household as the grievant and the following relatives of a participant in the grievance process or a participant's spouse are prohibited from serving as panel members: spouse, parent, child, descendants of a child, sibling, niece, nephew, and first cousin.

No attorney having direct involvement with the subject matter of neither the grievance nor a partner, associate, employee or co-employee of such attorney shall serve as a panel member. Both the grievant and the County Administrator shall select their respective member of the panel within five (5) workdays after the request for a panel hearing shall have been filed. These members shall, in turn, select the third member within ten (10) workdays after the request for a panel hearing shall have been filed.

In the event that an agreement cannot be reached as to the final panel member, the Chief Judge of the Circuit Court shall select the third panel member.

The third member of the grievance panel shall serve as Chairman, shall set the time for the hearing, and notify the grievant and the County Administrator thereof.

The hearing shall be held within twenty (20) workdays after selection of the third panel member. This time limit may be extended by mutual agreement of the grievant and the County.

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Both the grievant and the County may call upon appropriate witnesses and be represented by legal counsel or other representatives at the panel hearing. Such representatives may examine, cross-examine, question and present evidence on behalf of the grievant or the County before the panel.

The decision of the panel shall be final and binding and shall be consistent with the provisions of law and written policy.

The question of whether the relief granted by panel is consistent with written policy shall be determined by the County Administrator, or his/her designee, unless such person has a direct personal involvement with the event or the events giving rise to the grievance, in which case the decision shall be made by the Attorney for the Commonwealth of the jurisdiction in which the grievance is pending.

6.1.11 Rules for Grievance Panel Hearings

- 1 A panel's responsibility is to ensure the proper application of the County's policies and procedures. Panels do not have the authority to formulate or to change policies or procedures; however, they may consider mitigating circumstances and modify the County's action concerning discipline. Panels do not have the authority to consider matters which the grievance procedure makes non-grievable. A panel by a majority vote may uphold or reverse the action of the County or, in appropriate circumstances, may choose a modified remedy. Panel decisions, however, must be consistent with provisions of law and written policy. Where a panel decision directs reinstatement of an employee, the panel has the authority to award full, partial, or no back pay for the period of separation as determined to be appropriate based on the circumstances of the case. In no case does a panel have authority to award damages or attorney's fees.
2. The grievance procedure is an administrative process designed for the resolution of sensitive personnel matters, and the panel hearing is the concluding step of the administrative process. The panel shall have the discretion to determine the propriety of attendance at the hearing of persons not having a direct interest in the hearing. However, at the request of either party, the hearing shall be private.
3. County Administration shall provide the grievance panel with copies of all documents and records germane to the grievance prior to the hearing and provide the employee with a list of documents furnished to the grievance panel. The employee and his attorney, at least ten (10) working days prior to the scheduled panel hearing, shall be allowed access to all relevant documents intended to be used in the grievance proceeding.
4. The grievance panel has the authority to determine the admissibility of evidence without regard to the burden of proof, or the order of presentation of evidence, so long as a full and equal opportunity is afforded to all parties for the presentation of their evidence.

County of Clarke – Personnel Policies

5. All evidence shall be presented in the presence of the grievance panel and the parties, except by mutual consent of the parties.
6. Documents, exhibits, and lists of witnesses shall be exchanged between the parties in advance of the hearing.

6-1.12 Conduct of the Grievance Panel Hearing

The grievance panel shall conduct the hearing as follows:

1. Opening and closing statements made be made by each party.
2. In disciplinary actions the County must present its evidence first and must show by a reasonable amount of evidence that the disciplinary action was warranted and appropriate under the circumstances.
3. With respect to all other actions, the employee must present his or her evidence so that a proper claim is present.
4. Formal rules of evidence do not apply, however, the panel shall have the authority to determine the admissibility of evidence and to exclude evidence which is irrelevant, immaterial, repetitive or confidential by law.
5. Non-party witnesses are not to be present in the hearing except to give testimony and be cross- examined.
6. Exhibits offered may be received into evidence and made part of the record.
7. The hearing must be recorded verbatim. County Administration has the responsibility of arranging for proper recording equipment. The panel is responsible for the recording and is to preserve the recorded tapes as part of the grievance record. Either party may receive a copy of the recording, if requested, for the cost of reproduction. A court reporter is not required. If a party requests a court reporter, that party is responsible for the cost. If a transcript is ordered, the other party may obtain a copy for cost.
8. The hearing officer has the authority to determine the propriety of attendance of all persons not having a direct involvement in the hearing including witnesses and spectators.

6-1.13 Decision of Grievance Panel

County of Clarke – Personnel Policies

The panel decision must be in writing and contain the findings of fact and the basis for those findings. The decision shall state in full the reasons for the decision and the remedy to be granted.

In granting relief the panel should be guided, but not bound, by the relief of question in the written grievance. Appropriate relief can include reinstatement to the employee's former position or, if occupied, to an objectively similar position in terms of duties and salary, normally in the same work organizational unit; an award of no, partial, or full back pay; and restoration for benefits, seniority and other legal entitlements. Against an award of full or partial back pay interim earnings are to be deducted. Damages and attorney's fees cannot be awarded.

Appropriate relief may also include an order to create an environment free from discrimination or retaliation or to take corrective action necessary to cure the violation and/or minimize its reoccurrence. Other prospective relief cannot be ordered.

The County cannot be ordered to promote, hire or transfer any employee. However, the panel can recommend such action and the County may act upon such recommendation.

If the policy has been unfairly applied or misapplied the panel may direct the County to reevaluate the challenged employment action in accordance with applicable policies and procedures.

The Panel may affirm in all respects the decision of the County Administrator or any supervisor of the County.

The majority decision of the panel, acting within the scope of its authority, shall be final and binding, subject to existing policies, procedures and law; the panel decision shall be provided to the County and the employee within fifteen (15) days from the conclusion of the hearing, and the decision shall be effective from the date issued.

Within five (5) workdays from receipt of the decision, either party may petition the panel for reconsideration or reopening of the record for good cause shown and stating the basis for such request. Good cause may include newly discovered evidence or evidence of incorrect legal conclusions. The panel has sole authority to grant such requests.

Either party may petition the Circuit Court having jurisdiction in the locality in which the grievant is employed for an order requiring implementation of the panel decision.

6-1.14 Time Frames

For purposes of this regulation the term "calendar days" means a period of time during consecutive calendar days. If a final day for taking action falls on a Saturday, Sunday or legal holiday, the next following business day will be the deadline for purposes of this grievance policy.

Reference to "work days" are the days during which the County Administration office is customarily open, from Monday through and including Fridays, not including holidays observed by the County.

Time frames established under this procedure are intended to be strictly construed and enforced. Time frames may be extended by mutual agreement of the County and the grievant; provided, however, that if the County Administrator consolidates grievances, the employee's consent need not be obtained.

6-1.15 Forms

At Steps 2, 3, and 4 of this procedure, the grievant must complete and file a Grievance Form, in accordance with the terms of this procedure and in accordance with the instructions contained on the Grievance Form itself. The Grievance Form is available from County Administration.

Grievance Form A: This form will be initiated by the grievant upon completion of STEP 2 and will constitute a statement of the grievance at STEP 3 of the Grievance Procedure.

Grievance Form B: This form will be initiated by the grievant upon completion of STEP 3 and will constitute a statement of the grievance at STEP 4 of the Grievance Procedure.

Grievance Form C: This form will be initiated by either grievant or supervisor when the question of grievability is an issue.

End of Document

MEMORANDUM

TO: Board of Supervisors

FR: Thomas Judge, Director of Joint Administrative Services

DT: 7/13/15

RE: *July Finance Agenda*

1. **FY 16 Salary Increase.** The Finance Committee recommends the following adjustments to the FY 16 Salaries adopted last month:
 - a. Barbara Bosserman, Voter Registrar: \$49,923.
 - b. Britteney Duncan, Communication Specialist: \$30,806.
 - c. Jillian Wright, Communication Specialist: \$30,806.

2. **FY 15 and FY 16 Budget Amendments for NRADC Salary adjustments.** The Finance Committee recommends approval of the following:
 - a. "Be it resolved that the FY 15 Regional Jail Budget be increased \$4,654, and the same appropriated, for the purpose of funding Salary Survey increases, and that the designation from government savings be reduced in the same amount".

 - b. "Be it resolved that the FY 16 Regional Jail Budget be increased \$5,346, and the same appropriated, for the purpose of funding Salary Survey increases, and that the designation from government savings be reduced in the same amount".

In addition, the Finance Committee directed the County Administrator to express the concern of the Clarke County Board of Supervisors regarding the issue of off budget salary increases at the next meeting of the NRADC Finance Committee.

3. **Bills and Claims.** The Finance Committee recommends acceptance of this report.

4. **Standing Reports.** Reconciliation of Appropriations. General Fund Balance. Expenditure Summary (separate cover).

Clarke County Board of Supervisors



Berryville Voting District
J. Michael Hobert
 (540) 955-4141

Millwood Voting District
John R. Staelin
 (540) 837-1903

White Post Voting District
Bev McKay – Vice Chair
 (540) 837-1331

Buckmarsh Voting District
David S. Weiss – Chair
 (540) 955-2151

Russell Voting District
Barbara J. Byrd
 (540) 955-1215

County Administrator
David L. Ash
 (540) 955-5175

FY2016 Clarke County General Government Salary Increase 2015-08R

BE IT RESOLVED, by the Board of Supervisors of the County of Clarke, Virginia, that the rate of pay for the following individuals, subject to agreement by affected Constitutional Officers, will be adjusted to the following rates effective July 1, 2015.

Circuit Court Clerk’s Office:

Last Name	First Name	Title	Grade	FY CY Salary	CY Min	CY Mid	CY Max	Status	FY16	Increase
Butts	Helen	Circuit Court Clerk	27	97,552.00	60,993.46	79,291.50	97,589.54	Elected	NA	NA
DeHaven C	Carolyn	Deputy Circuit Court Clerk	9	28,965.29	25,344.04	32,947.26	40,550.47	FT	29,459	493.71
Wilkerson	April	Chief Deputy Circuit Court Clerk	13	41,978.48	30,805.84	40,047.60	49,289.35	FT	42,579	600.52

By my signature, I acknowledge agreement with the salary change.

 Helen Butts, Circuit Court Clerk

Commissioner of the Revenue’s Office:

Last Name	First Name	Title	Grade	FY CY Salary	CY Min	CY Mid	CY Max	Status	FY16	Increase
Braithwaite	Susan	Deputy COR II	11	28,638.81	27,941.81	36,324.35	44,706.89	FT	29,184	545.19
Peake	Donna	Commissioner of the Revenue	27	70,017.00	60,993.46	79,291.50	97,589.54	Elected	NA	NA
Pifer	Edythe	Part-time	-	-	-	-	-	PT	NA	NA
Smoot	Page	Deputy COR III	13	44,573.25	30,805.84	40,047.60	49,289.35	FT	45,174	600.75

www.clarkecounty.gov

101 Chalmers Court, Suite B
 Berryville, VA 22611

Telephone: [540] 955-5175

This institution is an equal opportunity provider and employer.

By my signature, I acknowledge agreement with the salary change.

Donna Peake, Commissioner of the Revenue

Commonwealth Attorney's Office

<i>Last Name</i>	<i>First Name</i>	<i>Title</i>	<i>Grade</i>	<i>FY CY Salary</i>	<i>CY Min</i>	<i>CY Mid</i>	<i>CY Max</i>	<i>Status</i>	<i>FY16</i>	<i>Increase</i>
Mackall	Suzanne	Commonwealth Attorney	31	122,861.00	74,137.93	96,379.31	118,620.70	Elected	NA	NA
Marple	Beth	Victim/Witness Director	17	38,804.40	37,444.69	48,678.10	59,911.51	FT	39,535	730.60
Rhodes	Clesta	Legal Assistant / Admin Assistant II	14	56,274.32	32,346.14	42,049.98	51,753.82	FT	56,905	630.68
Stallard	Suzanne	Part-time	-	-	-	-	-	PT	NA	NA
Williams	Anne	Assist Commonwealth Attorney	28	40,009.32	64,043.14	83,256.08	102,469.02	PT	NA	NA

By my signature, I acknowledge agreement with the salary change.

Suzanne "Suni" Mackall, Commonwealth Attorney

Sheriff's Office

<i>Last Name</i>	<i>First Name</i>	<i>Title</i>	<i>Grade</i>	<i>FY CY Salary</i>	<i>CY Min</i>	<i>CY Mid</i>	<i>CY Max</i>	<i>Status</i>	<i>FY16</i>	<i>Increase</i>
Dawson	Aaron	Comm Specialist	13	30,805.84	30,805.84	40,047.60	49,289.35	FT	31,407	601.16
Duncan	Britteney	Comm Specialist	13	27,333.00	30,805.84	40,047.60	49,289.35	FT	30,806	3,472.84
Fiorvanti	Christopher	Comm Specialist	13	30,805.84	30,805.84	40,047.60	49,289.35	FT	31,407	601.16
Hahn, Jr.	Richard	Comm Specialist	13	30,805.84	30,805.84	40,047.60	49,289.35	FT	31,407	601.16
Hammond	Richard	Comm Specialist	13	33,142.97	30,805.84	40,047.60	49,289.35	FT	33,744	601.03
Hess	Pam	Director E911 Communciations	23	59,827.17	50,179.47	65,233.31	80,287.16	FT	60,806	978.83
Kerns	Whitney	Comm Specialist	13	30,805.54	30,805.84	40,047.60	49,289.35	FT	31,406	600.46
Richards	Rebecca	Comm Specialist	13	35,068.41	30,805.84	40,047.60	49,289.35	FT	35,669	600.59
White	Rebecca	Assistant Dir E911 Communciations	17	42,378.71	37,444.69	48,678.10	59,911.51	FT	43,109	730.29

Last Name	First Name	Title	Grade	FY CY Salary	CY Min	CY Mid	CY Max	Status	FY16	Increase
Wilkerson	Robert	Comm Specialist	13	36,272.48	30,805.84	40,047.60	49,289.35	FT	36,873	600.52
Wright	Jillian Elaine	Comm Specialist	13	27,332.00	30,805.84	40,047.60	49,289.35	FT	30,806	3,473.84
Adams	Joseph	Deputy Sheriff	17	-	37,444.69	48,678.10	59,911.51	PT	NA	NA
Bayliss	Kevin	Deputy Sheriff	17	37,727.87	37,444.69	48,678.10	59,911.51	FT	38,458	730.17
Chambers	Nicholas	Deputy Sheriff Investigations Sergeant	21	54,782.78	45,514.26	59,168.54	72,822.82	FT	55,670	887.53
Curtis	Darrell	Deputy Sheriff	17	40,297.60	37,444.69	48,678.10	59,911.51	FT	41,028	730.17
Ermerins	James	Deputy Sheriff	17	46,584.84	37,444.69	48,678.10	59,911.51	FT	47,315	730.17
Feltner	Alvin	Deputy Sheriff Sergeant	21	55,994.80	45,514.26	59,168.54	72,822.82	FT	56,882	887.53
Fritts, II	Terry	Deputy Sheriff	17	-	37,444.69	48,678.10	59,911.51	PT	NA	NA
Gardner	Shelly	Deputy Sheriff	17	-	37,444.69	48,678.10	59,911.51	PT	NA	NA
Herron	Kenny	Deputy Sheriff	17	-	37,444.69	48,678.10	59,911.51	PT	NA	NA
Herron	James	Deputy Sheriff	17	44,539.26	37,444.69	48,678.10	59,911.51	FT	45,269	730.17
Hough	Jason	Deputy Sheriff	17	40,905.42	37,444.69	48,678.10	59,911.51	Promo	NA	NA
Jewell	Shane	Deputy Sheriff	17	40,297.60	37,444.69	48,678.10	59,911.51	FT	41,028	730.17
Lichliter	Gary	Deputy Sheriff	17	63,587.05	37,444.69	48,678.10	59,911.51	FT	64,317	730.17
Mason	Allen	Deputy Sheriff Sergeant	21	48,289.70	45,514.26	59,168.54	72,822.82	FT	49,177	887.53
McDonald	Jerry	Deputy Sheriff	17	43,260.00	37,444.69	48,678.10	59,911.51	FT	43,990	730.17
Nesselrodt	Eldon	Deputy Sheriff	17	-	37,444.69	48,678.10	59,911.51	PT	NA	NA
Poston	Sonny	Deputy Sheriff	17	-	37,444.69	48,678.10	59,911.51	PT	NA	NA
Putnam	Patricia	Deputy Sheriff Sergeant	21	59,615.37	45,514.26	59,168.54	72,822.82	FT	60,503	887.53
Roper	Anthony	Sheriff	29	85,819.00	67,245.29	87,418.88	107,592.47	Elected	NA	NA
Rose	Janine	Office Manager	16	42,361.80	35,661.61	46,360.10	57,058.58	FT	43,057	695.40
Rosenberry	Brian	Court Svcs Sergeant	19	58,484.37	41,282.78	53,667.61	66,052.44	FT	59,289	805.01

Last Name	First Name	Title	Grade	FY CY Salary	CY Min	CY Mid	CY Max	Status	FY16	Increase
Sumption	Travis	Chief Deputy Sheriff	28	67,369.14	64,043.14	83,256.08	102,469.02	FT	68,618	1,248.84
Thompson	Michael	Deputy Sheriff	17	43,748.22	37,444.69	48,678.10	59,911.51	FT	44,478	730.17

By my signature, I acknowledge agreement with the salary change.

Anthony "Tony" Roper, Sheriff

Treasurer's Office

Last Name	First Name	Title	Grade	FY CY Salary	CY Min	CY Mid	CY Max	Status	FY16	Increase
Collins	Elizabeth	Deputy Treasurer III	13	33,345.50	30,805.84	40,047.60	49,289.35	FT	33,946	600.71
Hudson	Falon	Deputy Treasurer II	11	32,272.22	27,941.81	36,324.35	44,706.89	FT	32,817	544.87
Keeler	Sharon	Treasurer	27	76,227.00	60,993.46	79,291.50	97,589.54	Elected	NA	NA
McDonald	Whitney	Deputy Treasurer I	10	31,471.93	26,611.25	34,594.62	42,577.99	FT	31,991	518.92

By my signature, I acknowledge agreement with the salary change.

Sharon Keeler, Treasurer

Department of Social Services

Last Name	First Name	Title	Grade	FY CY Salary	CY Min	CY Mid	CY Max	Status	FY16	Increase
Allen	Gay	Family Svcs Spec II	21	61,140.00	45,514.26	59,168.54	72,822.82	FT	62,028	887.53
Austin	Michael	Family Svcs Spec II	21	46,695.00	45,514.26	59,168.54	72,822.82	FT	47,583	887.53
Chanselle	Robin	Family Svcs Spec II	21	54,241.86	45,514.26	59,168.54	72,822.82	FT	55,129	887.53
Coffman	Deborah	Office Associate II	11	-	27,941.81	36,324.35	44,706.89	PT	NA	NA
Cresce	Heidi	Benefit Programs Specialist II	17	43,578.27	37,444.69	48,678.10	59,911.51	FT	44,308	730.17
Harriman	Dorothy	Family Services Specialist II	21	32,000.00	45,514.26	59,168.54	72,822.82	PT	NA	NA
Hayes	Jayne	Benefit Programs Specialist II	17	43,578.27	37,444.69	48,678.10	59,911.51	FT	44,308	730.17

<i>Last Name</i>	<i>First Name</i>	<i>Title</i>	<i>Grade</i>	<i>FY CY Salary</i>	<i>CY Min</i>	<i>CY Mid</i>	<i>CY Max</i>	<i>Status</i>	<i>FY16</i>	<i>Increase</i>
Jones	Angie	Director of Social Services	28	69,562.08	64,043.14	83,256.08	102,469.02	FT	70,811	1,248.84
Lamanna	Ann	CSA Coordinator	-	-	-	-	-	PT	NA	NA
Mason	Beth	Family Svcs Spec II	21	46,233.00	45,514.26	59,168.54	72,822.82	FT	47,121	887.53
McDonald	Donna	Administrative Program Assistant II	13	35,535.00	30,805.84	40,047.60	49,289.35	FT	36,136	600.71
Minars	Catalina	Office Associate II	11	26,495.72	27,941.81	36,324.35	44,706.89	FT	27,041	544.87
Payne	Jamie	Benefits Programs Specialist II	17	35,020.00	37,444.69	48,678.10	59,911.51	FT	35,750	730.17
Peery	Bonnie	Administrative Svcs Manager Social Svcs	21	56,363.00	45,514.26	59,168.54	72,822.82	FT	57,251	887.53
Smith	Tammy	Benefit Programs Supervisor	20	49,078.00	43,346.91	56,350.99	69,355.06	FT	49,923	845.26
Snyder	Bonnie	Office Associate II	11	11,050.87	27,941.81	36,324.35	44,706.89	PT	NA	NA
Turkowsky	Lillian	Benefit Programs Specialist II	17	43,578.27	37,444.69	48,678.10	59,911.51	FT	44,308	730.17
Wright	Emily	Benefit Programs Specialist I	15	16.00	33,963.44	44,152.47	54,341.51	PT	NA	NA

By my signature, I acknowledge agreement with the salary change.

Angie Jones, Director of Social Services

Voter Registrar's Office

<i>Last Name</i>	<i>First Name</i>	<i>Title</i>	<i>Grade</i>	<i>FY CY Salary</i>	<i>CY Min</i>	<i>CY Mid</i>	<i>CY Max</i>	<i>Status</i>	<i>FY16</i>	<i>Increase</i>
Bosserman	Barbara	General Registrar	22	48,704.96	47,789.97	62,126.97	76,463.96	FT	49,637	931.90
Caldwell	Sharon	Assistant Registrar of Voters	10	-	26,611.25	34,594.62	42,577.99	PT	NA	NA

By my signature, I acknowledge agreement with the salary change.

Barbara Bosserman, Voter Registrar

County Departments/Employees Reporting to the County Administrator

<i>Last Name</i>	<i>First Name</i>	<i>Title</i>	<i>Grade</i>	<i>FY CY Salary</i>	<i>CY Min</i>	<i>CY Mid</i>	<i>CY Max</i>	<i>Status</i>	<i>FY16</i>	<i>Increase</i>
Ash	David	County Administrator	34	140,333.08	85,823.93	111,571.10	137,318.28	FT	142,007	1,673.92
Vaughan	Susanne	Central Receptionist	9	36,471.04	25,344.04	32,947.26	40,550.47	FT	36,965	493.96
Walburn	Lora	Deputy Clerk to the BoS / Exec Assist	18	46,784.06	39,316.93	51,112.01	62,907.09	FT	47,551	766.94
Fewell	Brittany	Kennel Attendant I	4	20,113.37	19,857.72	25,815.04	31,772.35	FT	20,501	387.63
Wright	Virginia	Animal Shelter Manager	18	39,823.09	39,316.93	51,112.01	62,907.09	FT	40,590	766.91
Byrd	Barbara	Supervisor Russell	-	2,700.00	-	-	-	Elected	NA	NA
Hobert	J.	Supervisor Berryville	-	2,700.00	-	-	-	Elected	NA	NA
McKay	Beverly	Supervisor White Post	-	2,700.00	-	-	-	Elected	NA	NA
Staelin	John	Supervisor Millwood/Pine Grove	-	2,700.00	-	-	-	Elected	NA	NA
Weiss	David	Supervisor Buckmarsh/Blue Ridge	-	3,000.00	-	-	-	Elected	NA	NA
Cather	Angela	Permit Technician / Admin Assist	11	35,000.00	27,941.81	36,324.35	44,706.89	FT	35,545	545.00
Royston, II	James	Building Official	25	56,035.09	55,322.87	71,919.73	88,516.59	FT	57,114	1,078.91
Barenklau	Mark	Firefighter/EMT – Inter	16	21.41	16.33	21.23	26.13	FT	21.73	0.32
Bryson	Joshua	Firefighter/EMS – Inter	16	13.00	16.33	21.23	26.13	PT	NA	NA
Clowser	Leonard	Firefighter/EMT – Inter	16	15.40	16.33	21.23	26.13	PT	NA	NA
Davis	Allen	Director Fire & EMS	30	70,000.00	70,607.56	91,789.82	112,972.09	FT	71,377	1,376.85
Deal	Marcus	Firefighter/EMT – Inter	16	15.40	16.33	21.23	26.13	PT	NA	NA
DeHaven S	Steve	Firefighter/EMT – Inter	16	21.41	16.33	21.23	26.13	FT	21.73	0.32
Holliday	Trevor	Firefighter/EMT – Inter	16	13.39	16.33	21.23	26.13	PT	NA	NA
Jackson	Don	EMS Supervisor	23	22.37	22.98	29.87	36.76	FT	22.82	0.45
Kennedy	Jacob	Firefighter/EMT – Inter	16	13.39	16.33	21.23	26.13	PT	NA	NA

<i>Last Name</i>	<i>First Name</i>	<i>Title</i>	<i>Grade</i>	<i>FY CY Salary</i>	<i>CY Min</i>	<i>CY Mid</i>	<i>CY Max</i>	<i>Status</i>	<i>FY16</i>	<i>Increase</i>
Laudermilk	John	Firefighter/EMT - Inter	16	15.40	16.33	21.23	26.13	PT	NA	NA
Nalls	Douglas	Firefighter/EMT - Inter	16	13.00	16.33	21.23	26.13	PT	NA	NA
Peach	David	Firefighter/EMT - Inter	16	21.41	16.33	21.23	26.13	FT	21.73	0.32
Radford	Melanie	EMS Billing Coord	16	22.00	16.33	21.23	26.13	PT	NA	NA
Smith	Bryan	Firefighter/EMT – Inter	16	13.39	16.33	21.23	26.13	PT	NA	NA
Taylor	Jeffrey	Firefighter/EMT – Inter	16	15.40	16.33	21.23	26.13	PT	NA	NA
Wenner	Paul	Firefighter/EMT – Inter	16	15.40	16.33	21.23	26.13	PT	NA	NA
Whitacre	Hugh	Firefighter/EMT – Inter	16	15.40	16.33	21.23	26.13	PT	NA	NA
Wilson	Wade	Firefighter/EMT – Inter	16	21.41	16.33	21.23	26.13	FT	21.73	0.32
Wymer	Garrett	Firefighter/EMT – Inter	16	15.40	16.33	21.23	26.13	PT	NA	NA
Fuller	Robert	IT/GIS Administrator	19	50,125.97	41,282.78	53,667.61	66,052.44	FT	50,931	805.01
Russell	Gordon	Director of Info Tech	29	77,368.96	67,245.29	87,418.88	107,592.47	FT	78,680	1,311.28
Drummonds	Dale	Maintenance Tech I	12	41,534.45	29,338.90	38,140.57	46,942.24	FT	42,107	572.11
Huff	Franklin	Maintenance Tech II	14	36,466.42	32,346.14	42,049.98	51,753.82	FT	37,097	630.75
Levi	Robert	Director of Maintenance	29	81,098.59	67,245.29	87,418.88	107,592.47	FT	82,410	1,311.28
Masters	Glen	Maintenance Assistant	8	28,900.00	24,137.18	31,378.34	38,619.49	FT	29,371	470.68
Miller	Ruby	Office Manager Maintenance	19	46,378.83	41,282.78	53,667.61	66,052.44	FT	47,184	805.01
Boothe	Ann	Customer Service Specialist	10	36,487.35	26,611.25	34,594.62	42,577.99	FT	37,006	518.92
Cooke	Lisa	Director of Parks & Rec	29	73,362.26	67,245.29	87,418.88	107,592.47	FT	74,674	1,311.28
Depoy	Sue	Admin Support Tech	7	13.14	22,987.79	29,884.13	36,780.47	PT	NA	NA
Kovak	Brandon	Recreation Center Manager / Fac Sup	18	45,012.46	39,316.93	51,112.01	62,907.09	FT	45,779	766.68
Martin	Shannon	Rec Program Coord	17	47,145.18	37,444.69	48,678.10	59,911.51	FT	47,875	730.17
Myers	Tanya	Administrative Svcs Manager	18	39,823.09	39,316.93	51,112.01	62,907.09	FT	40,590	766.68

<i>Last Name</i>	<i>First Name</i>	<i>Title</i>	<i>Grade</i>	<i>FY CY Salary</i>	<i>CY Min</i>	<i>CY Mid</i>	<i>CY Max</i>	<i>Status</i>	<i>FY16</i>	<i>Increase</i>
Pitcock	Tracey	Rec Program Coord	17	45,941.11	37,444.69	48,678.10	59,911.51	FT	46,671	730.17
Seals	Melinda	Childcare Specialist	15	34,400.68	33,963.44	44,152.47	54,341.51	FT	35,063	662.29
Bean	Debra	Administrative Assistant Planning	10	42,700.31	26,611.25	34,594.62	42,577.99	FT	43,219	518.92
Fincham	Ryan	Senior Planner / Zoning Administrator	24	58,000.00	52,688.45	68,494.98	84,301.51	FT	59,027	1,027.42
Shifflet	Laura	Bio-Solids Monitor	18	-	39,316.93	51,112.01	62,907.09	PT	NA	NA
Stidham	Brandon	Director of Planning	30	92,836.49	70,607.56	91,789.82	112,972.09	FT	94,213	1,376.85
Teetor	Alison	Natural Resources Planner	19	68,635.07	41,282.78	53,667.61	66,052.44	FT	69,440	805.01

Attest: June 16, 2015

David Ash, County Administrator

NRADC

ARCLARKE-2016-1

**NORTHWESTERN
REGIONAL ADULT DETENTION CENTER**

141 Fort Collier Road . Winchester, VA 22603

PH: (540) 665-6374 ext. 2214

FAX: (540) 665-1615

DATE: JUNE 8, 2015

DUE: JULY 15, 2015

INV #: CLARKE FY16-1

CLARKE CO FINANCE DEPARTMENT

ATTENTION: TOM JUDGE

524 WESTWOOD ROAD

BERRYVILLE, VA 22611

INVOICE TOTAL: \$ 130,192.00

EXPENSE FOR FY 2015-2016 OPERATING BUDGET

FIRST QUARTER

COMPUTATION: \$11,598,404 X 4.49% = \$520,768 / 4 QUARTERS

\$130,192.00

READ
* Budgeted @ \$ 515,422 Waiting on Approval *
<input type="checkbox"/> READ

NOTATIONS:

PLEASE MAKE CHECKS PAYABLE TO: TREASURER, FREDERICK COUNTY

C/O NORTHWESTERN REGIONAL ADULT DETENTION CENTER

141 FORT COLLIER ROAD

WINCHESTER VA 22603

Clarke County
Invoice History Report
For the Month of June 2015

VENDOR NAME	ACCOUNT DESC	INVOICE	FULL DESC	INVOICE DATE	AMOUNT
2nd Time Sport	Programs Mat&Sup	CCPR 15/18 WO#4	Softballs	05/11/2015	67.80
2nd Time Sport Total					67.80
Access Independence	Access Ind EntityGift	FY 15 civic Contrib	FY 15 Civic Contribution	06/05/2015	750.00
Access Independence Total					750.00
American Red Cross	Programs CS	10376546	Lifeguarding review	05/23/2015	243.00
American Red Cross	Programs CS	10380933	Training	06/17/2015	237.00
American Red Cross Total					480.00
Anderson Control	Maintenanc CS	13479	Anderson Alarm System Capitol, Alarm Monitoring	06/05/2015	300.00
Anderson Control	Maintenanc CS	016851	Anderson Alarm Monitoring 129 Rams	06/01/2015	216.00
Anderson Control	SherifReno CO Repl	13479	Anderson Alarm System Capitol, Alarm Monitoring	06/05/2015	1,985.58
Anderson Control Total					2,501.58
APCO	Sheriff Misc	APCO Registration	APCO Training for Pamela Hess	06/12/2015	900.00
APCO Total					900.00
Arc Water Treatment	Maintenanc CS	374745	ARC water treatment for JWMS , CooleyU County	06/01/2015	68.97
Arc Water Treatment	Maintenanc CS	374745	ARC water treatment for JWMS , CooleyU County	06/01/2015	41.03
Arc Water Treatment Total					110.00
Architectural Produc	Maintenanc Mat&Sup	5180900-IN	APV Locks for Emergency Services	06/05/2015	711.00
Architectural Produc	SherifReno CO Repl	5156500-IN	APV Locks Sheriffs Dept	04/27/2015	763.00
Architectural Produc	SherifReno CO Repl	5166200-IN	4 locks APV	04/30/2015	1,135.00
Architectural Produc Total					2,609.00
At&t	County Adm Telephone	X06012015	Xpert 08453	05/23/2015	47.91
At&t	IT Telephone	X06012015	Xpert 08453	05/23/2015	334.96
At&t	Registrar Telephone	X06012015	Xpert 08453	05/23/2015	57.41
At&t	Comm Atty Telephone	X06012015	Xpert 08453	05/23/2015	189.64
At&t	Sheriff Telephone	X06012015	Xpert 08453	05/23/2015	1,015.69
At&t	Communicat Telephone	1233	911 long distance bill	06/01/2015	27.49
At&t	Communicat Telephone	X06012015	Xpert 08453	05/23/2015	170.80
At&t	Bldg Insp Telephone	X06012015	Xpert 08453	05/23/2015	60.07
At&t	AnimalCtrl Telephone	X06012015	Xpert 08453	05/23/2015	12.66
At&t	Maintenanc Telephone	X06012015	Xpert 08453	05/23/2015	120.14
At&t	Econ Dev Telephone	X06012015	Xpert 08453	05/23/2015	380.00
At&t Total					2,416.77
Atlantic Tactical	Sheriff Mat&Sup	SI-80518621	POLICE AND PRISON EQUIPMENT AN	05/29/2015	953.96
Atlantic Tactical	Sheriff Mat&Sup	SI-80519694	POLICE AND PRISON EQUIPMENT AN	06/09/2015	532.80
Atlantic Tactical Total					1,486.76
Attic Promotions	Pool Clothing	605	CLOTHING: ATHLETIC, CASUAL, DR	06/15/2015	55.75
Attic Promotions	Programs Clothing	597	T-Shirts	06/11/2015	220.50
Attic Promotions Total					276.25
Avaya Inc	IT Maint Con	2733458589	Xpert 08451, acct 0102064035	06/01/2015	562.15
Avaya Inc	Maintenanc Maint Con	2733458589	Xpert 08451, acct 0102064035	06/01/2015	124.92
Avaya Inc Total					687.07
BB&T	Technology SW/OL Content	BBT06-2015	BB&T Invoice Co Admin 06-2015 IT Charges	06/09/2015	125.00
BB&T	IT CO Adds	BBT06-2015	BB&T Invoice Co Admin 06-2015 IT Charges	06/09/2015	679.96
BB&T	Sheriff CS	1877-06/09/2015	Credit Card Bill	06/09/2015	137.50
BB&T	Sheriff Misc	1877-06/09/2015	Credit Card Bill	06/09/2015	7.20
BB&T	Sheriff Due & Memb	6665-06/09/2015	credit card bill	06/09/2015	50.00
BB&T	Sheriff Mat&Sup	1877-06/09/2015	Credit Card Bill	06/09/2015	277.07
BB&T	Sheriff Mat&Sup	6665-06/09/2015	credit card bill	06/09/2015	52.56
BB&T	Communicat Clothing	6640-06/09/2015	Credit Card Bill	06/09/2015	132.43
BB&T	LitterCtrl Mat&Sup	06-09-151782	HPC postage; HPC awards lunch; Litter grant	06/23/2015	134.22
BB&T	Maintenanc Mat&Sup	0872-060915	BB&T Credit Card 06-09-15	06/09/2015	79.95
BB&T	Pool Mat&Sup	6723-06/09/2015	Visa	06/09/2015	484.59
BB&T	Pool Clothing	6723-06/09/2015	Visa	06/09/2015	175.15
BB&T	Pool Resale Sup	6723-06/09/2015	Visa	06/09/2015	112.25
BB&T	Programs Postal	6723-06/09/2015	Visa	06/09/2015	19.99
BB&T	Programs Mat&Sup	6723-06/09/2015	Visa	06/09/2015	25.10
BB&T	HstPrvCom CS	06-09-151782	HPC postage; HPC awards lunch; Litter grant	06/23/2015	227.31
BB&T	HstPrvCom Postal	06-09-151782	HPC postage; HPC awards lunch; Litter grant	06/23/2015	13.40
BB&T	Maintenanc Mat&Sup	0872-060915	BB&T Credit Card 06-09-15	06/09/2015	150.38
BB&T	Finance Cen Purch	06/09/2015	Bill cycle 6/9/2015	06/09/2015	115.50
BB&T	Sheriff Travel	6608-06/09/2015	Credit Card Bill	06/09/2015	57.20
BB&T	Sheriff Travel	6640-06/09/2015	Credit Card Bill	06/09/2015	349.49
BB&T	Sheriff Travel	6665-06/09/2015	credit card bill	06/09/2015	963.30
BB&T	Sheriff Mat&Sup	1877-06/09/2015	Credit Card Bill	06/09/2015	147.48
BB&T	Sheriff Mat&Sup	1877-06/09/2015	Credit Card Bill	06/09/2015	192.71
BB&T	Sheriff Mat&Sup	6632-06/09/2015	Credit Card Bill	06/09/2015	72.85
BB&T	Sheriff Mat&Sup	6640-06/09/2015	Credit Card Bill	06/09/2015	14.35
BB&T	Sheriff Mat&Sup	6665-06/09/2015	credit card bill	06/09/2015	31.01

