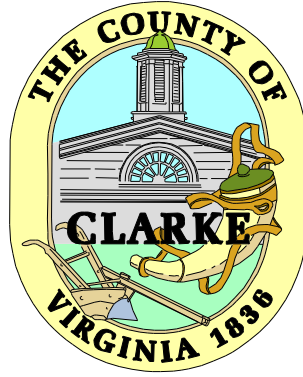


Clarke County Board of Supervisors



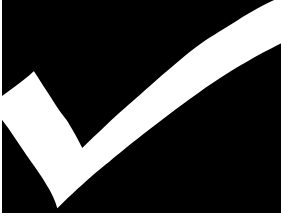
Monday, September 9, 2013

Personnel Committee: 9:30 am

Work Session: 10:00 am

Finance Committee: Immediately Follows
Work Session

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



Personnel Committee Items
September 9, 2013
Second Floor, Meeting Room AB
Berryville/Clarke County Government Center
101 Chalmers Court, Berryville, Virginia 22611

Item No.

Description

A. Expiration of Term for appointments expiring through December 2013.

9/09/2013 Summary: Review of appointments expiring through December.

B. Closed Session re: §2.2-3711-A1 Specific individual under consideration for appointments and positions.

C. BCCGC Flag Status and Mourning Drape Usage Update

9/09/2013 Summary: As requested at the August 12 meeting, David Ash placed this item on the September 4, 2013 BCCGC Joint Building Committee Agenda for discussion. The BCCGC JBC unanimously adopted the following amendment to PD-121101-12 Berryville Clarke County Government Center – Operating Agreement adding iii. Half-staff / Use of Funeral Drape to Section 16.

16. Flag Display

iii. Half-staff / Use of Funeral Drape

1. United States and Virginia Flags: Shall be adjusted according to its respective flag code.
2. Local Government Flags, Town of Berryville and Clarke County: will be lowered to half-staff upon order of the Berryville Mayor [or designee] or Chair of the Clarke County Board of Supervisors [or designee] respectively.

Said order will specify the length of time the flag is to remain at half-staff.

3. A funeral drape will be placed on the front of the building, above and around the Main Entrance, upon order of the Berryville Mayor [or designee] or Chair of the Clarke County Board of Supervisors [or designee] respectively.

Drape may be displayed in honor of currently serving elected and appointed officials, as well as employees upon their death.

Further, drape may be displayed upon the death of, to honor, past elected and appointed officials, and employees, those who have served their respective jurisdiction with distinction.

Item No.

Description

Said display will normally last no more than five [5] work days.

In specific instances, the Mayor or Chair may direct the drape to be displayed longer than five [5] work days but in no instance will the drape be displayed for more than fourteen [14] work days for any single person.

D. **Personnel Policy – Draft Review**

09/09/2013 Summary: As requested by the Committee, the August 14, 2013 revision of the draft Personnel Policy is included in the packet.

Appointments by Expiration Through December 2013

Appt Date Exp Date Orig Appt Date:

June 2013

Barns of Rose Hill Board of Directors 3 Yr
 Johnston Bill Buckmarsh District 7/17/2012 6/10/2013 7/17/2012

Resigned Term Expires 12/31/2015

A Board Member is elected for a three-year term and may serve a maximum of two terms. One member of the Board will be named by the Town Council of Berryville and will serve as liaison to the Town. One member will be named by the Clarke County Board of Supervisors and will serve as liaison to the County. The two liaisons will be considered regular Board Members, with the same rights and responsibilities as other Board Members. A director may be elected for up to two consecutive three-year terms, after which a year must be spent off the Board before consideration for Board re-appointment. A director's term shall begin January 1.

Lord Fairfax Emergency Medical Services Council

Wagaman Julie Medical Professional 12/21/2010 6/30/2013 12/21/2010

6/18/2013 letter returned; further research revealed that Ms. Wagaman has moved from the County.

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

October 2013

Clarke County Industrial Development Authority 4 Yr
 Cochran Mark Buckmarsh District 10/18/2011 10/30/2013 10/18/2011

Fill unexpired term of Jay Hillerson

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

Frederickson Allan White Post District; Secretary / Treasurer 12/15/2009 10/30/2013 12/15/2009

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

December 2013

Board of Septic & Well Appeals

Caldwell Anne Millwood District; Planning Commission; Vice Chair - Alternate 1/11/2013 12/31/2013

1 Staff Rep; § 143-11. Appeals & variances. A. Board of Septic & Well Appeals 2. (a) the member of the Board of Supervisors, who serves as the Board's liaison to the Planning Commission, with The Vice Chair of the Board designated as his/her alternate, (b) a Chair of Planning Commission with the Vice Chair designated as his/her alternate, and (c) a member of the public, who is a resident of the county with the Vice Chair of the Planning Commission designated as his/her alternate. All members shall be appointed by the Board of Supervisors at their first regular meeting of each year.