Clarke County
Invoice History Report
For the Month of June 2015

VENDOR NAME	ACCOUNT DESC	INVOICE	FULL DESC	INVOICE DATE	AMOUNT
BB&T	Swimming Mat&Sup	0872-060915	BB&T Credit Card 06-09-15	06/09/2015	1,530.33
BB&T	Old Office CO Repl	0872-060915	BB&T Credit Card 06-09-15	06/09/2015	287.28
BB&T	Maintenanc Mat&Sup	0872-060915	BB&T Credit Card 06-09-15	06/09/2015	89.47
BB&T Total					6,735.03
Berryville Auto Part	Sheriff CS	5370-95650	PO 08509 - Tow Charge - Hummer	06/01/2015	40.00
Berryville Auto Part	Sheriff CS	5370-95674	PO 08509 - Vehicle Maintenance	06/02/2015	150.00
Berryville Auto Part	Sheriff CS	5370-95819	PO 08509	06/05/2015	30.00
Berryville Auto Part	Sheriff CS	5370-95828	Vehicle Repair - PO 8509	06/06/2015	15.00
Berryville Auto Part	Sheriff CS	5370-95863	Vehicle Repair - PO 8509	06/06/2015	90.00
Berryville Auto Part	Sheriff CS	5370-95993	Vehicle Repair - PO 08509	06/11/2015	150.00
Berryville Auto Part	Sheriff CS	5370-95999	Vehicle Repair - PO 8509	06/11/2015	20.00
Berryville Auto Part	Sheriff CS	5370-96000	PO 08509	06/11/2015	20.00
Berryville Auto Part	Sheriff CS	5370-96140	PO 08509	06/15/2015	105.00
Berryville Auto Part	Sheriff CS	5370-96157	PO 08509	06/16/2015	20.00
Berryville Auto Part	Sheriff CS	94787	Xpert p.o. 08509, sheriff vehicle repairs	05/05/2015	180.00
Berryville Auto Part	Sheriff CS	94953	Xpert p.o. 08509 vehicle repairs	05/09/2015	65.00
Berryville Auto Part	Sheriff CS	94981	Xpert p.o. 08509, sheriff vehicle repairs	05/11/2015	40.00
Berryville Auto Part	Sheriff Mat&Sup	10070623	Radioshack - Batteries	06/09/2015	14.00
Berryville Auto Part	Sheriff Mat&Sup	5370-95674	PO 08509 - Vehicle Maintenance	06/02/2015	236.49
Berryville Auto Part	Sheriff Mat&Sup	5370-95828	Vehicle Repair - PO 8509	06/06/2015	23.46
Berryville Auto Part	Sheriff Mat&Sup	5370-95863	Vehicle Repair - PO 8509	06/06/2015	99.72
Berryville Auto Part	Sheriff Mat&Sup	5370-95915	PO 08509 - Auto Service	06/09/2015	33.83
Berryville Auto Part	Sheriff Mat&Sup	5370-95993	Vehicle Repair - PO 08509	06/11/2015	223.15
Berryville Auto Part	Sheriff Mat&Sup	5370-96140	PO 08509	06/15/2015	176.02
Berryville Auto Part	Sheriff Mat&Sup	94787	Xpert p.o. 08509, sheriff vehicle repairs	05/05/2015	533.12
Berryville Auto Part	Sheriff Mat&Sup	94925	Xpert p.o. 08509, sheriff vehicle repairs	05/08/2015	38.68
Berryville Auto Part	Sheriff Mat&Sup	94953	Xpert p.o. 08509 vehicle repairs	05/09/2015	20.94
Berryville Auto Part	Sheriff Mat&Sup	94981	Xpert p.o. 08509, sheriff vehicle repairs	05/11/2015	22.93
Berryville Auto Part	Maintenanc Mat&Sup	5370-96198	BA Maint 1997 Ford break repairs	06/17/2015	568.55
Berryville Auto Part	Maintenanc Mat&Sup	5370-95908	BA animal shelter van parts	06/09/2015	61.00
Berryville Auto Part Total					2,976.89
Berryville Farm	AnimalCtrl Mat&Sup	1095327	BF Animal pig food	06/12/2015	16.95
Berryville Farm	AnimalCtrl Mat&Sup	1095919	BF Animal pig food	06/19/2015	16.95
Berryville Farm Total					33.90
Berryville True Valu	Maintenanc Mat&Sup	073269	BH Maint. weedkiller, hoe	06/22/2015	86.98
Berryville True Valu	Rec Center Mat&Sup	73146	Programs	06/12/2015	10.99
Berryville True Valu	Pool Mat&Sup	73172	Ant Bait	06/15/2015	13.57
Berryville True Valu	Pool Mat&Sup	73235	Supplies	06/22/2015	34.47
Berryville True Valu	Pool Mat&Sup	73260	supplies	06/22/2015	31.24
Berryville True Valu	Programs Mat&Sup	73026	Supplies	06/03/2015	38.98
Berryville True Valu	Programs Mat&Sup	73330	Supplies	06/25/2015	4.63
Berryville True Valu	Maintenanc Mat&Sup	073103	BH Sheriffs Dept Wood Filler	06/10/2015	3.99
Berryville True Valu	Maintenanc Mat&Sup	073123	BH Sheriff's Dept Aluminum bar and body filler	06/11/2015	19.48
Berryville True Valu	Maintenanc Mat&Sup	073124	BH Sheriff return aluminum bar	06/11/2015	-1.50
Berryville True Valu	Maintenanc Mat&Sup	073385	BH 100 N. DJ Oak Pan nail , saftey chain	06/30/2015	20.53
Berryville True Valu	Maintenanc Mat&Sup	073387	BH 100 N. Jack chain and cord	06/30/2015	17.93
Berryville True Valu	Maintenanc Mat&Sup	073390	BH 100 N. nylon cord	06/30/2015	1.96
Berryville True Valu	Maintenanc Mat&Sup	072997	Prm Adhesive	06/02/2015	11.98
Berryville True Valu	Maintenanc Mat&Sup	073241	BH REC Center P Tee seal tape, nuts washers	06/19/2015	5.07
Berryville True Valu	Maintenanc Mat&Sup	072902	BH Pool Muriatic Acid	05/26/2015	17.98
Berryville True Valu	Maintenanc Mat&Sup	073095	BH Pool Mini claps	06/09/2015	5.16
Berryville True Valu	Maintenanc Mat&Sup	073160	BH Pool poly tube, gfi cover	06/15/2015	45.99
Berryville True Valu	Maintenanc Mat&Sup	073170	BH Pool elect tape clear cover	06/15/2015	14.28
Berryville True Valu	Maintenanc Mat&Sup	073368	BH Pool shower handle	06/29/2015	16.99
Berryville True Valu	Maintenanc Mat&Sup	072952	Field Marking Lime	05/29/2015	299.40
Berryville True Valu Total					700.10
Beth Shoemaker	Programs Refunds	196691	Refund	06/24/2015	57.00
Beth Shoemaker Total					57.00
B-K Office Supply	Registrar Mat&Sup	96854-0	File, Lgl, 5drw,w/lock	06/25/2015	473.00
B-K Office Supply Total					473.00
Blatz, Joseph	Spout EPA CS	Septic Pumpout #3	Septic Pumpout #3 (EPA Spout Run Pjt)	04/22/2015	150.00
Blatz, Joseph Total					150.00
Blue Ridge Wildlife	Programs Group Trip	BRWL07/10/15	Field Trip	06/09/2015	325.00
Blue Ridge Wildlife Total					325.00
Bouffault, Robina	Plan Com Board Fe	6-2-15 & 6-5-15	Attendance @ 6-2-15 & 6-5-15 PC mtgs	06/09/2015	50.00
Bouffault, Robina Total					50.00
Brandon Stidham	Plan Adm Mileage	stidham06-22-2015	Travel Mileage to NSVRC meetings	06/23/2015	163.30
Brandon Stidham Total					163.30

Clarke County
Invoice History Report
For the Month of June 2015

VENDOR NAME	ACCOUNT DESC	INVOICE	FULL DESC	INVOICE DATE	AMOUNT
Broys Car Wash	Sheriff CS	05-31-15	May 2015 Car Washes	05/31/2015	180.50
Broys Car Wash Total					180.50
BSN Sports Inc	Programs Mat&Sup	96953422	Seamless Roller	05/21/2015	35.08
BSN Sports Inc	Programs Mat&Sup	96953453	Roller	05/21/2015	70.98
BSN Sports Inc	Programs Mat&Sup	96972249	Handle	06/01/2015	33.00
BSN Sports Inc Total					139.06
Buckley, Randy	Plan Com CS	6-2-15 & 6-5-15	Attendance @ 6-2-15 & 6-5-15 PC meetings	06/09/2015	50.00
Buckley, Randy Total					50.00
BW Wilson Paper	Finance Cen Purch	1822197	Copy paper on VA contract E194	05/18/2015	995.57
BW Wilson Paper Total					995.57
Caldwell, Anne	Plan Com Board Fe	June 2, 3, 2015	Attendance @ 6-2-15 & 6-7-15 PC meetings	06/09/2015	100.00
Caldwell, Anne Total					100.00
Capelli, Len	Econ Dev Mileage	capelli05292015	Mileage	05/29/2015	155.68
Capelli, Len Total					155.68
Cardillo, Robin Couc	Dev Rights CS	CEA 15-128-006	Robin Cardillo prep work photo contest	06/12/2015	1,280.00
Cardillo, Robin Couc Total					1,280.00
Carol Runge	Programs Refunds	196689	Refund	06/24/2015	90.00
Carol Runge Total					90.00
Chatman, Stacey	Programs CS	5/15/15	Xpert 08520 Zumba classes May 2015	05/15/2015	730.60
Chatman, Stacey	Programs CS	chatman061615	Programs	06/15/2015	696.15
Chatman, Stacey Total					1,426.75
Chief Supply Corp	Sheriff Clothing	289448	Dress Shoes	05/26/2015	79.49
Chief Supply Corp	Sheriff Clothing	290514	Name Plate	05/27/2015	17.99
Chief Supply Corp	Sheriff Clothing	291456	BDU Pants	05/28/2015	53.84
Chief Supply Corp	Sheriff Clothing	292511	Uniform BDU Shirt	05/29/2015	53.84
Chief Supply Corp	Sheriff Clothing	295481	Badge - Uniform	06/03/2015	71.15
Chief Supply Corp	Sheriff Clothing	296968	Uniforms	06/05/2015	101.90
Chief Supply Corp	Sheriff Clothing	708924	Name Plate	06/15/2015	17.99
Chief Supply Corp Total					396.20
City of Winchester	Juv DetCtr Intergov	10370	JDC Operations - Clarke County FY2015 4th Quarte	06/03/2015	9,769.25
City of Winchester Total					9,769.25
Clarke County Health	Parks Adm Due & Memb	05/31/15	Fairman, Gibson, Spain	05/19/2015	40.62
Clarke County Health Total					40.62
Clarke County Sherif	Sheriff Postal	pettycash20150605	Petty Cash Check 4/2/15 - 6/5/15	06/05/2015	42.84
Clarke County Sherif	Sheriff Travel	pettycash20150605	Petty Cash Check 4/2/15 - 6/5/15	06/05/2015	151.59
Clarke County Sherif	Sheriff Misc	pettycash20150605	Petty Cash Check 4/2/15 - 6/5/15	06/05/2015	23.00
Clarke County Sherif	Sheriff Mat&Sup	pettycash20150605	Petty Cash Check 4/2/15 - 6/5/15	06/05/2015	39.07
Clarke County Sherif	Sheriff Clothing	pettycash20150605	Petty Cash Check 4/2/15 - 6/5/15	06/05/2015	12.00
Clarke County Sherif	Sheriff Mat&Sup	pettycash20150605	Petty Cash Check 4/2/15 - 6/5/15	06/05/2015	97.96
Clarke County Sherif Total					366.46
Clean H2O Center	Pool Mat&Sup	103982		06/15/2015	20.03
Clean H2O Center Total					20.03
Combs Wastewater Man	Maintenanc CS	5144	Combs Park rental for porta potties	06/01/2015	65.00
Combs Wastewater Man Total					65.00
Comcast	IT Telephone	35437722	Xpert p.o. 08447 May/June services	05/15/2015	850.00
Comcast Total					850.00
Commercial Press	Clk of CC Mat&Sup	115305	Envelopes	06/12/2015	115.63
Commercial Press	Sheriff Mat&Sup	115304	Buiness Cards - J Hough	06/08/2015	46.75
Commercial Press Total					162.38
Cossette, Jennifer	Programs CS	6/1/15	Programs	06/01/2015	98.00
Cossette, Jennifer Total					98.00
Costco	Pool Mat&Sup	ccpr 15/24	Supplies	06/25/2015	35.95
Costco	Programs Mat&Sup	ccpr15/22	Food, playcamp	06/17/2015	68.45
Costco	Concession Resale Sup	CCPR 15/21	Food for Concessions	05/28/2015	328.63
Costco	Concession Resale Sup	ccpr 15/24	Supplies	06/25/2015	310.55
Costco	Concession Resale Sup	ccpr15/22	Food, playcamp	06/17/2015	157.15
Costco Total					900.73
County of Frederick	RefuseDisp Intergov	2105-0006	Clarke Co Residential Landfill Invoice for 05-2015	06/02/2015	922.44
County of Frederick	RefuseDisp Intergov	80001-0006	Landfill charges - brush removal, car tires & resid	06/02/2015	240.68
County of Frederick Total					1,163.12
County of Warren	Vol Fire EntityGift	1678	FY 2015 Shenandoah Farms Fire Dept	06/15/2015	25,000.00
County of Warren Total					25,000.00
DDL Business Sys	Parks Adm Maint Con	62262	Xpert p.o. 08504 CCPRD SN 3807	05/25/2015	491.25
DDL Business Sys Total					491.25
Dehaven Berkeley	Sheriff Mat&Sup	RT03-003750	Water/Handling Fee	03/12/2015	30.80
Dehaven Berkeley	Sheriff Mat&Sup	RT03-004315	Water Delivery	06/04/2015	24.85
Dehaven Berkeley	Maintenanc Wat & Sew	603553	Dehaven Maint June water rental	06/15/2015	11.00
Dehaven Berkeley	Maintenanc Wat & Sew	RT03-004309	Dehaven 3 5 gallons of water	06/04/2015	18.85

Clarke County
Invoice History Report
For the Month of June 2015

VENDOR NAME	ACCOUNT DESC	INVOICE	FULL DESC	INVOICE DATE	AMOUNT
Dehaven Berkeley	Maintenanc Wat & Sew	603446	Dehaven Sheriff June water cooler rental	06/15/2015	9.00
Dehaven Berkeley	Maintenanc Wat & Sew	RT03-004310	Dehaven 2-5 gallons of water	06/04/2015	12.90
Dehaven Berkeley Total					107.40
Department of State	Parks Adm Due & Memb	569333	Bckgrd checks done in June Wrong Vendor last che	07/01/2015	95.00
Department of State Total					95.00
DMV	Treasurer DMV Stop	15149401	DMV Stops	05/29/2015	60.00
DMV Total					60.00
Fincham, Ryan	Plan Adm Mileage	Fincham-053115	Mileage for May 2015	06/12/2015	41.44
Fincham, Ryan Total					41.44
Food Lion	Pool Mat&Sup	281164251095	supplies	06/23/2015	17.94
Food Lion	Programs Mat&Sup	281164221082	Food for AfterSchool	06/03/2015	69.02
Food Lion	Programs Mat&Sup	281164231090	Programs	06/11/2015	27.70
Food Lion	Concession Resale Sup	2811642310840	Concession	06/08/2015	13.40
Food Lion	Concession Resale Sup	2811642310857	Concessions	06/08/2015	19.36
Food Lion Total					147.42
Frederick-Winchester	Sanitation Intergov	166	May 2015 Svc Chg, New Cap Cost, O&M Recovery (06/08/2015	2,454.20
Frederick-Winchester Total					2,454.20
Fuller, Rob	IT Travel	Fuller-06/25/15	Mileage Reimbursement	07/01/2015	30.52
Fuller, Rob Total					30.52
Galls/Best Uniforms	Sheriff Clothing	0003579596	Boots	05/27/2015	90.95
Galls/Best Uniforms	Sheriff Clothing	003555320	Uniform - Chevrons	05/20/2015	24.95
Galls/Best Uniforms	Sheriff Clothing	003579639	Duty Holster	05/27/2015	158.00
Galls/Best Uniforms	Sheriff Clothing	003601223	Uniform Pants	06/01/2015	84.43
Galls/Best Uniforms	Sheriff Clothing	003655906	Uniforms - Richman	06/12/2015	204.73
Galls/Best Uniforms Total					563.06
GCA	Maintenanc Maint Con	666644	Xpert 08507 - govt cleaning may 2015	05/01/2015	5,992.39
GCA	Maintenanc Maint Con	672212	GCA Cleaning for June 2015	06/01/2015	3,660.01
GCA	Maintenanc Maint Con	672212	GCA Cleaning for June 2015	06/01/2015	2,332.38
GCA	Maintenanc Maint Con	672212	GCA Cleaning for June 2015	06/01/2015	117.41
GCA	Maintenanc Maint Con	666644	Xpert 08507 - govt cleaning may 2015	05/01/2015	1,387.51
GCA	Maintenanc Maint Con	672212	GCA Cleaning for June 2015	06/01/2015	1,387.51
GCA Total					14,877.21
General Sales of Vir	Maintenanc Mat&Sup	215007497	General Sales cleaning supplies	05/25/2015	561.12
General Sales of Vir Total					561.12
Ginger Gray	Programs Refunds	1964591	Refund	06/23/2015	190.00
Ginger Gray Total					190.00
Grainger Inc	AnimalCtrl Mat&Sup	9747172824	Circuit Breaker Finder	05/20/2015	54.80
Grainger Inc	Maintenanc Mat&Sup	9745497769	Batteries	05/19/2015	86.64
Grainger Inc	Maintenanc Mat&Sup	976882566	Grainger Maint . Boyce Park , Lamp holers ties, r	06/17/2015	19.35
Grainger Inc	Maintenanc Mat&Sup	976882566	Grainger Maint . Boyce Park , Lamp holers ties, r	06/17/2015	122.40
Grainger Inc Total					283.19
Great Country	Programs Group Trip	150327	Field Trip	06/12/2015	360.00
Great Country Total					360.00
Greatscapes	Maintenanc CS	9185	Greatscapes weedcontrol at CC	06/29/2015	100.00
Greatscapes	Maintenanc Maint Con	9114	Mowing services for May 2015	06/01/2015	8,995.00
Greatscapes	Maintenanc Maint Con	9164	Greatscapes County/Park Vegetation Control	06/11/2015	920.00
Greatscapes Total					10,015.00
Haggard, Gabrielle	Programs CS	Haggard05/28/15	Programs	05/28/2015	210.80
Haggard, Gabrielle Total					210.80
Hall, Monahan	Legal Svc CS	Hall Comcast 6082015	Comcast Cable Franchise	06/08/2015	406.00
Hall, Monahan	Legal Svc CS	May 2015 Legal Svcs	General File Legal Services for May 2015	06/04/2015	125.00
Hall, Monahan	EMS CS	May 2015 Legal Svcs	General File Legal Services for May 2015	06/04/2015	1,367.50
Hall, Monahan	Plan Adm CS	May 2015 Legal Svcs	General File Legal Services for May 2015	06/04/2015	412.50
Hall, Monahan	Maintenanc CS	Hall 06042015	Legal Svcs - Joint Gov Center	06/04/2015	622.30
Hall, Monahan	Dev Rights CS	2050056-060415	Legal Services for April thru May 2015	06/09/2015	785.00
Hall, Monahan	Maintenanc CS	Hall 06042015	Legal Svcs - Joint Gov Center	06/04/2015	370.20
Hall, Monahan Total					4,088.50
Harper and Company	Pool Chemicals	0095697	Xpert 08367 pool chemicals	05/21/2015	3,685.00
Harper and Company Total					3,685.00
Hershey Creamery	Concession Resale Sup	INVE0009525536	Ice Cream	05/28/2015	256.08
Hershey Creamery	Concession Resale Sup	inve0009564028	Ice Cream	06/09/2015	546.80
Hershey Creamery	Concession Resale Sup	inve0009578726	Ice Cream Concession	06/16/2015	368.48
Hershey Creamery	Concession Resale Sup	INVE0009618355	Ice Cream	06/24/2015	748.56
Hershey Creamery Total					1,919.92
Hess, Pam	Communicat Mat&Sup	Hess06142015	reimbursement hdmi/pc connector	06/14/2015	26.31
Hess, Pam Total					26.31
Hortons Nursery Inc	Parks Adm Mat&Sup	542064	Mulch	06/02/2015	722.00
Hortons Nursery Inc Total					722.00

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Hunt Brothers Pizza	Concession Resale Sup	226018645	Pizza	06/18/2015	784.30
Hunt Brothers Pizza	Concession Resale Sup	524372	Pizza For COncession	06/06/2015	594.60
Hunt Brothers Pizza Total					1,378.90
Independent Statione	Finance Cen Purch	IN-000529118	OFFICE SUPPLIES, GENERAL	05/29/2015	190.07
Independent Statione Total					190.07
Intab	Electoral Mat&Sup	143490A	Table Top Voting booths	06/25/2015	760.79
Intab Total					760.79
Jamie Jacobson	Programs Refunds	195729	Refund	06/12/2015	95.00
Jamie Jacobson Total					95.00
Jennifer Mooney	Programs Refunds	196567	Refund	06/23/2015	90.00
Jennifer Mooney	Programs Refunds	196687	Refund	06/24/2015	55.00
Jennifer Mooney Total					145.00
John Myer	Spout EPA CS	Septic Pumpout #4	Sprout Run TMDL Implementation DEQ 319 15832	04/24/2015	100.00
John Myer Total					100.00
Johnson, Emily	Finance Mileage	Johnson06302015	Mileage/USPS Reimbursement	06/30/2015	32.76
Johnson, Emily Total					32.76
Johnston, Jane	Programs CS	Johnston05152015	FITT over 40 classes	05/15/2015	568.33
Johnston, Jane Total					568.33
Jordan Springs Marke	Dev Rights CS	06-22-15	CEA Donor Dinner catered	06/23/2015	1,345.00
Jordan Springs Marke	Dev Rights CS	06-24-2015	Donor Dinner catered by Jordan Springs Market	06/24/2015	490.00
Jordan Springs Marke Total					1,835.00
Kalbian, Maral	HstPrvCom CS	06-01-2015	Consulting services for HPC	06/03/2015	440.00
Kalbian, Maral Total					440.00
Kiefer	Pool Mat&Sup	519227	519227	05/20/2015	157.90
Kiefer	Pool Mat&Sup	525552	Fins and Clock	06/03/2015	971.34
Kiefer	Pool Mat&Sup	527444	Fins	06/08/2015	17.45
Kiefer	Pool Mat&Sup	529855	Fins	06/12/2015	436.25
Kiefer	Pool Mat&Sup	530774	Umbrellas	06/15/2015	194.60
Kiefer Total					1,777.54
Kruhm, Douglas	Plan Com Board Fe	6-2-15 & 6-5-15	Attendance @ 6-2-15 & 6-5-15 PC meetings	06/09/2015	50.00
Kruhm, Douglas Total					50.00
KV Vet Supply	AnimalCtrl Mat&Sup	5498040	syringes and meds for cats	06/03/2015	409.70
KV Vet Supply	AnimalCtrl Mat&Sup	5498042	shots for dogs and cats	06/03/2015	653.80
KV Vet Supply Total					1,063.50
Language Line Servc	Communicat CS	3616573	foreign language interpretation via phone	05/31/2015	22.25
Language Line Servc Total					22.25
Lee, Frank	Plan Com Board Fe	6-2-15 & 6-5-15	Attendance @ June 2 & 5 PC meetings	06/09/2015	50.00
Lee, Frank Total					50.00
LexisNexis	County Adm Due & Memb	72655488	Va Code_15_Supp	06/24/2015	489.71
LexisNexis	Clk of CC Mat&Sup	71506802	Off srch/szr 15 st ce sum w/cd	05/19/2015	34.44
LexisNexis Total					524.15
Logan Systems Inc	Clk of CC Microfilm	46819	Computer Indexing	06/15/2015	424.96
Logan Systems Inc Total					424.96
Lowe's	Maintenanc Mat&Sup	34952 060315	wood red oak square	06/03/2015	9.09
Lowe's	Pool Mat&Sup	910379	supplies	05/20/2015	18.98
Lowe's	Programs Mat&Sup	14970223	Chain Chrome, chain polished	06/10/2015	19.68
Lowe's	Programs Mat&Sup	910379	supplies	05/20/2015	23.73
Lowe's Total					71.48
Lucy Ashby	Programs Refunds	195196	Refund	06/08/2015	26.00
Lucy Ashby Total					26.00
Malone, Gwendolyn	Plan Com Board Fe	6-2-15 & 6-5-15	Attendance @ 6-2-15 & 6-5-15 PC Meetings	06/08/2015	100.00
Malone, Gwendolyn Total					100.00
Mansfield Oil Co	County Adm Veh Fuel	SQLCD/00109528	Fuel 05/01 -05/15	05/19/2015	29.00
Mansfield Oil Co	County Adm Veh Fuel	SQLCD/00112592	fuel purchases 06/01-06/15	06/18/2015	77.82
Mansfield Oil Co	Sheriff Veh Fuel	SQLCD/00111159	5/16-31/2015 Fuel	06/02/2015	2,072.21
Mansfield Oil Co	Sheriff Veh Fuel	SQLCD/00112632	Fuel 6/1-15/2015	06/18/2015	2,112.46
Mansfield Oil Co	EMS Veh Fuel	SQLCD/00109528	Fuel 05/01 -05/15	05/19/2015	32.10
Mansfield Oil Co	EMS Veh Fuel	SQLCD/00112592	fuel purchases 06/01-06/15	06/18/2015	43.01
Mansfield Oil Co	Bldg Insp Veh Fuel	SQLCD/00109528	Fuel 05/01 -05/15	05/19/2015	84.55
Mansfield Oil Co	Bldg Insp Veh Fuel	SQLCD/00112592	fuel purchases 06/01-06/15	06/18/2015	77.28
Mansfield Oil Co	AnimalCtrl Veh Fuel	SQLCD/00109528	Fuel 05/01 -05/15	05/19/2015	29.08
Mansfield Oil Co	AnimalCtrl Veh Fuel	SQLCD/00112592	fuel purchases 06/01-06/15	06/18/2015	38.32
Mansfield Oil Co	Maintenanc Veh Fuel	SQLCD/00109528	Fuel 05/01 -05/15	05/19/2015	137.02
Mansfield Oil Co	Maintenanc Veh Fuel	SQLCD/00112592	fuel purchases 06/01-06/15	06/18/2015	170.06
Mansfield Oil Co	Parks Adm Veh Fuel	SQLCD/00112592	fuel purchases 06/01-06/15	06/18/2015	10.74
Mansfield Oil Co Total					4,913.65
Marconi, Gloria	Dev Rights CS	06022015	Design & production color poster photo contest	06/03/2015	150.00
Marconi, Gloria Total					150.00

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Marple, Beth	Comm Atty Witness	marple05262015	Reimburse victim lunch	05/26/2015	15.85
Marple, Beth Total					15.85
Matsch Systems	IT CS	2278	Xpert p.o. 08446 net-phacs for June 2015	05/01/2015	200.00
Matsch Systems	IT CS	2297	#2297 Net Phacs for July 2015	06/01/2015	200.00
Matsch Systems Total					400.00
Maurice Electrical	Maintenanc Mat&Sup	S103794269.001	Maurice Rec Center lights	06/17/2015	110.26
Maurice Electrical Total					110.26
McDonald, Jerry C	Old Office CO Repl	1356	Jerry McD. Park Shed	06/18/2015	1,110.00
McDonald, Jerry C	Sitework CO Adds	1347-2	Jerry McD Park IFB#14-1209 West Side Soil Project	06/18/2015	15,000.00
McDonald, Jerry C Total					16,110.00
Merritt Sanitation	Maintenanc CS	28542	Merritts Park Septic	05/16/2015	195.00
Merritt Sanitation Total					195.00
Montgomery, Christel	Programs CS	6/15/15	Contracted Payment	06/15/2015	1,582.00
Montgomery, Christel	Programs Mat&Sup	Beamreplacement	Beam Recovery Kit	06/04/2015	196.00
Montgomery, Christel Total					1,778.00
Ms. Robin Haynes	Rev Rf BP Refunds	B-15-150235	Refund for inspection not required	05/18/2015	40.80
Ms. Robin Haynes Total					40.80
Nyisha Cook	Programs Refunds	196763	Refund	06/25/2015	30.00
Nyisha Cook Total					30.00
Office Depot	Finance Cen Purch	771024552001	OFFICE SUPPLIES, GENERAL	05/18/2015	59.04
Office Depot	Finance Cen Purch	773150214001	OFFICE SUPPLIES, GENERAL	06/01/2015	51.29
Office Depot Total					110.33
Ohrstrom, George II	Plan Com Board Fe	6-2-15 & 6-5-15	Attendance @ 6-2-15 & 6-5-15 PC Meetings	06/09/2015	100.00
Ohrstrom, George II Total					100.00
Opus Oaks	Programs CS	6/15/15	Programs	06/15/2015	856.00
Opus Oaks Total					856.00
Orchid Event Sol	Sheriff Travel	32C68S4RQ	Hotel reservations for trainin	06/12/2015	1,573.24
Orchid Event Sol Total					1,573.24
People GIS	IT Maint Con	1807-1	Original Voided-Annual Mapsonline 12/1-06/30	12/01/2014	2,333.33
People GIS Total					2,333.33
Piedmont Geotechnica	Plan Adm Eng & Arch	1828A	Resistivity Test-Gallagher property	06/12/2015	185.00
Piedmont Geotechnica Total					185.00
Pitney Bowes	District C Postal	1685355-JN15	Leasing charges	06/13/2015	159.00
Pitney Bowes	J&D Court Postal	8317266-JN15	Leasing charges	06/13/2015	93.00
Pitney Bowes	Sheriff Postal	340488	7/1-9/30/15 Rental Charges	06/03/2015	90.46
Pitney Bowes Total					342.46
Police and Sheriffs	Sheriff Clothing	69730	ID Cards	05/29/2015	17.49
Police and Sheriffs	Sheriff Clothing	69758	ID Card	06/02/2015	17.49
Police and Sheriffs Total					34.98
Quill Corporation	EMS Mat&Sup	4510048	OFFICE SUPPLIES, GENERAL	05/26/2015	31.60
Quill Corporation	EMS Mat&Sup	4527380	OFFICE SUPPLIES, GENERAL	05/26/2015	14.44
Quill Corporation	EMS Mat&Sup	4531919	OFFICE SUPPLIES, GENERAL	05/27/2015	39.08
Quill Corporation	EMS Mat&Sup	4533349	OFFICE SUPPLIES, GENERAL	05/27/2015	14.92
Quill Corporation Total					100.04
Rappahannock Electri	Maintenanc Electric	1149385761-06052015	101 Chalmers ct 04/10-05/10	06/05/2015	2,368.42
Rappahannock Electri	Maintenanc Electric	2048188888-060515	REC/100,102,104 N. Church	06/05/2015	631.26
Rappahannock Electri	Maintenanc Electric	8894188888-060515	REC 1531 Springberry Overpayment	06/05/2015	-28.82
Rappahannock Electri	Maintenanc Electric	2048188888-060515	REC/100,102,104 N. Church	06/05/2015	1,439.12
Rappahannock Electri	Maintenanc Electric	2048188888-060515	REC/100,102,104 N. Church	06/05/2015	756.75
Rappahannock Electri	Maintenanc Electric	3750088888-060515	REC 104 Elect	06/05/2015	41.23
Rappahannock Electri	Maintenanc Electric	7658188888-060515	REC Animal Shelter Elect	06/05/2015	454.33
Rappahannock Electri	Maintenanc Electric	0775388888-060515	REC-524Westwood	06/05/2015	127.36
Rappahannock Electri	Maintenanc Electric	1650088888-060515	REC/Park/Baseball/Pool	06/05/2015	73.72
Rappahannock Electri	Maintenanc Electric	2750088888-060515	REC/Park,Pool,Soc,Rec Overpayment 5/29/15	06/05/2015	228.17
Rappahannock Electri	Maintenanc Electric	1650088888-060515	REC/Park/Baseball/Pool	06/05/2015	44.93
Rappahannock Electri	Maintenanc Electric	1650088888-060515	REC/Park/Baseball/Pool	06/05/2015	161.06
Rappahannock Electri	Maintenanc Electric	0801388888-060515	REC/ 311 E. Main	06/05/2015	91.14
Rappahannock Electri	Maintenanc Electric	4980388888-060515	REC Social Service	06/05/2015	511.22
Rappahannock Electri	Maintenanc Electric	4455288888-060515	REC 129 Ramsburg elect	06/05/2015	210.27
Rappahannock Electri	Maintenanc Electric	1149385761-06052015	101 Chalmers ct 04/10-05/10	06/05/2015	1,408.97
Rappahannock Electri Total					8,519.13
RECREONICS INC	Maintenanc Mat&Sup	689910	12' Fiberglass Diving Board	05/20/2015	1,249.46
RECREONICS INC Total					1,249.46
Republic Services	LitterCtrl CS	362658	Xpert p.o. 08456, litter services 5/1-5/31/15	04/30/2015	342.00
Republic Services	LitterCtrl Mat&Sup	0976-000364883	Xpert 08456 Litter containers 6/1-6/30/15	05/31/2015	150.00
Republic Services	Maintenanc Maint Con	361340	Xpert p.o. 08455, government dumpsters for May	04/26/2015	2,863.03
Republic Services	Maintenanc Maint Con	363432	Xpert p.o. 08455, govt service 6/1-6/30/15	05/26/2015	879.78
Republic Services Total					4,234.81

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Ricoh Usa	Tk Improve CO Repl	1055184977	Xpert 08828 Copier 2nd floor 101 Chalmers Court	05/22/2015	10,919.00
Ricoh Usa Total					10,919.00
Riddleberger Bros	Maintenanc CS	89704	RBI @ 102 NChurch adjust 410A	05/18/2015	198.50
Riddleberger Bros Total					198.50
Roberta Ryan	Programs Refunds	196747	Refund	06/25/2015	80.00
Roberta Ryan Total					80.00
Romney Cycles	Sheriff Mat&Sup	Romney20150612A	AUTOMOBILES, SCHOOL BUSES, SUV	06/12/2015	9,029.20
Romney Cycles	Sheriff Mat&Sup	Romney20150612B	AUTOMOBILES, SCHOOL BUSES, SUV	06/12/2015	1,050.00
Romney Cycles Total					10,079.20
Roseville Vet Hospit	AnimalCtrl CS	125056	rabies vac for Benji	03/24/2015	16.25
Roseville Vet Hospit	AnimalCtrl CS	126246	Medicine Metronidaxole , Endosorb Tab	04/29/2015	35.99
Roseville Vet Hospit	AnimalCtrl CS	126283	rabies vac for Kacey	04/29/2015	16.25
Roseville Vet Hospit	AnimalCtrl CS	126294	rabies vac Tux	04/29/2015	16.25
Roseville Vet Hospit	AnimalCtrl CS	126478	rabies vac daisy	05/04/2015	16.25
Roseville Vet Hospit	AnimalCtrl CS	126593	rabies for Ozzy , Ethan	05/08/2015	32.50
Roseville Vet Hospit	AnimalCtrl CS	126730	rabies vac & hernia repair	05/12/2015	177.45
Roseville Vet Hospit	AnimalCtrl CS	126983	Canine Purina EN 32#	05/19/2015	70.16
Roseville Vet Hospit	AnimalCtrl CS	127240	Roseville ACO Speial Food	05/27/2015	70.16
Roseville Vet Hospit	AnimalCtrl CS	127586	Roseville ACO rabies	06/05/2015	16.25
Roseville Vet Hospit	AnimalCtrl CS	127813	Roseville ACO rabies	06/11/2015	16.25
Roseville Vet Hospit	AnimalCtrl CS	127928	Roseville ACO 2 rabies	06/15/2015	32.50
Roseville Vet Hospit	AnimalCtrl CS	127956	Roseville ACO Special Food	06/16/2015	70.16
Roseville Vet Hospit	AnimalCtrl CS	127960	Roseville ACI exam, meds	06/16/2015	92.42
Roseville Vet Hospit	AnimalCtrl CS	127976	Roseville ACO exam and meds	06/16/2015	83.76
Roseville Vet Hospit	AnimalCtrl CS	128104	Roseville ACO exam, meds	06/20/2015	86.49
Roseville Vet Hospit	AnimalCtrl CS	128293	Roseville ACO Rabies	06/25/2015	16.25
Roseville Vet Hospit	Maintenanc CS	126449	Canine Purina EN 32# Otis	05/04/2015	58.84
Roseville Vet Hospit Total					924.18
Schenck Foods Compan	Programs Mat&Sup	6049234	Food for PlayCamp	06/02/2015	487.09
Schenck Foods Compan	Programs Mat&Sup	6052268	Play Camp Food	06/09/2015	71.35
Schenck Foods Compan	Programs Mat&Sup	6057690	Play Camp	06/23/2015	65.82
Schenck Foods Compan	Programs Mat&Sup	6060523	Play Camp	06/30/2015	104.27
Schenck Foods Compan	Concession Resale Sup	6049235	Food	06/02/2015	75.00
Schenck Foods Compan	Concession Resale Sup	6057691	Concession	06/23/2015	75.00
Schenck Foods Compan Total					878.53
Secure Shred	Sheriff CS	7380	Onsite Shredding	06/04/2015	25.00
Secure Shred Total					25.00
Shenandoah Area Agen	SAAA EntityGift	4th Qtr 2015-1	4th quarter 2015 contribution	05/04/2015	10,000.00
Shenandoah Area Agen Total					10,000.00
Shenandoah Valley Wa	Parks Adm Lease&Rent	F131000000-15	Water	05/20/2015	134.98
Shenandoah Valley Wa Total					134.98
Shifflett, Laura	Biosolids Mileage	shifflett06122015	Mileage for Biosolids monitoring	06/15/2015	34.16
Shifflett, Laura Total					34.16
Shiley, Robert	Programs CS	6-2-15	Souled out concert	06/02/2015	2,700.00
Shiley, Robert Total					2,700.00
Shred-It	Com of Rev CS	9406047168	Shredding services	06/02/2015	23.59
Shred-It	Treasurer CS	9405911680	Shredding Service	05/22/2015	23.59
Shred-It	Treasurer CS	9405930429	Shredding Service	05/21/2015	23.59
Shred-It	Treasurer CS	9406047169	Shredding Service	06/02/2015	23.59
Shred-It Total					94.36
Signet Screen Printi	Communicat Clothing	10815	ECC jersey style shirts	06/15/2015	58.19
Signet Screen Printi	Communicat Clothing	10819	ECC Button up uniform shirts	06/19/2015	81.35
Signet Screen Printi	Programs Advertise	10871	Movie Banner	06/16/2015	70.00
Signet Screen Printi	Programs Mat&Sup	10405	Banner	05/20/2015	25.00
Signet Screen Printi Total					234.54
Sit On It	Clk of CC Mat&Sup	966914-1	FURNITURE: OFFICE	05/29/2015	232.76
Sit On It Total					232.76
Skyline Paintball &	Programs Group Trip	36	Field Trip	06/26/2015	220.00
Skyline Paintball & Total					220.00
Southern Refrigerati	Maintenanc Mat&Sup	367952	Southern Re Joint Admin contactors , tstat	06/02/2015	113.48
Southern Refrigerati Total					113.48
Southern Software In	Sheriff Mat&Sup	233997	COMPUTER SOFTWARE FOR MINI AND	06/12/2015	7,250.00
Southern Software In Total					7,250.00
Sponsellers Flower S	BoS Miscellaneous Expendit	712015	Boothe, Russell	07/01/2015	149.50
Sponsellers Flower S Total					149.50
Staples Technology S	Finance Cen Purch	BUP194	OFFICE SUPPLIES, GENERAL	06/01/2015	1,558.42
Staples Technology S	Finance Cen Purch	BUS748	OFFICE SUPPLIES, GENERAL	06/02/2015	431.93
Staples Technology S	Finance Cen Purch	BUZ532	OFFICE SUPPLIES, GENERAL	06/05/2015	269.00