Ohrstrom, II George Russell District; Planning Commission Chair 1/11/2013 12/31/2013

1 Staff Rep; § 143-11. Appeals & variances. A. Board of Septic & Well Appeals 2. (a) the member of the Board of Supervisors, who serves as the Board's liaison to the Planning Commission, with The Vice Chair of the Board designated as his/her alternate, (b) a Chair of Planning Commission with the Vice Chair designated as his/her alternate, and (c) a member of the public, who is a resident of the county with the Vice Chair of the Planning Commission designated as his/her alternate. All members shall be appointed by the Board of Supervisors at their first regular meeting of each year.

			<i>Appt Date</i>	<i>Exp Date</i>	<i>Orig Appt Date:</i>
Conservation Easement Authority			3 Yr		
Wallace	Laure	Millwood District	10/18/2011	12/31/2013	10/18/2011
Fill unexpired term of Jane Radford					
Board of Directors 7 members, appointed by the BOS, to be comprised of 1 member from the BOS, 1 member from the PC and 5 Clarke County citizen members. At the first meeting of the BOS each calendar year, beginning the Board shall appoint 1 member from the membership of the BOS for a term of 1 year beginning Jan 1; 1 member from the Planning Commission for a 1 year term beginning May 1; and a member or members to fill expiring citizen member terms, for a term of three (3) years beginning Jan 1. Oath of Office Required.					
Mackay-Smith	Wingate E.	White Post District; Chair	1/1/2011	12/31/2013	6/18/2002
Board of Directors 7 members, appointed by the BOS, to be comprised of 1 member from the BOS, 1 member from the PC and 5 Clarke County citizen members. At the first meeting of the BOS each calendar year, beginning the Board shall appoint 1 member from the membership of the BOS for a term of 1 year beginning Jan 1; 1 member from the Planning Commission for a 1 year term beginning May 1; and a member or members to fill expiring citizen member terms, for a term of three (3) years beginning Jan 1. Oath of Office Required.					
Buckley	Randy	White Post District	1/1/2011	12/31/2013	6/18/2002
Board of Directors 7 members, appointed by the BOS, to be comprised of 1 member from the BOS, 1 member from the PC and 5 Clarke County citizen members. At the first meeting of the BOS each calendar year, beginning the Board shall appoint 1 member from the membership of the BOS for a term of 1 year beginning Jan 1; 1 member from the Planning Commission for a 1 year term beginning May 1; and a member or members to fill expiring citizen member terms, for a term of three (3) years beginning Jan 1. Oath of Office Required.					
Economic Development Advisory Committee			4 Yr		
Barb	Jim	Real Estate Rep, Business Owner	11/17/2009	12/31/2013	12/19/2000
Members of the committee should include one or more people from all key government and business groups such as planning commission, board of supervisors, school board, industrial development authority, town of Berryville, chamber of commerce, and key business sectors such as agriculture, banking, realty, light industry, retail and tourism. Membership not limited.					
Hillerson	Jay	Business Owner	9/15/2009	12/31/2013	9/15/2009
Members of the committee should include one or more people from all key government and business groups such as planning commission, board of supervisors, school board, industrial development authority, town of Berryville, chamber of commerce, and key business sectors such as agriculture, banking, realty, light industry, retail and tourism. Membership not limited.					
Old Dominion Alcohol Safety Action Policy Board & Division of Court Services			3 Yr		
Roper	Anthony	Sheriff	6/18/2013	12/31/2013	6/18/2013
Complete unexpired term of Jerry Johnson					
1 Clarke County Member					
Old Dominion Community Criminal Justice Board					
Roper	Anthony	Sheriff	6/18/2013	12/31/2013	6/18/2013
Complete unexpired term of Jerry Johnson					
1 Clarke County Member					

			<i>Appt Date</i>	<i>Exp Date</i>	<i>Orig Appt Date:</i>
Parks & Recreation Advisory Board			1 Yr		
Trenary	Randy	Appointed by Clarke County School Board	1/5/2012	12/31/2013	1/5/2012

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

			4 Yr		
Sheetz	Daniel A.	Appointed by Town of Berryville	5/18/2010	12/31/2013	3/18/2003
Fills unexpired term of Leah Robinson					

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

Wisecarver	Steve	Appointed by Town of Boyce	2/2/2010	12/31/2013	12/31/2001
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(9) voting members on the Advisory Board. Six (6) members shall be appointed by the BOS to represent the 5 voting districts and 1 at large. The Superintendent of Schools or their designee shall serve on the Advisory Board. The Town Councils for Berryville, Boyce shall each appoint a representative to serve on the Advisory Board. The BOS shall also designate 1 member of the BOS to serve as a non-voting liaison to the Advisory Board. The Advisory Board will accept applications from high-school aged Clarke County residents and each year appoint two (2) to serve as non-voting members.