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Staples Technology S	Finance Cen Purch	BVB552	OFFICE SUPPLIES, GENERAL	06/08/2015	407.96
Staples Technology S	Finance Cen Purch	BVF136	OFFICE SUPPLIES, GENERAL	06/09/2015	174.15
Staples Technology S Total					2,841.46
Statefire Marshall's	Programs Lease&Rent	87367	Permit Fee	06/01/2015	200.00
Statefire Marshall's Total					200.00
Stuart M Perry Inc	Parks Adm Mat&Sup	347633	Stone dust	06/12/2015	376.15
Stuart M Perry Inc Total					376.15
Supply Room, The	Finance Cen Purch	2316243-0	OFFICE SUPPLIES, GENERAL	06/01/2015	105.82
Supply Room, The Total					105.82
Swimkare	Maintenanc Mat&Sup	116988	Swimkare Pool whitecoat repair	06/09/2015	650.00
Swimkare Total					650.00
Teetor, Alison	Dev Rights CS	teetor05-27-15	Richmond mtg w/VDACS	06/03/2015	145.60
Teetor, Alison	Dev Rights CS	teetor06-02-15	Flowers for Walker	06/03/2015	23.96
Teetor, Alison	Dev Rights CS	teetor06-03-15	Bird Bath	06/03/2015	189.54
Teetor, Alison Total					359.10
Thomas Plumbing & He	Maintenanc CS	Thomas 053115	Thomas Park/Pool Opening	05/31/2015	3,298.99
Thomas Plumbing & He	Maintenanc CS	Thomas 053115	Thomas Park/Pool Opening	05/31/2015	3,521.14
Thomas Plumbing & He Total					6,820.13
Thomas, Christian	Travel Local Mileage	05-28-15	Mileage for in-county CEA inspections	06/09/2015	102.54
Thomas, Christian Total					102.54
Tim Bandyke	Spout EPA CS	Septic Pumpout #2	Septic Pumpout #2 (EPA Spout Run Pjt)	04/03/2015	175.00
Tim Bandyke Total					175.00
Town of Berryville	Maintenanc Wat & Sew	4190099-05302015	Water JGC 04/27-05/27	05/30/2015	78.38
Town of Berryville	Maintenanc Wat & Sew	4190099.00-06292015		06/29/2015	94.05
Town of Berryville	Maintenanc Wat & Sew	1004000.0098 53015	100 N. Chruch water & sewer	05/30/2015	225.00
Town of Berryville	Maintenanc Wat & Sew	10040000098-062915	TB 100 N. water and sewer	06/29/2015	225.00
Town of Berryville	Maintenanc Wat & Sew	1003900.0098 53015	water and sewer	05/30/2015	25.00
Town of Berryville	Maintenanc Wat & Sew	10039000098-062915	TB 104N. water and sewer	06/29/2015	50.00
Town of Berryville	Maintenanc Wat & Sew	9001300.0098	water and sewer Rec Center	05/30/2015	153.00
Town of Berryville	Maintenanc Wat & Sew	90013000098-062915	TB Rec Center water and sewer	06/29/2015	170.00
Town of Berryville	Maintenanc Wat & Sew	9001200.0098 53015	Park Little League water and sewer	05/30/2015	15.00
Town of Berryville	Maintenanc Wat & Sew	90012000098-062915	TB Little League water	06/29/2015	15.00
Town of Berryville	Maintenanc Wat & Sew	9001500.0098 53015	water-sewer Park Grounds	05/30/2015	616.00
Town of Berryville	Maintenanc Wat & Sew	90015000098-062915	TB Park G. water and sewer	06/29/2015	160.00
Town of Berryville	Maintenanc Wat & Sew	9001400.0098 53015	Pool water and sewer	05/30/2015	5,925.00
Town of Berryville	Maintenanc Wat & Sew	2010600.00 98 53015	313 E. Main Water & Sewer	05/30/2015	25.00
Town of Berryville	Maintenanc Wat & Sew	20106000098-062915	TB SS 313 water and sewer	06/29/2015	25.00
Town of Berryville	Maintenanc Wat & Sew	2010700.0098 53015	311 EMain water and sewer	05/30/2015	50.00
Town of Berryville	Maintenanc Wat & Sew	20107000098-062915	TB SS 311 water and sewer	06/29/2015	50.00
Town of Berryville	Maintenanc Wat & Sew	9001800.0098 53015	water-sewer 129 Ramsburg	05/30/2015	17.00
Town of Berryville	Maintenanc Wat & Sew	90018000098-062915	TB 129 Rams water and sewer	06/29/2015	8.50
Town of Berryville	Maintenanc Wat & Sew	4190099-05302015	Water JGC 04/27-05/27	05/30/2015	46.62
Town of Berryville	Maintenanc Wat & Sew	4190099.00-06292015		06/29/2015	55.95
Town of Berryville Total					8,029.50
Treasurer Of Virgini	Sheriff CS	256632	Calibration Fees	06/09/2015	61.40
Treasurer Of Virgini	Sheriff CS	256735	Calibration #15-9659	06/18/2015	16.08
Treasurer Of Virgini Total					77.48
TrueShred	Registrar CS	37115	06052015 On-site document shredding	06/05/2015	35.00
TrueShred Total					35.00
Turkel, Jon	Plan Com Board Fe	6-2-15 & 6-5-15	Attendance @ 6-2-15 & 6-5-15 PC Meetings	06/09/2015	100.00
Turkel, Jon Total					100.00
Tyler Technologies	ERP Sys CS	045-133689	Xpert p.o. 08440 - tyler forms configuration	04/30/2015	750.00
Tyler Technologies	ERP Sys CS	045-133745	Xperft p.o. 08440 accounting conversion	04/30/2015	1,000.00
Tyler Technologies	ERP Sys CS	045-133749	Xpert p.o. 08440 secure sig key/system	04/30/2015	1,670.89
Tyler Technologies	ERP Sys CS	045-133755	Xpert p.o. 08440 financial forms library	04/30/2015	700.00
Tyler Technologies	ERP Sys CS	045-133983	Xpert p.o. 08440, Robin Talbot 4/28-4/30	05/06/2015	2,229.74
Tyler Technologies	ERP Sys CS	045-134349	Application services 06/01-08/31	05/01/2015	14,876.38
Tyler Technologies	ERP Sys CS	045-135288	Xpert p.o. 08440 Robin Talbot May 4 thru May 8	05/14/2015	3,072.76
Tyler Technologies	ERP Sys CS	045-135970	Training May 18-21	05/28/2015	1,969.97
Tyler Technologies	ERP Sys CS	045-137506	Training E. Bell June 1-4	06/11/2015	2,329.85
Tyler Technologies	ERP Sys CS	045-137907	Angeline Reaves training June 9	06/18/2015	528.75
Tyler Technologies	ERP Sys CS	045-138099	Angeline reaves June 16-18	06/23/2015	2,071.00
Tyler Technologies	ERP Sys CS	045-138291	Budget conversion	06/25/2015	250.00
Tyler Technologies	ERP Sys CS	045-138766	Vivian Leavell training june 23-25	07/01/2015	1,586.25
Tyler Technologies Total					33,035.59
US Postmaster	Com of Rev Postal	67	box rental #67	06/25/2015	110.00
US Postmaster	Treasurer Mat&Sup	1367	P O Renewal Fee/Treasurer's Office	06/01/2015	110.00
US Postmaster	Electoral Lease&Rent	PO Box 555	PO Box rental 555	06/09/2015	72.00

Clarke County
Invoice History Report
For the Month of June 2015

VENDOR NAME	ACCOUNT DESC	INVOICE	FULL DESC	INVOICE DATE	AMOUNT
US Postmaster	Clk of CC Postal	POBoxCircuitcourt	Post Office box circuit court	06/09/2015	110.00
US Postmaster	Clk of CC Postal	StampsCCourt06/09/15	4 rolls of stamps	06/08/2015	196.00
US Postmaster	Finance Postal	StampsJAS06092015	Postage STAMPS	06/09/2015	98.00
US Postmaster Total					696.00
VACO	BoS Due & Memb	IVC0604215	2015-2016 County Dues \$.21 per resident	06/01/2015	3,008.00
VACO Total					3,008.00
Valley Health	EMS Mat&Sup	VI 24150	May 2015 Pyxis Supplies	06/12/2015	6.47
Valley Health Total					6.47
Valley Quarries Inc	Maintenanc Mat&Sup	6064325	Ballfield Mix 22.76 ton	05/21/2015	879.45
Valley Quarries Inc Total					879.45
Verizon	County Adm Telephone	27268895-05/26/15	Phone bill May 26-June 25	05/26/2015	9.96
Verizon	Com of Rev Telephone	27268895-05/26/15	Phone bill May 26-June 25	05/26/2015	6.64
Verizon	Treasurer Telephone	27268895-05/26/15	Phone bill May 26-June 25	05/26/2015	3.32
Verizon	IT Telephone	27268895-05/26/15	Phone bill May 26-June 25	05/26/2015	185.63
Verizon	IT Telephone	7176-05/25/2015	Acct 9950007176 due 6/18/2015	05/25/2015	103.57
Verizon	Registrar Telephone	27268895-05/26/15	Phone bill May 26-June 25	05/26/2015	3.32
Verizon	District C Telephone	27268895-05/26/15	Phone bill May 26-June 25	05/26/2015	43.75
Verizon	J&D Court Telephone	27268895-05/26/15	Phone bill May 26-June 25	05/26/2015	42.45
Verizon	Clk of CC Telephone	27268895-05/26/15	Phone bill May 26-June 25	05/26/2015	72.46
Verizon	Comm Atty Telephone	27268895-05/26/15	Phone bill May 26-June 25	05/26/2015	9.96
Verizon	Sheriff Telephone	27268895-05/26/15	Phone bill May 26-June 25	05/26/2015	129.90
Verizon	Communicat Telephone	1374	VERIZON 911 BILL	06/01/2015	1,032.45
Verizon	Communicat Telephone	1565	verizon bill radio tower	05/01/2015	38.52
Verizon	Communicat Telephone	27268895-05/26/15	Phone bill May 26-June 25	05/26/2015	139.21
Verizon	EMS Telephone	27268895-05/26/15	Phone bill May 26-June 25	05/26/2015	41.53
Verizon	Probation Telephone	27268895-05/26/15	Phone bill May 26-June 25	05/26/2015	3.32
Verizon	Bldg Insp Telephone	27268895-05/26/15	Phone bill May 26-June 25	05/26/2015	6.64
Verizon	AnimalCtrl Telephone	27268895-05/26/15	Phone bill May 26-June 25	05/26/2015	33.47
Verizon	Maintenanc Telephone	27268895-05/26/15	Phone bill May 26-June 25	05/26/2015	33.47
Verizon	Parks Adm Telephone	27268895-05/26/15	Phone bill May 26-June 25	05/26/2015	54.17
Verizon	Plan Adm Telephone	27268895-05/26/15	Phone bill May 26-June 25	05/26/2015	16.60
Verizon	Coop Ext Telephone	27268895-05/26/15	Phone bill May 26-June 25	05/26/2015	6.64
Verizon	VictimWit Telephone	27268895-05/26/15	Phone bill May 26-June 25	05/26/2015	3.32
Verizon	Finance Telephone	27268895-05/26/15	Phone bill May 26-June 25	05/26/2015	93.89
Verizon	Old Office CO Repl	703VDAD9X0315	Special Project	06/12/2015	341.41
Verizon Total					2,455.60
Virginia Department	Programs Due & Memb	A-15534 06/10/15	Background checks	06/10/2015	49.00
Virginia Department Total					49.00
Virginia Economic De	Econ Dev Mat&Sup	06122015	Lunch and Learn event June 11 Richmond	06/12/2015	299.70
Virginia Economic De Total					299.70
Virginia Information	BoS Telephone	T286216	Monthly recurring charges and long distance	05/29/2015	3.55
Virginia Information	BoS Telephone	T287289	Phone bill May 2015	06/26/2015	2.95
Virginia Information	County Adm Telephone	T286216	Monthly recurring charges and long distance	05/29/2015	4.24
Virginia Information	County Adm Telephone	T287289	Phone bill May 2015	06/26/2015	7.87
Virginia Information	Com of Rev Telephone	T286216	Monthly recurring charges and long distance	05/29/2015	4.86
Virginia Information	Com of Rev Telephone	T287289	Phone bill May 2015	06/26/2015	4.39
Virginia Information	Treasurer Telephone	T286216	Monthly recurring charges and long distance	05/29/2015	3.22
Virginia Information	Treasurer Telephone	T287289	Phone bill May 2015	06/26/2015	3.31
Virginia Information	IT Telephone	T286216	Monthly recurring charges and long distance	05/29/2015	973.32
Virginia Information	IT Telephone	T287289	Phone bill May 2015	06/26/2015	926.48
Virginia Information	Registrar Telephone	T286216	Monthly recurring charges and long distance	05/29/2015	1.17
Virginia Information	Registrar Telephone	T287289	Phone bill May 2015	06/26/2015	1.89
Virginia Information	District C Telephone	T286216	Monthly recurring charges and long distance	05/29/2015	123.76
Virginia Information	District C Telephone	T287289	Phone bill May 2015	06/26/2015	117.02
Virginia Information	J&D Court Telephone	T286216	Monthly recurring charges and long distance	05/29/2015	4.83
Virginia Information	J&D Court Telephone	T287289	Phone bill May 2015	06/26/2015	6.58
Virginia Information	Clk of CC Telephone	T286216	Monthly recurring charges and long distance	05/29/2015	5.95
Virginia Information	Clk of CC Telephone	T287289	Phone bill May 2015	06/26/2015	11.55
Virginia Information	Comm Atty Telephone	T286216	Monthly recurring charges and long distance	05/29/2015	8.44
Virginia Information	Comm Atty Telephone	T287289	Phone bill May 2015	06/26/2015	7.48
Virginia Information	Sheriff Telephone	T286216	Monthly recurring charges and long distance	05/29/2015	24.95
Virginia Information	Sheriff Telephone	T287289	Phone bill May 2015	06/26/2015	23.60
Virginia Information	Communicat Telephone	T286216	Monthly recurring charges and long distance	05/29/2015	689.55
Virginia Information	Communicat Telephone	T287289	Phone bill May 2015	06/26/2015	768.67
Virginia Information	EMS Telephone	T286216	Monthly recurring charges and long distance	05/29/2015	1.83
Virginia Information	EMS Telephone	T287289	Phone bill May 2015	06/26/2015	2.64
Virginia Information	Probation Telephone	T286216	Monthly recurring charges and long distance	05/29/2015	4.89
Virginia Information	Probation Telephone	T287289	Phone bill May 2015	06/26/2015	5.47

Clarke County
Invoice History Report
For the Month of June 2015

VENDOR NAME	ACCOUNT DESC	INVOICE	FULL DESC	INVOICE DATE	AMOUNT
Virginia Information	Bldg Insp Telephone	T286216	Monthly recurring charges and long distance	05/29/2015	7.94
Virginia Information	Bldg Insp Telephone	T287289	Phone bill May 2015	06/26/2015	7.95
Virginia Information	AnimalCtrl Telephone	T286216	Monthly recurring charges and long distance	05/29/2015	4.74
Virginia Information	AnimalCtrl Telephone	T287289	Phone bill May 2015	06/26/2015	2.62
Virginia Information	Maintenanc Telephone	T286216	Monthly recurring charges and long distance	05/29/2015	6.98
Virginia Information	Maintenanc Telephone	T287289	Phone bill May 2015	06/26/2015	8.93
Virginia Information	Parks Adm Telephone	T286216	Monthly recurring charges and long distance	05/29/2015	10.25
Virginia Information	Parks Adm Telephone	T287289	Phone bill May 2015	06/26/2015	16.48
Virginia Information	Plan Adm Telephone	T286216	Monthly recurring charges and long distance	05/29/2015	7.43
Virginia Information	Plan Adm Telephone	T287289	Phone bill May 2015	06/26/2015	5.60
Virginia Information	Coop Ext Telephone	T286216	Monthly recurring charges and long distance	05/29/2015	7.79
Virginia Information	Coop Ext Telephone	T287289	Phone bill May 2015	06/26/2015	7.20
Virginia Information	VictimWit Telephone	T286216	Monthly recurring charges and long distance	05/29/2015	12.47
Virginia Information	VictimWit Telephone	T287289	Phone bill May 2015	06/26/2015	9.11
Virginia Information	Finance Telephone	T286216	Monthly recurring charges and long distance	05/29/2015	7.12
Virginia Information	Finance Telephone	T287289	Phone bill May 2015	06/26/2015	7.84
Virginia Information	Maintenanc CC Advance	T286216	Monthly recurring charges and long distance	05/29/2015	330.91
Virginia Information	Maintenanc CC Advance	T287289	Phone bill May 2015	06/26/2015	323.81
Virginia Information Total					4,529.63
Virginia Tech	Coop Ext VPI Agent	06152015	FY 15 4th Quarter Billing & Summer Intern	06/02/2015	10,933.23
Virginia Tech Total					10,933.23
Wage Works	Finance Flex Rmb	3118439	Daily flex settlement	06/01/2015	27.29
Wage Works	Finance Flex Rmb	3120274	Daily flex settlement	06/02/2015	963.75
Wage Works	Finance Flex Rmb	3129896	Daily flex settlement	06/04/2015	462.22
Wage Works	Finance Flex Rmb	3137887	Daily Flex Settlement	06/05/2015	280.71
Wage Works	Finance Flex Rmb	3143960	Daily flex settlement	06/08/2015	44.40
Wage Works	Finance Flex Rmb	3145590	Daily flex settlement	06/09/2015	68.91
Wage Works	Finance Flex Rmb	3153724	Daily flex settlement	06/10/2015	90.67
Wage Works	Finance Flex Rmb	3155018	Daily flex settlement	06/11/2015	2,300.20
Wage Works	Finance Flex Rmb	3161611	Daily flex settlement	06/12/2015	234.04
Wage Works	Finance Flex Rmb	3166786	Daily flex settlement	06/15/2015	866.63
Wage Works	Finance Flex Rmb	3170475	Daily flex settlement	06/16/2015	91.84
Wage Works	Finance Flex Rmb	3177621	Daily flex settlement	06/17/2015	48.00
Wage Works	Finance Flex Rmb	3177872	Daily flex settlement	06/18/2015	500.00
Wage Works	Finance Flex Rmb	3182968	Daily Flex Settlement	06/19/2015	55.00
Wage Works	Finance Flex Rmb	3191721	Daily Flex Settlement	06/22/2015	400.23
Wage Works	Finance Flex Rmb	3200611	Daily Flex Settlement	06/24/2015	591.16
Wage Works	Finance Flex Rmb	3210515	Daily flex settlement	06/26/2015	219.00
Wage Works	Finance Flex Rmb	3213655	Daily Flex Settlement	06/29/2015	339.00
Wage Works	Finance CS	125AI0399654	Flex Plan Monthly Admin & Compliance Fees	06/19/2015	401.75
Wage Works Total					7,984.80
Walmart	Parks Adm Mat&Sup	0731-06/16/15a	supplies	05/28/2015	8.46
Walmart	Parks Adm Mat&Sup	0731-06/16/15f	supplies	06/12/2015	88.94
Walmart	Rec Center Mat&Sup	0731-06/16/15a	supplies	05/28/2015	9.20
Walmart	Rec Center Mat&Sup	0731-06/16/15e	supplies	06/10/2015	27.80
Walmart	Rec Center Mat&Sup	4/10/15	Left off statement 4/16/15	04/14/2015	117.15
Walmart	Pool Mat&Sup	0731-06/16/15c	supplies	05/19/2015	15.77
Walmart	Programs Mat&Sup	0731-06/16/15	supplies	06/09/2015	181.26
Walmart	Programs Mat&Sup	0731-06/16/15c	supplies	05/19/2015	5.96
Walmart	Programs Mat&Sup	0731-06/16/15d	supplies	06/07/2015	194.26
Walmart	Concession Mat&Sup	0731-06/16/15b	supplies	05/22/2015	69.02
Walmart	Concession Resale Sup	0731-06/16/15a	supplies	05/28/2015	35.98
Walmart	Concession Resale Sup	0731-06/16/15c	supplies	05/19/2015	41.16
Walmart	Concession Resale Sup	0731-06/16/15e	supplies	06/10/2015	46.66
Walmart	Concession Resale Sup	0731-06/16/15f	supplies	06/12/2015	98.14
Walmart Total					939.76
Washington Gas	Maintenanc Heating	9517-06152015	101 Chalmers court 05/12-06/11	06/15/2015	26.41
Washington Gas	Maintenanc Heating	8510-06152015	100 N Church st 05/12-06/11	06/15/2015	20.45
Washington Gas	Maintenanc Heating	8718-06152015	104 N Church st 05/12-06/11	06/15/2015	23.20
Washington Gas	Maintenanc Heating	1204-06162015	225 Al Smith 05/13-06/11	06/16/2015	99.07
Washington Gas	Maintenanc Heating	9517-06152015	101 Chalmers court 05/12-06/11	06/15/2015	15.71
Washington Gas Total					184.84
William Williams	Rec Center Refunds	195048	Refund for Craft Show	06/04/2015	140.00
William Williams Total					140.00
Winchester Fire Spri	Maintenanc CS	9688	Winchester Fire, Rec C. replace sprinklers in gym	06/02/2015	396.06
Winchester Fire Spri Total					396.06
Winchester Printers	Dev Rights CS	37550	Photo contest reprint	06/09/2015	62.00
Winchester Printers Total					62.00

Clarke County
 Invoice History Report
 For the Month of June 2015

VENDOR NAME	ACCOUNT DESC	INVOICE	FULL DESC	INVOICE DATE	AMOUNT
Winchester Star	BoS Advertising	1651188-05/31/2015	Acct # 1651188 PH-VDOT-SECOND. 6 YR P	05/31/2015	157.30
Winchester Star	Com of Rev Due & Memb	88059-06252015	subscription	06/25/2015	125.00
Winchester Star	Sheriff CS	1653668-04/30/15	Deputy Want Add	04/30/2015	275.80
Winchester Star Total					558.10
Zimbra Inc	IT Maint Con	70382	25 additional users & annual support	10/07/2014	1,732.50
Zimbra Inc Total					1,732.50
Grand Total					293,197.31

Clarke Co. **Reconciliation of Appropriations** Year Ending June 30, 2015

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
04/16/14 Appropriations Resolution: Total	39,932,445	8,984,882	1,338,165	607,000	21,447,660	782,343	1,040,830	852,179	420,700	3,867,648	551,038	15,000
<i>Adjustments:</i>												
06/17/14 Sheriff's Office Renovation							97,420					
06/17/14 Park Benches		1,010										
07/15/14 Moore and Dorsey Easements												273,124
10/21/14 Historic Driving Brochure HPC		2,500										
10/21/14 Social Services Vehicle			25,700									
11/18/14 School Operating Carryover								349,353				
11/18/14 School Security Grant								67,223				
11/18/14 Parks Grounds Cypress Trees		1,695										
11/18/14 Clifton Road Fire Bills		2,138										
12/16/14 Pitta Conservation Easement												60,000
12/16/14 Masters Conservation Easement												40,000
03/16/15 Emergency Medical Dispatch Grant							57,454					
03/16/15 Registrar Photo ID Equipment		1,774										
04/21/15 Sheriff Worker's Comp Claim		5,928										
05/19/15 Conservation Easement Fund Professional Serv.												25,000
07/21/15 Regional Jail Salaries		4,654										
Revised Appropriation	40,947,418	9,004,581	1,363,865	607,000	21,447,660	782,343	1,195,704	1,268,755	420,700	3,867,648	551,038	413,124
Change to Appropriation	1,014,973	19,699	25,700	0	0	0	154,874	416,576	0	0	0	398,124
Original Revenue Estimate	14,747,514	2,731,834	892,247	306,457	9,711,626	761,012	68,330	154,000		119,008	3,000	0
<i>Adjustments:</i>												
06/17/14 Park Benches (Parks Construction Fund)		1,010										
07/15/14 State and Federal Conservation Easement Grants												273,124
11/18/14 School Security Grant								67,223				
12/16/14 Pitta Conservation Easement (CE Fund Balance)												30,000
12/16/14 Masters Conservation Easement (CE Fund Balance)												20,000
12/16/14 Pitta Conservation Easement (VDACS)												30,000
12/16/14 Masters Conservation Easement (VDACS)												20,000
03/16/15 Emergency Medical Dispatch Grant							45,963					
03/16/15 Registrar Photo ID Equipment		1,774										
04/21/15 Sheriff Worker's Comp Claim		5,928										
05/19/15 Conservation Easement Fund (fund balance)												25,000
Revised Revenue Estimate	15,267,536	2,740,546	892,247	306,457	9,711,626	761,012	114,293	221,223	0	119,008	3,000	398,124
Change to Revenue Estimate	520,022	8,712	0	0	0	0	45,963	67,223	0	0	0	398,124
Original Local Tax Funding	25,184,931	6,253,048	445,918	300,543	11,736,034	21,331	972,500	698,179	420,700	3,748,640	548,038	15,000
Revised Local Tax Funding	25,679,882	6,264,035	471,618	300,543	11,736,034	21,331	1,081,411	1,047,532	420,700	3,748,640	548,038	15,000
Change to Local Tax Funding	494,951	10,987	25,700	0	0	0	108,911	349,353	0	0	0	0

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 13	15,574,543	15,574,543
Expenditure FY 14	(28,099,645)	(28,099,645)
Revenue FY 14	26,161,144	26,161,144
General Fund Balance Year End FY 14	13,636,042	13,636,042

Designations

Liquidity Designation @ 12% of FY 15 Budgeted Operating Revenue	(\$3,188,575)	(\$3,188,575)
Stabilization Designation @ 3% of FY 15 Budgeted Operating Revenue	(797,144)	(797,144)
Continuing Local GF Appropriations for Capital Projects	(3,043,265)	(3,043,265)
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	(250,000)	(250,000)
Parks Master Plan	(100,000)	(100,000)
School Operating Carryover	(7,933)	(7,933)
Government Carryover Requests from Government Savings	(445,543)	(440,889)
Energy Efficiency	(50,000)	(50,000)
Data and Communications Technology	(200,000)	(200,000)
Recycling and Convenience Center	(444,183)	(444,183)
Regional Jail Capital Needs	(100,000)	(100,000)
Vehicle Replacements	(100,000)	(100,000)
Voting Equipment Upgrades	(50,000)	(50,000)
Landfill costs	(50,000)	(50,000)
Pay and Classification Plan Implementation	(40,000)	(40,000)
Leave Liability	(75,000)	(75,000)
FY 15 Original Budget Surplus (Deficit)	(1,329,062)	(1,329,062)
TOTAL Designations	(12,695,745)	(12,691,091)
FY 15 Expenditure Supplemental	(1,010,319)	(1,014,973)
FY 15 Revenue Supplemental	520,022	520,022
Undesignated	450,000	450,000

Clarke County
YTD Budget Report
June 30, 2015

ORG	OBJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD		AVAILABLE	
						EXPENDED	ENC/REQ	BUDGET	% USED
	1300	BoS Part Time Salaries	13,800.00	13,800.00	13,806.35	1,150.00	0.00	(6.35)	100.00
	2100	BoS FICA	1,056.00	1,056.00	884.35	72.98	0.00	171.65	83.70
	2300	BoS Health Ins	11,650.00	11,650.00	11,760.72	1,087.86	0.00	(110.72)	101.00
	3000	BoS Purchased Services	9,000.00	9,000.00	247.50	0.00	0.00	8,752.50	2.80
	3600	BoS Advertising	5,600.00	5,600.00	3,845.20	157.30	0.00	1,754.80	68.70
	5210	BoS Postal	300.00	300.00	334.95	0.00	0.00	(34.95)	111.70
	5230	BoS Telephone	0.00	0.00	28.77	6.50	0.00	(28.77)	100.00
	5300	BoS Insurance	6,100.00	6,100.00	6,070.00	0.00	0.00	30.00	99.50
	5500	BoS Travel	3,000.00	3,000.00	4,665.19	0.00	0.00	(1,665.19)	155.50
	5800	BoS Miscellaneous Expenditures	1,600.00	1,600.00	2,167.11	149.50	0.00	(567.11)	135.40
	5810	BoS Due & Memb	5,200.00	5,200.00	8,573.09	3,008.00	0.00	(3,373.09)	164.90
	6000	BoS Materials & Supplies	500.00	500.00	800.88	0.00	0.00	(300.88)	160.20
10000010	Total	Board of Supervisors	57,806.00	57,806.00	53,184.11	5,632.14	0.00	4,621.89	
	1100	County Adm Salaries	215,195.00	223,588.00	223,588.14	18,632.34	0.00	(0.14)	100.00
	2100	County Adm FICA	15,336.00	15,603.00	15,601.43	1,358.69	0.00	1.57	100.00
	2210	County Adm VRS 1&2	23,370.00	24,282.00	24,281.68	2,023.47	0.00	0.32	100.00
	2300	County Adm Health Ins	20,929.00	20,918.00	21,128.38	1,953.95	0.00	(210.38)	101.00
	2400	County Adm Life Ins	2,841.00	2,704.00	2,703.73	221.72	0.00	0.27	100.00
	2700	County Adm WC	175.00	175.00	208.18	0.00	0.00	(33.18)	119.00
	3000	County Adm CS	0.00	0.00	15,145.04	0.00	0.00	(15,145.04)	100.00
	3320	County Adm Maint Con	500.00	500.00	269.28	0.00	0.00	230.72	53.90
	3500	County Adm Printing	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.00
	5210	County Adm Postal	500.00	500.00	7.90	0.00	0.00	492.10	1.60
	5230	County Adm Telephone	1,000.00	1,000.00	793.12	69.98	0.00	206.88	79.30
	5500	County Adm Travel	1,000.00	1,000.00	0.00	0.00	0.00	1,000.00	0.00
	5810	County Adm Due & Memb	2,350.00	2,350.00	1,193.72	489.71	0.00	1,156.28	50.80
	6000	County Adm Mat&Sup	1,000.00	1,000.00	532.82	28.00	0.00	467.18	53.30
	6008	County Adm Veh Fuel	1,200.00	1,200.00	719.06	145.31	0.00	480.94	59.90
10000020	Total	County Administrator	287,396.00	296,820.00	306,172.48	24,923.17	0.00	(9,352.48)	
	1100	Legal Svc Salaries	38,844.00	32,649.00	0.00	0.00	0.00	32,649.00	0.00
	2100	Legal Svc FICA	2,972.00	2,972.00	0.00	0.00	0.00	2,972.00	0.00
	2700	Legal Svc WC	30.00	30.00	0.00	0.00	0.00	30.00	0.00
	3000	Legal Svc CS	30,000.00	26,800.00	20,400.25	531.00	0.00	6,399.75	76.10
	5800	Legal Svc Misc	0.00	3,200.00	3,200.00	0.00	0.00	0.00	100.00
	6000	Legal Svc Mat&Sup	0.00	0.00	435.65	0.00	0.00	(435.65)	100.00
10000030	Total	Legal Services	71,846.00	65,651.00	24,035.90	531.00	0.00	41,615.10	
	1100	Com of Rev Salaries	139,602.00	143,378.00	143,378.46	11,935.76	0.00	(0.46)	100.00
	2100	Com of Rev FICA	10,680.00	10,128.00	10,120.33	837.14	0.00	7.67	99.90
	2210	Com of Rev VRS 1&2	15,161.00	15,553.00	15,553.16	1,296.22	0.00	(0.16)	100.00
	2300	Com of Rev Health Ins	21,456.00	19,015.00	19,202.10	1,730.73	0.00	(187.10)	101.00
	2400	Com of Rev Life Ins	1,843.00	1,732.00	1,732.16	142.03	0.00	(0.16)	100.00
	2700	Com of Rev WC	115.00	115.00	133.02	0.00	0.00	(18.02)	115.70
	3000	Com of Rev CS	100.00	100.00	2,442.70	23.59	0.00	(2,342.70)	2,442.70
	3320	Com of Rev Maint Con	500.00	500.00	296.95	0.00	0.00	203.05	59.40
	3500	Com of Rev Printing	500.00	500.00	345.20	0.00	0.00	154.80	69.00
	3600	Com of Rev Advertise	250.00	250.00	0.00	0.00	0.00	250.00	0.00
	4100	Com of Rev Data Proc	1,900.00	1,900.00	0.00	0.00	0.00	1,900.00	0.00
	5210	Com of Rev Postal	2,200.00	2,200.00	1,814.66	110.00	0.00	385.34	82.50
	5230	Com of Rev Telephone	600.00	600.00	127.96	15.89	0.00	472.04	21.30
	5500	Com of Rev Travel	2,500.00	2,500.00	1,937.14	0.00	0.00	562.86	77.50
	5510	Com of Rev Mileage	500.00	500.00	422.80	0.00	0.00	77.20	84.60
	5810	Com of Rev Due & Memb	1,600.00	1,600.00	943.50	125.00	0.00	656.50	59.00
	6000	Com of Rev Mat&Sup	1,100.00	1,100.00	975.82	0.00	0.00	124.18	88.70
10000040	Total	Commissioner of Revenue	200,607.00	201,671.00	199,425.96	16,216.36	0.00	2,245.04	
	3320	Assessor Maint Con	3,500.00	3,500.00	3,500.00	0.00	0.00	0.00	100.00
10000050	Total	Assessor	3,500.00	3,500.00	3,500.00	0.00	0.00	0.00	
	1100	Treasurer Salaries	169,404.00	173,480.00	173,479.74	14,443.05	0.00	0.26	100.00
	2100	Treasurer FICA	12,960.00	13,071.00	13,070.04	1,087.06	0.00	0.96	100.00
	2210	Treasurer VRS 1&2	18,397.00	18,821.00	18,820.50	1,568.51	0.00	0.50	100.00
	2300	Treasurer Health Ins	17,476.00	17,465.00	17,641.08	1,631.79	0.00	(176.08)	101.00
	2400	Treasurer Life Ins	2,236.00	2,096.00	2,096.15	171.87	0.00	(0.15)	100.00
	2700	Treasurer WC	135.00	135.00	161.41	0.00	0.00	(26.41)	119.60
	3000	Treasurer CS	300.00	300.00	283.08	70.77	0.00	16.92	94.40
	3180	Treasurer CredCrD Fe	600.00	600.00	6,488.00	0.00	0.00	(5,888.00)	1,081.30
	3190	Treasurer DMV Stop	0.00	0.00	420.00	60.00	0.00	(420.00)	100.00
	3320	Treasurer Maint Con	200.00	200.00	296.97	0.00	0.00	(96.97)	148.50
	3500	Treasurer Printing	9,500.00	9,500.00	7,828.44	0.00	0.00	1,671.56	82.40
	3600	Treasurer Advertise	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.00
	5210	Treasurer Postal	20,000.00	20,000.00	18,093.51	0.00	0.00	1,906.49	90.50

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ORG	OBJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD		AVAILABLE	
						EXPENDED	ENC/REQ	BUDGET	% USED
	5230	Treasurer Telephone	1,600.00	1,600.00	82.24	9.85	0.00	1,517.76	5.10
	5500	Treasurer Travel	1,600.00	1,600.00	805.20	0.00	0.00	794.80	50.30
	5510	Treasurer Mileage	150.00	150.00	114.24	0.00	0.00	35.76	76.20
	5810	Treasurer Due & Memb	800.00	800.00	725.00	0.00	0.00	75.00	90.60
	6000	Treasurer Mat&Sup	4,850.00	4,850.00	3,295.24	297.49	0.00	1,554.76	67.90
10000070	Total	Treasurer	262,208.00	266,668.00	263,700.84	19,340.39	0.00	2,967.16	
	1100	IT Salaries	122,425.00	127,495.00	127,494.86	10,624.57	0.00	0.14	100.00
	1300	IT PT Sal	0.00	1,112.00	2,186.18	0.00	0.00	(1,074.18)	196.60
	2100	IT FICA	9,366.00	9,653.00	9,744.50	805.26	0.00	(91.50)	100.90
	2210	IT VRS 1&2	13,295.00	13,846.00	13,845.97	1,153.83	0.00	0.03	100.00
	2300	IT Health Ins	15,103.00	12,219.00	12,336.20	1,087.86	0.00	(117.20)	101.00
	2400	IT Life Ins	1,616.00	1,542.00	1,541.69	126.43	0.00	0.31	100.00
	2700	IT WC	110.00	110.00	119.44	0.00	0.00	(9.44)	108.60
	3000	IT CS	2,000.00	2,000.00	4,528.43	400.00	0.00	(2,528.43)	226.40
	3320	IT Maint Con	40,000.00	40,000.00	52,148.30	2,294.65	2,940.81	(15,089.11)	137.70
	5210	IT Postal	50.00	50.00	7.17	0.00	0.00	42.83	14.30
	5230	IT Telephone	30,000.00	30,000.00	25,991.97	3,373.96	0.00	4,008.03	86.60
	5500	IT Travel	500.00	500.00	292.15	30.52	0.00	207.85	58.40
	6000	IT Mat&Sup	2,000.00	2,000.00	2,160.31	0.00	0.00	(160.31)	108.00
	6040	Technology SW/OL Content	0.00	0.00	125.00	125.00	0.00	(125.00)	100.00
	8200	IT CO Adds	20,000.00	20,000.00	8,427.93	679.96	0.00	11,572.07	42.10
10000080	Total	Data Processing/IT	256,465.00	260,527.00	260,950.10	20,702.04	2,940.81	(3,363.91)	
	1300	Electoral PT Sal	6,194.00	6,194.00	6,193.92	2,064.64	0.00	0.08	100.00
	2100	Electoral FICA	474.00	474.00	473.79	157.93	0.00	0.21	100.00
	3000	Electoral CS	4,200.00	4,200.00	2,586.48	0.00	0.00	1,613.52	61.60
	3160	Electoral Board Fe	7,975.00	7,975.00	4,190.00	0.00	0.00	3,785.00	52.50
	3320	Electoral Maint Con	5,000.00	5,000.00	0.00	0.00	0.00	5,000.00	0.00
	3500	Electoral Printing	2,576.00	2,576.00	691.21	0.00	0.00	1,884.79	26.80
	3600	Electoral Advertise	340.00	340.00	115.60	0.00	0.00	224.40	34.00
	5210	Electoral Postal	1,500.00	1,500.00	1,950.26	0.00	0.00	(450.26)	130.00
	5400	Electoral Lease&Rent	1,050.00	1,050.00	522.00	72.00	0.00	528.00	49.70
	5500	Electoral Travel	900.00	900.00	921.58	0.00	0.00	(21.58)	102.40
	5510	Electoral Mileage	350.00	350.00	321.70	0.00	0.00	28.30	91.90
	5810	Electoral Due & Memb	150.00	150.00	125.00	0.00	0.00	25.00	83.30
	6000	Electoral Mat&Sup	1,670.00	1,670.00	1,386.83	760.79	0.00	283.17	83.00
	8200	Electoral CO Adds	0.00	0.00	1,773.20	0.00	0.00	(1,773.20)	100.00
10000090	Total	Electoral Board & Officials	32,379.00	32,379.00	21,251.57	3,055.36	0.00	11,127.43	
	1100	Registrar Salaries	46,832.00	48,705.00	48,705.00	4,058.75	0.00	0.00	100.00
	1300	Registrar PT Sal	8,840.00	8,840.00	7,366.30	463.44	0.00	1,473.70	83.30
	2100	Registrar FICA	4,260.00	4,419.00	4,312.79	348.37	0.00	106.21	97.60
	2210	Registrar VRS 1&2	5,086.00	5,289.00	5,289.36	440.78	0.00	(0.36)	100.00
	2300	Registrar Health Ins	0.00	3.00	3.14	0.00	0.00	(0.14)	104.70
	2400	Registrar Life Ins	618.00	589.00	588.95	48.30	0.00	0.05	100.00
	2700	Registrar WC	40.00	40.00	52.58	0.00	0.00	(12.58)	131.50
	3000	Registrar CS	200.00	200.00	35.00	35.00	0.00	165.00	17.50
	3320	Registrar Maint Con	180.00	180.00	31.32	0.00	0.00	148.68	17.40
	5230	Registrar Telephone	1,000.00	1,000.00	789.22	63.79	0.00	210.78	78.90
	5500	Registrar Travel	1,470.00	1,470.00	620.13	0.00	0.00	849.87	42.20
	5510	Registrar Mileage	250.00	250.00	110.26	0.00	0.00	139.74	44.10
	5810	Registrar Due & Memb	150.00	150.00	195.00	0.00	0.00	(45.00)	130.00
	6000	Registrar Mat&Sup	725.00	2,499.00	1,052.38	512.10	30.95	1,415.67	43.40
10000100	Total	Registrar	69,651.00	73,634.00	69,151.43	5,970.53	30.95	4,451.62	
	3000	Circuit C CS	0.00	0.00	316.00	0.00	0.00	(316.00)	100.00
	5841	Circuit C Juror Pay	3,000.00	3,000.00	630.00	0.00	0.00	2,370.00	21.00
	5842	Circuit C Jury Comm	180.00	180.00	120.00	0.00	0.00	60.00	66.70
	7000	Circuit C Joint Ops	9,500.00	9,500.00	9,614.61	0.00	0.00	(114.61)	101.20
10000110	Total	Circuit Court	12,680.00	12,680.00	10,680.61	0.00	0.00	1,999.39	
	3000	District C CS	0.00	0.00	218.00	0.00	0.00	(218.00)	100.00
	3150	District C Legal S	0.00	0.00	270.00	0.00	0.00	(270.00)	100.00
	3320	District C Maint Con	0.00	0.00	327.70	0.00	0.00	(327.70)	100.00
	5210	District C Postal	980.00	980.00	895.99	159.00	0.00	84.01	91.40
	5230	District C Telephone	1,900.00	1,900.00	3,215.39	284.53	0.00	(1,315.39)	169.20
	5810	District C Due & Memb	600.00	600.00	138.40	0.00	0.00	461.60	23.10
	6000	District C Mat&Sup	500.00	500.00	207.34	0.00	0.00	292.66	41.50
10000120	Total	General District Court	3,980.00	3,980.00	5,272.82	443.53	0.00	(1,292.82)	
	5230	Telephone	400.00	400.00	97.62	0.00	0.00	302.38	24.40
10000125	Total	Magistrate	400.00	400.00	97.62	0.00	0.00	302.38	
	5600	BR Legal EntityGift	1,500.00	1,500.00	1,500.00	0.00	0.00	0.00	100.00
10000130	Total	Blue Ridge Legal Services	1,500.00	1,500.00	1,500.00	0.00	0.00	0.00	