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	6/10/2013
<i>Berryville Area Development Authority</i>				3 Yr
Boyles	Jerry	White Post District	4/1/2012	3/31/2015
Ohrstrom, II	George	Russell District	3/19/2013	3/31/2016
Smart	Kathy	White Post District	3/20/2012	3/31/2014
<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>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	1/11/2013	12/31/2013
Ohrstrom, II	George	Russell District; Planning Commission Chair	1/11/2013	12/31/2013
Staelin	John	BOS - Appointed Member	1/15/2013	12/31/2013
Teetor	Alison	Staff Representative		
Weiss	David	BOS Vice Chair - Alternate	1/15/2013	12/31/2013
<i>Board of Social Services</i>				4 Yr
Brown	Dwight	Berryville District	4/16/2013	7/15/2017
Byrd	Barbara J.	BOS - Appointed Member	1/15/2013	12/31/2013
Ferrebee	Robert	Millwood District	4/16/2013	7/15/2016
Gray	Lynn	Berryville District	4/16/2014	7/15/2014
Pierce	Edwin Ralph	Berryville District	2/21/2012	12/15/2014
<i>Board of Supervisors</i>				4 Yr
Byrd	Barbara J.	Russell District	1/1/2012	12/31/2015
Hobert	J. Michael	Berryville District; Chair	1/1/2011	12/31/2015
McKay	Beverly	White Post District	1/1/2012	12/31/2015
Staelin	John	Millwood / Pine Grove District	1/1/2012	12/31/2015
Weiss	David	Buckmarsh/Blue Ridge; Vice Chair	1/1/2012	12/31/2015
<i>Board of Supervisors Finance Committee</i>				1 Yr
Byrd	Barbara J.	BOS - Alternate	1/15/2013	12/31/2013
Hobert	J. Michael	BOS - Appointed Member	1/15/2013	12/31/2013
McKay	Beverly	BOS - Alternate	1/15/2013	12/31/2013
Staelin	John	BOS - Alternate	1/15/2013	12/31/2013

Tuesday, September 03, 2013

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			<i>Appt Date</i>	<i>Exp Date</i>
Weiss	David	BOS - Appointed Member	1/15/2013	12/31/2013
				1 Yr
<i>Board of Supervisors Personnel Committee</i>				
Byrd	Barbara J.	BOS - Appointed Member	1/15/2013	12/31/2013
Hobert	J. Michael	BOS - Appointed Member	1/15/2013	12/31/2013
McKay	Beverly	BOS - Alternate	1/15/2013	12/31/2013
Weiss	David	BOS - Alternate	1/15/2013	12/31/2013
				5 Yr
<i>Board of Zoning Appeals</i>				
Borel	Alain F.	White Post District	1/20/2009	2/15/2014
Caldwell	Anne	Millwood District	1/19/2010	2/15/2014
Kackley	Charles	Russell District	2/12/2008	2/15/2018
Means	Howard	Millwood District	12/14/2009	2/15/2016
Volk	Laurie	Russell District	1/20/2009	2/15/2014
				4 Yr
<i>Clarke County Historic Preservation Commission</i>				
Caldwell	Anne	Millwood District	4/16/2014	5/31/2017
Carter	Paige	White Post District	5/15/2012	5/31/2016
Fields	Betsy	Berryville District	5/15/2012	5/31/2016
Gilpin	Thomas T.	White Post District	5/18/2010	5/31/2014
Hiatt	Marty	Buckmarsh / Blue Ridge District	6/19/2007	5/31/2015
Kruhm	Doug	Planning Commission Representative	4/16/2013	4/30/2014
Teetor	Alison	Staff Representative		
York	Robert	White Post District	6/18/2013	5/31/2017
				4 Yr
<i>Clarke County Industrial Development Authority</i>				
Armbrust	Wayne	White Post District; Vice Chair	8/19/2008	10/30/2016
Cochran	Mark	Buckmarsh District	10/18/2011	10/30/2013
Frederickson	Allan	White Post District; Secretary / Treasurer	12/15/2009	10/30/2013
Hobbs	Robert	White Post District	7/16/2013	10/30/2014
Jones	Paul	Russell District	5/15/2012	10/30/2015
Juday	David	Russell District; Chair	12/21/2010	10/30/2014
Pierce	Rodney	Buckmarsh District	8/19/2008	10/30/2016
Staelin	John	BOS - Liaison	1/15/2013	12/31/2013
				4 Yr
<i>Clarke County Library Advisory Council</i>				
Al-Khalili	Adeela	Buckmarsh District	4/19/2011	4/15/2015
Badanes	Joyce	Millwood District	4/20/2010	4/15/2014
Byrd	Barbara J.	BOS - Liaison	1/15/2013	12/31/2013
Curran	Christopher	Buckmarsh District	4/16/2013	4/15/2017
Daisley	Shelley	Russell District	7/17/2012	4/15/2016
Foster	Nancy	Russell District	4/17/2012	4/15/2016
Holscher	Dirck	Russell District	4/16/2013	4/15/2017

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			<i>Appt Date</i>	<i>Exp Date</i>
Kalbian	Maral	Millwood District	4/19/2011	4/15/2015
Myers	Carol	White Post District	5/21/2013	4/15/2017
Zinman	Maxine	Russell District	4/19/2011	4/15/2015
<i>Clarke County Litter Committee</i>				1 Yr
Staelin	John	BOS - Liaison	1/15/2013	12/31/2013
<i>Clarke County Planning Commission</i>				4 Yr
Bouffault	Robina Rich	White Post / Greenway District	5/15/2012	4/30/2016
Brumback	Clay	White Post / Greenway District	6/15/2010	4/30/2014
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	3/19/2013	4/30/2014
McFillen	Thomas	Berryville District	5/1/2010	4/30/2014
Nelson	Clifford	Russell / Longmarsh District	4/16/2013	4/30/2017
Ohrstrom, II	George	Russell District; Chair	4/19/2011	4/30/2015
Staelin	John	BOS - Appointed Member	1/15/2013	12/31/2013
Steinmetz, II	William	Berryville District	5/15/2012	4/30/2016
Turkel	Jon	Millwood / Chapel District	9/15/2011	4/30/2015
<i>Clarke County Sanitary Authority</i>				4 Yr
Dunning, Jr.	A.R.	White Post District	12/15/2009	1/5/2014
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	1/15/2013	12/31/2013
Welliver	Ralph	Berryville District	3/19/2013	6/30/2016
Williams	Ian R.	White Post District; Chair	1/15/2013	1/5/2017
<i>Conservation Easement Authority</i>				3 Yr
Buckley	Randy	White Post District	1/1/2011	12/31/2013
Engel	Peter	White Post District	1/15/2013	12/31/2015
Mackay-Smith	Wingate E.	White Post District; Chair	1/1/2011	12/31/2013
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	10/18/2011	12/31/2013
Weiss	David	BOS - Appointed Member	1/15/2013	12/31/2013
<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

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			<i>Appt Date</i>	<i>Exp Date</i>
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>				
				4 Yr
Barb	Jim	Real Estate Rep, Business Owner	11/17/2009	12/31/2013
Conrad	Bryan H.	Agriculture, Fire & Rescue	1/1/2011	12/31/2014
Dunkle	Christy	Town of Berryville Representative	2/21/2012	12/31/2015
Hillerson	Jay	Business Owner	9/15/2009	12/31/2013
Milleson	John R.	Banking, Finance	8/16/2011	12/31/2014
Myer	Dr. Eric	Agriculture Rep, Business Owner	1/1/2011	12/31/2014
Pritchard	Elizabeth	Hospitality Industry	7/17/2012	8/31/2016
Staelin	John	BOS - Appointed Member	1/15/2013	12/31/2013
<i>Fire and Emergency Services (EMS) Workgroup</i>				
				Open-End
Braithwaite	Jay	Fire & Rescue Volunteer	9/25/2013	
Buckley	Randy	Fire & Rescue Volunteer	9/25/2013	
Leffel	Elizabeth	Fire & Rescue Volunteer	9/25/2013	
Stidham	Brandon	Staff Representative	9/25/2013	
Wallace	Laure	Fire & Rescue Volunteer	9/25/2013	
Weiss	David	BOS - Liaison	9/25/2013	
White	Neal	Town of Berryville Chief of Police	9/25/2013	
<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		
Hobert	J. Michael	BOS - Appointed Member	1/15/2013	12/31/2013
Judge	Tom	Staff Representative		
Keeler	Sharon	Treasurer		
Murphy	Michael	School Superintendent		
Schutte	Charles	School Board Representative	1/8/2012	12/31/2013
Weiss	David	BOS - Alternate	1/15/2013	12/31/2013
<i>Legislative Liaison and High Growth Coalition</i>				
				1 Yr
Hobert	J. Michael	BOS - Liaison	1/15/2013	12/31/2013
<i>Lord Fairfax Community College Board</i>				
				4 Yr
Daniel	William		7/1/2012	6/30/2016
<i>Lord Fairfax Emergency Medical Services Council</i>				
				3 Yr
Burns	Jason	Career Representative	7/17/2012	6/30/2015

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			<i>Appt Date</i>	<i>Exp Date</i>
Coffelt	Lee	Career Representative	9/27/2011	6/30/2014
Wagaman	Julie	Medical Professional	12/21/2010	6/30/2013
<i>Northern Shenandoah Valley Regional Commission</i>				1 Yr
McKay	Beverly	BOS - Appointed Member	1/15/2013	12/31/2013
Staelin	John	BOS - Alternate	1/15/2013	12/31/2013
Stidham	Brandon	Citizen Representative [Planning Director]	2/19/2013	1/31/2016
<i>Northwestern Community Services Board</i>				3 Yr
Harris	Lucille	Millwood District	1/15/2013	12/31/2015
Stieg, Jr.	Robert	Millwood District	3/20/2012	12/31/2014
<i>Northwestern Regional Jail Authority</i>				1 Yr
Ash	David L.	BOS - Appointed Member	1/15/2013	12/31/2013
Byrd	Barbara J.	BOS - Liaison Alternate	1/15/2013	12/31/2013
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>				1 Yr
Byrd	Barbara J.	BOS - Liaison	1/15/2013	12/31/2013
Wyatt	Jimmy	Millwood District	1/15/2013	12/20/2016
<i>Old Dominion Alcohol Safety Action Policy Board & Division of Court Services</i>				3 Yr
Roper	Anthony	Sheriff	6/18/2013	12/31/2013
<i>Old Dominion Community Criminal Justice Board</i>				3 Yr
Roper	Anthony	Sheriff	6/18/2013	12/31/2013
<i>Our Health</i>				3 Yr
Shipe	Diane	Buckmarsh District	4/16/2013	3/15/2016
<i>Parks & Recreation Advisory Board</i>				4 Yr
Heflin	Dennis	White Post District	1/15/2013	12/31/2016
Hobert	J. Michael	BOS - Liaison	1/15/2013	12/31/2013
Huff	Ronnie	Town of Berryville Representative	1/1/2012	12/31/2015
Jones	Paul	Russell District; At Large	1/1/2011	12/31/2014
Lichliter	Gary	Russell District	1/15/2013	12/31/2016
Rhodes	Emily	Buckmarsh District	2/21/2012	12/31/2015
Sheetz	Daniel A.	Appointed by Town of Berryville	5/18/2010	12/31/2013
Trenary	Randy	Appointed by Clarke County School Board	1/5/2012	12/31/2013
Wisecarver	Steve	Appointed by Town of Boyce	2/2/2010	12/31/2013
<i>People Inc. of Virginia</i>				3 Yr
Hillerson	Coleen	Clarke County Rep Board of Directors	6/18/2013	7/31/2016