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ORG	OBJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD			AVAILABLE	
						EXPENDED	ENC/REQ	BUDGET	% USED	
	3000	J&D Court CS	1,200.00	1,200.00	0.00	0.00	0.00	1,200.00	0.00	
	3320	J&D Court Maint Con	1,221.00	1,221.00	776.15	0.00	0.00	444.85	63.60	
	5210	J&D Court Postal	550.00	550.00	372.00	93.00	0.00	178.00	67.60	
	5230	J&D Court Telephone	700.00	700.00	586.69	53.86	0.00	113.31	83.80	
	5810	J&D Court Due & Memb	300.00	300.00	40.00	0.00	0.00	260.00	13.30	
	6000	J&D Court Mat&Sup	2,000.00	2,000.00	2,999.99	79.79	0.00	(999.99)	150.00	
10000140	Total	Juvenile & Domestic Relations	5,971.00	5,971.00	4,774.83	226.65	0.00	1,196.17		
	1100	Clk of CC Salaries	165,828.00	168,703.00	168,702.89	14,041.31	0.00	0.11	100.00	
	2100	Clk of CC FICA	12,686.00	13,073.00	13,073.11	1,086.76	0.00	(0.11)	100.00	
	2210	Clk of CC VRS 1&2	18,009.00	18,297.00	18,296.68	1,524.90	0.00	0.32	100.00	
	2300	Clk of CC Health Ins	11,650.00	11,643.00	11,760.72	1,087.86	0.00	(117.72)	101.00	
	2400	Clk of CC Life Ins	2,189.00	2,038.00	2,038.07	167.09	0.00	(0.07)	100.00	
	2700	Clk of CC WC	135.00	135.00	158.00	0.00	0.00	(23.00)	117.00	
	3000	Clk of CC CS	3,000.00	3,000.00	2,266.32	0.00	0.00	733.68	75.50	
	3320	Clk of CC Maint Con	12,000.00	12,000.00	11,822.66	0.00	0.00	177.34	98.50	
	3500	Clk of CC Printing	1,000.00	1,000.00	525.00	0.00	0.00	475.00	52.50	
	3510	Clk of CC Microfilm	7,000.00	7,000.00	5,541.93	424.96	0.00	1,458.07	79.20	
	5210	Clk of CC Postal	3,000.00	3,000.00	3,934.39	306.00	0.00	(934.39)	131.10	
	5230	Clk of CC Telephone	900.00	900.00	936.55	89.96	0.00	(36.55)	104.10	
	6000	Clk of CC Mat&Sup	6,500.00	6,500.00	4,874.98	476.83	0.00	1,625.02	75.00	
10000150	Total	Clerk of the Circuit Court	243,897.00	247,289.00	243,931.30	19,205.67	0.00	3,357.70		
	5600	RegCrtSvc EntityGift	4,494.00	4,494.00	4,494.00	0.00	0.00	0.00	100.00	
10000160	Total	Regional Court Services	4,494.00	4,494.00	4,494.00	0.00	0.00	0.00		
	1100	Comm Atty Salaries	188,735.00	192,764.00	200,576.41	23,854.24	0.00	(7,812.41)	104.10	
	1300	Comm Atty PT Sal	12,300.00	12,300.00	14,079.04	1,285.44	0.00	(1,779.04)	114.50	
	2100	Comm Atty FICA	15,034.00	17,351.00	17,502.27	1,496.52	0.00	(151.27)	100.90	
	2210	Comm Atty VRS 1&2	19,092.00	19,452.00	19,451.49	1,621.17	0.00	0.51	100.00	
	2300	Comm Atty Health Ins	11,457.00	11,643.00	11,760.72	1,087.86	0.00	(117.72)	101.00	
	2400	Comm Atty Life Ins	2,321.00	2,167.00	2,166.88	177.65	0.00	0.12	100.00	
	2700	Comm Atty WC	165.00	165.00	195.78	0.00	0.00	(30.78)	118.70	
	3320	Comm Atty Maint Con	750.00	750.00	392.77	0.00	0.00	357.23	52.40	
	5210	Comm Atty Postal	1,100.00	1,100.00	1,221.97	0.00	0.00	(121.97)	111.10	
	5230	Comm Atty Telephone	3,000.00	3,000.00	1,536.09	215.52	0.00	1,463.91	51.20	
	5500	Comm Atty Travel	4,650.00	4,650.00	4,044.86	0.00	0.00	605.14	87.00	
	5549	Comm Atty Witness	2,000.00	2,000.00	15.85	15.85	0.00	1,984.15	0.80	
	5810	Comm Atty Due & Memb	2,000.00	2,000.00	1,886.25	0.00	0.00	113.75	94.30	
	6000	Comm Atty Mat&Sup	1,800.00	1,800.00	1,636.33	0.00	0.00	163.67	90.90	
10000170	Total	Commonwealth's Attorney	264,404.00	271,142.00	276,466.71	29,754.25	0.00	(5,324.71)		
	1100	Sheriff Salaries	1,020,378.00	873,629.00	875,163.85	73,879.11	0.00	(1,534.85)	100.20	
	1300	Sheriff PT Sal	23,000.00	23,000.00	34,740.26	7,539.93	0.00	(11,740.26)	151.00	
	2100	Sheriff FICA	79,819.00	63,552.00	64,545.36	5,762.61	0.00	(993.36)	101.60	
	2210	Sheriff VRS 1&2	110,813.00	94,850.00	94,918.12	7,974.84	0.00	(68.12)	100.10	
	2300	Sheriff Health Ins	139,357.00	114,951.00	116,108.90	10,734.78	0.00	(1,157.90)	101.00	
	2400	Sheriff Life Ins	13,469.00	10,562.00	10,569.65	873.87	0.00	(7.65)	100.10	
	2700	Sheriff WC	12,000.00	12,000.00	14,491.22	0.00	0.00	(2,491.22)	120.80	
	2860	Sheriff LODA	7,000.00	7,000.00	7,113.56	0.00	0.00	(113.56)	101.60	
	3000	Sheriff CS	11,000.00	17,155.00	15,146.36	1,621.28	0.00	2,008.64	88.30	
	3320	Sheriff Maint Con	17,500.00	17,500.00	18,260.62	0.00	3,429.92	(4,190.54)	123.90	
	3350	Sheriff Ins Repair	500.00	230.00	0.00	0.00	0.00	230.00	0.00	
	5210	Sheriff Postal	2,000.00	2,000.00	1,256.03	133.30	0.00	743.97	62.80	
	5230	Sheriff Telephone	20,000.00	20,000.00	16,534.83	1,194.14	0.00	3,465.17	82.70	
	5300	Sheriff Insurance	13,000.00	13,000.00	15,191.00	0.00	0.00	(2,191.00)	116.90	
	5500	Sheriff Travel	13,000.00	13,000.00	13,144.07	151.59	0.00	(144.07)	101.10	
	5550	Sheriff Extradite	0.00	270.00	269.51	0.00	0.00	0.49	99.80	
	5800	Sheriff Misc	1,500.00	1,500.00	213.47	30.20	0.00	1,286.53	14.20	
	5810	Sheriff Due & Memb	2,700.00	2,700.00	2,741.00	50.00	0.00	(41.00)	101.50	
	6000	Sheriff Mat&Sup	59,500.00	55,415.00	31,472.86	3,434.20	412.80	23,529.34	57.50	
	6008	Sheriff Veh Fuel	77,000.00	77,000.00	51,463.99	4,184.67	0.00	25,536.01	66.80	
	6011	Sheriff Clothing	6,000.00	6,000.00	5,726.70	1,006.24	0.00	273.30	95.40	
	6015	Sheriff Ammunition	9,000.00	9,000.00	8,409.66	0.00	0.00	590.34	93.40	
	6024	Sheriff InsRepair	11,000.00	8,930.00	1,454.20	0.00	0.00	7,475.80	16.30	
10000180	Total	Sheriff	1,649,536.00	1,443,244.00	1,398,935.22	118,570.76	3,842.72	40,466.06		
	5600	CJ Traning EntityGift	19,185.00	19,185.00	18,720.00	0.00	0.00	465.00	97.60	
10000190	Total	Criminal Justice Training Ctr	19,185.00	19,185.00	18,720.00	0.00	0.00	465.00		
	5600	Drug TF EntityGift	12,500.00	12,500.00	8,639.74	0.00	0.00	3,860.26	69.10	
10000200	Total	Drug Task Force	12,500.00	12,500.00	8,639.74	0.00	0.00	3,860.26		
	1100	Communicat Salaries	206,610.00	385,016.00	384,190.84	30,326.00	0.00	825.16	99.80	
	2100	Communicat FICA	15,806.00	28,857.00	29,185.67	2,671.38	0.00	(328.67)	101.10	
	2210	Communicat VRS 1&2	22,438.00	35,829.00	35,828.65	2,985.71	0.00	0.35	100.00	

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						EXPENDED	ENC/REQ	BUDGET	% USED
	2220	Communicat VRS Hybrid Plan	0.00	5,689.00	5,689.35	494.73	0.00	(0.35)	100.00
	2300	Communicat Health Ins	29,654.00	51,909.00	52,438.11	4,895.37	0.00	(529.11)	101.00
	2400	Communicat Life Ins	2,727.00	4,621.00	4,620.83	381.39	0.00	0.17	100.00
	2510	Communicat DisIns Hybrid	0.00	309.00	309.12	26.88	0.00	(0.12)	100.00
	2700	Communicat WC	175.00	175.00	196.80	0.00	0.00	(21.80)	112.50
	2800	Communicat Leave Pay	0.00	0.00	5,412.32	5,412.32	0.00	(5,412.32)	100.00
	3000	Communicat CS	200.00	200.00	175.99	22.25	0.00	24.01	88.00
	3320	Communicat Maint Con	104,443.00	104,443.00	120,528.44	0.00	0.00	(16,085.44)	115.40
	5230	Communicat Telephone	62,534.00	62,534.00	26,416.81	2,866.69	0.00	36,117.19	42.20
	5400	Communicat Lease&Rent	27,500.00	27,500.00	25,444.37	0.00	0.00	2,055.63	92.50
	5500	Communicat Travel	3,000.00	3,000.00	965.76	0.00	0.00	2,034.24	32.20
	5810	Communicat Due & Memb	300.00	300.00	230.00	0.00	0.00	70.00	76.70
	6000	Communicat Mat&Sup	4,300.00	4,300.00	2,273.06	82.71	99.99	1,926.95	55.20
	6011	Communicat Clothing	1,400.00	1,400.00	1,198.99	271.97	0.00	201.01	85.60
10000210	Total	Communications	481,087.00	716,082.00	695,105.11	50,437.40	99.99	20,876.90	
	3000	Vol Fire CS	0.00	9,638.00	2,137.50	0.00	0.00	7,500.50	22.20
	5600	Vol Fire EntityGift	25,000.00	25,000.00	25,000.00	25,000.00	0.00	0.00	100.00
	5697	Vol Fire 4 for Life	15,798.00	15,798.00	16,257.28	0.00	0.00	(459.28)	102.90
	5698	Vol Fire Fire Progs	25,854.00	25,854.00	27,811.00	0.00	0.00	(1,957.00)	107.60
	6040	Technology SW/OL Content	0.00	0.00	7,500.00	0.00	0.00	(7,500.00)	100.00
10000220	Total	Volunteer Fire Companies	66,652.00	76,290.00	78,705.78	25,000.00	0.00	(2,415.78)	
	2860	Blue R VF LODA	1,500.00	1,500.00	1,675.00	0.00	0.00	(175.00)	111.70
	5600	Blue R VF EntityGift	50,000.00	50,000.00	50,000.00	0.00	0.00	0.00	100.00
10000230	Total	Blue Ridge Volunteer Fire Co	51,500.00	51,500.00	51,675.00	0.00	0.00	(175.00)	
	2860	Boyce VF LODA	2,500.00	2,500.00	2,176.86	0.00	0.00	323.14	87.10
	5600	Boyce VF EntityGift	50,000.00	50,000.00	50,000.00	0.00	0.00	0.00	100.00
10000240	Total	Boyce Volunteer Fire Co	52,500.00	52,500.00	52,176.86	0.00	0.00	323.14	
	2860	Enders VF LODA	3,500.00	3,500.00	2,814.00	0.00	0.00	686.00	80.40
	5600	Enders VF EntityGift	75,000.00	75,000.00	75,000.00	0.00	0.00	0.00	100.00
10000250	Total	Enders Volunteer Fire Co	78,500.00	78,500.00	77,814.00	0.00	0.00	686.00	
	1100	EMS Salaries	315,356.00	315,356.00	341,649.19	29,436.53	0.00	(26,293.19)	108.30
	1300	EMS PT Sal	18,000.00	102,000.00	107,943.82	9,474.40	0.00	(5,943.82)	105.80
	2100	EMS FICA	25,532.00	32,532.00	32,176.72	2,773.12	0.00	355.28	98.90
	2210	EMS VRS 1&2	20,506.00	20,506.00	22,285.24	1,896.34	0.00	(1,779.24)	108.70
	2220	VRS Benefits - Hybrid Plan	6,335.00	6,335.00	6,335.00	633.50	0.00	0.00	100.00
	2300	EMS Health Ins	35,952.00	35,952.00	36,285.14	3,336.51	0.00	(333.14)	100.90
	2400	EMS Life Ins	3,191.00	3,191.00	3,178.50	277.21	0.00	12.50	99.60
	2510	EMS DisIns Hybrid	344.00	344.00	344.20	34.42	0.00	(0.20)	100.10
	2700	EMS WC	12,500.00	12,500.00	13,987.30	0.00	0.00	(1,487.30)	111.90
	2860	EMS LODA	2,500.00	2,500.00	2,510.58	0.00	0.00	(10.58)	100.40
	3000	EMS CS	179,796.00	81,296.00	4,899.30	1,367.50	0.00	76,396.70	6.00
	5230	EMS Telephone	800.00	800.00	520.40	46.00	0.00	279.60	65.10
	5500	EMS Travel	100.00	100.00	902.95	0.00	0.00	(802.95)	903.00
	6000	EMS Mat&Sup	400.00	400.00	778.26	134.51	0.00	(378.26)	194.60
	6008	EMS Veh Fuel	1,500.00	1,500.00	603.17	98.53	0.00	896.83	40.20
	6011	EMS Clothing	1,100.00	1,100.00	11,057.50	0.00	0.00	(9,957.50)	1,005.20
	8200	EMS CO Adds	25,000.00	25,000.00	1,154.00	0.00	868.68	22,977.32	8.10
10000260	Total	Emergency Medical Services	648,912.00	641,412.00	586,611.27	49,508.57	868.68	53,932.05	
	5600	Lord F EMS EntityGift	5,422.00	5,422.00	5,422.00	0.00	0.00	0.00	100.00
10000270	Total	Lord Fairfax Emergency Medical	5,422.00	5,422.00	5,422.00	0.00	0.00	0.00	
	5600	Forestry EntityGift	2,712.00	2,712.00	2,711.52	0.00	0.00	0.48	100.00
10000280	Total	Forestry Services	2,712.00	2,712.00	2,711.52	0.00	0.00	0.48	
	7000	Reg Jail Joint Ops	562,301.00	562,301.00	562,465.74	0.00	0.00	(164.74)	100.00
10000290	Total	Regional Jail	562,301.00	562,301.00	562,465.74	0.00	0.00	(164.74)	
	3840	Juv DetCtr Intergov	38,854.00	38,854.00	39,077.00	9,769.25	0.00	(223.00)	100.60
10000300	Total	Juvenile Detention Center	38,854.00	38,854.00	39,077.00	9,769.25	0.00	(223.00)	
	5210	Probation Postal	125.00	125.00	0.00	0.00	0.00	125.00	0.00
	5230	Probation Telephone	500.00	500.00	94.16	13.68	0.00	405.84	18.80
	6000	Probation Mat&Sup	300.00	300.00	70.52	0.00	0.00	229.48	23.50
10000310	Total	Probation Office	925.00	925.00	164.68	13.68	0.00	760.32	
	1100	Bldg Insp Salaries	98,455.00	89,486.00	89,486.02	7,586.26	0.00	(0.02)	100.00
	1300	Bldg Insp PT Sal	0.00	945.00	944.72	0.00	0.00	0.28	100.00
	2100	Bldg Insp FICA	7,532.00	6,266.00	6,260.95	522.43	0.00	5.05	99.90
	2210	Bldg Insp VRS 1&2	10,692.00	9,718.00	9,718.21	823.87	0.00	(0.21)	100.00
	2300	Bldg Insp Health Ins	12,706.00	15,140.00	15,292.35	1,410.02	0.00	(152.35)	101.00
	2400	Bldg Insp Life Ins	1,300.00	1,082.00	1,081.86	90.28	0.00	0.14	100.00
	2700	Bldg Insp WC	1,050.00	1,050.00	1,389.19	0.00	0.00	(339.19)	132.30
	3320	Bldg Insp Maint Con	1,900.00	1,900.00	524.07	0.00	0.00	1,375.93	27.60
	3500	Bldg Insp Printing	600.00	600.00	36.50	0.00	0.00	563.50	6.10

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	5210	Bldg Insp Postal	150.00	150.00	14.61	0.00	0.00	135.39	9.70	
	5230	Bldg Insp Telephone	900.00	900.00	980.52	82.60	0.00	(80.52)	108.90	
	5500	Bldg Insp Travel	400.00	400.00	2,775.26	0.00	0.00	(2,375.26)	693.80	
	5800	Miscellaneous	0.00	6,195.00	17,561.93	0.00	0.00	(11,366.93)	283.50	
	5810	Bldg Insp Due & Memb	900.00	900.00	1,271.45	0.00	0.00	(371.45)	141.30	
	6000	Bldg Insp Mat&Sup	500.00	500.00	217.10	46.00	0.00	282.90	43.40	
	6008	Bldg Insp Veh Fuel	2,500.00	2,500.00	1,445.67	247.58	0.00	1,054.33	57.80	
	8200	Bldg Insp CO Adds	0.00	0.00	305.48	0.00	156.24	(461.72)	100.00	
10000320	Total	Building Inspections	139,585.00	137,732.00	149,305.89	10,809.04	156.24	(11,730.13)		
	1100	AnimalCtrl Salaries	35,845.00	52,394.00	52,393.90	4,994.70	0.00	0.10	100.00	
	1300	AnimalCtrl PT Sal	18,000.00	7,430.00	7,429.97	0.00	0.00	0.03	100.00	
	2100	AnimalCtrl FICA	4,120.00	4,052.00	4,045.40	328.84	0.00	6.60	99.80	
	2210	AnimalCtrl VRS 1&2	3,893.00	4,325.00	4,324.81	360.40	0.00	0.19	100.00	
	2220	VRS Benefits - Hybrid Plan	0.00	1,274.00	1,282.53	182.02	0.00	(8.53)	100.70	
	2300	AnimalCtrl Health Ins	6,353.00	9,749.00	9,872.17	1,137.33	0.00	(123.17)	101.30	
	2400	AnimalCtrl Life Ins	473.00	621.00	620.73	59.44	0.00	0.27	100.00	
	2510	Disability Ins - Hybrid Plan	0.00	69.00	69.23	9.89	0.00	(0.23)	100.30	
	2700	AnimalCtrl WC	600.00	600.00	777.80	0.00	0.00	(177.80)	129.60	
	3000	AnimalCtrl CS	12,000.00	12,000.00	7,675.73	865.34	0.00	4,324.27	64.00	
	3320	Maintenance Service Contracts	0.00	0.00	52.12	0.00	0.00	(52.12)	100.00	
	3500	AnimalCtrl Printing	400.00	400.00	174.43	0.00	0.00	225.57	43.60	
	5110	AnimalCtrl Electric	0.00	0.00	420.79	0.00	0.00	(420.79)	100.00	
	5210	AnimalCtrl Postal	50.00	50.00	0.00	0.00	0.00	50.00	0.00	
	5230	AnimalCtrl Telephone	1,350.00	1,350.00	604.76	53.49	0.00	745.24	44.80	
	5500	AnimalCtrl Travel	700.00	700.00	0.00	0.00	0.00	700.00	0.00	
	5510	AnimalCtrl Mileage	450.00	450.00	0.00	0.00	0.00	450.00	0.00	
	5810	AnimalCtrl Due & Memb	100.00	100.00	90.00	0.00	0.00	10.00	90.00	
	6000	AnimalCtrl Mat&Sup	7,600.00	7,600.00	6,264.82	1,152.20	0.00	1,335.18	82.40	
	6008	AnimalCtrl Veh Fuel	1,750.00	1,750.00	1,140.27	150.70	0.00	609.73	65.20	
	6011	AnimalCtrl Clothing	400.00	400.00	0.00	0.00	0.00	400.00	0.00	
10000330	Total	Animal Control	94,084.00	105,314.00	97,239.46	9,294.35	0.00	8,074.54		
	3000	Exam&Bury CS	1,000.00	1,000.00	572.50	0.00	0.00	427.50	57.30	
10000340	Total	Med Examiner & Indigent Burial	1,000.00	1,000.00	572.50	0.00	0.00	427.50		
	3840	RefuseDisp Intergov	168,000.00	168,000.00	83,511.44	1,163.12	0.00	84,488.56	49.70	
10000350	Total	Refuse Disposal	168,000.00	168,000.00	83,511.44	1,163.12	0.00	84,488.56		
	3000	LitterCtrl CS	0.00	0.00	4,984.00	342.00	0.00	(4,984.00)	100.00	
	6000	LitterCtrl Mat&Sup	6,171.00	6,171.00	284.22	284.22	0.00	5,886.78	4.60	
10000360	Total	Litter Control	6,171.00	6,171.00	5,268.22	626.22	0.00	902.78		
	3840	Sanitation Intergov	27,000.00	27,000.00	26,996.20	2,454.20	0.00	3.80	100.00	
	5600	Sanitation EntityGift	45,000.00	45,000.00	45,000.00	0.00	0.00	0.00	100.00	
10000370	Total	Sanitation	72,000.00	72,000.00	71,996.20	2,454.20	0.00	3.80		
	1100	Maintenanc Salaries	140,846.00	142,567.00	133,259.14	11,939.10	0.00	9,307.86	93.50	
	2100	Maintenanc FICA	10,774.00	10,169.00	9,545.30	841.22	0.00	623.70	93.90	
	2210	Maintenanc VRS 1&2	15,128.00	13,377.00	12,933.32	1,094.11	0.00	443.68	96.70	
	2220	VRS Benefits - Hybrid Plan	0.00	2,013.00	1,478.32	188.31	0.00	534.68	73.40	
	2300	Maintenanc Health Ins	21,309.00	19,466.00	16,954.53	1,861.64	0.00	2,511.47	87.10	
	2400	Maintenanc Life Ins	1,860.00	1,627.00	1,606.79	142.08	0.00	20.21	98.80	
	2510	Disability Ins - Hybrid Plan	0.00	113.00	84.20	10.23	0.00	28.80	74.50	
	2700	Maintenanc WC	3,500.00	3,500.00	4,211.49	0.00	0.00	(711.49)	120.30	
	3000	Maintenanc CS	17,600.00	17,600.00	15,442.71	158.84	0.00	2,157.29	87.70	
	3320	Maintenanc Maint Con	88,800.00	88,800.00	87,012.98	23,310.21	11,987.47	(10,200.45)	111.50	
	3340	Maintenanc Cust Con	0.00	0.00	36,600.10	0.00	0.00	(36,600.10)	100.00	
	3600	Maintenanc Advertise	750.00	750.00	0.00	0.00	0.00	750.00	0.00	
	5120	Maintenanc Heating	0.00	0.00	354.65	0.00	0.00	(354.65)	100.00	
	5130	Maintenanc Wat & Sew	0.00	0.00	698.85	29.85	0.00	(698.85)	100.00	
	5230	Maintenanc Telephone	3,900.00	3,900.00	2,543.07	169.52	0.00	1,356.93	65.20	
	5300	Maintenanc Insurance	35,200.00	35,200.00	38,148.50	0.00	0.00	(2,948.50)	108.40	
	5400	Maintenanc Lease&Rent	1,500.00	1,500.00	0.00	0.00	0.00	1,500.00	0.00	
	5500	Maintenanc Travel	800.00	800.00	245.84	0.00	0.00	554.16	30.70	
	6000	Maintenanc Mat&Sup	35,100.00	35,100.00	26,597.82	1,452.11	0.00	8,502.18	75.80	
	6008	Maintenanc Veh Fuel	10,000.00	10,000.00	3,713.79	500.29	0.00	6,286.21	37.10	
	8200	Maintenanc CO Adds	5,200.00	5,200.00	0.00	0.00	0.00	5,200.00	0.00	
10000380	Total	General Property Maintenance	392,267.00	391,682.00	391,431.40	41,697.51	11,987.47	(11,736.87)		
	5600	Contr to Other Entities	205,000.00	205,000.00	205,000.00	0.00	0.00	0.00	100.00	
10000385	Total	Local Health Department	205,000.00	205,000.00	205,000.00	0.00	0.00	0.00		
	5600	Our Health EntityGift	5,000.00	5,000.00	5,000.00	0.00	0.00	0.00	100.00	
10000390	Total	Our Health	5,000.00	5,000.00	5,000.00	0.00	0.00	0.00		
	5600	NW Com Svc EntityGift	85,000.00	85,000.00	85,000.00	0.00	0.00	0.00	100.00	
10000400	Total	Northwestern Community Svcs	85,000.00	85,000.00	85,000.00	0.00	0.00	0.00		

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	5600	Concern HL EntityGift	750.00	750.00	750.00	0.00	0.00	0.00	100.00	
10000410	Total	Concern Hotline	750.00	750.00	750.00	0.00	0.00	0.00		
	5600	NW Works EntityGift	750.00	750.00	750.00	0.00	0.00	0.00	100.00	
10000420	Total	NW Works	750.00	750.00	750.00	0.00	0.00	0.00		
	5600	SAAA EntityGift	40,000.00	40,000.00	40,000.00	0.00	0.00	0.00	100.00	
10000430	Total	Shenandoah Area Agency on Aging	40,000.00	40,000.00	40,000.00	0.00	0.00	0.00		
	5600	Loud Trans EntityGift	19,302.00	19,302.00	19,302.00	0.00	0.00	0.00	100.00	
10000440	Total	VA Regional Transp Assn	19,302.00	19,302.00	19,302.00	0.00	0.00	0.00		
	5600	Access Ind EntityGift	750.00	750.00	750.00	750.00	0.00	0.00	100.00	
10000450	Total	Access Independence	750.00	750.00	750.00	750.00	0.00	0.00		
	5600	Laurel Ctr EntityGift	2,000.00	2,000.00	2,000.00	0.00	0.00	0.00	100.00	
10000460	Total	The Laurel Center Wmn's Shltr	2,000.00	2,000.00	2,000.00	0.00	0.00	0.00		
	5600	LFCC EntityGift	17,534.00	17,534.00	17,534.00	0.00	0.00	0.00	100.00	
10000470	Total	Lord Fairfax Community College	17,534.00	17,534.00	17,534.00	0.00	0.00	0.00		
	1100	Parks Adm Salaries	232,243.00	242,759.00	242,759.02	20,229.92	0.00	(0.02)	100.00	
	1300	Parks Adm PT Sal	16,020.00	16,020.00	9,886.50	2,310.75	0.00	6,133.50	61.70	
	2100	Parks Adm FICA	19,316.00	17,595.00	17,111.85	1,525.38	0.00	483.15	97.30	
	2210	Parks Adm VRS 1&2	25,222.00	26,364.00	26,363.59	2,196.97	0.00	0.41	100.00	
	2300	Parks Adm Health Ins	36,032.00	36,014.00	36,376.40	3,363.97	0.00	(362.40)	101.00	
	2400	Parks Adm Life Ins	3,066.00	2,935.00	2,935.26	240.73	0.00	(0.26)	100.00	
	2700	Parks Adm WC	6,750.00	6,750.00	9,870.02	0.00	0.00	(3,120.02)	146.20	
	3000	Parks Adm CS	0.00	0.00	53.54	0.00	0.00	(53.54)	100.00	
	3180	Parks Adm CredCrd Fe	3,500.00	3,500.00	2,943.58	0.00	0.00	556.42	84.10	
	3320	Parks Adm Maint Con	6,156.00	6,156.00	2,484.23	491.25	0.00	3,671.77	40.40	
	3500	Parks Adm Printing	1,000.00	1,000.00	39.88	0.00	0.00	960.12	4.00	
	3600	Parks Adm Advertise	885.00	885.00	459.00	0.00	0.00	426.00	51.90	
	5210	Parks Adm Postal	5,590.00	5,590.00	964.50	0.00	0.00	4,625.50	17.30	
	5230	Parks Adm Telephone	2,000.00	2,000.00	818.53	80.90	0.00	1,181.47	40.90	
	5400	Parks Adm Lease&Rent	530.00	530.00	976.25	134.98	0.00	(446.25)	184.20	
	5500	Parks Adm Travel	2,274.00	2,274.00	986.72	0.00	0.00	1,287.28	43.40	
	5510	Parks Adm Mileage	0.00	0.00	123.00	0.00	0.00	(123.00)	100.00	
	5810	Parks Adm Due & Memb	1,800.00	1,800.00	2,097.62	230.62	0.00	(297.62)	116.50	
	6000	Parks Adm Mat&Sup	5,156.00	7,861.00	5,086.11	1,367.11	287.56	2,487.33	68.40	
	6008	Parks Adm Veh Fuel	1,400.00	1,400.00	456.18	59.45	0.00	943.82	32.60	
	6011	Parks Adm Clothing	1,000.00	1,000.00	682.75	0.00	0.00	317.25	68.30	
10000480	Total	Parks Administration	369,940.00	382,433.00	363,474.53	32,232.03	287.56	18,670.91		
	1100	Rec Center Salaries	43,210.00	45,012.00	45,012.46	3,751.04	0.00	(0.46)	100.00	
	1300	Rec Center PT Sal	29,300.00	29,300.00	30,373.17	2,427.39	0.00	(1,073.17)	103.70	
	2100	Rec Center FICA	5,972.00	5,649.00	5,730.66	469.26	0.00	(81.66)	101.40	
	2210	Rec Center VRS 1&2	4,693.00	4,888.00	4,888.33	407.36	0.00	(0.33)	100.00	
	2300	Rec Center Health Ins	5,825.00	5,822.00	5,880.36	543.93	0.00	(58.36)	101.00	
	2400	Rec Center Life Ins	570.00	544.00	544.30	44.64	0.00	(0.30)	100.10	
	2700	Rec Center WC	560.00	560.00	0.00	0.00	0.00	560.00	0.00	
	3600	Rec Center Advertise	200.00	200.00	0.00	0.00	0.00	200.00	0.00	
	5830	Rec Center Refunds	200.00	200.00	451.00	140.00	0.00	(251.00)	225.50	
	6000	Rec Center Mat&Sup	8,340.00	11,300.00	7,243.82	165.14	1,498.90	2,557.28	77.40	
	6012	Rec Center Resale Sup	5,000.00	5,000.00	952.72	0.00	0.00	4,047.28	19.10	
10000490	Total	Recreation Center	103,870.00	108,475.00	101,076.82	7,948.76	1,498.90	5,899.28		
	1300	Pool PT Sal	60,251.00	60,251.00	48,616.70	8,274.78	0.00	11,634.30	80.70	
	2100	Pool FICA	4,610.00	4,610.00	3,719.05	633.02	0.00	890.95	80.70	
	3000	Pool CS	2,900.00	2,900.00	775.00	0.00	0.00	2,125.00	26.70	
	3600	Pool Advertise	79.00	79.00	0.00	0.00	0.00	79.00	0.00	
	5500	Pool Travel	350.00	350.00	0.00	0.00	0.00	350.00	0.00	
	5810	Pool Due & Memb	1,725.00	1,725.00	950.00	0.00	0.00	775.00	55.10	
	5830	Pool Refunds	500.00	500.00	68.00	0.00	0.00	432.00	13.60	
	6000	Pool Mat&Sup	3,400.00	3,400.00	3,728.70	2,450.08	1,517.39	(1,846.09)	154.30	
	6011	Pool Clothing	1,143.00	1,143.00	334.09	230.90	708.50	100.41	91.20	
	6012	Pool Resale Sup	2,000.00	2,000.00	476.19	112.25	0.00	1,523.81	23.80	
	6026	Pool Chemicals	11,000.00	11,000.00	5,365.63	3,685.00	0.00	5,634.37	48.80	
10000500	Total	Swimming Pool	87,958.00	87,958.00	64,033.36	15,386.03	2,225.89	21,698.75		
	1100	Programs Salaries	31,641.00	34,400.00	34,400.66	2,866.72	0.00	(0.66)	100.00	
	1300	Programs PT Sal	94,500.00	94,500.00	75,177.50	7,857.68	0.00	19,322.50	79.60	
	2100	Programs FICA	9,650.00	9,633.00	8,195.96	804.50	0.00	1,437.04	85.10	
	2210	Programs VRS 1&2	3,436.00	3,736.00	3,735.93	311.33	0.00	0.07	100.00	
	2300	Programs Health Ins	5,825.00	5,822.00	5,880.36	543.93	0.00	(58.36)	101.00	
	2400	Programs Life Ins	418.00	416.00	415.69	34.11	0.00	0.31	99.90	
	2700	Programs WC	750.00	750.00	0.00	0.00	0.00	750.00	0.00	
	3000	Programs CS	56,000.00	56,000.00	47,922.05	7,921.88	23,749.17	(15,671.22)	128.00	
	3500	Programs Printing	7,000.00	7,000.00	5,330.00	0.00	0.00	1,670.00	76.10	