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			<i>Appt Date</i>	<i>Exp Date</i>
<i>Regional Airport Authority</i>				1 Yr
Ash	David L.	BOS - Alternate	1/15/2013	12/31/2013
Crawford	John	Buckmarsh District	7/17/2012	6/30/2016
McKay	Beverly	BOS - Liaison	1/15/2013	12/31/2013
<i>Shenandoah Area Agency on Aging, Inc.</i>				4 Yr
Bouffault	Robina Rich	White Post District	7/16/2013	9/30/2014
Edwards, Jr.	James N.	White Post District	9/1/2012	9/30/2016
<i>Shenandoah Valley Chief Local Elected Officials Consortium</i>				
Ash	David L.	BOS Designee for Chief Elected Official		
<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
Kalbiam	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	1/15/2013	12/31/2013
Means	Howard	CCHA Representative	1/18/2011	12/31/2015
Morris	Mary	Clarke County Historic Museum Representative	1/18/2011	12/31/2015
Murphy	Michael	CCPS Representative	1/18/2011	12/31/2015
Russell	Jesse	Staff Representative Economic Development	1/18/2011	12/31/2015
Sours, Jr.	John	Community Representative	1/18/2011	12/31/2015
Stieg, Jr.	Robert		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	
Hobbs	Robert	County Representative	9/18/2012	
Hoffman	Michael	County Representative	9/18/2012	
McIntosh	Charles	County Representative	9/18/2012	
Myer	Dr. Eric	Designated Alternate	9/18/2012	
Stidham	Brandon	County Representative	9/18/2012	

PERSONNEL POLICY MANUAL

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CHAPTER 1

ORGANIZATION AND ADMINISTRATION

1-1 Adoption of Personnel Policies

*The following is the Personnel Policy Manual for Clarke County, adopted _____.
It is subject to subsequent amendments as necessary. This manual supersedes all previous manuals.*

These rules and regulations 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, including the Department of Social Services. The policies and procedures shall apply to employees of Constitutional Officers, where the Constitutional Officer has agreed in writing. This includes the Clerk of the Circuit Court, Commissioner of the Revenue, Attorney for the Commonwealth, Sheriff, and Treasurer.

Employees of the Constitutional Officers will be excluded from the Grievance Procedure. Constitutional Officers 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 not under the Board of Supervisors adopts these policies and procedures, the officer or board involved shall exercise the authority assigned herein to the Board of Supervisors and the County 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.*
- 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, these rights:

- a. To direct the work force.*
- b. To assign, reassign, supervise, discipline, and dismiss employees.*
- c. To transfer or reassign duties as necessary to provide services to the citizen.*
- d. To establish, change, alter, or delete policies as may be deemed necessary to achieve its goals.*
- e. To alter at will the organization and structure of the County, as may be deemed necessary, within the Virginia statutory requirements.*

1-3 Purpose and Scope of Manual

This manual is intended to serve as a source of information about your employment with Clarke County. It answers many of the questions most frequently asked by County employees. If further information or advice about matters covered in this manual is needed, please 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. 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. Should there be a conflict between any statement, fact or figure presented here, and the current laws, regulations, and policies, the latter takes precedence. This manual is not intended to alter the employment-at-will relationship in any way.

Employees have the responsibility to keep themselves informed of updates and revisions to the County 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.

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. These terms are staggered. 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 this 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. The Board of Supervisors delegates to the County Administrator authority in selection, hiring, and dismissal of all other County employees. While actual selection and appointment responsibility is assigned to the County Administrator, the County Board of Supervisors, under Virginia statutes, 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.

CHAPTER 2

EMPLOYMENT

2-1 Equal Employment Opportunity

Clarke County shall promote and afford equal treatment and service to all citizens and will assure that all applicants are given equal employment opportunity without regard to race, religion, creed, color, national origin, age, sex, marital status, or the presence of any sensory, mental, or physical disability. 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.