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ORG	OBJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD			AVAILABLE	
						EXPENDED	ENC/REQ	BUDGET	% USED	
	3600	Programs Advertise	1,700.00	1,700.00	1,577.30	70.00	0.00	122.70	92.80	
	5210	Programs Postal	100.00	100.00	19.99	19.99	0.00	80.01	20.00	
	5300	Programs Insurance	0.00	0.00	185.00	0.00	0.00	(185.00)	100.00	
	5400	Programs Lease&Rent	1,000.00	1,000.00	492.50	200.00	0.00	507.50	49.30	
	5500	Programs Travel	500.00	500.00	90.00	0.00	0.00	410.00	18.00	
	5560	Programs Group Trip	5,000.00	5,000.00	3,286.06	905.00	0.00	1,713.94	65.70	
	5810	Programs Due & Memb	500.00	500.00	718.08	49.00	0.00	(218.08)	143.60	
	5830	Programs Refunds	7,500.00	7,500.00	2,956.50	713.00	0.00	4,543.50	39.40	
	6000	Programs Mat&Sup	15,600.00	15,600.00	11,528.69	1,815.16	236.95	3,834.36	75.40	
	6011	Programs Clothing	2,000.00	2,000.00	1,150.87	220.50	31.50	817.63	59.10	
	6012	Programs Resale Sup	6,000.00	6,000.00	6,684.00	0.00	0.00	(684.00)	111.40	
10000510	Total	Parks Programs	249,120.00	252,157.00	209,747.14	24,332.80	24,017.62	18,392.24		
	1300	Concession PT Sal	5,290.00	5,290.00	2,443.57	657.94	0.00	2,846.43	46.20	
	2100	Concession FICA	513.00	513.00	186.91	50.33	0.00	326.09	36.40	
	6000	Concession Mat&Sup	100.00	100.00	69.02	69.02	0.00	30.98	69.00	
	6012	Concession Resale Sup	10,097.00	10,097.00	8,752.46	4,499.85	0.00	1,344.54	86.70	
10000520	Total	Concession Stand	16,000.00	16,000.00	11,451.96	5,277.14	0.00	4,548.04		
	5600	VA Arts EntityGift	10,000.00	10,000.00	10,000.00	0.00	0.00	0.00	100.00	
10000530	Total	VA Commission for the Arts	10,000.00	10,000.00	10,000.00	0.00	0.00	0.00		
	5600	Library EntityGift	185,000.00	185,000.00	185,000.00	0.00	0.00	0.00	100.00	
10000540	Total	Handley Regional Library	185,000.00	185,000.00	185,000.00	0.00	0.00	0.00		
	1100	Plan Adm Salaries	229,603.00	238,613.00	259,758.24	21,847.65	0.00	(21,145.24)	108.90	
	2100	Plan Adm FICA	17,565.00	18,179.00	20,080.41	1,658.09	0.00	(1,901.41)	110.50	
	2210	Plan Adm VRS 1&2	24,935.00	25,913.00	27,914.58	2,372.66	0.00	(2,001.58)	107.70	
	2300	Plan Adm Health Ins	20,388.00	20,375.00	23,931.13	1,631.79	0.00	(3,556.13)	117.50	
	2400	Plan Adm Life Ins	3,031.00	2,885.00	3,104.70	259.98	0.00	(219.70)	107.60	
	2700	Plan Adm WC	3,650.00	3,650.00	4,937.52	0.00	0.00	(1,287.52)	135.30	
	2800	Plan Adm Leave Pay	0.00	0.00	6,963.50	0.00	0.00	(6,963.50)	100.00	
	3000	Plan Adm CS	20,000.00	20,000.00	9,857.00	412.50	0.00	10,143.00	49.30	
	3140	Plan Adm Eng & Arch	3,000.00	5,000.00	4,527.50	185.00	0.00	472.50	90.60	
	3320	Plan Adm Maint Con	700.00	700.00	181.60	0.00	0.00	518.40	25.90	
	3500	Plan Adm Printing	3,000.00	3,000.00	1,123.80	0.00	0.00	1,876.20	37.50	
	3600	Plan Adm Advertise	2,000.00	2,000.00	2,865.64	0.00	0.00	(865.64)	143.30	
	5210	Plan Adm Postal	1,500.00	1,500.00	1,118.58	0.00	0.00	381.42	74.60	
	5230	Plan Adm Telephone	400.00	400.00	259.24	29.63	0.00	140.76	64.80	
	5500	Plan Adm Travel	1,500.00	1,500.00	588.34	0.00	0.00	911.66	39.20	
	5510	Plan Adm Mileage	2,000.00	2,000.00	1,046.98	204.74	0.00	953.02	52.30	
	5810	Plan Adm Due & Memb	1,750.00	1,750.00	172.64	0.00	0.00	1,577.36	9.90	
	6000	Plan Adm Mat&Sup	2,500.00	2,500.00	2,211.15	0.00	268.89	19.96	99.20	
	6000	Plan Adm Mat&Sup	1,080.00	1,080.00	1,360.00	0.00	0.00	(280.00)	125.90	
10000550	Total	Planning Administration	338,602.00	351,045.00	372,002.55	28,602.04	268.89	(21,226.44)		
	1300	Plan Com PT Sal	500.00	500.00	500.00	50.00	0.00	0.00	100.00	
	2100	Plan Com FICA	39.00	39.00	38.23	3.82	0.00	0.77	98.00	
	3000	Plan Com CS	8,000.00	8,000.00	382.50	50.00	0.00	7,617.50	4.80	
	3160	Plan Com Board Fe	10,000.00	10,000.00	6,300.00	550.00	0.00	3,700.00	63.00	
	3600	Plan Com Advertise	600.00	600.00	514.80	0.00	0.00	85.20	85.80	
	5210	Plan Com Postal	100.00	100.00	0.00	0.00	0.00	100.00	0.00	
	5500	Plan Com Travel	500.00	500.00	0.00	0.00	0.00	500.00	0.00	
	5810	Plan Com Due & Memb	261.00	261.00	0.00	0.00	0.00	261.00	0.00	
10000560	Total	Planning Commission	20,000.00	20,000.00	7,735.53	653.82	0.00	12,264.47		
	3000	BryDevAuth CS	4,500.00	4,500.00	32.00	0.00	0.00	4,468.00	0.70	
	3160	BryDevAuth Board Fe	1,000.00	1,000.00	400.00	0.00	0.00	600.00	40.00	
	3600	BryDevAuth Advertise	500.00	500.00	0.00	0.00	0.00	500.00	0.00	
	5210	BryDevAuth Postal	100.00	100.00	0.00	0.00	0.00	100.00	0.00	
10000570	Total	Berryville Dev Authority	6,100.00	6,100.00	432.00	0.00	0.00	5,668.00		
	5600	Airport EntityGift	2,500.00	2,500.00	2,500.00	0.00	0.00	0.00	100.00	
10000580	Total	Regional Airport Authority	2,500.00	2,500.00	2,500.00	0.00	0.00	0.00		
	5600	HlpHousing EntityGift	5,400.00	5,400.00	5,400.00	0.00	0.00	0.00	100.00	
10000590	Total	Help With Housing	5,400.00	5,400.00	5,400.00	0.00	0.00	0.00		
	1300	BrdZonApp PT Sal	250.00	250.00	0.00	0.00	0.00	250.00	0.00	
	2100	BrdZonApp FICA	20.00	20.00	0.00	0.00	0.00	20.00	0.00	
	3000	BrdZonApp CS	2,000.00	2,000.00	0.00	0.00	0.00	2,000.00	0.00	
	3160	BrdZonApp Board Fe	500.00	500.00	100.00	0.00	0.00	400.00	20.00	
	3600	BrdZonApp Advertise	500.00	500.00	300.00	0.00	0.00	200.00	60.00	
	5210	BrdZonApp Postal	50.00	50.00	0.00	0.00	0.00	50.00	0.00	
	5810	BrdZonApp Due & Memb	150.00	150.00	0.00	0.00	0.00	150.00	0.00	
10000600	Total	Board of Zoning Appeals	3,470.00	3,470.00	400.00	0.00	0.00	3,070.00		
	1100	Econ Dev Salaries	33,109.00	34,441.00	28,700.97	0.00	0.00	5,740.03	83.30	
	2100	Econ Dev FICA	2,533.00	2,664.00	2,753.67	0.00	0.00	(89.67)	103.40	

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ORG	OBJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD			AVAILABLE	
						EXPENDED	ENC/REQ	BUDGET	% USED	
	2210	Econ Dev VRS 1&2	3,596.00	3,740.00	3,116.89	0.00	0.00	623.11	83.30	
	2300	Econ Dev Health Ins	2,913.00	2,911.00	2,425.60	0.00	0.00	485.40	83.30	
	2400	Econ Dev Life Ins	437.00	416.00	348.14	0.00	0.00	67.86	83.70	
	2800	Annual Leave Payouts	0.00	0.00	6,963.46	0.00	0.00	(6,963.46)	100.00	
	3000	Econ Dev CS	61,600.00	61,600.00	5,871.25	0.00	0.00	55,728.75	9.50	
	3500	Econ Dev Printing	500.00	500.00	500.00	0.00	0.00	0.00	100.00	
	3600	Econ Dev Advertise	0.00	0.00	791.80	0.00	0.00	(791.80)	100.00	
	5210	Econ Dev Postal	100.00	100.00	0.00	0.00	0.00	100.00	0.00	
	5230	Econ Dev Telephone	0.00	0.00	380.00	380.00	0.00	(380.00)	100.00	
	5510	Econ Dev Mileage	0.00	0.00	155.68	155.68	0.00	(155.68)	100.00	
	5600	Econ Dev EntityGift	750.00	750.00	0.00	0.00	0.00	750.00	0.00	
	6000	Econ Dev Mat&Sup	400.00	400.00	340.50	299.70	0.00	59.50	85.10	
	8200	Econ Dev CO Adds	0.00	0.00	0.00	0.00	712.44	(712.44)	100.00	
10000610	Total	Office of Economic Development	105,938.00	107,522.00	52,347.96	835.38	712.44	54,461.60		
	5600	SmallBusDv EntityGift	1,500.00	1,500.00	1,500.00	0.00	0.00	0.00	100.00	
10000620	Total	Small Business Dev Center	1,500.00	1,500.00	1,500.00	0.00	0.00	0.00		
	5600	Blandy EntityGift	3,000.00	3,000.00	3,000.00	0.00	0.00	0.00	100.00	
10000630	Total	Blandy Experimental Farm	3,000.00	3,000.00	3,000.00	0.00	0.00	0.00		
	3000	HstPrvCom CS	24,500.00	29,850.00	21,348.51	667.31	0.00	8,501.49	71.50	
	3160	HstPrvCom Board Fe	1,000.00	1,000.00	600.00	0.00	0.00	400.00	60.00	
	3600	HstPrvCom Advertise	250.00	250.00	143.00	0.00	0.00	107.00	57.20	
	5210	HstPrvCom Postal	200.00	200.00	39.80	13.40	0.00	160.20	19.90	
	5500	HstPrvCom Travel	350.00	350.00	473.46	0.00	0.00	(123.46)	135.30	
	6000	HstPrvCom Mat&Sup	0.00	0.00	42.65	0.00	0.00	(42.65)	100.00	
10000640	Total	Historic Preservation Comm	26,300.00	31,650.00	22,647.42	680.71	0.00	9,002.58		
	5600	NSVRC EntityGift	5,776.00	5,776.00	5,776.22	0.00	0.00	(0.22)	100.00	
10000650	Total	Northern Shen Valley Reg Comm	5,776.00	5,776.00	5,776.22	0.00	0.00	(0.22)		
	3000	Water Qual CS	30,000.00	30,000.00	22,500.00	0.00	0.00	7,500.00	75.00	
10000660	Total	Water Quality Management	30,000.00	30,000.00	22,500.00	0.00	0.00	7,500.00		
	5600	FriendShen EntityGift	3,000.00	3,000.00	3,000.00	0.00	0.00	0.00	100.00	
10000670	Total	Friends of the Shenandoah	3,000.00	3,000.00	3,000.00	0.00	0.00	0.00		
	1300	BrdSepApp PT Sal	200.00	200.00	0.00	0.00	0.00	200.00	0.00	
	2100	BrdSepApp FICA	16.00	16.00	0.00	0.00	0.00	16.00	0.00	
	3160	BrdSepApp Board Fe	200.00	200.00	325.00	0.00	0.00	(125.00)	162.50	
	3600	BrdSepApp Advertise	484.00	484.00	1,329.60	0.00	0.00	(845.60)	274.70	
	5210	BrdSepApp Postal	100.00	100.00	0.00	0.00	0.00	100.00	0.00	
10000680	Total	Board of Septic Appeals	1,000.00	1,000.00	1,654.60	0.00	0.00	(654.60)		
	5600	LF S&W EntityGift	5,000.00	5,000.00	5,000.00	0.00	0.00	0.00	100.00	
10000690	Total	Lord Fairfax Soil & Water Cons	5,000.00	5,000.00	5,000.00	0.00	0.00	0.00		
	1300	Biosolids PT Sal	12,228.00	12,228.00	6,308.75	231.75	0.00	5,919.25	51.60	
	2100	Biosolids FICA	936.00	936.00	482.60	17.73	0.00	453.40	51.60	
	2700	Biosolids WC	150.00	150.00	137.33	0.00	0.00	12.67	91.60	
	3000	Biosolids CS	400.00	400.00	0.00	0.00	0.00	400.00	0.00	
	5500	Travel	0.00	0.00	94.04	0.00	0.00	(94.04)	100.00	
	5510	Biosolids Mileage	2,047.00	2,047.00	1,799.64	34.16	0.00	247.36	87.90	
10000700	Total	Bio-solids Application	15,761.00	15,761.00	8,822.36	283.64	0.00	6,938.64		
	3000	Coop Ext CS	100.00	100.00	0.00	0.00	0.00	100.00	0.00	
	3320	Coop Ext Maint Con	300.00	300.00	144.04	0.00	0.00	155.96	48.00	
	3841	Coop Ext VPI Agent	37,036.00	37,036.00	35,455.08	10,933.23	0.00	1,580.92	95.70	
	5210	Coop Ext Postal	64.00	64.00	661.48	0.00	0.00	(597.48)	1,033.60	
	5230	Coop Ext Telephone	500.00	500.00	188.25	21.63	0.00	311.75	37.70	
	5810	Coop Ext Due & Memb	0.00	0.00	130.00	0.00	0.00	(130.00)	100.00	
	6000	Coop Ext Mat&Sup	2,000.00	2,000.00	1,265.75	0.00	0.00	734.25	63.30	
10000710	Total	Cooperative Extension Program	40,000.00	40,000.00	37,844.60	10,954.86	0.00	2,155.40		
	5600	4-H Center EntityGift	2,300.00	2,300.00	2,300.00	0.00	0.00	0.00	100.00	
10000720	Total	4-H Center	2,300.00	2,300.00	2,300.00	0.00	0.00	0.00		
	1000	Reserve Personal	165,000.00	36,938.00	0.00	0.00	0.00	36,938.00	0.00	
	3140	Reserve Eng & Arch	15,000.00	10,150.00	0.00	0.00	0.00	10,150.00	0.00	
	3150	Reserve Legal S	20,000.00	20,000.00	0.00	0.00	0.00	20,000.00	0.00	
	8000	Reserve CO	15,000.00	15,000.00	0.00	0.00	0.00	15,000.00	0.00	
10000730	Total	Contingency Reserves	215,000.00	82,088.00	0.00	0.00	0.00	82,088.00		
	3000	Maintenanc CS	16,000.00	16,000.00	11,098.86	691.27	0.00	4,901.14	69.40	
	3320	Maintenanc Maint Con	34,000.00	34,000.00	9,332.64	2,332.38	0.00	24,667.36	27.40	
	3340	Maintenanc Cust Con	0.00	0.00	23,323.80	0.00	0.00	(23,323.80)	100.00	
	5110	Maintenanc Electric	28,000.00	28,000.00	26,529.19	2,368.42	0.00	1,470.81	94.70	
	5120	Maintenanc Heating	3,600.00	3,600.00	5,334.49	26.41	0.00	(1,734.49)	148.20	
	5130	Maintenanc Wat & Sew	2,275.00	2,275.00	1,065.92	172.43	0.00	1,209.08	46.90	
	5400	Maintenanc Lease&Rent	0.00	0.00	351.12	0.00	0.00	(351.12)	100.00	
	6000	Maintenanc Mat&Sup	3,800.00	3,800.00	1,920.51	861.38	0.00	1,879.49	50.50	

Clarke County
YTD Budget Report
June 30, 2015

ORG	OBJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD		AVAILABLE	
						EXPENDED	ENC/REQ	BUDGET	% USED
10000890	Total	Maintenance 101 Chalmers Court	87,675.00	87,675.00	78,956.53	6,452.29	0.00	8,718.47	
	3000	Maintenanc CS	6,560.00	6,560.00	1,599.52	300.00	0.00	4,960.48	24.40
	3320	Maintenanc Maint Con	3,500.00	3,500.00	3,146.80	0.00	0.00	353.20	89.90
	5110	Maintenanc Electric	10,500.00	10,500.00	10,354.07	602.44	0.00	145.93	98.60
	5120	Maintenanc Heating	2,750.00	2,750.00	1,595.45	20.45	0.00	1,154.55	58.00
	5130	Maintenanc Wat & Sew	4,230.00	4,230.00	3,331.30	471.90	0.00	898.70	78.80
	6000	Maintenanc Mat&Sup	500.00	500.00	544.85	62.39	0.00	(44.85)	109.00
10000900	Total	Maintenanc 100 N Ch St/Radio T	28,040.00	28,040.00	20,571.99	1,457.18	0.00	7,468.01	
	3000	Maintenanc CS	9,500.00	9,500.00	806.51	198.50	0.00	8,693.49	8.50
	3320	Maintenanc Maint Con	500.00	500.00	1,567.80	0.00	0.00	(1,067.80)	313.60
	5110	Maintenanc Electric	23,400.00	23,400.00	28,513.91	1,439.12	0.00	(5,113.91)	121.90
	5130	Maintenanc Wat & Sew	0.00	0.00	9.00	0.00	0.00	(9.00)	100.00
	6000	Maintenanc Mat&Sup	1,500.00	1,500.00	28.37	0.00	0.00	1,471.63	1.90
10000910	Total	Maintenance 102 N Church St	34,900.00	34,900.00	30,925.59	1,637.62	0.00	3,974.41	
	3000	Maintenanc CS	8,500.00	8,500.00	8,092.42	0.00	0.00	407.58	95.20
	3320	Maintenanc Maint Con	1,900.00	1,900.00	1,719.80	0.00	0.00	180.20	90.50
	5110	Maintenanc Electric	7,320.00	7,320.00	9,455.74	797.98	0.00	(2,135.74)	129.20
	5120	Maintenanc Heating	3,800.00	3,800.00	3,409.53	23.20	0.00	390.47	89.70
	5130	Maintenanc Wat & Sew	650.00	650.00	750.00	75.00	0.00	(100.00)	115.40
	6000	Maintenanc Mat&Sup	1,300.00	1,300.00	661.65	0.00	0.00	638.35	50.90
10000920	Total	Maintenance 104/106 N Church S	23,470.00	23,470.00	24,089.14	896.18	0.00	(619.14)	
	3000	Maintenanc CS	9,000.00	9,000.00	2,597.03	0.00	0.00	6,402.97	28.90
	3320	Maintenanc Maint Con	850.00	850.00	513.00	0.00	0.00	337.00	60.40
	5110	Maintenanc Electric	4,750.00	4,750.00	4,730.39	454.33	0.00	19.61	99.60
	5120	Maintenanc Heating	6,850.00	6,850.00	5,986.45	0.00	0.00	863.55	87.40
	5130	Maintenanc Wat & Sew	500.00	500.00	0.00	0.00	0.00	500.00	0.00
	6000	Maintenanc Mat&Sup	2,000.00	2,000.00	76.99	61.00	0.00	1,923.01	3.80
10000930	Total	Maintenance 225 Ramsburg Ln	23,950.00	23,950.00	13,903.86	515.33	0.00	10,046.14	
	3000	Maintenanc CS	1,400.00	1,400.00	881.64	0.00	0.00	518.36	63.00
	3320	Maintenanc Maint Con	400.00	400.00	190.00	0.00	0.00	210.00	47.50
	5110	Maintenanc Electric	1,662.00	1,662.00	1,290.15	127.36	0.00	371.85	77.60
	5120	Maintenanc Heating	1,800.00	1,800.00	2,383.44	0.00	0.00	(583.44)	132.40
	6000	Maintenanc Mat&Sup	300.00	300.00	127.47	113.48	0.00	172.53	42.50
10000940	Total	Maintenance 524 Westwood Road	5,562.00	5,562.00	4,872.70	240.84	0.00	689.30	
	3000	Maintenanc CS	10,000.00	10,000.00	6,152.71	396.06	0.00	3,847.29	61.50
	3320	Maintenanc Maint Con	1,500.00	1,500.00	209.00	0.00	0.00	1,291.00	13.90
	3340	Custodial Service Contracts	0.00	0.00	1,100.55	0.00	0.00	(1,100.55)	100.00
	5110	Maintenanc Electric	20,900.00	20,900.00	22,974.58	0.00	0.00	(2,074.58)	109.90
	5120	Maintenanc Heating	4,670.00	4,670.00	4,355.95	99.07	0.00	314.05	93.30
	5130	Maintenanc Wat & Sew	2,115.00	2,115.00	1,632.00	323.00	0.00	483.00	77.20
	6000	Maintenanc Mat&Sup	3,200.00	3,200.00	435.50	127.31	0.00	2,764.50	13.60
10000950	Total	Maint 225 Al Smith Cir Rec Ctr	42,385.00	42,385.00	36,860.29	945.44	0.00	5,524.71	
	3000	Maintenanc CS	7,500.00	7,500.00	11,572.44	3,558.99	0.00	(4,072.44)	154.30
	5110	Maintenanc Electric	7,020.00	7,020.00	2,978.57	301.89	0.00	4,041.43	42.40
	5120	Maintenanc Heating	0.00	0.00	71.00	0.00	0.00	(71.00)	100.00
	5130	Maintenanc Wat & Sew	2,313.00	2,313.00	2,071.00	806.00	0.00	242.00	89.50
	6000	Maintenanc Mat&Sup	7,800.00	7,800.00	2,145.22	122.40	0.00	5,654.78	27.50
10000960	Total	Maint 225 Al Smith Cir Ofc/Gro	24,633.00	24,633.00	18,838.23	4,789.28	0.00	5,794.77	
	3000	Maintenanc CS	1,500.00	1,500.00	6,069.34	3,521.14	0.00	(4,569.34)	404.60
	5110	Maintenanc Electric	4,410.00	4,410.00	3,734.88	44.93	0.00	675.12	84.70
	5130	Maintenanc Wat & Sew	9,800.00	9,800.00	11,020.00	5,925.00	0.00	(1,220.00)	112.40
	6000	Maintenanc Mat&Sup	1,000.00	1,000.00	4,256.01	1,999.86	0.00	(3,256.01)	425.60
10000970	Total	Maint 225 Al Smith Cir Pool	16,710.00	16,710.00	25,080.23	11,490.93	0.00	(8,370.23)	
	3000	Maintenanc CS	0.00	0.00	509.79	0.00	0.00	(509.79)	100.00
	5110	Maintenanc Electric	1,420.00	1,420.00	876.78	161.06	0.00	543.22	61.70
	6000	Maintenanc Mat&Sup	10,000.00	10,000.00	4,959.29	1,178.85	0.00	5,040.71	49.60
10000980	Total	Maint 225 Al Smith Cir Baseball	11,420.00	11,420.00	6,345.86	1,339.91	0.00	5,074.14	
	3000	Maintenanc CS	750.00	750.00	1,072.96	0.00	0.00	(322.96)	143.10
	5110	Maintenanc Electric	650.00	650.00	411.80	0.00	0.00	238.20	63.40
	6000	Maintenanc Mat&Sup	4,500.00	4,500.00	7,015.15	0.00	0.00	(2,515.15)	155.90
10000990	Total	Maint 225 Al Smith Cir Soccer	5,900.00	5,900.00	8,499.91	0.00	0.00	(2,599.91)	
	6000	Maintenanc Mat&Sup	250.00	250.00	0.00	0.00	0.00	250.00	0.00
10001000	Total	Maintenance 32 E Main St	250.00	250.00	0.00	0.00	0.00	250.00	
	3000	Maintenanc CS	1,500.00	1,500.00	1,882.68	0.00	0.00	(382.68)	125.50
	5130	Maintenanc Wat & Sew	525.00	525.00	0.00	0.00	0.00	525.00	0.00
	6000	Maintenanc Mat&Sup	250.00	250.00	110.29	0.00	0.00	139.71	44.10
10001010	Total	Maintenance 36 E Main St	2,275.00	2,275.00	1,992.97	0.00	0.00	282.03	
	3000	Maintenanc CS	5,540.00	5,540.00	4,755.58	0.00	0.00	784.42	85.80
	3320	Maintenanc Maint Con	1,900.00	1,900.00	1,700.80	0.00	0.00	199.20	89.50

Clarke County
YTD Budget Report
June 30, 2015

ORG	OBJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD		AVAILABLE	
						EXPENDED	ENC/REQ	BUDGET	% USED
	5110	Maintenanc Electric	8,250.00	8,250.00	8,366.27	602.36	0.00	(116.27)	101.40
	5130	Maintenanc Wat & Sew	870.00	870.00	1,000.00	150.00	0.00	(130.00)	114.90
	6000	Maintenanc Mat&Sup	2,750.00	2,750.00	508.46	0.00	0.00	2,241.54	18.50
10001020	Total	Mainteance 311 E Main St	19,310.00	19,310.00	16,331.11	752.36	0.00	2,978.89	
	3000	Maintenanc CS	9,000.00	9,000.00	482.97	216.00	0.00	8,517.03	5.40
	3320	Maintenanc Maint Con	300.00	300.00	339.32	117.41	0.00	(39.32)	113.10
	5110	Maintenanc Electric	2,550.00	2,550.00	2,722.64	210.27	0.00	(172.64)	106.80
	5120	Maintenanc Heating	3,340.00	3,340.00	2,167.30	0.00	0.00	1,172.70	64.90
	5130	Maintenanc Wat & Sew	140.00	140.00	161.50	25.50	0.00	(21.50)	115.40
10001410	Total	Maintenance 129 Ramsburg Ln	15,330.00	15,330.00	5,873.73	569.18	0.00	9,456.27	
	1100	Comm Atty Salaries	26,877.00	26,641.00	18,828.64	(5,592.18)	0.00	7,812.36	70.70
	1300	Comm Atty PT Sal	8,362.00	8,693.00	7,740.35	(228.17)	0.00	952.65	89.00
	2100	Comm Atty FICA	2,696.00	642.00	578.18	(30.04)	0.00	63.82	90.10
	2210	Comm Atty VRS 1&2	1,013.00	944.00	840.61	(24.79)	0.00	103.39	89.00
	2300	Comm Atty Health Ins	1,408.00	0.00	0.00	0.00	0.00	0.00	0.00
	2400	Comm Atty Life Ins	123.00	0.00	0.00	0.00	0.00	0.00	0.00
10001420	Total	Violence Against Women Prev	40,479.00	36,920.00	27,987.78	(5,875.18)	0.00	8,932.22	
	1300	VictimWit PT Sal	28,965.00	30,112.00	31,064.05	3,461.87	0.00	(952.05)	103.20
	2100	VictimWit FICA	2,216.00	2,274.00	2,377.43	278.91	0.00	(103.43)	104.50
	2210	VictimWit VRS 1&2	3,146.00	3,270.00	3,373.55	375.97	0.00	(103.55)	103.20
	2300	VictimWit Health Ins	4,520.00	5,822.00	2,910.78	0.00	0.00	2,911.22	50.00
	2400	VictimWit Life Ins	382.00	418.00	469.23	38.48	0.00	(51.23)	112.30
	2700	VictimWit WC	35.00	35.00	35.57	0.00	0.00	(0.57)	101.60
	5230	VictimWit Telephone	0.00	0.00	156.12	24.90	0.00	(156.12)	100.00
	5500	VictimWit Travel	600.00	600.00	0.00	0.00	0.00	600.00	0.00
	5810	VictimWit Due & Memb	75.00	75.00	0.00	0.00	0.00	75.00	0.00
	6000	VictimWit Mat&Sup	250.00	250.00	0.00	0.00	0.00	250.00	0.00
10001440	Total	Victim Witness Assistance	40,189.00	42,856.00	40,386.73	4,180.13	0.00	2,469.27	
	1300	Sheriff PT Sal	8,360.00	8,360.00	6,767.38	461.85	0.00	1,592.62	80.90
	2100	Sheriff FICA	640.00	640.00	517.67	35.33	0.00	122.33	80.90
	6000	Materials and Supplies	0.00	0.00	1,125.00	0.00	0.00	(1,125.00)	100.00
10001480	Total	VA Hwy Safety Enf - Alcohol	9,000.00	9,000.00	8,410.05	497.18	0.00	589.95	
	1200	Sheriff OT	0.00	0.00	3,602.87	242.90	0.00	(3,602.87)	100.00
	2100	Sheriff FICA	0.00	0.00	275.62	18.58	0.00	(275.62)	100.00
10001500	Total	VA Hwy Safety Enf - Speed	0.00	0.00	3,878.49	261.48	0.00	(3,878.49)	
	5500	Travel	0.00	0.00	184.16	0.00	0.00	(184.16)	100.00
	6000	Sheriff Mat&Sup	0.00	0.00	2,056.00	0.00	0.00	(2,056.00)	100.00
10001520	Total	NOVA Int CR Against Child	0.00	0.00	2,240.16	0.00	0.00	(2,240.16)	
	6000	Sheriff Mat&Sup	0.00	0.00	3,960.00	0.00	0.00	(3,960.00)	100.00
10001530	Total	BJA Bulletproof Vest	0.00	0.00	3,960.00	0.00	0.00	(3,960.00)	
	1100	Sheriff Salaries	1,770.00	1,770.00	0.00	0.00	0.00	1,770.00	0.00
	1300	Sheriff PT Sal	0.00	0.00	3,250.36	1,222.28	0.00	(3,250.36)	100.00
	2100	Sheriff FICA	136.00	136.00	246.42	93.50	0.00	(110.42)	181.20
10001550	Total	DCJS Byrne Justice Assist	1,906.00	1,906.00	3,496.78	1,315.78	0.00	(1,590.78)	
	1200	Overtime	0.00	0.00	1,185.31	0.00	0.00	(1,185.31)	100.00
	2100	FICA Benefits	0.00	0.00	90.68	0.00	0.00	(90.68)	100.00
10600010	Total	Org Crime Drug Enf Tsk Fc	0.00	0.00	1,275.99	0.00	0.00	(1,275.99)	
Grand Total			8,984,882.00	8,957,151.00	8,386,650.48	624,748.33	48,938.16	521,562.36	

Clarke County Board of Supervisors

Government Projects Update

Clarke County Board of Supervisors

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>
6/16/2015	1889	Sign Tim Walther Productions Inc. land use permit application to VDOT for All Good Music Festival.	David Ash	Complete	6/16/2015
6/17/2015	1890	Process approved minutes.	Lora B. Walburn	Complete	6/17/2015
6/18/2015	1891	Update Appointments database and send letters of appointment.	Lora B. Walburn	Complete	6/17/2015
6/19/2015	1892	IDA and CCSA appointments provide oath of office notice and conflict of interest filing requirements.	Lora B. Walburn	Complete	6/17/2015
6/20/2015	1893	Reserve three rooms for the VACo Conference.	Lora B. Walburn	Complete	6/18/2015
6/21/2015	1894	Notify Mike Legge of invitation to attend the VACo Conference to new CCSA Chair.	Lora B. Walburn	Complete	6/18/2015
6/22/2015	1895	Finalize FY2016 General Government Employees Salary Resolution.	David Ash	Complete	6/22/2015
6/23/2015	1896	Draft letter to the Northern Shenandoah Valley Substance Abuse Coalition re funding.	David Ash	Complete	6/22/2015

Clarke County Board of Supervisors

Board Member Committee Status Reports

Clarke County Board of Supervisors

Closed Session *[as necessary]*

Clarke County Board of Supervisors

Citizen Comment Period

ZONING ORDINANCE TEXT AMENDMENT (TA-15-01)

Monopole Regulations

July 21, 2015 Board of Supervisors Meeting – PUBLIC HEARING

STAFF REPORT – Department of Planning

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.

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.

Requested Action:

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

Case Update:

As indicated below, Frank Stearns (attorney for Verizon Wireless) stated at the Planning Commission’s Public Hearing on May 1, 2015 that he did not believe that the continued enforcement of setback requirements on co-locations conforms to the new Federal regulations. The Commission conditioned their recommendation to adopt this text amendment upon having County Attorney Bob Mitchell review Mr. Stearns’s position.

Mr. Mitchell advises that while retaining the setback provision may present a disputable legal issue, there are public policy rationales that provide a basis for including the setback provision. These include public safety for setbacks from property lines and public rights of way, as well as protection of sensitive lands for setbacks from open space easements, the Appalachian Trail corridor, the State Arboretum, and state-designated scenic byways. Based on this advice, Staff recommends retaining the requirement of continued compliance with setback requirements (§6-H-12-e) as proposed in new §3-C-2-u-7-a.

Staff Discussion/Analysis:

The draft text amendment was developed by Staff to bring the Zoning Ordinance into compliance with recent changes to Federal law regarding co-location of antennas on existing telecommunication towers, and to clarify and strengthen certain aspects of the review of monopole applications. These issues are addressed separately below:

Compliance with Federal regulations pertaining to co-location

In October 2014, Staff was contacted by Frank Stearns, an attorney with Verizon Wireless, who was working with Fauquier County to bring their zoning ordinance into compliance with new Federal regulations dealing with co-location of antennas and equipment on existing towers. He wanted to make us aware of the new regulations and how they would impact co-locations on

Clarke County monopoles. Staff worked in conjunction with County Attorney Bob Mitchell to study this issue and determine whether it is necessary to amend our current zoning regulations.

The Federal regulations were adopted as part of the Middle Class Tax Relief and Job Creation Act of 2012 and provides that a state or local government “may not deny, and shall approve” any request for co-location, removal, or replacement of transmission equipment on an existing tower provided that the action does not substantially change the physical dimensions of the tower. The FCC Public Notice document includes an interpretation of what would constitute a substantial increase in the size of an existing tower:

1. The co-location would increase the existing height of the tower by more than 10% or by the height of one additional antenna array with separation from the nearest existing antenna, not to exceed 20 feet, whichever is greater, except to avoid interference with existing antennas; or
2. The co-location would involve installing more than the standard number of new equipment cabinets for the technology involved, not to exceed four, or more than one new equipment shelter; or
3. The co-location would involve installing an appurtenance to the tower body that would protrude from the edge of the tower more than 20 feet, or more than the width of the tower structure at the level of the appurtenance, whichever is greater, except to shelter the antenna from inclement weather or to connect the antenna to the tower via cable; or
4. The co-location would involve excavation outside the current tower site defined as the current boundaries of the leased or owned property surrounding the tower and any current access or utility easements serving the site.

Staff has modeled the proposed text amendment language after the FCC Public Notice interpretations and draft language currently being developed by Fauquier County. This proposed language would be added as a new section 3-C-2-u-7, and would require administrative approval of a site plan amendment by Staff for a co-location of new antennas on an existing monopole according to the following criteria:

- (a) **The co-location and equipment installation shall not result in the monopole falling out of compliance with §6-H-12-b requiring placement of the monopole in a wooded area of dense tree coverage within a 120 foot radius of the clearing area for the monopole compound.** Staff included this section to ensure that the co-location would not result in the removal of any existing trees within the prescribed buffer area (also see change to 6-H-12-b below).

In addition, co-location and equipment installation shall not result in the monopole failing to comply with §6-H-12-e regarding required setbacks. This section was included to help ensure that monopoles are designed with setbacks that contemplate future height extensions from co-locations, as setbacks are based upon the height of the monopole. Any co-location that would result in a setback encroachment would not be

approved.

- (b) **The co-location cannot increase the height of the tower 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, unless these limits must be exceeded to avoid interference with existing equipment. If an applicant seeks to exceed height limits on interference grounds, a report from a licensed engineer must be provided to justify the request and the applicant will bear the cost of having the County's engineering consultant evaluate the report.** This section reflects the FCC interpretation of the Federal regulation. The impact of adopting this language would be the potential for the height of existing monopoles to be increased by a maximum of 20 feet to accommodate a new co-location. The Federal regulation also allows these limits to be exceeded in order to avoid interference with existing equipment. In these cases, a co-location applicant would be required to provide an engineering report to justify this exception which would be evaluated by the County's engineering consultant with all costs to be paid by the co-location applicant.
- (c) **The co-location would not involve installing more than the standard number of new equipment cabinets for the technology involved, not to exceed four, or more than one new equipment shelter.** This section references the equipment cabinets and shelters that are constructed at the base of the monopole for each provider. The language reflects the FCC interpretation of the Federal regulation.
- (d) **The co-location would not involve installing an appurtenance to the monopole structure that would protrude from the edge of the monopole more than 20 feet, or more than the width of the monopole structure at the level of the appurtenance, whichever is less, except to shelter the antenna from inclement weather or to connect the antenna to the monopole via cable.** This section references the width of antennas and supporting equipment attached to the monopole and the degree of protrusion that must be allowed with a co-location. This section reflects the FCC interpretation of the Federal regulation.
- (e) **The co-location would not involve excavation outside the boundaries of the monopole site as depicted on the original approved site development plan.** This section reflects the FCC interpretation of the Federal regulation.

Language to strengthen monopole application submission requirements

In conjunction with the amendments to comply with the new Federal regulations, Staff recommends the following amendments to the monopole site plan submission requirements found in §6-H-12 of the Zoning Ordinance to strengthen and clarify the review process:

- 6-H-12-a-2. New language to require applications for new monopole special use permit and site plan approval to be signed by the owner(s) of the property on which the monopole is to be constructed and by the telecommunications provider or developer of the site. Staff has required both signatures on past applications as a practice – the new

language will clarify that this is a requirement.

- 6-H-12-a-3-a. New language that clarifies all of the required elements that must be included on a site plan for a new monopole by listing them in a single section. These elements include:
 - Scaled plan, 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 adjoining property lines
 - Access drives
 - Fencing
 - Distances to adjacent uses and buildings (new requirement)
 - General location of all residences and structures within 2,000 feet of the proposed monopole (new requirement)

- 6-H-12-a-3-b. New language requiring a statement of need to be provided by a licensed telecommunications provider. This can be provided directly by the applicant if they are a provider, or with a letter of intent from a licensed telecommunications provider to operate on the monopole upon its completion. The purpose of this requirement is to ensure that the need for all new monopoles is evaluated from the perspective of a specific telecommunications provider. This will help to prevent “speculative” applications from being filed by tower developers or others without any verifiable commitment from a specific telecommunications provider or providers.

- 6-H-12-a-3-c. New language requiring the provision of radio frequency coverage maps (or propagation maps) for the proposed monopole facility and all nearby facilities. These maps will help to graphically depict coverage gaps to be filled by a proposed monopole and the degree to which the coverage would be improved. This section would require maps to be provided in three signal intensities, which are commonly depicted as in-building coverage, in-car coverage, and out of building coverage. Staff has requested and received propagation maps on past applications but the new language would require the maps to be provided according to the listed requirements.

- 6-H-12-a-3-d. New language requiring at least two photo-simulations of the proposed monopole at locations requested by the zoning administrator, who would also have the discretion to require additional photo-simulations. This section would require a balloon test demonstrating the monopole height to be conducted and would also require the applicant to provide 48-hour notice of the balloon test to adjoining property owners. Photo-simulations and balloon tests have been requested and provided in past monopole cases – the new language would codify both as application requirements.

- 6-H-12-a-3-e. New language allowing the zoning administrator to request other information deemed necessary to assess compliance with this ordinance. Examples could include additional photo-simulations, balloon tests, exhibits, or technical/engineering reports.
- 6-H-12-a-4. Clarifies existing language by stating that the applicant must document that they have considered at least two alternative sites and why they have chosen the proposed site in conjunction with the special use permit and site plan applications. Current language does not reference the special use permit application which could be confusing for applicants.
- 6-H-12-b. Increases the minimum required depth of dense tree coverage radius around the perimeter of the area to be cleared for a monopole from 100 feet to 120 feet. The purpose of the change is to account for the potential increase in monopole height due to co-location in accordance with the new Federal regulations.
- 6-H-12-c. New language that removes the requirement that all antennas shall be flush-mounted and leaves it to the discretion of the Board of Supervisors as a means of reducing visibility from adjoining properties on a case by case basis. This requirement has not been enforced on recent monopole applications due to a desire to maximize the effectiveness of the new monopoles and the lack of a need for flush-mounting due to well-screened locations.
- 6-H-12-f. New section added to require all monopoles, antennas, and equipment to maintain a flat, non-glossy, non-reflective galvanized steel finish or be painted a neutral color to reduce visual obtrusiveness. This element would be evaluated and approved in conjunction with the monopole site plan review and would be required to be maintained throughout the life of the monopole.
- 6-H-12-g. New section added to ensure that monopoles are designed and maintained in compliance with building codes and regulations pertaining to structural integrity and wind load capacity.

Comments from Citizens and Stakeholders:

Frank Stearns, attorney for Verizon Wireless, spoke at the Planning Commission's May 1, 2015 Public Hearing. In addition to expressing general concerns about the County's monopole regulations, he stated that he did not believe that requiring a monopole to be in continued compliance with setback requirements would be grounds for denial of a co-location request under the new Federal regulations.

Planning Commission Recommendation:

Following a duly advertised Public Hearing on May 1, 2015, the Planning Commission voted 8-0-3 (Staelin, Nelson, Kruhm absent) to recommend adoption of the proposed text amendment to the Board of Supervisors conditioned upon verifying with the County Attorney that the provision regarding setbacks is in compliance with Federal regulations.

Staff Recommendation:

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

History:

- April 3, 2015.** **Planning Commission voted to set Public Hearing for the May 1, 2015 meeting.**
- May 1, 2015.** **Commission voted 9-0-2 (Staelin, Kruhm absent) to recommend adoption of the proposed text amendment conditioned upon the County Attorney’s concurrence with §3-C-2-u-7-a, which would require monopoles to maintain compliance with setback requirements for co-location of new antennas.**
- May 19, 2015.** **Board of Supervisors voted unanimously to set Public Hearing for the July 21, 2015 meeting.**
- July 21, 2015.** **Placed on the Board of Supervisors regular meeting agenda and advertised for Public Hearing.**
-

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

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

1. A site plan, in accord with Section 6 of this ordinance, shall be submitted for Monopoles for Telecommunication Antennae (note: Section 6-H-12, Standards for Monopoles for Telecommunication Antennae, contains additional specific regulations). A monopole is a self-supporting single shaft structure. It does not have guy wires and is not a lattice tower with multiple legs and cross-bracing structure.
2. Verifiable evidence shall be provided in writing showing the lack of antenna space on existing towers, buildings, or other structures suitable for antenna location, or evidence of the unsuitability of existing tower locations for co-location.
3. Compliance with all Federal Aviation Administration and Federal Communication Commission requirements, including review by the Virginia Department of Historic Resources of properties eligible for listing and listed on the National Register of Historic Places in accord with Section 106 procedures, shall be demonstrated in writing.

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.

5. A monopole shall not trigger a requirement, public or private, that it be lighted nor shall it be lighted on a voluntary basis.

6. The owner of the monopole shall dismantle the monopole and all associated structures, if no functioning privately owned telecommunication antenna is attached to the monopole for 12 consecutive months, and restore the site as nearly as possible to preexisting site conditions. A bond must be posted at the time of monopole approval, in the event the County must remove the monopole upon abandonment. This bond shall be equal to the cost to remove the monopole, all monopole and fence footers, underground cables, and support buildings, plus 25% for surety. The bond shall be renewed every five years for the life of 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-d The area to be cleared for the compound containing the monopole and support facilities shall be the minimum necessary to accommodate the facilities and shall not exceed 2,500 square feet. The driveways accessing the compound shall be gated.

6-H-12-e A monopole shall be set back a distance equal to at least its height from any property line. A monopole shall be set back a distance equal to at least twice its height from any public right of way (except as noted below). A monopole shall not be located on and shall be set back a distance equal to at least four times its height from:

1. parcels comprising the Appalachian National Scenic Trail corridor,
2. parcels under permanent open space easement,
3. the State Arboretum of Virginia portion of the University of Virginia's Blandy Farm,
4. state designated Scenic Byways,
5. the Shenandoah River (a state designated scenic river), and
6. State Parks and Wildlife Management Areas.

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.

ZONING ORDINANCE TEXT AMENDMENT (TA-15-02)
Farm Breweries and Farm Wineries Regulations
July 21, 2015 Board of Supervisors Meeting – PUBLIC HEARING
STAFF REPORT – Department of Planning

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.

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.

Requested Action:

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

Staff Discussion/Analysis:

The development of a text amendment to allow farm breweries was originally brought to the Planning Commission for consideration in November 2014 in response to recently adopted changes to the Code of Virginia. Similar to legislation adopted in recent years regarding farm wineries, the General Assembly created an exemption from certain aspects of local government regulation for holders of a “limited brewery license” issued by the Commonwealth. Such licensees are allowed to brew up to 15,000 barrels of beer per calendar year provided that: (1) the brewery is located on a farm in the Commonwealth on land zoned agricultural and owned or leased by such brewery or its owner; and (2) agricultural products, including barley, other grains, hops, or fruit, used by such brewery in the manufacture of its beer are grown on the farm. Localities are not permitted to regulate the following activities of limited breweries under the new regulations:

1. The production and harvesting of barley, other grains, hops, fruit, or other agricultural products and the manufacturing of beer;
2. The on-premises sale, tasting, or consumption of beer during regular business hours within the normal course of business of such licensed brewery;
3. The direct sale and shipment of beer in accordance with Title 4.1 and regulations of the Alcoholic Beverage Control Board;

4. 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;
5. The storage and warehousing of beer in accordance with Title 4.1, regulations of the Alcoholic Beverage Control Board, and federal law; or
6. The sale of beer-related items that are incidental to the sale of beer.

Staff recommended that the Commission review these new state regulations and consider amending the Zoning Ordinance to establish provisions for farm breweries in the AOC and FOC Districts. Staff noted that in addition to coordinating the Ordinance with state law, establishing clear regulations for farm breweries would potentially aid the County's economic development efforts given the recent establishment of other breweries in the region. Staff also recommended the Commission to define the scope of breweries including potential use of a special use permit to allow accessory uses such as food service and events on a larger scale on a case by case basis, and also recommended that the Commission evaluate inclusion of distilleries as an allowable use.

The Commission formed a Subcommittee to review this issue and following a series of meetings, the Subcommittee recommended the referenced text amendment for the full Commission's consideration. The Subcommittee began deliberations by conducting a site visit to a brewery in Warren County to discuss the scope of operations and zoning process with the owner and the Warren County Planning Director. The Subcommittee also evaluated current ordinances for breweries used by Warren and Loudoun Counties and a draft ordinance being developed by Frederick County. Some particular items of concern discussed by the Subcommittee included:

- **Use of private wells and onsite septic systems for domestic and process uses.** Staff's discussion with the Subcommittee led to the determination that the County's current limitation on the size and type of onsite septic system would effectively cap the maximum amount of beer that could be produced well below 15,000 barrels per year. This limitation would also extend to the amount of water that could be used from an onsite well.
- **Sale of food at farm breweries.** Any food served at a farm brewery in conjunction with a tasting room would have to be limited and incidental to the consumption of beer. This could include small snacks or pre-packaged foods but could not include a restaurant-type operation as restaurants are not permitted in the AOC and FOC Districts. The Subcommittee did not recommend attempting to define this limitation and instead chose to leave it up to Staff to interpret on a case-by-case basis.

The proposed text amendment accomplishes the following:

- Defines a "farm brewery" as an establishment that is licensed as a limited brewery by the Commonwealth.

- Establishes farm breweries as permitted uses in the AOC and FOC Districts.
- Creates supplementary regulations for farm breweries that mirror the activities listed in the Code of Virginia that localities cannot regulate. As noted above, this would include:
 - Manufacture of beer up to a maximum of 15,000 barrels per calendar year, and production of agricultural products used in the making of beer.
 - Onsite sale, tasting and consumption of beer.
 - Direct sale and shipment of beer in accordance with state and federal laws.
 - Storing/warehousing of beer.
 - Sale of beer-related items incidental to the sale of beer.
- Requires zoning approval and issuance of a County business license prior to commencing operations of a farm brewery. As a condition of zoning approval, approved onsite private well and septic system permits issued by the Virginia Department of Health must be provided for both domestic and process operations. The text amendment also extends this requirement to new farm wineries.
- Clarifies that the scope of both farm breweries and farm wineries cannot be expanded by applying for a special use permit under the current category, “Processing of Agricultural Products not totally produced in Clarke County.” Language is also added to indicate that cideries and distilleries are not considered part of this special use category. This special use is broadly written and could be construed as a means of allowing a farm winery or farm brewery to expand with a special use permit, or to allow a distillery with a special use permit.
- Notes that farm breweries must obtain special event permits for any events that meet the requirement for such permit as defined in the County Code. This mirrors a current provision included in the farm winery regulations.

The proposed text amendment reflects Staff’s recommendation to treat farm breweries and farm wineries as similarly as possible. The Subcommittee also chose not to address distilleries with this text amendment as they are not included in the new State regulations regarding farm breweries. For reference, cideries are regulated under the State regulations for farm wineries and would be treated as such under the Zoning Ordinance.

Comments from Citizens and Stakeholders:

No comments have been provided by the public on this proposed text amendment.

Planning Commission Recommendation:

Following a duly advertised Public Hearing on May 1, 2015, the Planning Commission voted 8-0-3 (Staelin, Nelson, Kruhm absent) to recommend adoption of the proposed text amendment to the Board of Supervisors.

Staff Recommendation:

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

History:

- December 2, 2014.** Issue of developing regulations to allow farm breweries and distilleries is forwarded to a Planning Commission Subcommittee for study.
- March 26, 2015.** Subcommittee recommends a proposed text amendment to establish regulations for farm breweries, modifications to farm winery regulations, and modifications to prevent expansion of farm breweries and farm wineries through special use permit.
- April 3, 2015.** Planning Commission voted to set Public Hearing for the May 1, 2015 meeting.
- May 1, 2015.** Commission voted 8-0-3 (Staelin, Nelson, Kruhm absent) to recommend adoption of the proposed text amendment.
- May 19, 2015.** Board of Supervisors voted unanimously to set Public Hearing for the July 21, 2015 meeting.
- July 21, 2015.** Placed on the Board of Supervisors regular meeting agenda and advertised for Public Hearing.

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.*
- ~~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.*



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MEMORANDUM

TO: Board of Supervisors, David Ash
FROM: Alison Teetor, Brandon Stidham
DATE: July 14, 2015
SUBJECT: Summary Recreation Component Plan

At the Board meeting in May several changes to the plan were suggested. These included 1) adding reference to traffic and road access issues for the River and Appalachian Trail (pg. 6); 2) updating the description of Long Branch (pg. 12); and 3) adding descriptions of Barns of Rosehill, The Clarke County Historical Association Museum, and Josephine School Community Museum (pg. 13). These features were also added to the map, inventory spreadsheet, and weblink listing.

Recommendation

Approve adoption of the Recreation Plan as an implementing component of the Comprehensive Plan.

Staff Comments 5/19/15

The Planning Commission appointed a subcommittee to prepare a draft recreation plan an implementing component of the Comprehensive Plan. The plan establishes 5 main goals:

- 1) Meet the recreation needs of the community
- 2) Increase awareness of all recreational activities
- 3) Assist in maximizing the recreation value of existing assets
- 4) Promote connectivity among the County's active and passive recreation resources
- 5) Update the Recreation Plan on a 5 year cycle

The Plan outlines a series of strategies to implement the Plan goals. With the purpose being to address the recreational needs of the community, describe existing resources, how they will be protected and promoted. A detailed inventory of the recreational resources is included and categorized into active and passive recreational opportunities. Active recreation is defined as organized activities that require infrastructure like playgrounds and ballfields, Chet Hobert Park is the primary active recreation resource. Passive recreation requires low level infrastructure, features like the Shenandoah River and Appalachian Trail are included in this category. Several facilities are included as Special Uses such as Long Branch Plantation, Burwell Morgan Mill, and others. Resources are further identified as to the level of public access. All resources are described in the attached inventory spreadsheet and map.

The subcommittee met roughly monthly a total of nine times beginning in May to develop the plan. The Planning Commission held a public hearing on May 1, 2015. On motion of Mr. Turkel, seconded by Mr. Lee, commission members voted to recommend the draft plan to the Board of Supervisors to set public hearing.



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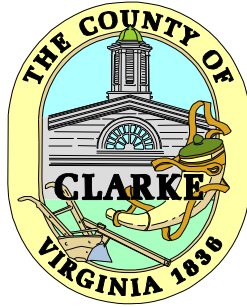
Yes: Bouffault, Buckley, Caldwell, Kreider, Lee, Malone, Ohrstrom, and Turkel

No: No one

Absent: Staelin, Nelson, Kruhm

Recommendation:

Set public Hearing for the Recreation Component Plan.



Recreation Component Plan For Clarke County, Virginia

An Implementing Component of the 2013 Comprehensive Plan

July 21, 2015

*Prepared by Recreation Component Subcommittee, in conjunction with the Clarke
County Planning Staff, Parks and Recreation Staff and Town of Berryville
Planning Staff*

Recreation Component Plan
For Clarke County, Virginia

An Implementing Component of the 2013 Comprehensive Plan

Public Hearing Draft - July 21, 2015

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RECREATION COMPONENT PLAN

I. Executive Summary

Clarke County has numerous natural resources, indoor, and outdoor recreational opportunities. The purpose of this plan is to address the recreational needs of the community and describe existing resources, how they will be protected and promoted, and the steps that should be taken to insure the continued viability and enhancement of these resources for present and future generations.

This plan establishes specific functional strategies and recommendations to protect, promote, grow and enhance the County's active and passive recreational resources. This plan will place particular emphasis on passive recreation opportunities as active recreation needs are primarily addressed by the Parks and Recreation Department at Chet Hobert Park.

The Planning Commission appointed a subcommittee consisting of Jon Turkel (Planning Commission liaison), Pete Engel (citizen), Daniel Sheetz (Chair Parks and Recreation Board), Lee Sheaffer (citizen), Tom McFillen (citizen); and staff persons Alison Teetor (Natural Resources Planner), Lisa Cooke (Parks & Recreation Director), Brandon Stidham (Planning Director) and Christy Dunkle (Berryville Assistant Town Manager). The subcommittee met monthly to prepare the draft plan for approval by the Planning Commission and Board of Supervisors. In addition to the Plan, a map (Map 1) detailing the recreation resources and an inventory list were developed.

II. Summary of Plan Goals

The Recreation Component Plan identifies the following overarching goals:

- 1) Meet the recreation needs of the community
- 2) Increase awareness of all recreational activities
- 3) Assist in maximizing the recreation value of existing assets
- 4) Promote connectivity among the County's active and passive recreation resources
- 5) Update the Recreation Plan on a 5 year cycle

III. Strategies to meet Goals

The following specific strategies are recommended in order to implement the Plan Goals:

1) Meet recreation needs of the community

- a. **Conduct formal Needs Assessment.** Under the direction of the Parks and Recreation Department a community needs assessment should be undertaken that incorporates all components of community, including both users and non-users of county Parks and Recreation programs and amenities. The needs assessment should accomplish the following:
 - i. Identify demand levels of existing facilities and programs
 - ii. Identify demand for new or expanded facilities and programs
 - iii. Evaluate the County's ability to meet this demand over a ten year period
 - iv. Establish level of service needs based on above data
- b. **Evaluate the County's recreation needs on a regular basis.** This Recreation Plan should be evaluated every 5 years or as new needs are identified and prioritized for consideration. County facility needs should be evaluated annually by the Parks & Recreation Board in conjunction with the annual budget process.
- c. **Make changes to the Park Master Plan to meet new needs.** The Parks & Recreation Board shall continue its efforts to maintain an updated master plan of County park facilities, and shall strive to communicate any new or changing needs in a timely fashion to the Board of Supervisors. The County shall support the efforts of the Parks & Recreation Board to update the Park Master Plan.
- d. **Program capital improvements based on need/level of service and incorporate in the annual capital improvement program (CIP) process.** In conjunction with updating the park master plan, the Parks & Recreation Board shall use level of service criteria to help justify the need for future new or expanded facilities. The Board of Supervisors shall utilize the criteria to include future park projects into the CIP process in an effort to implement master plan recommendations in a fiscally-responsible manner.
- e. **Develop master plan for the Janet Kohn Memorial Park property (Kohn property).** The Parks & Recreation Board shall work to develop a new master plan for the future development of the Kohn property as a County passive recreation facility. The master plan shall identify initial amenities to meet the current needs of County residents, potential funding sources, and future improvements based on level of service criteria. The County shall support the

efforts of the Parks & Recreation Board to create this new master plan.

- f. Encourage partnerships to expand active and passive recreational opportunities.** As an ongoing effort, the County shall seek opportunities to partner with public and private sector agencies and organizations in an effort to implement the recommendations of this Component Plan and the Parks & Recreation Board's master plans. Such opportunities may include co-sponsorship of recreation programs, recreation-related events, or partnering in the development of a new or expansion of an existing recreation facility.
- g. Enhance role of Parks and Recreation Board.** The Board serves as the advisory body to the Clarke County Board of Supervisors. As the liaison among the Parks and Recreation Director, the Board of Supervisors and the citizens of the community, they are tasked with consulting and advising the County Administrator, the Parks and Recreation Director and the Board of Supervisors in matters affecting recreation policies, programs, personnel, finances, and the acquisition and disposal of lands and properties related to the total community recreation program and to its long-range, projected program for recreation. The Board's role can be enhanced by empowering them to implement Park Master Plan recommendations as supported by data developed via needs assessments and community surveys. This will help to insure that the Board can address actual needs and avoid pressures from special interests.

2) Increase awareness of all recreational activities

- a. Provide updated website.** The County shall continue to maintain an updated website to support and promote recreational facilities, activities, and opportunities within the County. The County shall pursue partnerships with public and private-sector owners of recreational facilities to ensure that the website is current, user friendly, and contains reciprocal webpage links.
- b. Pursue partnerships with non-county and private recreation facilities to coordinate awareness of recreational opportunities in the County.** The County shall utilize partnerships with public and private-sector recreation facility owners to share and coordinate awareness of all recreation opportunities available in the County. Such collaboration could include coordination of recreation events or programs as well as creation of new or expanded programs and opportunities.

3) Assist in maximizing the recreation value of existing assets

- a. Support the development of Chet Hobert Park in accordance with the Park Master Plan.** Chet Hobert Park serves as the County's primary indoor and outdoor active and passive recreational asset. Centrally located adjacent to the Town of Berryville, the Park is ideally located to serve the daily recreational

needs of the County's residents. The Park property also contains an undeveloped area for future expansion consistent with the park master plan. The County shall continue to develop the Park according to the Park Master Plan and shall explore partnerships with public and private-sector entities to enhance and expand programming opportunities.

b. Facilitate more effective public use of the Shenandoah River while simultaneously protecting it as a critical natural and environmental resource.

The Shenandoah River is a national treasure that attracts thousands of visitors annually for fishing, kayaking, boating, or simply enjoying its natural beauty. Promoting use of this unique recreational resource must be balanced with the critical need to protect it from pollution, erosion, and corruption of its scenic value.

The County shall explore opportunities with State and Federal agencies and private landowners to improve public access, parking, and amenities. An additional consideration is the impact of increased traffic on secondary roads adjacent to the river, many of which are gravel. Such improvements, however, should ensure that the integrity of the River is not compromised and that the rights of landowners along the River are not adversely affected. The County shall continue to maintain land use controls to protect the River and should explore adoption of new controls to further protect this asset.

Partnerships with other public and private entities can also be sought to promote and to protect the River. Efforts should be undertaken to better identify the specific roles that the County may take in this endeavor and to address specific challenges that may be faced.

c. Facilitate more effective public use of the Appalachian Trail while simultaneously protecting it as a critical resource.

The Appalachian Trail (A.T.) is a world-renowned recreational resource that is enjoyed by thousands of hikers, camping enthusiasts and outdoor lovers annually. Promotion of the A.T. must include protecting it from corruption of its scenic and recreational value.

The County shall explore opportunities with State and Federal agencies and private landowners to improve public access, parking, and amenities. As with River access, consideration should be given for the potential impact of increased traffic on secondary roads. Such improvements, however, should ensure that the integrity of the A.T. is not compromised and that the rights of landowners along the A.T. are not adversely affected. The County shall continue to maintain land use controls to protect the A.T. and should explore adoption of new controls to further protect this asset. Partnerships with other public and private entities can also be sought to promote and protect the A.T. Efforts should be undertaken to better identify the specific roles that the County may take in this endeavor and to address specific challenges that may be faced. The Town of Berryville and

Clarke County were accepted as an Appalachian Trail Community in 2014. This designation recognizes communities that promote and protect the A.T. In addition, the County should continue to pursue acquiring conservation easements along the A.T. corridor as a preservation measure.

- d. Facilitate more effective public use of the Bear’s Den Hostel and property while simultaneously protecting it as a critical resource.** The County should also explore partnership efforts with the Appalachian Trail Conservancy and the Potomac Appalachian Trail Club to promote awareness of Bear’s Den as a related recreational asset. Bear’s Den is a well-known scenic location along the Appalachian Trail containing the only formal lodging and camping facilities along the County’s section of the A.T. as well as providing public access points, scenic view access, internal trail network, programming and events for day users as well as through hikers. Such partnership efforts could include coordination of events and promotion as well as exploring ways to protect the resource and expand its amenities.
- e. Support the efforts of Shenandoah University to develop and maintain its River Campus as a conservation, educational, and passive recreation resource.** Shenandoah University received the former Virginia National Golf Course property along the Shenandoah River in 2013 as a gift from the Civil War Trust with the goal of developing the property as a satellite campus for historic, conservation and environmental education. In furtherance of this goal, the University has opened the campus to the public for passive recreation opportunities during daylight hours. The County should work with the University in furtherance of these goals and should seek opportunities to promote the Campus as a passive recreation facility. The County should also consider support of ongoing improvements proposed by the University provided they are context-sensitive and do not compromise the aforementioned goals.
- f. Support the efforts of the University of Virginia to maintain Blandy Experimental Farm/State Arboretum of Virginia (“Blandy”) as a conservation, educational, and passive recreation resource.** Blandy is operated by the University of Virginia as an educational and research facility with a goal of increasing public outreach and awareness of environmental issues and the natural world. The Farm is open to the public and is used by many as a passive recreational facility for walking, jogging, or simply enjoying the unique environment that the University has created. The County should work with the University in any available capacities to help further the stated goals of the Farm and to promote it as a passive recreation facility. The County should also consider support of any future improvements that are consistent with the aforementioned goals, and should continue to support the Farm’s existing mission.

g. Support the efforts of the Virginia Department of Historic Resources and The Clermont Foundation to develop and maintain Clermont Farm as conservation, educational and passive recreation resource. Clermont Farm, a working 360-acre farm just east of Berryville, was surveyed by George Washington in 1750 and has mid-18th, 19th, and 20th century buildings and important archaeological sites. The bequest of the site to the Virginia Department of Historic Resources and the creation of The Clermont Foundation (a non-profit with a local board of trustees) were gifts of Elizabeth Rust Williams, a local lawyer and judge whose family had owned Clermont for 185 years. The bequest at her death in 2004 was intended to benefit not only all citizens of the Commonwealth, but specifically also citizens of Clarke County. Clermont is now a research and training site in history, historic preservation and agriculture, with partnerships with Virginia Tech in agriculture and James Madison University in archaeology, and with the Clarke County Public Schools in agricultural education. Clermont is currently open by appointment to researchers, teachers, and students. It is open to the public only for specific scheduled events, such as the annual Clermont Farm Day. The County should consider support of future improvements which might extend use of the farm for passive recreational and educational (historic and agricultural) opportunities which would benefit local citizens as well as draw heritage and agro-tourism. The County should also consider support of any future improvements that are consistent with the Department's and Foundation's existing mission for the farm, with the County's Economic Development Plan, and with the goals of the Clarke County Historic Preservation Commission.

h. Promote the development, maintenance, and promotion of Driving Tours. Driving tours are an effective way to raise residents and visitors awareness of the County's active and passive recreational resources and to promote their ongoing use. These tours can also help promote linkages among recreational, historic, and tourism assets. The County's scenic byway designations and State Birding and Wildlife Trail designations also serve as attractors to County recreational assets.

The County's Historic Preservation Commission (HPC) has developed a series of driving tour maps that are centered around the County's current historic districts. The County should promote driving tours using these maps as well as electronic media and the County website. Owners/operators of public and private recreational facilities should be made aware of driving tours and their benefits of increasing usage and visitation.

i. Coordinate cross-promotion of adjacent recreational assets. The County should consider establishing partnerships with adjacent or nearby recreational resources for co-promotion and public awareness. Building a solid network of public and private recreational assets within the County is critical, but including related facilities adjacent or close to the County's borders will make citizens and visitors more aware of the wealth of resources available to them. This would ultimately help increase tourism and potentially decrease demand for the County

to provide new or similar amenities.

Publically accessible facilities immediately adjacent to the County borders include Sky Meadows State Park (Fauquier County) and Lake Frederick (Frederick County). Other regional facilities are listed in Appendix B.

- j. Work with Public Schools to identify policies for use of school facilities for passive outdoor recreation.** All public school facilities have large expanses of open land that are informally used for passive recreation by nearby residents. Other facilities that are routinely used are the track at Johnson Williams Middle School, and playground facilities at Berryville Primary, Boyce Elementary and Cooley Elementary Schools. Working with public school administration to consider development of passive recreational use policy for school grounds may strengthen the access for the public and reduce safety concerns for the school system.

4) Promote connectivity among the County's active and passive recreation resources

- a. Support the use of the 2014 Town of Berryville and Clarke County Bicycle & Pedestrian Plan and implementation of its recommendations.** In September 2014, the Board of Supervisors accepted the 2014 Town of Berryville and Clarke County Bicycle & Pedestrian for use as a guidance document by the Planning Commission in updating the Comprehensive Plan and relevant implementing component plans. This Plan was developed by the Northern Shenandoah Valley Regional Commission in a cooperative effort with the Town and County. The Plan provides recommendations for bicycle and pedestrian enhancements to better serve transportation, recreation, and economic development objectives.

The Plan's recommendations should be evaluated in developing any bicycling-related strategies in this Recreation Plan.

- b. Develop and promote hiking, biking, and vehicular connectivity among active and passive resources.** As noted in some of the previous strategies, helping citizens and visitors connect the County's active and passive resources is an important strategy. Connectivity helps to build a County-wide recreational network in lieu of separate recreational assets accessible only by motor vehicle. Connectivity also promotes awareness of all recreational assets which boosts tourism and potentially reduces urgent demand for new or expanded County recreational resources.

Connectivity should be promoted through asset awareness such as cross-promotion of facilities via electronic media. Physical connectivity options should also be evaluated including shuttle service for Appalachian Trail hikers to reach

retail and dining options in the Town of Berryville, and for boaters and floaters on the Shenandoah River to reach put-in sites. Multi-modal connectivity should be promoted for bicycling using the recommendations of the Bicycle & Pedestrian Plan, hiking via awareness and promotion of trails, and vehicular transportation via driving tours.

5) Update Recreation Plan on a 5-year cycle

In order to ensure that this component plan is kept up to date, it should be evaluated for changes at a minimum on a 5-year cycle. This will enable careful evaluation of the Plan's recommendations against current demographics and the County's fiscal condition.

IV. Resource Inventory

The Plan is divided into two main components, (1) active and (2) passive recreation, a secondary component describes facilities immediately adjacent to and accessed from Clarke County but not in the County. As defined, active recreation involves organized activities that require infrastructure such as playgrounds and ballfields. Passive recreation or "low intensity recreation" is that which emphasizes the open-space aspect of a park and allows for the preservation of natural habitat. It usually involves a low level of development, such as rustic picnic areas, benches and trails. Special use is categorization that includes nature centers, golf courses, historic sites, and linear features such as bike paths. In addition sub categories describing the availability of facilities includes full access, limited access, and restricted access. Each resource is described in Table 1. A complete list of website links is detailed in Appendix A.

1) Active Recreation

The Clarke County Parks and Recreation Department offers a host of recreational activities and programs for all ages. The Department manages the 102 acre Chet Hobert Park, which houses an outdoor swimming pool, lighted outdoor tennis courts, 6 ball fields, numerous soccer fields, a Recreation Center, 4 picnic shelters, 2 playgrounds and a fitness trail. (full public access)

The Clarke County Public Schools also have a number of active recreation facilities including a football/soccer stadium, baseball/softball fields, track, playgrounds, and indoor/outdoor basketball (limited access).

The Town of Berryville owns and maintains the three-acre Rose Hill Park in the heart of downtown Berryville. Rose Hill Park provides a great place for families to relax and enjoy a peaceful outing. Park facilities include a playground designed for our younger citizens, basketball courts, and a gazebo.

2) Passive Recreation

Clarke County has an abundance of passive recreational activities available. Resources include the Shenandoah River, which is a state designated scenic river throughout its 22 mile length in Clarke County. Public access to the river is maintained by the Virginia Department of Game and Inland Fisheries (VDGIF) at 3 boat landings. The boat landings are located at the Route 50

bridge, Lockes Landing off of Route 621, and the Route 7 bridge. Additional private access is located on private property or maintained by home owners associations such as River Park, Shenandoah Farms, and Calmes Neck. The Shenandoah River follows along the foot of the Blue Ridge Mountains and provides both great scenic views and an up close experience with nature. The American Bald Eagle, Blue Herons, Deer, Red Tail Hawks and Osprey are just a few examples of wildlife found in this special landscape. Kayaking, canoeing, tubing, fishing and camping are all part of the experience. There are also fish weirs constructed by native American Indians that extend from shore to shore can still be clearly seen in several parts of the river today, nearly 400 years later. Canoe, kayaks and tubes can be rented at Watermelon Park campground (private) and other private facilities

The Appalachian Trail crosses through the entirety of Clarke County from north to south. The Appalachian Trail Conservancy states, “This is one of the best places on the Appalachian Trail for spring break hikes.” Primitive shelters can be found along the trail for overnight stays. More formal lodging may be found at the Bear’s Den Hostel located in an old stone house with castle like features and magnificent views of the Shenandoah Valley (full public access). In addition to the Hostel, the Bear’s Den property offers picnicking, primitive camping, and a nature trail.

The Blandy Experimental Farm and State Arboretum of Virginia (Blandy) is located on Route 50 in Clarke County and provides passive recreation and educational. The primary purpose of Blandy is to increase understanding of the natural environment through research and education. Blandy exists to promote this understanding through education and research on plants, plant biology, ecology, evolution, the environmental sciences, and the manner in which all of these are used and affected by humans. The three principal programs designed to achieve this mission include: 1) University research and education; 2) Outreach and environmental education; and 3) The Orland E. White Arboretum (also known as the State Arboretum of Virginia). Walking and horseback trails are open to the public (full public access).

The Shenandoah University River Campus was established in 2013 on the site of the former Virginia National Golf Course. The property is located north of Route 7 and has nearly 2 miles of frontage on the Shenandoah River. In 2012, the Civil War Trust acquired the 195-acre property as it played a crucial role in the July 18, 1864, Battle of Cool Spring. Once purchased, the Trust placed it in permanent Conservation Easement with the Department of Historic Resources before gifting it to the University. This property is similar to Blandy in that it is open to the public but used by the University as an experiential learning campus for academic programs in the fields of outdoor leadership and education, environmental studies and history. The property has a paved shared use trail open to walkers and bicycles with interpretive signage highlighting the historic and natural resources. This facility is currently under development and it is anticipated that future plans will include additional passive recreational opportunities (full public access).

A currently undeveloped site that was gifted to the County is the Kohn property located on the mountain off Ebenezer Rd. This property consists of 50 acres that was placed in Conservation Easement with the County by the owner. The deed of easement specifies the intended use for environmental education, passive recreation, and bird/wildlife watching. As a county facility, the Parks and Recreation Department and Advisory Board is tasked with developing a master plan for this facility.

3) Special Use

- A. Long Branch Plantation** The mission of Long Branch Plantation is to preserve, maintain, and interpret the site, the house, the grounds, and the story of life in rural Virginia in a sustainable manner for the benefit of the community and the general public.

Long Branch is working to become the most accessible, engaging and cutting-edge historic home in America. We are working tirelessly to bring history alive in order to add value to the lives of our neighbors, near and far. At Long Branch Plantation we refuse to barricade our history – it is open to all ages and will become 100% hands-on. Our house and farm is where visitors come to engage in history in a meaningful way.

In addition to the preservation of our 200-year-old historic home, we oversee a farm of nearly 400 pristine, permanently preserved acres. Long Branch Plantation’s herd of retired horses is an important aspect of our overall operation and adds life, excitement and beauty to the farm which they call home. They are a living, vibrant reminder of our equine heritage. Our farm is an integral part of our story and is host to a wide variety of community events that celebrate the history, heritage, and lifestyle of Virginians living in the lower Shenandoah Valley.

In addition to being open for tours and programs, our site is open to community functions, meetings, and events that wish to take advantage of our spectacular setting and phenomenal architecture. (full public access).

- B. Clermont Farm** is owned by the Virginia Department of Historic Resources and managed and funded by The Clermont Foundation, and it is a research and training site in history, historic preservation, and agriculture. The farm includes the oldest extant house in Clarke County, a timber-frame structure built in 1755-56, plus 18th and 19th century additions, with a suite of plantation service buildings which supported what was one of the highest-producing wheat farms in Clarke County for almost 200 years. The land has an occupancy record reaching at least 10,000 years and a number of archaeological sites. Access for researchers, teachers, and students is by appointment. Access for the public is scheduled on the website for 5-8 days per year, including Clermont Farm Day and Smithsonian National Museum Day. (limited public access)
- C. The Burwell Morgan Mill** is a fully restored and operable grain mill has been milling wheat since 1785 in the center of historic Millwood. In addition to the Mill being open for tours, the area's largest Art Shows are held here annually. The mill was owned by Lt. Col. Nathaniel Burwell and operated in partnership with one of the American Revolutionary War’s most notable patriots, Gen. Daniel Morgan. The grounds surrounding the mill have picnic tables and the property is adjacent to Spout Run. (full public access)

D. Barns of Rose Hill is a performing arts venue and community center in historic Berryville, Virginia. Housed in two early 20th century dairy barns that were fully restored in 2011, our mission is to enrich lives through programs in the performing, visual, and literary arts. More than 10,000 people have attended events since opening in September 2011 and the Barns have become a vital center of activity in downtown Berryville, drawing people to concerts, exhibits, films, workshops, classes, and community programs.

E. Clarke County Historical Association Museum - In 2004, the Clarke County Historical Association began planning a new and exciting museum experience for visitors to our headquarters in Berryville. On November 19, 2009, the vision of our late president, Roger Chavez, became a reality. Designed around the unifying theme “Our Land Is Our Legacy,” the new museum exhibits, specially commissioned art work, and state-of-the-art audio/video displays allow us to share our collection in a way that is both educational and entertaining.

Artifacts on display in the museum’s three rooms include the money chest from Thomas, Sixth Lord Fairfax’s Greenway Court land office, a pistol carried by a member of Company D, 6th Virginia Cavalry (the “Clarke Cavalry”) during the Civil War, a Chinese punch basin that once belonged to 18th century plantation owner Nathaniel Burwell, racing silks from Audley Farm, and a former slave’s corn-cutting knife from a home in Josephine City.

Two of the rooms also feature extraordinary films that combine historical photographs, contemporary footage, and the art of noted illustrator Richard Schlecht to tell a panoramic story of the pre- and early history of Clarke County and of the county’s continuing efforts to preserve a unique and land-based way of life.

F. Josephine School Community Museum - The Josephine School Community Museum is a living museum dedicated to restoring our original 1882 school house and sharing the people, objects, and stories that form the continuing legacy of Clarke County's African American history and heritage.

In 1882, the former slaves and free colored people of this community built the Josephine City School to provide their children with a grade school education. Under the leadership of Rev. Edward Johnson, a new building was completed in 1930 to provide high school education for Negro students and was called the Clarke County Training School. It was named the W.T.B. Williams Training School in 1944 to honor a Clarke County native who served as Dean of Tuskegee Institute. From 1949 to 1966, the school was known as Johnson-Williams High School. After the integration of public schools, it became the Johnson-Williams Intermediate School and served students of all races from 1966 until it closed in 1987. The high school building was converted into apartments for older persons in 1992. The original Josephine City School was placed on the National Register

of Historic Places. In 2003 it became the first museum devoted to the history of Clarke County's African-American community.

The renovation of the Josephine School Community Museum building was completed in October 2002 with assistance from the Virginia General Assembly and the Clarke County Board of Supervisors. The inaugural exhibit of the museum was opened on July 12, 2003.