Clarke County will cooperate fully with all organizations and Commissions organized to promote fair practices and equal employment opportunity.

2-2 Open Door Policy

Clarke County practices an open door policy in which any employee who wishes to meet with the County Administrator can do so by setting an appointment through his/her respective department head or through the County Administration support staff.

Although there is 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 Application Process

County Administration will administer and coordinate the hiring process for all position vacancies. All hiring efforts are conducted in the spirit of equal opportunity.

All departments announcing position vacancies will adhere to the following procedures:

2-3.1 Recruitment

- 1. County Administration will be notified immediately by the respective department head of any position vacancies.*
- 2. The affected department may be asked to assist County Administration, as necessary, in formulating the job announcement and advertisements.*
- 3. County Administration will post job openings on the County website and will distribute to all County departments copies of the job announcement for posting. Newspaper advertisements may run concurrently with the internal posting. When qualified applicants are available internally the County will give consideration to filling job openings by promoting from within and may decide to post internally rather than recruiting individuals not employed with the County. Job announcements may also be distributed to area Virginia Employment Commission offices, local governments and schools.*
- 4. Advertisements for local newspapers, trade publications, and professional journals will be developed and may be placed by County Administration with assistance provided by the affected department.*
- 5. Applications shall be submitted to County Administration using the County Employment Application. A resume will not substitute for the County application form. The County will accept applications for employment only for specific positions in which openings exist. In-house candidates interested in applying for another position within the County should follow these same procedures.*
- 6. No applications for a position are accepted after close of business on the published closing date. Applicants will be encouraged to request applications through County Administration or access them on the County website. If time is a factor, a resume will hold an application slot open for five (5) working days after the closing date. If there are not sufficient qualified candidates at the closing date, the position can be re-opened and re-advertised.*
- 7. Copies of all applications will be submitted to the affected department for review and comment.*
- 8. Applicants may be disqualified for consideration for employment when any of the following facts exist:
 - a. They do not possess the qualifications for the job;**

5. *The interview panel should be provided a job description outlining the responsibilities and requirements of the position to be staffed. Copies of the applications of final candidates will also be provided to the interview panel members prior to the interview, along with proposed interview questions.*
6. *Each panel member rates the candidates independently.*
7. *Following the interview, the interview panel shall attempt to reach consensus and make a written recommendation to the County Administrator.*

2-3.3 Applicant Expenses

1. *Unless approved by the County Administrator, the County does not reimburse any applicant for travel costs in conjunction with the hiring process.*
2. *Relocation costs are paid in full by the employee unless otherwise approved by the County Administrator or the Board of Supervisors.*
3. *Residency may be required for certain positions as defined in Section 15.2-1505 of the Code of Virginia, 1950, as amended.*
4. *The applicant should be advised of items 1 and 2 above before reporting for the interview.*

2-3.4 Reference Check

1. *Following the initial interview, the Department Head or County Administration conducts an employment reference check on the final candidate(s). The check includes verification of employment duties, dates of employment, work record, attendance record, strengths, weaknesses, safety record, and other pertinent information. Education and/ or licensure may also be verified.*
2. *Results of the reference check will help determine the applicant's aptness for the position.*

2-3.5 Background Check/ DMV Check

1. *A background check will be conducted prior to applicant notification. The applicant will have signed a release form as part of the application.*
2. *Any background check will be obtained from the Virginia State Police Department or other designated individual/agency within the guidelines of the Fair Credit Reporting Act.*
3. *If a background check is returned flagged, it will be reviewed by The County Administrator if necessary. It will then be decided if the candidate is still eligible for the position.*

4. *All new employees who will operate a County-owned motor vehicle must possess a valid Virginia driver's license. In addition, employees who will be driving vehicles larger than a pickup truck must possess the appropriate commercial driver's license (CDL). All new employees' driving records may be checked through the Virginia Department of Motor Vehicles. Periodic DMV checks may be performed on current employees who are authorized to drive County Vehicles.*
5. *Anyone who has had a DUI (Driving under the influence) within the last five (5) years and/or has a high incidence of moving traffic violations may be reassigned or terminated.*

2-3.6 Applicant Notification

1. *After a final decision is reached, the Department Head or County Administration will notify the candidate of their selection and make a verbal offer.*
2. *If the first offer is rejected after negotiations (if applicable), it will be decided whether to hire another candidate or to reopen the position.*

2-3.7 Pre-employment Physical and Drug Screen

1. *If the verbal offer is accepted the applicant will be hired with a condition of passing pre-employment physical and drug screening. This should be completed by the end of the employee's first week of work.*
2. *All full time and part time employees will have a physical and drug screening. Temporary employees are required to have a drug screen only; unless required by the Department due to the nature of the work.*
3. *The cost of any required physical examination and drug screen will be paid by the County and completed by a medical doctor chosen by the County.*
4. *The employee will return the physical examination record to County Administration. This will become part of the employee's confidential personnel file.*

2-4 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.