- G. **Bicycling**** - The Town of Berryville & Clarke County Bicycle and Pedestrian Plan was prepared in response to a joint-request from the Town of Berryville and Clarke County under the Northern Shenandoah Valley Regional Commission (NSVRC) Rural Transportation Work Program. The plan provides a comprehensive overview of the existing transportation network and outlines recommendations for bicycle and pedestrian enhancements in each locality to better serve transportation, recreation and economic development objectives. Appendix A and the Bike/Ped Plan list several cycling organizations that have established bike routes in the County.
- H. **Historic Driving Tour**** - The Historic Preservation Commission is tasked with educating, promoting, and protecting the County’s historic resources. An updated driving tour brochure is currently available at the County Planning Department, Clarke County Historical Association office, and other locations throughout the County. The brochure describes significant historic structures throughout the County.
- I. **Virginia Birding and Wildlife Trail**** - Within Virginia's 43,000 square miles of diverse natural habitat, you can find some 400 species of birds, 250 species of fish, 150 species of terrestrial and marine mammals, 150 species of amphibians and reptiles, and a wide variety of aquatic and terrestrial invertebrates. The Virginia Birding and Wildlife Trail celebrates this diversity. It is the first statewide program of its kind in the United States. In Virginia, three phases of the trail link wildlife viewing sites throughout the state. Clarke County has portions of the Mountain Trail within its borders included on the Route are:

 - 1) **Snickers Gap Hawk Watch****

Snicker's Gap is at its best from mid-August through the end of October when thousands of migrating birds of prey stream past overhead. The area was established as a “hawk-watching” site in 1990 and counts have taken place every fall since. The most widespread species seen is the broad-winged hawk, which, depending on the weather, may occur in the 1000s or 10,000s. Other species frequenting the lookout include red-tailed, sharp-shinned and Cooper's hawks, northern harrier, osprey, bald eagle, American kestrel, merlin and peregrine falcon. Each fall supports the opportunity to spy a few true rarities, especially later in the season. Golden eagle and northern goshawk have appeared annually, but rough-legged and Swainson's hawks are more particular about gracing birders

with their presence. Numerous other species use the ridge top as a migration corridor, including migrant passerines such as warblers, vireos, thrushes and tanagers and, occasionally, migrant waterfowl. Monarch butterflies and dragonflies also migrate along the ridge, providing food for the migrating American kestrels and broad-winged hawks. (full public access)

2) Smithfield Farm

Smithfield Farm supports an historic bed and breakfast, set amongst the rolling hills of a working farm. The brick manor house was built in 1824 and is listed on the National Register of Historic Places. The farm is the product of seven generations of cattle farmers and, in recent years, has branched out to support other livestock, including goats, pigs and chickens, all of which are now reared organically. These rolling acres provide an excellent spot to relax overnight so you can search for the area's wildlife. The combination of woodland, orchards, fields and riparian belts support a diversity of species. Birds to look for include red-tailed hawk, mourning dove, ruby-throated hummingbird, red-bellied and downy woodpeckers, eastern wood-pewee, great crested flycatcher, eastern kingbird, tree and barn swallows, and purple martin. The moist areas and fields of wildflowers that line the stream are an excellent place to search for butterflies and dragonflies. The results of pesticide-free farming practices are seen clearly in the clouds of pearl crescents, eastern tailed blues, and common checkered skippers that line the stream banks. A walk through the fields should produce eastern tiger, black, spicebush and pipevine swallowtails, as well as the occasional monarch. Dragon- and damselflies are represented by the ebony jewelwing that reside along the shadier stretches of stream and by the brash common whitetail that may appear anywhere along your walk. (full public access)

3) Blandy Experimental Farm and State Arboretum of Virginia

The Blandy Experimental Farm is a field station operated by the University of Virginia. Its 700 acres are a good representation of the habitats found in the Shenandoah Valley, making it an excellent spot to watch birds and other wildlife. The Orland E. White Arboretum sits at the center of the property, providing an excellent opportunity for visitors to familiarize themselves with the local flora. The Virginia Native Plant Trail is not to be missed during spring and early summer when the wildflowers are vibrantly in bloom. The numerous wildflowers on the property attract a high diversity of butterflies, while the various ponds and marshes attract a variety of dragon- and damselflies. Birds to search for in the woods and meadows of the farm include red-tailed hawk and American kestrel as they patrol the open fields and Cooper's hawk darting through the woods. Woodpeckers on the farm include red-headed, red-bellied, downy and pileated, as well as northern flicker. The farm's extensive undisturbed meadowlands provide nesting habitat for several of Virginia's waning species, which are declining or have disappeared elsewhere in the state. These species include northern bobwhite, loggerhead shrike, dickcissel, and grasshopper and vesper sparrows. Winter on the farm is the best time to search for sparrows and hawks. Even short-eared owl has been reported on the farm. (full public access)

4) Limited Access Facilities

Active Recreation

A. Public Schools

Includes D.G. Cooley Elementary School, upper and lower campuses, Boyce Elementary School, Johnson Williams Middle School, and the Clarke County High School. Table 1 lists the resources available at each school. The schools have a written policy and fees for using active recreation facilities such as the indoor gym, fields or track. Passive recreation of outdoor facilities is permitted without fee on playground equipment and grounds.

Passive Recreation

A. Powhatan School

Powhatan is a private school that believes in and is committed to community use of its facilities. Facility use is by appointment only. Uses include indoor basketball, summer camps, cross country runs, and conservation fairs. Additional outdoor recreation opportunities may exist in the future on the Crocker Conservancy. The Crocker Conservancy is a 48 acre property held in permanent conservation easement by the County Easement Authority, which is being developed to enhance environmental education and includes trails and bird & wildlife watching areas. (limited access)

B. Private campsite rentals

1. **Watermelon Park** – Campground, Recreation & Event Venue along the beautiful Shenandoah River on Lockes Mill Road (Route 621) in Clarke County Virginia. Family owned and operated since 1939, the Park offers Kayak, canoe, tube rentals, tent and RV camping, and a store.
2. **Family Campground** – a small privately owned campground with river front lots rented seasonally. This facility is located on the north side of Chilly Hollow Road at its intersection with the Shenandoah River.
3. **Mountain Lake Campground** -- a quiet family owned campground located near the head of the Shenandoah Valley. The facility contains two small lakes, each about half an acre in size, a campground for tents, and RV parking. The campground is located on the west side of Mount Carmel Road (Route 606) approximately ½ mile north of John Mosby Highway (Route 50).

Special Use

A. Holy Cross Abbey

Holy Cross Abbey Monastery is located at the foot of the Blue Ridge Mountains bordered by the Shenandoah River on over 1,000 acres of fertile and scenic

farmland. The monastery belongs to the Cistercian Order that was first founded in France in 1098. The monastery makes its own food products. The Abbey also has a retreat house on the property open to guests that wish to spend time in silence and prayer. The peaceful surroundings and spiritual energy here is a far cry from two hot summer days in July 1864. On those two fateful days the Battle of Cool Spring was fought between General Early of the Confederacy and General Crook of the Union. The old manor house on the monastery property remains and is a central part of the monastery structures. The entire property was placed in Conservation Easement with the Department of Historic Resources in order to protect the Battlefield. The Conservation Easement provides for signage, walking trails or footpaths to aid in the historical interpretation of the Property as a Civil War Battlefield. The Property shall also be made accessible to the public for 2 days per year for the purpose of touring the Battlefield. (limited public access)

5) Adjacent Facilities

Passive Recreation

A. Sky Meadows State Park

Rich in history, this 1,864-acre park has scenic views, woodlands and the rolling pastures of a historic farm that captures the colonial through post-Civil War life of Mount Bleak House. Nature and history programs are offered year-round. Hiking, picnicking, fishing and primitive hike-in camping for families and groups are favorite activities in this peaceful getaway on the eastern side of the Blue Ridge Mountains. The park has 9.5 miles of bridle trails, 19 miles of hiking trails, 8 miles of bike trails and Appalachian Trail access.

Located in Fauquier County, on the east side of the mountain, the Park is accessible from Clarke County by foot via the Appalachian Trail south of Route 50 or by vehicle via Rt. 17 south. (full public access)

B. Lake Frederick

Located south of Double Tollgate on U.S. 522, Lake Frederick is a 117-acre impoundment owned by the Virginia Department of Game and Inland Fisheries and includes a 100 foot buffer around the entire shoreline. Lake Frederick has a paved entrance road, gravel parking lot, paved boat launch with courtesy dock, and a handicapped accessible fishing pier. (full public access)

There is adequate bank fishing access along the breast of the dam and around the lower end of the lake. Boats and boat anglers are welcome, but gasoline motors are prohibited. Only electric trolling motors are allowed.

A privately operated concessions, "Lake Frederick Bait and Tackle", offers rest room facilities, snacks/drinks, bait, tackle, and boat rentals. Contact Lake Frederick Bait and Tackle: at (540) 333-1344 for store hours and lake conditions.

V. Conclusion

In focusing on recreation in Clarke County, this plan strives to address the existing and potential recreation needs of the community. The Plan establishes specific functional strategies and recommendations to protect, promote, grow and enhance the County's active and passive recreational resources. This plan will place particular emphasis on passive recreation opportunities. The Recreation Component Plan identifies the following overarching goals:

- 1) Meet the recreation needs of the community
- 2) Increase awareness of all recreational activities
- 3) Assist in maximizing the recreation value of existing assets
- 4) Promote connectivity among the County's active and passive recreation resources
- 5) Update the Recreation Plan on a 5 year cycle

Assessing the recreation needs of the community is essential to insure that future recreational facilities are available. Protecting and promoting these resources is the purpose of the plan, working with private and public partners to enhance recreational opportunities a valuable tool to insure success. The Recreation Plan committee, who developed this plan, will be maintained and will continue to meet to implement the goals and strategies outlined. Development of park master plans and conducting surveys will primarily be the responsibility of the Parks and Recreation Advisory Board with support and guidance from the local governing bodies.

Map 1. Recreational Resources

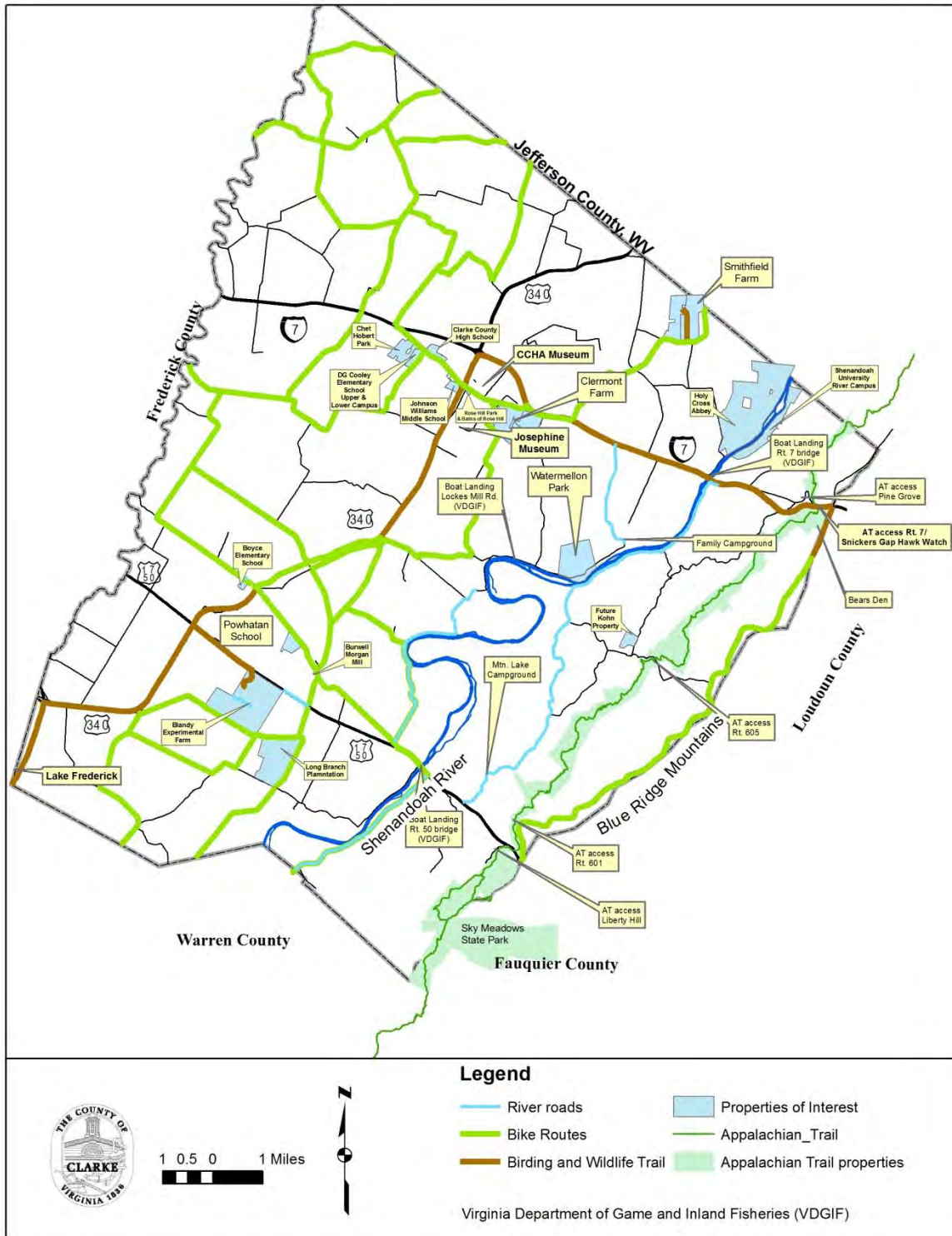


Table 1. Existing Recreation Resources Inventory

Table 1. Existing Recreation Resources Inventory																																	
	Playground Equipment	Shelter	Rest Rooms	Concession Stand	Football Field	Baseball Diamond	Basketball Court	Tennis Court	Soccer Field	Dog Park	Recreation Center	Swimming Pool	Gazebo	Outdoor Grills	Picnicking	Nature Trails	Fishing	Bicycling	Arboretum	Water Access	Camping	Horseback Riding	Hiking/Backpacking	Kayaking/Canoeing	Bird Watching	Trails	Historic	Swimming					
Full Access Facilities																																	
Active Recreation																																	
	Chet Hobert Park	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x	x																
	Rose Hill Park	x				x						x			x																		
Passive Recreation																																	
	Blandy	x	x											x	x	x	x	x				x			x	x							
	Shenandoah University River Campus													x	x	x		x							x	x	x						
	Shenandoah River																x							x	x					x			
	Appalachian Trail	x												x	x	x					x		x		x	x	x						
	Bear's Den Trail Center	x	x											x	x	x					x		x		x	x	x						
	Kohn property	o															o	o		o				o	o								
	Snickers Gap																																
	Smithfield Farm																																
Special Use																																	
	Long Branch		x																														
	Burwell Morgan Mill		x																														
	Barns of Rose Hill		x																														
	Clarke County Historical Association Museum		x																														
	Josephine School Community Museum		x																														
	Bicycle Routes																																
	Historic Driving Tour																																
	Virginia Birding and Wildlife Trail																																
	Scenic byways																																
Limited Access Facilities																																	
Active Recreation																																	
	Berryville Primary School	x																															
	Upper DG Cooley Elementary School	x					x																										
	Lower DG Cooley Elementary School	x					x																										
	Boyce Elementary School	x					x																										
	Johnson Williams Middle School		x	x	x				x																								
	Clarke County High School					x	x	x		x																							
Passive Recreation																																	
	Powhatan School	x					x		x																								
	Watermelon Park	x	x	x	x									x	x							x	x			x							
	Family Campground																																
	Mountain Lake Campground																																
Special Use																																	
	Holy Cross Abbey																																
Adjacent Facilities																																	
Passive Recreation																																	
	Lake Frederick		x	x																													
	Sky Meadows State Park	x													x	x	x	x	x		x	x	x	x		x	x	x					

x - existing use
o - anticipated use

Appendix A. Web links

Chet Hobert Park - <http://clarkecounty.gov/>
Rose Hill Park - <http://www.berryvilleva.gov/>
Clarke County Public Schools -
http://www.clarke.k12.va.us/pages/Clarke_County_Public_Schools
Shenandoah River (access/fishing) - www.dgif.virginia.gov/
Watermelon Park Campground - www.watermelonpark.com/
Appalachian Trail - <http://www.appalachiantrail.org/>
Bear's Den - <http://www.bearsdencenter.org/>
Long Branch - <http://www.visitlongbranch.org/>
Blandy – <http://blandy.virginia.edu/>
Barns of Rose Hill - <http://barnsofrosehills.org/>
Clarke County Historical Association Museum - <http://www.clarkehistory.org/museum.html>
Josephine School Community Museum - <http://www.jschoolmuseum.org/>
Clermont Farm - www.clermontfarm.org
Shenandoah University River Campus - <http://www.su.edu/venue/cool-spring/>,
<http://www.su.edu/blog/cool-spring-protecting-land-for-future-generations/>
Burwell-Morgan Mill - <http://www.burwellmorganmill.org/>
Bicycle/Pedestrian Plan – Town of Berryville & Clarke County – www.clarkecounty.gov
Historic Driving Tour – www.clarkecounty.gov
Virginia Birding and Wildlife Trail - <http://www.dgif.virginia.gov/>
Mountain Lake Campground -
<http://www.virginia.org/Listings/PlacesToStay/MountainLakeCampground/>
Powhatan School - <http://powhatanschool.org/>, <http://thecrockerconservancy.blogspot.com/>
Holy Cross Abbey - <https://www.virginiatrappists.org/>
Sky Meadows - http://www.dcr.virginia.gov/state-parks/sky-meadows.shtml#general_information
Lake Frederick - <http://www.dgif.virginia.gov/fishing/waterbodies/display.asp?id=53>
Historic Resources in Clarke County - <http://www.clarkehistory.org/>
Bicycle Routes
 Winchester Wheelmen- <http://www.winchesterwheelmen.org/ride.php>
 Potomac Peddlers – Backcountry Century Ride - <http://www.potomacpedalers.org/>
 Panhandlers Peddlers - <http://www.panhandlepedalers.com/>
Hiking - <http://www.hikingupward.com/>
 www.patc.net

Appendix B. Regional Facilities

Refer to the Virginia Outdoors Plan for a complete list and map of regional recreation facilities
http://www.dcr.virginia.gov/recreational_planning/vop.shtml

Appendix C. Resources

- a. Virginia Outdoors Plan
- b. County Park Master Plan
- c. County Comprehensive Plan
- d. Potomac Appalachian Trail Club
- e. Berryville Area Plan
- f. Berryville Comprehensive Plan
- g. Town of Berryville and Clarke County Bicycle and Pedestrian Plan
- h. Shenandoah River Use Plan - NSVRC

Clarke County Board of Supervisors

Adjournment

Clarke County Board of Supervisors

Monthly Reports:

1. Building Department
2. Commissioner of the Revenue

RESIDENTIAL CONSTRUCTION

NEW SINGLE FAMILY

Owner/Address	Description/Parcel ID	Estimated Value
KRASINSKI, LARRY & MARGE 406 MOSBY BLVD. BERRYVILLE 22611	NEW RESIDENCE SINGLE 14A7 15 4	321,331
Richmond American Homes of Virginia, Inc. 836 McGuire Circle, Berryville 22611	NEW RESIDENCE SINGLE 14C 1 60	336,718
SUTPHIN, FRED 401 DELANY CT., BERRYVILLE 22611	NEW RESIDENCE SINGLE 14A714127	345,611
MILLER, RICHARD 4065 CALMES NECK LANE, BOYCE 22620	NEW RESIDENCE SINGLE 31 1 43	301,172
TOTALS:	4	1,304,832
TOTAL NEW RESIDENTAL CONSTRUCTION:	4	1,304,832

RESIDENTIAL RENOVATIONS

Owner/Address	Description/Parcel ID	Estimated Value
RAPHEAL, VICTOR & LAURA 1333 FELTNER RD., BLUEMONT, VA 22135	REMODEL-MINIMUM FEE 32 A 14	15,000
MCCONVILLE, CHIP & CATHY 260 ROSE AIRY LANE, BOYCE 22620	ADDITION/REMODEL SINGLE 29 A 18D	16,874
JOHNSON, EMILY & JOSHUA 2 W. SHARON DR. BOYCE 22620	ADDITION/REMODEL SINGLE 21A1 5 1	79,849
LINGLE, BRYAN & LORA 68 AUBURN RD., BERRYVILLE 22611	REMODEL-MINIMUM FEE 16 4 11	15,000
THOMAS, CHRISTOPHER 25 N. BUCKMARSH ST. BERRYVILLE 22611	REMODEL-MINIMUM FEE 14A1 A 56	50,000
SZENTIRMA, MIKLOS 370 ROSE AIRY LANE, BOYCE 22620	ADD/REM RESIDENCE SINGLE 29 A 18	30,000
KERRY MCCOOL 51 WHITE OAK LANE, BLUEMONT, VA 20135	ADDITION RESIDENCE 17A21322	92,600
PORTER, DAVID 111 DORSEY STREET, BERRYVILLE 22611	ADD/REM RESIDENCE SINGLE 14A1 1 19	22,207
PORTER, DAVID 111 DORSEY STREET, BERRYVILLE 22611	ADDITION/REMODEL SINGLE 14A1 1 19	18,969
POLK, PAUL & DONNA 340 WHISPERING KNOLLS LN. BERRYVIL 22611	ADDITION/REMODEL SINGLE 14A 95D	24,263
TOTALS:	10	364,762

COMMERCIAL CONSTRUCTION

NEW COMMERCIAL STRUCTURES

Owner/Address	Description/Parcel ID	Estimated Value
BLUE RIDGE WILDLIFE CENTER 930 TILTHAMMER MILL RD., BOYCE 22620	NEW COMMERCIAL	1,205,305
TOTALS:	1	1,205,305

OTHER BUILDING PERMITS

Owner/Address	Description/Parcel ID	Estimated Value
MILLER, JOHN JR. 3322 LOCKES MILL RD., BERRYVILLE 22611	TENTS OVER 900'	0
MAPLES, CARL 207 SWAN AVE., BERRYVILLE 22611	DECK/PORCH	1,000
OAKLAND ORCHARD % PETER COOK 24 OAKLAND LANE, BERRYVILLE 22611	TENTS OVER 900'	0
WHITE, COURTNEY E. SALEM CHURCH R. 22620	RENEWAL PERMIT	0
ELLISTON, TOM & ROBIN 114 MOOSE RD. BERRYVILLE, VA 22611	TENTS OVER 900'	0
WARRENTON KENNEL CLUB 830 LONG BRANCH LANE, BOYCE 22620	TENTS OVER 900'	0
MISION CRISTIANA - EDGAR SORTO 72 KEYSTONE LANE, BERRYVILLE 22611	TENTS OVER 900'	0
WARNOCK, JONATHAN 117 ROSEVILLE CT., BOYCE 22620	DECK/PORCH	5,000
DAVIS, LAURIE & SELLERS, JOSEPH 2431 SPRINGSBURY RD. BERRYVILLE 22611	SWIMMING POOL/SPA	74,000
LONG BRANCH 830 LONG BRANCH LANE, BOYCE 22620	TENTS OVER 900'	0
WILLIAMS, KENNY & SANDY 513 BURWELL CT., BERRYVILLE 22611	SWIMMING POOL/SPA	54,000
MIKE CATHER 1089 RUSSELL RD., BERRYVILLE 22611	STRUCTURE OTHER THAN	3,000
RUSSELL, LYDIA 119 BATTLETOWN DRIVE, BERRYVILLE 22611	DECK/PORCH	5,000
Jones, Jeremy 400 Hermitage Blvd., Berryville 22611	DECK/PORCH	3,000
HILL & DALE FARM 268 HILL & DALE LANE, BERRYVILLE 22611	STRUCTURE OTHER THAN	15,000

TOTALS: 15 160,000

TOTAL # OF BUILDING PERMITS / VALUE: 30 3,034,899

CERTIFICATES OF OCCUPANCY

DATE ISSUED	ADDRESS	TYPE
6/12/2015	814 MCGUIRE CIRCLE, BERRYVILLE, VA 22611	PERMANENT

TOTAL PERMIT & INSPECTION FEES COLLECTED: 23,259.50

TOTAL OTHER REVENUE COLLECTED: -214.20

STATE SURCHARGE COLLECTED: COLLECTED: 395.39

TOTAL REVENUE COLLECTED: 23,440.69

OTHER PERMITS ISSUED:

TYPE	RES	COMM	FEES	VALUE
ELECTRICAL PERMIT	20	4	1,840.00	100
GAS PERMIT	4	0	160.00	0
MECHANICAL PERMIT	9	4	1,280.00	12,000
PLUMBING PERMIT	10	2	1,475.00	500
TOTALS:	43	10	4,755.00	12,600

PROJECT CODE RECAP

PERMITS BY TYPE	# OF PERMITS	ESTIMATED VALUE
ADDITION RESIDENCE SINGLE CARP	1	92,600
ADDITION/REMODEL SINGLE FAMILY	4	139,955
ADD/REM RESIDENCE SINGLE GARA	2	52,207
DECK/PORCH	4	14,000
ELECTRIC PERMITS	24	100
GAS PERMITS	4	0
MECHANICAL PERMITS	13	12,000
NEW COMMERCIAL	1	1,205,305
NEW RESIDENCE SINGLE FAMILY	4	1,304,832
PLUMBING PERMITS	12	500
SWIMMING POOL/SPA	2	128,000
RENEWAL PERMIT	1	0
REMODEL-MINIMUM FEE (RES)	3	80,000
STRUCTURE OTHER THAN BUILDING	2	18,000
TENTS OVER 900'	6	0
TOTALS	83	3,047,499

PERMITS BY AREA

DESCRIPTION	# OF PERMITS	ESTIMATED VALUE
GREENWAY DISTRICT	8	42,000
CHAPEL DISTRICT	17	1,631,451
BATTLETOWN DISTRICT	11	128,263
LONGMARSH DISTRICT	8	3,000
BERRYVILLE DISTRICT	34	1,157,936

PERMITS BY AREA - CONTINUED	# OF PERMITS	ESTIMATED VALUE
BOYCE DISTRICT	5	84,849
TOTALS	83	3,047,499

INSPECTIONS BY TYPE			
PERMIT TYPE	# OF INSPECTIONS	RES	COMM
BUILDING PERMIT	68	63	5
ELECTRICAL PERMIT	40	40	0
GAS PERMIT	11	11	0
MECHANICAL PERMIT	20	19	1
PLUMBING PERMIT	27	24	3
TOTALS	166	157	9

Building Dept. - Clarke County
New Single Family Dwellings 2015

	Battletown	Berryville	Boyce	Chapel	Greenway	Longmarsh	TOTAL	COMMENTS				
January	2						2					
February		1					1					
March	2	5					7					
April	1	2		2		2	7	1 in LM replaces burned home.				
May	2	2					4					
June		3		1			4					
July												
August												
September												
October												
November												
December												
TOTAL	7	13		3		2	25					

INSPECTIONS COMPLETED FROM: 6/01/2015 to 6/30/2015

DATE INSP	PERMIT #/INSP #	ADDRESS	INSPECTOR	RESULTS	REINSPECTION?
6/01/2015	B-12-060386-003	WEST MAIN STREET 1025	JHR	A	N/A
6/01/2015	B-14-140012-004	PARSHALL ROAD 3020	JHR	V	NO
6/01/2015	E-14-140012-002	PARSHALL ROAD 3020	JHR	A	N/A
6/01/2015	P-14-140012-001	PARSHALL ROAD 3020	JHR	A	N/A
6/01/2015	G-15-150258-001	BLUE RIDGE MTN. RD. BLUEMONT	JHR	A	N/A
6/01/2015	E-14-070509-002	CASTLEMAN ROAD 2698	JHR	A	N/A
6/02/2015	G-15-150231-002	BRIGGS RD. BERRYVILLE, VA 2498	JHR	A	N/A
6/02/2015	B-15-150091-001	CASTLEMAN DRIVE, BERRYVILLE	JHR	A	N/A
6/02/2015	B-14-140535-012	MCGUIRE CIRCLE, BERRYVILLE,	JHR	A	N/A
6/02/2015	E-14-140535-003	MCGUIRE CIRCLE, BERRYVILLE,	JHR	A	N/A
6/02/2015	M-14-140535-004	MCGUIRE CIRCLE, BERRYVILLE,	JHR	A	N/A
6/02/2015	P-14-140535-004	MCGUIRE CIRCLE, BERRYVILLE,	JHR	A	N/A
6/02/2015	B-15-150186-002	ACADEMY CT. , BERRYVILLE 3	JHR	A	N/A
6/02/2015	M-15-150162-002	LIME MARL RD., BERRYVILLE 259	JHR	A	N/A
6/02/2015	B-15-150229-001	ANAMARIA LANE, FRONT ROYAL	JHR	A	N/A
6/03/2015	B-12-060386-004	WEST MAIN STREET 1025	JHR	A	N/A
6/03/2015	B-15-150234-003	CASTLEMAN RD. BERRYVILLE	JHR	V	NO
6/03/2015	G-15-150258-002	BLUE RIDGE MTN. RD. BLUEMONT	JHR	A	N/A
6/03/2015	E-14-140012-003	PARSHALL ROAD 3020	JHR	V	NO
6/03/2015	P-14-140012-002	PARSHALL ROAD 3020	JHR	A	N/A
6/04/2015	P-15-150162-002	LIME MARL RD., BERRYVILLE 259	JHR	A	N/A
6/04/2015	P-15-150162-003	LIME MARL RD., BERRYVILLE 259	JHR	A	N/A
6/04/2015	B-15-150234-004	CASTLEMAN RD. BERRYVILLE	JHR	A	N/A
6/04/2015	E-15-150268-001	WESTWOOD RD. BERRYVILLE 642	JHR	A	N/A
6/05/2015	B-15-150261-001	LONG BRANCH LANE, MILLWOOD	JHR	A	N/A
6/08/2015	B-14-140258-008	EDENBROOK LANE 186	JHR	A	N/A
6/08/2015	E-14-140258-002	EDENBROOK LANE 186	JHR	A	N/A
6/08/2015	B-15-150091-002	CASTLEMAN DRIVE, BERRYVILLE	JHR	A	N/A
6/08/2015	E-15-140415-001	OLD WINCHESTER RD., BOYCE, V	JHR	V	NO
6/08/2015	E-15-150186-001	ACADEMY CT. , BERRYVILLE 3	JHR	A	N/A
6/08/2015	E-15-150193-001	BLUE RIDGE MT. RD., BLUEMONT	JHR	A	N/A
6/08/2015	B-13-070460-003	LOIS LANE 83	JHR	A	N/A
6/08/2015	E-13-070460-002	LOIS LANE 83	JHR	C	NO
6/08/2015	P-13-070460-002	LOIS LANE 83	JHR	A	N/A
6/08/2015	B-14-140362-003	LOIS LANE, BLUEMONT, VA 83	JHR	A	N/A
6/08/2015	B-15-150260-002	PIERCE RD., BERRYVILLE 1251	JHR	A	N/A
6/08/2015	B-14-140209-004	MOUNT PROSPECT LANE 545	JHR	A	N/A
6/09/2015	B-15-150279-001	BATTLETOWN DRIVE, BERRYVILLE	JHR	A	N/A
6/09/2015	B-15-150083-006	PARSHALL RD., BERRYVILLE 2410	JHR	A	N/A
6/09/2015	B-15-150222-002	FOREST RIDGE LANE, BLUEMONT 88	JHR	A	N/A
6/09/2015	M-15-150222-001	FOREST RIDGE LANE, BLUEMONT 88	JHR	A	N/A
6/09/2015	G-15-140315-002	ASHLEY WOODS LN., BLUEMONT, 55	JHR	A	N/A
6/09/2015	G-15-140315-003	ASHLEY WOODS LN., BLUEMONT, 55	JHR	A	N/A
6/10/2015	B-14-140071-017	LANDER LANE 635	JHR	C	NO
6/10/2015	E-14-140071-005	LANDER LANE 635	JHR	A	N/A
6/10/2015	M-14-140071-004	LANDER LANE 635	JHR	A	N/A
6/10/2015	P-14-140071-004	LANDER LANE 635	JHR	A	N/A
6/10/2015	G-15-150232-001	LOCKES MILL RD., BERRYVILLE 804	JHR	A	N/A
6/10/2015	B-15-150186-003	ACADEMY CT. , BERRYVILLE 3	JHR	A	N/A
6/10/2015	E-14-140514-001	RIVER PARK LANE, BLUEMONT 102	JHR	V	NO
6/10/2015	B-14-140071-020	LANDER LANE 635	JHR	A	N/A
6/10/2015	B-14-140221-005	JACK ENDERS BOULEVARD 532	JHR	A	N/A

INSPECTIONS COMPLETED FROM: 6/01/2015 to 6/30/2015

DATE INSP	PERMIT #/INSP #	ADDRESS	INSPECTOR	RESULTS	REINSPECTION?
6/11/2015	G-14-140518-002	BUNDY ST., BERRYVILLE, VA 21	JHR	A	N/A
6/11/2015	E-15-150159-001	OLD CHAPEL RD., BOYCE 2319	JHR	A	N/A
6/11/2015	E-15-140117-001	LOYOLA LANE 410	JHR	A	N/A
6/11/2015	P-15-150243-001	BURCH LANE, BOYCE 113	JHR	A	N/A
6/11/2015	B-15-150285-001	Hermitage Blvd., Berryville 400	JHR	A	N/A
6/11/2015	M-15-150243-001	BURCH LANE, BOYCE 113	JHR	A	N/A
6/11/2015	B-14-140117-001	LOYOLA LANE 410	JHR	A	N/A
6/12/2015	E-13-070417-004	SOUTH CHURCH STREET 305	JHR	A	N/A
6/12/2015	B-15-150262-001	LONG BRANCH LANE, MILLWOOD	JHR	A	N/A
6/12/2015	B-15-150193-001	BLUE RIDGE MT. RD., BLUEMONT	JHR	A	N/A
6/12/2015	P-15-150201-003	CLIFTON RD. BERRYVILLE 723	JHR	A	N/A
6/12/2015	B-13-070417-002	SOUTH CHURCH STREET 305	JHR	A	N/A
6/12/2015	P-15-150201-004	CLIFTON RD. BERRYVILLE 723	JHR	A	N/A
6/15/2015	B-14-140532-005	LORD FAIRFAX HWY., BOYCE	JHR	A	N/A
6/15/2015	M-15-150236-001	STUART CT., BERRYVILLE 304	JHR	A	N/A
6/15/2015	E-14-140514-002	RIVER PARK LANE, BLUEMONT 102	JHR	V	YES
6/16/2015	B-14-140400-001	CRUMS CHURCH RD., BERRYVILLE	JHR	A	N/A
6/16/2015	E-14-140232-002	EAST MAIN STREET 754	JHR	A	N/A
6/16/2015	M-14-140232-002	EAST MAIN STREET 754	JHR	A	N/A
6/16/2015	P-14-140232-002	EAST MAIN STREET 754	JHR	A	N/A
6/16/2015	M-15-150291-001	SWAN AVE. BERRYVILLE 207	JHR	A	N/A
6/16/2015	B-15-150278-001	RUSSELL RD., BERRYVILLE 1089	JHR	A	N/A
6/16/2015	B-15-150091-003	CASTLEMAN DRIVE, BERRYVILLE	JHR	A	N/A
6/16/2015	M-15-140532-001	LORD FAIRFAX HWY., BOYCE	JHR	A	N/A
6/16/2015	E-15-150091-001	CASTLEMAN DRIVE, BERRYVILLE	JHR	A	N/A
6/17/2015	E-14-140514-003	RIVER PARK LANE, BLUEMONT 102	JHR	A	N/A
6/17/2015	E-14-140404-001	EBENEZER RD. BLUEMONT 241	JHR	V	NO
6/17/2015	B-15-150295-001	SWAN AVE., BERRYVILLE 207	JHR	A	N/A
6/17/2015	B-15-150027-001	GREENSTONE LANE, BOYCE 214	JHR	A	N/A
6/17/2015	E-15-150027-002	GREENSTONE LANE, BOYCE 214	JHR	A	N/A
6/17/2015	P-15-150027-002	GREENSTONE LANE, BOYCE 214	JHR	A	N/A
6/17/2015	E-15-150193-002	BLUE RIDGE MT. RD., BLUEMONT	JHR	A	N/A
6/17/2015	B-15-150234-005	CASTLEMAN RD. BERRYVILLE	JHR	A	N/A
6/18/2015	B-14-140110-003	SALEM CHURCH ROAD 2336	JHR	A	N/A
6/18/2015	B-15-150162-007	Lime Marl Rd., Berryville 259	JHR	A	N/A
6/18/2015	E-15-150162-003	LIME MARL RD., BERRYVILLE 259	JHR	A	N/A
6/18/2015	M-15-150162-003	LIME MARL RD., BERRYVILLE 259	JHR	A	N/A
6/18/2015	P-15-150162-004	LIME MARL RD., BERRYVILLE 259	JHR	A	N/A
6/18/2015	B-15-150014-009	EBENEZER RD. BLUEMONT 145	RUC	A	N/A
6/18/2015	E-14-140404-002	EBENEZER RD. BLUEMONT 241	JHR	A	N/A
6/18/2015	M-15-150244-001	BROWNTOWN RD. BOYCE 452	JHR	A	N/A
6/18/2015	B-15-150014-010	EBENEZER RD. BLUEMONT 145	JHR	A	N/A
6/18/2015	E-15-150014-003	EBENEZER RD. BLUEMONT 145	JHR	A	N/A
6/18/2015	M-15-150014-004	EBENEZER RD. BLUEMONT 145	JHR	A	N/A
6/18/2015	P-15-150014-003	EBENEZER RD. BLUEMONT 145	JHR	A	N/A
6/19/2015	M-15-150061-001	SPRINGSBURY FARM LANE, BERRY	JHR	V	NO
6/19/2015	P-15-140532-001	LORD FAIRFAX HWY., BOYCE	JHR	A	N/A
6/19/2015	B-15-150234-006	CASTLEMAN RD. BERRYVILLE	JHR	V	NO
6/19/2015	P-15-150199-001	E. MAIN ST., BERRYVILLE 117	JHR	A	N/A
6/19/2015	B-15-150063-008	MCGUIRE CIRCLE, BERRYVILLE 815	JHR	V	NO
6/19/2015	E-15-150063-003	MCGUIRE CIRCLE, BERRYVILLE 815	JHR	V	NO
6/19/2015	M-15-150063-003	MCGUIRE CIRCLE, BERRYVILLE 815	JHR	A	N/A

DATE INSP	PERMIT #/INSP #	ADDRESS	INSPECTOR	RESULTS	REINSPECTION?
6/19/2015	P-15-150063-005	MCGUIRE CIRCLE, BERRYVILLE 815	JHR	V	NO
6/19/2015	B-15-150295-002	SWAN AVE., BERRYVILLE 207	JHR	A	N/A
6/19/2015	P-15-150234-001	CASTLEMAN RD. BERRYVILLE	JHR	V	NO
6/19/2015	B-14-140315-013	ASHLEY WOODS LN., BLUEMONT, 55	JHR	A	N/A
6/19/2015	B-15-150295-003	SWAN AVE., BERRYVILLE 207	JHR	A	N/A
6/19/2015	B-15-150293-001	WHISPERING KNOLLS LN. BERRYV	JHR	A	N/A
6/19/2015	M-15-150252-001	HERMITAGE BLVD., BERRYVILLE	JHR	A	N/A
6/22/2015	B-15-150296-001	OAKLAND LANE, BERRYVILLE 24	JHR	A	N/A
6/22/2015	P-15-150265-001	LOYOLA LANE, BLUEMONT 400	JHR	A	N/A
6/22/2015	B-14-140501-006	MCGUIRE CIRCLE, BERRYVILLE 823	JHR	A	N/A
6/22/2015	M-14-140501-004	MCGUIRE CIRCLE, BERRYVILLE 823	JHR	A	N/A
6/22/2015	P-14-140501-005	MCGUIRE CIRCLE, BERRYVILLE 823	JHR	A	N/A
6/22/2015	E-15-140415-002	OLD WINCHESTER RD., BOYCE, V	JHR	A	N/A
6/22/2015	P-15-150132-001	LIONS LANE, BOYCE 1263	JHR	A	N/A
6/22/2015	E-15-150132-001	LIONS LANE, BOYCE 1263	JHR	A	N/A
6/22/2015	E-15-150287-001	W. SHARON DR., BOYCE 2	JHR	A	N/A
6/22/2015	B-15-150270-001	TRAPP HILL RD. BERRYVILLE 456	JHR	A	N/A
6/22/2015	E-15-150270-001	TRAPP HILL RD. BERRYVILLE 456	JHR	A	N/A
6/22/2015	B-15-150298-001	ROSE AIRY LANE, BOYCE 260	JHR	A	N/A
6/22/2015	B-15-150234-007	CASTLEMAN RD. BERRYVILLE	JHR	V	YES
6/22/2015	P-15-150234-002	CASTLEMAN RD. BERRYVILLE	JHR	V	NO
6/22/2015	E-15-140415-003	OLD WINCHESTER RD., BOYCE, V	JHR	A	N/A
6/22/2015	B-14-140415-004	OLD WINCHESTER RD., BOYCE, V	JHR	A	N/A
6/22/2015	B-15-150132-003	LIONS LANE, BOYCE 1263	JHR	A	N/A
6/23/2015	E-15-150306-001	W. MAIN STREET, BERRYVILLE 222	JHR	A	N/A
6/23/2015	E-15-150309-001	OLD WATERLOO RD., BOYCE 151	JHR	V	NO
6/23/2015	B-14-140416-008	RED GATE RD., WHITE POST, VA	JHR	A	N/A
6/23/2015	P-15-150234-003	CASTLEMAN RD. BERRYVILLE	JHR	A	N/A
6/23/2015	B-15-150285-002	Hermitage Blvd., Berryville 400	JHR	A	N/A
6/23/2015	B-15-150285-003	Hermitage Blvd., Berryville 400	JHR	A	N/A
6/23/2015	P-15-150146-001	LONGMARSH RD., BERRYVILLE	JHR	A	N/A
6/23/2015	E-15-150171-002	CASTLEMAN RD., BERRYVILLE	JHR	A	N/A
6/23/2015	E-15-150146-003	LONGMARSH RD., BERRYVILLE	JHR	A	N/A
6/23/2015	G-15-150201-001	CLIFTON RD. BERRYVILLE 723	JHR	A	N/A
6/23/2015	G-15-150201-002	CLIFTON RD. BERRYVILLE 723	JHR	A	N/A
6/23/2015	B-15-150243-003	BURCH LANE, BOYCE 113	JHR	A	N/A
6/23/2015	B-15-150243-004	BURCH LANE, BOYCE 113	JHR	A	N/A
6/24/2015	B-15-150294-001	LOCKES MILL RD., BERRYVILLE	JHR	A	N/A
6/24/2015	B-15-150315-001	W. SHARON DR. BOYCE 2	JHR	A	N/A
6/25/2015	B-15-150312-001	KEYSTONE LANE, BERRYVILLE 72	JHR	A	N/A
6/25/2015	P-15-150282-001	WESTWOOD RD., BERRYVILLE	JHR	A	N/A
6/25/2015	M-15-150264-001	EAST MAIN STREET, BERRYVILLL	JHR	A	N/A
6/25/2015	M-15-150264-002	EAST MAIN STREET, BERRYVILLL	JHR	A	N/A
6/25/2015	B-15-150243-005	BURCH LANE, BOYCE 113	JHR	A	N/A
6/25/2015	E-14-140333-003	ASHLEY WOODS LN., BLUEMONT,	JHR	A	N/A
6/25/2015	G-15-150257-001	ASHLEY WOODS LN. BLUEMONT	JHR	A	N/A
6/25/2015	G-15-150257-002	ASHLEY WOODS LN. BLUEMONT	JHR	A	N/A
6/26/2015	B-15-150297-001	FELTNER RD., BLUEMONT, VA 1333	JHR	A	N/A
6/26/2015	B-15-150132-004	LIONS LANE, BOYCE 1263	JHR	A	N/A
6/26/2015	B-15-150234-008	CASTLEMAN RD. BERRYVILLE	JHR	A	N/A
6/26/2015	B-14-140256-014	HARRY BYRD HIGHWAY 5540	JHR	C	YES
6/26/2015	E-14-140256-005	HARRY BYRD HIGHWAY 5540	JHR	A	N/A

INSPECTIONS COMPLETED FROM: 6/01/2015 to 6/30/2015

DATE INSP	PERMIT #/INSP #	ADDRESS		INSPECTOR	RESULTS	REINSPECTION?
6/26/2015	M-14-140256-003	HARRY BYRD HIGHWAY	5540	JHR	A	N/A
6/26/2015	P-14-140256-005	HARRY BYRD HIGHWAY	5540	JHR	A	N/A
6/26/2015	B-14-140487-002	BRECKENRIDGE CT. BERRYVILLE		JHR	A	N/A
6/26/2015	E-14-140487-004	BRECKENRIDGE CT. BERRYVILLE		JHR	A	N/A
6/29/2015	B-15-150091-004	CASTLEMAN DRIVE, BERRYVILLE		JHR	A	N/A
6/29/2015	E-15-150091-002	CASTLEMAN DRIVE, BERRYVILLE		JHR	A	N/A
6/29/2015	P-15-150091-002	CASTLEMAN DRIVE, BERRYVILLE		JHR	A	N/A
6/29/2015	M-15-150091-001	CASTLEMAN DRIVE, BERRYVILLE		JHR	A	N/A
6/29/2015	B-15-150157-002	OLD CHAPEL ROAD, BOYCE	1539	JHR	A	N/A
6/30/2015	E-15-150329-001	DORSEY ST., BERRYVILLE	111	JHR	A	N/A

TOTAL # of INSPECTIONS: 166

APPROVED: 147 FAILED: 16 CONDITIONAL: 3

CLARKE COUNTY BOARD OF SUPERVISORS
 MONTH END DEEDS OF PARTITION AND CONVEYANCE
 LOCAL TAXATION DEPARTMENT
 COUNTY
 FOR JUNE, 2015

RECORDED	INSTRUMENT	GRANTOR	(X) GRANTEE/ADDRESS	(X) CONSIDERATION	TYPE	PERCENT
06/01/15	4197	TAVENNER, NORMAN D	N/A N/A	.00	REA	00%
		RECORDED TIME: 10:03				
		DESCRIPTION 1: LOT 2, 16 ACRES - WILLIAM M FENTON DIV	CHAPEL DIST			
		DATE OF DEED : 06/01/15 BOOK: 96 PAGE: 224	MAP: 22-A-15		PIN:	
		NUMBER PAGES : 0				
06/01/15	15-912	MCMANN, PEYTON SKIPWITH, ET UX	N MCMANN, WALTER S & GILELA E H N 950 WITHERS LARUE RD BERRYVILLE, VA. 22611	.00	DG	100%
		RECORDED TIME: 10:30				
		DESCRIPTION 1: 5 ACRES	LONGMARSH DIST		WR/S	
		DATE OF DEED : 05/12/15 BOOK: 589 PAGE: 887	MAP: 4-A-12B		PIN:	
		NUMBER PAGES : 0				
06/01/15	15-913	HOLLORAN, SUSAN	Y BLUE, RICHARD & SUSAN HOLLORAN Y 17742 RAVENS ROCKS RD BLUEMONT, VA. 20135	.00	DBS	100%
		RECORDED TIME: 11:10				
		DESCRIPTION 1: MOSTLY IN LOUDOUN CO	BATTLETOWN DIST			
		DATE OF DEED : 09/16/85 BOOK: 589 PAGE: 889	MAP:		PIN:	
		NUMBER PAGES : 0				
06/01/15	15-915	RICHMOND AMERICAN HOMES OF VA	N LANDAS, BENJAMIN R N 517 BURWELL COURT BERRYVILLE, VA. 22611	550,000.00	DBS	100%
		RECORDED TIME: 12:32				
		DESCRIPTION 1: BATTLETOWN DISTRICT, LOT 66				
		DATE OF DEED : 05/29/15 BOOK: 589 PAGE: 905	MAP: 14C-1-66		PIN:	
		NUMBER PAGES : 0				434,400 New Const
06/01/15	15-917	RICHMOND AMERICAN HOMES OF VA	N GRIMES, LONNIE & MARGIE N 501 BURWELL COURT BERRYVILLE, VA. 22611	396,037.00	DBS	100%
		RECORDED TIME: 12:34				
		DESCRIPTION 1: BATTLETOWN DISTRICT, LOT 70				
		DATE OF DEED : 05/28/15 BOOK: 589 PAGE: 924	MAP: 14C-1-70		PIN:	
		NUMBER PAGES : 0				67,500 New Const
06/02/15	15-925	TURNER, KEVIN & LISETTE	N TURNER, LISETTE N 132 LINSTER LANE BERRYVILLE, VA. 22611	.00	DBSHW	100%
		RECORDED TIME: 11:45				
		DESCRIPTION 1: BATTLETOWN DISTRICT, LOT 2, 1.93 ACRES				
		DATE OF DEED : 06/01/15 BOOK: 589 PAGE: 987	MAP: 23A-1-1A		PIN:	
		NUMBER PAGES : 0				
06/03/15	15-927	COPPENHAVER, JACQUELINE M	N MORAN, DAVID T & KELLY L N 321 JACKSON DR BERRYVILLE, VA. 22611	325,000.00	DBS	100%
		RECORDED TIME: 01:00				
		DESCRIPTION 1: LOT 194, BATTLEFIELD ESTATES	TOWN OF BERRYVILLE			
		DATE OF DEED : 05/29/15 BOOK: 590 PAGE: 1	MAP: 14A7-7-194		PIN:	
		NUMBER PAGES : 0				323,700 W/imp
06/03/15	15-929	CONE, KAREN FERN	N HERRERA, MARIA PAULA N 5933 LORD FAIRFAX HWY BERRYVILLE, VA. 22611	240,000.00	DBS	100%
		RECORDED TIME: 01:10				
		DESCRIPTION 1: BATTLETOWN DIST				
		DATE OF DEED : 05/29/15 BOOK: 590 PAGE: 22	MAP: 14-A-32		PIN:	
		NUMBER PAGES : 0				249,900 W/imp

COUNTY OF CLARKE CIRCUIT COURT
MONTH END DEEDS OF PARTITION AND CONVEYANCE
LOCAL TAXATION DEPARTMENT
COUNTY
FOR JUNE, 2015

RECORDED	INSTRUMENT	GRANTOR	(X)	GRANTEE/ADDRESS	(X)	CONSIDERATION	TYPE	PERCENT
06/04/15	15-945	ROUSS, LARRY M & PATRICIA B	N	PORTILLO, JORGE E & RITA ELSY 3245 LORD FAIRFAX HWY BERRYVILLE, VA. 22611	N	260,000.00	DBS	100%
		RECORDED TIME: 04:25						
		DESCRIPTION 1: LOT 5A BATTLETOWN DIST						331,700 w/impy
		DATE OF DEED : 06/02/15 BOOK: 590 PAGE: 134 MAP: 8-1-5A				PIN:		
		NUMBER PAGES : 0						
06/04/15	15-941	WHITE OAK CONSTRUCTION & EXCAV	N	VASILKOV, MAREK 1200 BEECHWOOD LN BLUEMONT, VA. 20135	N	230,384.00	DBS	100%
		RECORDED TIME: 09:40						
		DESCRIPTION 1: LOT 14A, SHEN RET						63,000 New Court.
		DATE OF DEED : 06/03/15 BOOK: 590 PAGE: 113 MAP: 17A3-26-2S-14				PIN:		
		NUMBER PAGES : 0						
06/04/15	15-943	A C ECHOLS JR TR VA LAND TRUST	N	SUTPHIN, FRED W & SHIRLEY A 38242 MILLSTONE DR PURCELLVILLE, VA. 20132	N	116,500.00	DBS	100%
		RECORDED TIME: 11:25						
		DESCRIPTION 1: LOT 127A, DELANY COURT						72000 VOC
		DATE OF DEED : 06/04/15 BOOK: 590 PAGE: 132 MAP: 14A7-14-127				PIN:		
		NUMBER PAGES : 0						
06/05/15	15-950	DUNCAN, W. LAWRENCE, TRUSTEE	N	DUNCAN, W. LAWRENCE, TRUST 2118 SALEM CHURCH RD BOYCE, VA. 22620	N	.00	DG	100%
		RECORDED TIME: 01:15						
		DESCRIPTION 1: CHAPEL DISTRICT, 4.337 ACRES, 160.09 ACRES LOT 5 ROCK HEAVEN FARM 21.6282 ARCRES,						
		DATE OF DEED : 06/02/15 BOOK: 590 PAGE: 178 MAP: 12-A-27				PIN:		
		NUMBER PAGES : 0						
06/05/15	15-954	THOMPSON, BERNARD E; JR ET AL	N	THOMPSON, BERNARD E; JR 442 POSSUM HOLLOW LANE BERRYVILLE, VA. 22611	N	.00	DBS	100%
		RECORDED TIME: 04:15						
		DESCRIPTION 1: BATTLETOWN DISTRICT, SHEN RET, LOTS 5,9,10,11,12						
		DATE OF DEED : 06/05/15 BOOK: 590 PAGE: 200 MAP: 17A2-14-5				PIN:		
		NUMBER PAGES : 0						
06/05/15	15-948	SHEPPARD, WILLIAM LESTER; ESTA	N	SHEPPARD, ROBERT H 5445 NORTH 19TH STREET ARLINGTON, VA. 22205	N	.00	DODS	100%
		RECORDED TIME: 12:53						
		DESCRIPTION 1: BATTLETOWN DISTRICT, SHEN RET, LOTS 54 -56						
		DATE OF DEED : 00/00/00 BOOK: 590 PAGE: 147 MAP: 17A4-24-54,55,56				PIN:		
		NUMBER PAGES : 17						
06/08/15	15-960	LOMBARDI, VINCENT T EXOR	N	WIITA, WILLIAM R, JR & PATRICI 412 CUSTER CT BERRYVILLE, VA. 22611	N	340,000.00	DBS	100%
		RECORDED TIME: 02:00						
		DESCRIPTION 1: LOT 106, CUSTER CT, BATTLEFIELD ESTATES, PHASE 4A - TOWN OF BERRYVILLE WR/S						344,700 w/impy
		DATE OF DEED : 06/05/15 BOOK: 590 PAGE: 212 MAP: 14A7-12-106				PIN:		
		NUMBER PAGES : 0						
06/08/15	15-955	TAVENNER, LARRY S & WILLIAM D	N	CARTER, PATRICIA A & JOSEPH E 8900 NORTHWEST 17TH CIRCLE VANCOUVER, WA. 98664	N	.00	DG	100%
		RECORDED TIME: 09:00						
		DESCRIPTION 1: LOT 2, RD 633, CHAPEL DIST						
		DATE OF DEED : 06/04/15 BOOK: 590 PAGE: 202 MAP: 22-A-22				PIN:		
		NUMBER PAGES : 0						

COUNTY OF CLARKE CIRCUIT COURT
MONTH END DEEDS OF PARTITION AND CONVEYANCE
LOCAL TAXATION DEPARTMENT
COUNTY
FOR JUNE, 2015

RECORDED	INSTRUMENT	GRANTOR	(X)	GRANTEE/ADDRESS	(X)	CONSIDERATION	TYPE	PERCENT
06/08/15	15-957	WALSH, MICHAEL S	Y	BAER, RODNEY 20258 BLUERIDGE MTN RD PARIS, VA. 20130	Y	.00	DBS	100%
		RECORDED TIME: 11:00						
		DESCRIPTION 1: LAND MOSTLY IN LOUD CO						(NOT TAXED IN CLARKE)
		DATE OF DEED : 06/02/15	BOOK: 590	PAGE: 207	MAP:			PIN:
		NUMBER PAGES : 0						
06/09/15	15-973	PEPPER LANE-BERRYVILLE GLEN LL N	N	RICHMOND KAMERICAN HOMES OF VI N 4350 S MONACO ST DENVER, CO. 80237	N	85,000.00	DBS	100%
		RECORDED TIME: 01:43						
		DESCRIPTION 1: BATTLETOWN DISTRICT, LOT 22						67500
		DATE OF DEED : 06/08/15	BOOK: 590	PAGE: 282	MAP: 14C-1-22			vac
		NUMBER PAGES : 0						
06/11/15	15-985	KOZMA, RICHARD & JULIE	N	RAP. ELE. CO-OP N/A	N	.00	DE	100%
		RECORDED TIME: 09:55						
		DESCRIPTION 1: LONGMARSH DISTRICT						
		DATE OF DEED : 00/00/00	BOOK: 590	PAGE: 315	MAP: 3-A-55B			PIN:
		NUMBER PAGES : 0						
06/11/15	15-986	HARVUE, LC	N	RAP. ELE. CO-OP N/A	N	.00	DE	100%
		RECORDED TIME: 09:56						
		DESCRIPTION 1: LONGMARSH DISTRICT						
		DATE OF DEED : 00/00/00	BOOK: 590	PAGE: 318	MAP: 7-A-129			PIN:
		NUMBER PAGES : 0						
06/11/15	15-987	WARNER, LEON C III & CATHERINE	N	RAP. ELE. CO-OP N/A	N	.00	DE	100%
		RECORDED TIME: 09:57						
		DESCRIPTION 1: CHAPEL DIST						
		DATE OF DEED : 00/00/00	BOOK: 590	PAGE: 321	MAP: 23-A-54A			PIN:
		NUMBER PAGES : 0						
06/11/15	15-989	FINNIFF, KATHRYN M	N	RAP. ELE. CO-OP N/A	N	.00	DE	100%
		RECORDED TIME: 10:20						
		DESCRIPTION 1: CHAPEL DISTRICT						
		DATE OF DEED : 00/00/00	BOOK: 590	PAGE: 327	MAP: 22-A-35			PIN:
		NUMBER PAGES : 0						
06/11/15	15-988	LLOYD, RODNEY V & CONSTANCE F	N	RAP. ELE. CO-OP N/A	N	.00	DE	100%
		RECORDED TIME: 10:20						
		DESCRIPTION 1: CHAPEL DISTRICT						
		DATE OF DEED : 00/00/00	BOOK: 590	PAGE: 324	MAP: 22-A-34			PIN:
		NUMBER PAGES : 0						
06/11/15	15-990	SEREVILLE FARM LLC	N	RAPPAHANNOCK ELECTRIC COOPERAT N/A	N	.00	DE	100%
		RECORDED TIME: 10:22						
		DESCRIPTION 1: BATTLETOWN DIST						
		DATE OF DEED : 00/00/00	BOOK: 590	PAGE: 330	MAP: 24-A-4,5			PIN:
		NUMBER PAGES : 0						

COUNTY OF CLARKE CIRCUIT COURT
MONTH END DEEDS OF PARTITION AND CONVEYANCE
LOCAL TAXATION DEPARTMENT
COUNTY
FOR JUNE, 2015

RECORDED	INSTRUMENT	GRANTOR	(X)	GRANTEE/ADDRESS	(X)	CONSIDERATION	TYPE	PERCENT
06/11/15	15-991	BURNS, JASON E & REBECCA J	N	RAPPAHANNOCK ELECTRIC COOPERAT N/A	N	.00	DE	100%
		RECORDED TIME: 10:23						
		DESCRIPTION 1: BATTLETOWN DIST						
		DATE OF DEED : 00/00/00 BOOK: 590 PAGE: 333 MAP: 26-A-104				PIN:		
		NUMBER PAGES : 0						
06/11/15	15-992	CAREY, LUANNE TOXVARD & KATHER	N	RAPPAHANNOCK ELECTRIC COOPERAT N/A	N	25,000.00	DE	100%
		RECORDED TIME: 10:25						
		DESCRIPTION 1: BATTLETOWN DIST						
		DATE OF DEED : 00/00/00 BOOK: 590 PAGE: 336 MAP: 26-A-3				PIN:		
		NUMBER PAGES : 0						
06/12/15	15-1009	SAWYER, RICHARD F II & ROSE S	N	SAWYER, RICHARD F II & ROSE S 446 HACKBERRY LANE BLUEMONT, VA. 20135	N	.00	DBS	100%
		RECORDED TIME: 02:45						
		DESCRIPTION 1: BATTLETOWN DISTRICT, LOTS 32, 33 BLOCK 2-J						
		DATE OF DEED : 06/11/15 BOOK: 590 PAGE: MAP: 17A223-2J-31				PIN:		
		NUMBER PAGES : 0						
06/12/15	15-997	RODGERS, SEAN D & RACHEL	N	RODGERS, SEAN D 404 S CHURCH STREET BERRYVILLE, VA. 22611	N	.00	DG	100%
		RECORDED TIME: 11:20						
		DESCRIPTION 1: TOAN OF BERRYVILLE LOT A						
		DATE OF DEED : 05/14/15 BOOK: 590 PAGE: 367 MAP: 14A5-10-A				PIN:		
		NUMBER PAGES : 0						
06/12/15	15-999	THOMAS, MICHAEL R; II ET UX	N	THOMAS, MICHAEL R; II 565 KIMBLE ROAD BERRYVILLE, VA. 22611	N	.00	DBSHW	100%
		RECORDED TIME: 11:25						
		DESCRIPTION 1: LONGMARSH DISTRICT						
		DATE OF DEED : 06/10/15 BOOK: 590 PAGE: 371 MAP: 7-A-79				PIN:		
		NUMBER PAGES : 0						
06/12/15	15-1000	KOONIN, ARNOLD H REV TRUST	N	KOONIN, ARNOLD H; TRUSTEE 1747 PENNSYLVANIS AVE WASHINGTON, DC. 20006	N	.00	DG	100%
		RECORDED TIME: 11:40						
		DESCRIPTION 1: GREENWAY DISTRICT, CONT. 10.2823 ACRES						
		DATE OF DEED : 06/01/15 BOOK: 590 PAGE: 373 MAP: 38-1-23A				PIN:		
		NUMBER PAGES : 0						
06/12/15	15-1000	KOONIN, ARNOLD H; REV TRUSTEE	N	KOONIN, ARNOLD; TRUSTEE 1747 PENNSYLVANIA AVE NW WASHINGTON, DC. 20006	N	.00	DG	100%
		RECORDED TIME: 11:40						
		DESCRIPTION 1: GREENWAY DISTRICT, CONT. 10.2823 ARCES						
		DATE OF DEED : 06/01/15 BOOK: 590 PAGE: 373 MAP: 38-1-23A				PIN:		
		NUMBER PAGES : 0						
06/12/15	15-1001	KOONIN, ARNOLD HOWARD, TR OF JO	Y	KELLEY, KATHERINE 3037 DUMBARTON ST, NW WASHINGTON, DC. 20007 GREENWAY DIST	Y	.00	DBS	100%
		RECORDED TIME: 11:41						
		DESCRIPTION 1: 10.2823 ACRES						
		DATE OF DEED : 06/01/15 BOOK: 590 PAGE: 376 MAP: 38-1-23A				PIN:		
		NUMBER PAGES : 0						

COUNTY OF CLARKE CIRCUIT COURT
MONTH END DEEDS OF PARTITION AND CONVEYANCE
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RECORDED	INSTRUMENT	GRANTOR	(X) GRANTEE/ADDRESS	(X) CONSIDERATION	TYPE	PERCENT
✓	15-1002	KELLEY, KATHERINE	N ZUCKER, JEREMY B & AMANDA Z BO 4636 BROAD BRANCH RD WASHINGTON, DC. 20008 GREENWAY DIST	.00	DBS	100%
		RECORDED TIME: 11:42				
		DESCRIPTION 1: 10.2823 ACRES				
		DATE OF DEED : 06/03/15 BOOK: 590 PAGE: 378 MAP: 38-1-23A				
		NUMBER PAGES : 0				
✓	15-1004	CAPITAL BUILDERS LLC	N KELLEHER, THOMAS A, JR 429 MONTGOMERY COURT BERRYVILLE, VA. 22611 TOWN OF BERRYVILLE	385,000.00	DBS	100%
		RECORDED TIME: 11:50				
		DESCRIPTION 1: LOT 171, THE HERMITAGE, PHASE IVB				
		DATE OF DEED : 06/04/15 BOOK: 590 PAGE: 401 MAP: 14A8-4-171				
		NUMBER PAGES : 0				
						414,900 w/impv new const.
✓	15-1015	MAKAR COMPANY LLC	N JCSG PROPERTIES LLC 1833 HANDLEY AVE WINCHESTER, VA. 22601	130,000.00	DBS	100%
		RECORDED TIME: 01:48				
		DESCRIPTION 1: BATTLETOWN DISTRICT, LOT 10 CONT. 1.3774 ACRES				
		DATE OF DEED : 06/10/15 BOOK: 590 PAGE: 475 MAP: 14-7-10				
		NUMBER PAGES : 0				
						172,700 vac
✓	4202	GALLOWAY, EDNA G	N/A N/A TOWN OF BOYCE	.00	PROBATE	00%
		RECORDED TIME: 09:00				
		DESCRIPTION 1: LOT - OLD CHAPEL AVE				
		DATE OF DEED : 06/16/15 BOOK: 96 PAGE: 169 MAP: 21-A2-A-24				
		NUMBER PAGES : 0				
						BW PARK
✓	15-1122	PEPPERLANE-BERRYVILLE GLEN LLC	N ARCADIA-BERRYVILLE GLEN, LLC 4350 S. MONACO ST DENVER, CO. 80237 BERRYVILLE GLEN	85,000.00	DBS	100%
		RECORDED TIME: 02:40				
		DESCRIPTION 1: BATTLETOWN DISTRICT, LOT 55, BERRYVILLE GLEN				
		DATE OF DEED : 06/16/15 BOOK: 590 PAGE: 485 MAP: 14C-1-55				
		NUMBER PAGES : 0				
						67,500 vac
✓	15-1124	RUSSELL, LOUANN	N HERNANDEZ VENTURA, RUBEN NOE 805 MOOSE ROAD BERRYVILLE, VA. 22611	150,000.00	DBS	100%
		RECORDED TIME: 03:25				
		DESCRIPTION 1: LONGMARSH DISTRICT, LOT 31 ROCKHALL SUBD				
		DATE OF DEED : 06/09/15 BOOK: 590 PAGE: 489 MAP: 6A-1-31				
		NUMBER PAGES : 0				
						209,500 w/impv
✓	15-1126	THOMPSON, BERNARD E; JR	N THOMPSON, BERNARD E; JR 442 POSSUM HOLLOW LA BERRYVILLE, VA. 22611	.00	DBS	100%
		RECORDED TIME: 04:05				
		DESCRIPTION 1: DEED OF MERGER, BATTLETOWN DISTRICT, SHEN RET				
		DATE OF DEED : 06/17/15 BOOK: 590 PAGE: 500 MAP: 14A2-14-9				
		NUMBER PAGES : 0				
✓	15-1034	TEBBETTS ENTERPRISES LLC	N RANDHAWA GROUP OF COMPANIES LL 9202 DAWKINS CREST CIRCLE BRISTOW, VA. 20136 SHEN FARMS	598,000.00	DBS	100%
		RECORDED TIME: 03:20				
		DESCRIPTION 1: GREENWAY DISTRICT, LOT 30, SECTION A				
		DATE OF DEED : 06/17/15 BOOK: 590 PAGE: 540 MAP: 37A1-1-30				
		NUMBER PAGES : 0				
						205,300 w/impv
						store

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RECORDED	INSTRUMENT	GRANTOR	(X) GRANTEE/ADDRESS	(X) CONSIDERATION	TYPE	PERCENT
06/18/15 ✓	15-1028	CRIST, WILLIAM H; JR ET UX	N MARDIS, TIMOTHY D 53 ALDER LANE BLUEMONT, VA. 20135	N 245,000.00	DBS	100%
		RECORDED TIME: 12:40				
		DESCRIPTION 1: BATTLETOWN DIST, SHEN RET, LOTS 2-5				
		DATE OF DEED : 06/16/15 BOOK: 590 PAGE: 504 MAP: 17A2-12-2				
		NUMBER PAGES : 0				
						PIN: 257,450 w/impv
06/18/15 ✓	15-1032	COOONOMWEALTH TRUSTEES LLC, TRU	N FEDERAL NATIONAL MORTGAGE ASSO Y 203 MOORE DRIVE BERRYVILLE, VA. 22611	104,000.00	DBS	100%
		RECORDED TIME: 13:33				
		DESCRIPTION 1: TOWN OF BERRYVILLE				
		DATE OF DEED : 06/11/15 BOOK: 590 PAGE: 536 MAP: 14A210B30				
		NUMBER PAGES : 0				
						PIN: 117,700 w/impv
06/19/15 ✓	15-1043	GRUBBS, CHARLES O, ET AL CO TR	N ELROD, GREGORY L & ANGELA D CO N 302 ASHBY CT BERRYVILLE, VA. 22611	135,000.00	DBS	100%
		RECORDED TIME: 03:10				
		DESCRIPTION 1: LOT 1 - TOWN OF BERRYVILLE				
		DATE OF DEED : 06/19/15 BOOK: 590 PAGE: 610 MAP: 14A2-A-90				
		NUMBER PAGES : 0				
						PIN: 180,600 w/impv
06/19/15 ✓	15-1045	GRUBSS, CHARLES O ET AL CO TRS	N ELROD, GREGORY L & ANGELA D C N 302 ASHBY CT BERRYVILLE, VA. 22611	155,000.00	DBS	100%
		RECORDED TIME: 03:12				
		DESCRIPTION 1: PARCEL ON LIBERTY & PAGE STS				
		DATE OF DEED : 06/19/15 BOOK: 590 PAGE: 614 MAP: 14A2-A-125				
		NUMBER PAGES : 0				
						PIN: 179,200 w/impv
06/19/15 ✓	15-1047	SOONTHORNCHAI, BOB TR	N PHILLIP S THOMAS LLC P O BOX 500 MIDDLEBURG, VA. 20118	.00	DQC	100%
		RECORDED TIME: 03:15				
		DESCRIPTION 1: 7.187 ACRES AND 4.74 ACRES				
		DATE OF DEED : 00/00/00 BOOK: 590 PAGE: 618 MAP: 39-4-1A,2A,33				
		NUMBER PAGES : 0				
06/19/15 ✓	4203	HAYES, CAROLYN RIVERS	N/A N/A ROBINSON HGTS LONGMARSH DIST	.00	PROBATE	00%
		RECORDED TIME: 14:23				
		DESCRIPTION 1: LOT 1, PARCEL 1 2.186 ACRES				
		DATE OF DEED : 06/19/15 BOOK: 96 PAGE: 180 MAP: 7A-2-1				
		NUMBER PAGES : 0				
06/22/15 ✓	15-1059	BLANTON, JOHN E JR ETUX	N BLANTON, JOHN E JR ETUX, TRUST N 1272 GUN BARREL ROAD WHITE POST, VA. 22663	.00	DG	100%
		RECORDED TIME: 01:40				
		DESCRIPTION 1: GREENWAY DISTRICT, CONT. 5.375 ACRES, TRACT 4				
		DATE OF DEED : 06/15/15 BOOK: 590 PAGE: 666 MAP: 28-1-4				
		NUMBER PAGES : 0				
06/22/15 ✓	15-1060	GROSS, RUTH B	N GROSS, RUTH B ET VIR TRUSTEES A N 5770 LORD FAIRFAX HIGE WAY BERRYVILLE, VA. 22611	.00	DG	100%
		RECORDED TIME: 01:40				
		DESCRIPTION 1: TOWN OF BERRYVILLE				
		DATE OF DEED : 06/16/15 BOOK: 590 PAGE: 669 MAP: 14-A-17				
		NUMBER PAGES : 0				

COUNTY OF CLARKE CIRCUIT COURT
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RECORDED	INSTRUMENT	GRANTOR	(X) GRANTEE/ADDRESS	(X) CONSIDERATION	TYPE	PERCENT
06/22/15 ✓	15-1062	MISKELLY, JUDITH M	N STEINMETZ, LAURA ELIZABETH 11 CIRCLE DR BERRYVILLE, VA. 22611 TOWN OF BERRYVILLE	N 219,000.00	DBS	100% 236,700 w/impv
		RECORDED TIME: 01:50				
		DESCRIPTION 1: LOT 24, ROCKCROFT SUBD, SECT B				
		DATE OF DEED: 06/18/15 BOOK: 590 PAGE: 674 MAP: 14A2-2-24				
		NUMBER PAGES: 0				
06/22/15 ✓	15-1064	WHISNANT, ROBERT S	N LLEN, WELANIE L 41 LAUREL LANE BLUEMONT, VA. 2035	N 250,000.00	DBS	100% 214,100 w/impv
		RECORDED TIME: 02:25				
		DESCRIPTION 1: LOT 1 UNIT 1 BLOCK 1-C SHEN RETREAT	LOT 1, UNIT1, BLOCK 1-E SHEN RETREAT			
		DATE OF DEED: 06/09/15 BOOK: 590 PAGE: 685 MAP: 17A1-4-15				
		NUMBER PAGES: 0				
06/23/15 ✓	15-1070	LAFOLLETTE, REBA JEAN; ET AL	N COLLINS, EVERETT I; JR ET UX 2896 KIMBLE ROAD BERRYVILLE, VA. 22611	N 249,900.00	DBS	100% 264,500 w/impv
		RECORDED TIME: 03:05				
		DESCRIPTION 1: LONGMARSH DISTRICT				
		DATE OF DEED: 06/22/15 BOOK: 590 PAGE: 761 MAP: 8-A-5				
		NUMBER PAGES: 0				
06/24/15 ✓	15-1077	MJONESS, GLORENE D	N MJONESS, MATTHEW M 621 W BEECH ROAD STERLING, VA. 20164 SHENANDOAH RETREAT	N .00	DG	100% 457,500
		RECORDED TIME: 03:00				
		DESCRIPTION 1: LOT 39, BLOCK 2-L DB 50, PG 37				
		DATE OF DEED: 06/22/15 BOOK: 590 PAGE: 817 MAP: 17-A4-29-2L-39				
		NUMBER PAGES: 0				
06/24/15 ✓	15-1075	HERBERT, ALLEN & SUSAN	N FOSTER, JEFF & STEPHANIE 677 MERCER FARM LANE BLUEMONT, VA. 20135	N 436,200.00	DBS	100% 436,200 w/impv
		RECORDED TIME: 12:40				
		DESCRIPTION 1: CHAPEL DISTRICT, 1.6522 ACRES & 8.4910 ACRES				
		DATE OF DEED: 06/22/15 BOOK: 590 PAGE: 797 MAP: 31-4-A				
		NUMBER PAGES: 0				
06/26/15 ✓	15-1098	LLOYD, JAMES H	N MCCLLENAHAN, TIMOTHY & ROBIN 237 TYSON DRIVE BERRYVILLE, VA. 22611	N 521,800.00	DBS	100% 2.66% w/impv 455,000 var 521,800
		RECORDED TIME: 03:53				
		DESCRIPTION 1: CHAPEL DISTRICT, 2 PARCELS				
		DATE OF DEED: 06/25/15 BOOK: 590 PAGE: 894 MAP: 30-A-76				
		NUMBER PAGES: 0				
06/26/15 ✓	15-1099	CAMPBELL, BEVERLY; ET AL	N LLOYD, JAMES H 116 PAGE STREET BERRYVILLE, VA. 22611 BATTLETOWN SUBD	N 107,500.00	DBS	100% 110,600 w/impv
		RECORDED TIME: 03:54				
		DESCRIPTION 1: TOWN OF BERRYVILLE, LOT 6, SEC A				
		DATE OF DEED: 06/24/15 BOOK: 590 PAGE: 897 MAP: 14A2-9-6				
		NUMBER PAGES: 0				
06/26/15 ✓	15-1085	MOSES, SHANE E ET VIR	N WOLFE, WILLIAM C ET UX 309 TAYLOR ST BERRYVILLE, VA. 22611	N 499,000.00	DBS	100% 412,200 w/impv
		RECORDED TIME: 08:32				
		DESCRIPTION 1: LOT 31, THE HERMITAGE, TOWN OF BERRYVILLE				
		DATE OF DEED: 00/00/00 BOOK: 590 PAGE: 837 MAP:				
		NUMBER PAGES: 0				

Lot 15 4K vac
 18 4K vac
 3-1 4K vac
 4-1 4K vac
 2 4K vac
 3 190,100 w/impv
 4 4K vac

COUNTY OF CLARKE CIRCUIT COURT
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RECORDED	INSTRUMENT	GRANTOR	(X) GRANTEE/ADDRESS	(X) CONSIDERATION	TYPE	PERCENT
06/26/15 ✓	15-1088	HALSEY, THOMAS M ET AL RECORDED TIME: 08:37 DESCRIPTION 1: 10.3663 ACRES - CHAPEL DIST DATE OF DEED : 00/00/00 BOOK: 590 PAGE: 859 MAP: NUMBER PAGES : 0	N GARVER, JEROME, III 114 GODWIN CT WINCHESTER, VA. 22601	N 152,500.00	DBS	100% <i>172,700 VAC</i>
06/26/15 ✓	4204	DAVIS, RICHARD EUGENE RECORDED TIME: 09:47 DESCRIPTION 1: 42.98 ACRES ON RT 612 DATE OF DEED : 06/26/15 BOOK: 96 PAGE: 186 MAP: 15-A-55 NUMBER PAGES : 0	N/A N/A BATTLETOWN DIST	.00	D/B 426 PG 580	00%
06/26/15 ✓	15-1094	MIMS, PAULINE R RECORDED TIME: 12:23 DESCRIPTION 1: TOWN OF BOYCE, LOT 10, ROSEVILLE CT DATE OF DEED : 06/26/15 BOOK: 590 PAGE: 880 MAP: 21A4-1-10 NUMBER PAGES : 0	N MIMS, PHYLLIS J 121 ROSEVILLE COURT BOYCE, VA. 22620	N 195,942.56	DBS	100% <i>357,600 w/imp</i>
06/29/15 ✓	15-1111	CAROSELLI, JOHN F & NANCY C RECORDED TIME: 03:20 DESCRIPTION 1: LOT 4, 2.8187 ACRES DATE OF DEED : 06/25/15 BOOK: 590 PAGE: 945 MAP: 28-7-4 NUMBER PAGES : 0	N WHITT, KRISTEN M 145 VISTA LN WHITE POST, VA. 22663 GREENWAY DISTRICT	N 395,000.00	DBS	100% <i>376,100 w/imp</i>
06/29/15 ✓	15-1102	MITCHELL, JEAN H RECORDED TIME: 12:02 DESCRIPTION 1: 9.1 ACRES DATE OF DEED : 06/26/15 BOOK: 590 PAGE: 903 MAP: 15-A-50 NUMBER PAGES : 0	N HUGHES, JOHN J, III & BONNIE LE N 1397 WICKLIFFE RD BERRYVILLE, VA. 22611 BATTLETOWN DIST	N 285,000.00	DBS WR/S	100% <i>321,000 w/imp</i>
06/30/15 ✓	15-1118	LICKING VALLEY CONSTRUCTION CO RECORDED TIME: 03:35 DESCRIPTION 1: LOT 2 - 3 ACRES DATE OF DEED : 06/24/15 BOOK: 590 PAGE: 991 MAP: 26-A-104A NUMBER PAGES : 0	N BRODD, KEITH W & CLAIR C 145 EBENEZER RD BLUEMONT, VA. 20135 BATTLETOWN DIST	N 445,000.00	DBS	100% <i>118,500 VAC NEW UNIT.</i>
06/30/15	4206	GORHAM, FRANK CORNELIUS RECORDED TIME: 11:44 DESCRIPTION 1: COPY OF WILL FROM FAIRFAX CO. DATE OF DEED : 06/30/15 BOOK: 96 PAGE: 199 MAP: 38-1-33 NUMBER PAGES : 0	N/A N/A PARCEL J, SEC 3, CAREFREE ACRES GREENWAY DIST	.00	COPY	00%

TOTAL COUNTY DEEDS OF PARTITION AND CONVEYANCE: 60
 TOTAL NUMBER OF COUNTY DEEDS OF CORRECTION : 0
 TOTAL NUMBER OF COUNTY WILL/FIDUCIARY : 3