2-5 Orientation

1. *All new employees of the County will be scheduled to meet with County Administration when starting their employment for general orientation.*
2. *County Administration will provide the employee with a job description, information on employee benefits, policies and other miscellaneous information. County Administration will have the new employee complete the necessary Federal and State tax forms.*
3. *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.*
4. *The Department Head 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.*
5. *All new employees shall be required to serve a probationary period as defined in this Chapter.*

2-6 Employment Categories

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

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.*

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 a duration of less than one year.*

Temporary employees are not eligible for County benefits.

A temporary employee may be dismissed at any time and has no right of appeal through the grievance procedure.

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. (See 2-8 for further clarification of a Probationary employee.)*

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.*

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.*

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

2-7 Employment Status

All employees at the time of hiring shall be designated as either 'exempt' or 'non- exempt'.

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

Non-Exempt Status will include employees not falling into one of the exempt categories. All non-exempt employees shall be eligible for overtime pay in accordance with the Fair Labor Standards Act and applicable regulations of the United States Department of Labor.

2-8 Probationary Employment Period

The work and conduct of an employee during the first six (6) months of the original employment or reemployment is considered a working test period termed a probationary period during which an employee is employed at will and is terminable at will with or without cause. All regular full-time and part-time employees shall serve a probationary period of six (6) months. Upon successful completion of the probationary period, the employee will become a regular employee. Temporary and seasonal employees are at-will employees for the duration of their employment and do not serve a probationary period.

2-8.1 Dismissal during Probationary Period

At any time during the probationary period, a probationary employee maybe dismissed at any time with no right of grievance except where discrimination or retaliation is claimed.

Employees with charges of discrimination or retaliation have the right of appeal through the grievance procedure described in Chapter 7.

2-8.2 Probationary Period Performance Evaluation

The County will conduct an initial informal assessment of the employee's ability to perform assigned tasks during the first thirty (30) days of employment and as frequently thereafter as deemed necessary. If it is determined that termination is required, the County Administrator will be so notified and dismissal will occur promptly.

Two weeks prior to completion of the six months' probationary period of a new employee, County Administration shall send to the supervisor of the employee a performance evaluation form.

The supervisor shall review the performance of the employee. The evaluation of performance shall be discussed with the employee pointing out any deficiencies.

If the employee's performance evaluation has been rated as satisfactory, the department head will sign and return the evaluation recommending that the probationary employee become a regular employee.

If the employee's performance has not been satisfactory, a discussion will be held with the employee and one or more of the following actions taken:

- 1. Establish a future review date. The appraisal form will indicate action to be taken or any additional training to be provided. The appraisal form shall be returned to County Administration for action of follow-up and to be filed in personnel file.*
- 2. Extend the probationary period. A department head may extend the probationary period for a period not to exceed three (3) months if the department head believes that an extension is in the best interest of the County and/or the employee.*
- 3. Terminate the employee with approval from the County Administrator.*

2-8.3 Probationary Period Benefits

A new regular, full-time employee serving a probationary period accrues from date of employment, benefits to which he or she is entitled as herein set forth, including appropriate leave (vacation, sick, etc.) at the prescribed rates, and all other benefits such as health insurance, VRS life insurance and the VRS retirement plan will be effective.

2-9 Nepotism

It shall be the policy of the County not to place immediate family members within the same department or in a supervisor-subordinate relationship. The immediate family shall include: spouse, children, stepchildren, brother, sister, parents, guardians, mother-in-law, father-in-law, grandparents or any other person residing in the household.

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. All personnel files will be located in a secure location in County Administration. These records are confidential therefore access is limited to the appropriate personnel.

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, interviewing records, Personnel Action Forms, performance reviews, benefit enrollment forms, discipline, training records and any polices that the employee had to review and sign.

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

Personnel files and the contents of the file are the property of the County. Individuals who wish to review their file, may do so by setting an appointment with County Administration. The County Administration Executive Assistant will be present while an employee is reviewing the contents of the file.

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.

The County Administrator shall review the Position Classification and Pay Plan for adequacy prior to the submission of the annual budget to the County Board of Supervisors. In conducting the review, consideration shall be given to current cost of living and the County's financial position. Based on the findings, the County Administrator may recommend revisions in the plan to the County Board of Supervisors.

3-1.3 Classifications

All full time regular County positions, with the exception of the County Administrator and Constitutional Officers, are included in the Position Classification and Pay Plan. All regular positions in the County are grouped together into classifications. Each position in the County is classified according to the type of work and the amount of responsibility in the position. Similar positions with like duties and responsibilities are placed in the same pay grade. Each position has an established pay grade and a specification describing the duties and qualifications of the position.

3-1.4 Classification of New Positions

To establish a new position in the County, the appropriate department head shall prepare a new personnel request form and a job description for the proposed position with the assistance of County Administration. 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

If an employee has facts, which indicate that his/ her position is improperly classified, a request may be made to the County Administrator to review the classification of the position. Such requests shall be submitted, in writing, through the employee's department head. 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 five (5) percent above the present salary, or the minimum of the new grade, whichever is higher. The compensation for an employee whose position is reclassified downward 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.

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 County 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 County Administration. 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 and shall also sign and date a copy of the job description for placement in his/her personnel file.

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 Pay Schedules

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.

One hundred seventy one (171) hours shall be the maximum normal work period for law enforcement personnel.

Law enforcement and uniformed Fire/EMS personnel who work 10 hour shifts or more will operate on a 28-day work period.

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.

3-2.3 Record of Time Worked

Time records for all employees are maintained on a monthly time sheet. Some departments may use daily time cards. All employees are required to submit their timesheet to their department head for approval. The department head is required to submit the department's time to payroll.

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.

3-2.5 Overtime and Compensatory Time

All non-exempt employees will be eligible for overtime compensation or compensatory time in accordance with the law. These employees will accrue compensatory time unless authorized by the County Administrator.

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

Overtime will be approved by the department head in advance. This approval will be in writing and will be sent to payroll with timesheets. Disciplinary action may be taken if unauthorized overtime is taken.

Compensatory time should be taken within 45 days of when it was earned with approval of the supervisor. A non-exempt employee may not accumulate more than 240 hours (480 for law enforcement) of compensatory time. If an employee has accrued compensatory time, it must be taken prior to using other accrued time off.

Exempt employees and comp time?

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 transfers. The County 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 County 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.

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.*

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

The County observes certain days throughout the year as holidays and all regular full time employees are given **leave with pay**. If the nature of the services of a department of the County requires that it is at full operation on certain days listed below as holidays, compensatory time shall be credited on an hour for hour basis for hours worked, up to eight (8) hours. The compensatory time must be taken within 45 days of the actual holiday with the approval of the Department Head.

The giving of holidays is a benefit provided by the County and may be changed or altered from time to time by the Board of Supervisors. County Administration will post the holidays at the beginning of each year. If there are any changes to the schedule, County Administration will notify all employees.

The Board of Supervisors adopted a policy on _____ to follow the State's holiday schedule for all holidays. The following holidays are authorized to be observed each year; however the County will follow the State if additional days are approved by the Governor.

- a. New Year's Day (First day of January)
- b. Lee-Jackson Day (Friday before the third Monday in January)
- c. Martin Luther King Day (Third Monday in January)
- d. Presidents Day (Third Monday in February)
- e. Memorial Day (Last Monday in May)
- f. Independence Day (4th of July)
- g. Labor Day (First Monday in September)
- h. Columbus Day (Second Monday in October)
- i. Veterans Day (11th of November)
- j. Thanksgiving Day and the day after (Fourth Thursday and Friday in November)
- k. Christmas Day (25th of December)

Whenever any observed holiday falls on Saturday, the Friday preceding such day, or whenever such day falls on Sunday, the Monday next following such day, shall be observed as the holiday for purposes of leave absences. Any employee desiring to work on an approved holiday in lieu of receiving a paid leave of absence may do so with approval of his/her supervisor. The employee is entitled to compensatory time for hours worked in lieu of payment on an hour for hour basis.

The Board of Supervisors may grant additional holiday time off or may delegate to the County Administrator authority to declare certain days or parts of days as paid leaves of absences as may be deemed appropriate.

4-1.1 Eligibility for Holiday Pay

In order for a Full Time employee to receive payment for a holiday he/she must work the last regularly scheduled work day before and the first regularly scheduled workday after the holiday or be on approved leave status.

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.

4-2 Vacation

1. *Upon initial full time employment with the County, vacation leave credit shall be accrued in the following manner:
Hired on 1 – 15th of the month - Credit given for full month
Hired on 16th or later - Accrual will begin on the end of the following month*
2. *No vacation leave credit shall be provided for service less than a full calendar month.*
3. *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.*
4. *Employees will not be permitted to take vacation leave time before such leave is earned.*
5. *Vacation leave may be allowed on an hourly basis upon approval of the department head or County Administrator.*
6. *Vacation leave may be accumulated by regular full-time employees to a maximum of 288 hours (36 days) at the end of any calendar year. Any time over the 288 hours will be reduced.*

4-2.1 Vacation Accruals

0-4 Years of Service

All regular full-time employees with less than 5 full years of continuous service can accrue vacation leave at the rate of 8 hours (1 day); up to twelve days per calendar year for each completed month of service.

5-9 Years of Service

All regular full-time employees with more than 5 and less than 10 full years of continuous service can accrue vacation leave at the rate of 10 hours (1 1/4 days); up to 15 days per calendar year for each completed month of service.

10 + Years of Service

All regular full-time employees with more than 10 full years of continuous service can accrue vacation leave at the rate of 12 hours (1 1/2 days); up to 18 days per calendar year for each completed month of service.

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 a maximum of 288 hours (36 days) 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.*

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 County 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.

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

Department heads will submit their vacation requests to the County 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 County 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.

4-3.2 Sick Leave Accumulation

1. *Upon initial employment with the County, sick leave credit shall be accrued in the following manner:
Hired on 1-15th of the month - Credit given for full month
Hired on 16th of the month or later- Accrual will begin end of the month at the beginning of the following month*
2. *No sick leave credit shall be provided for service less than a full calendar month.*
3. *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-pay status, i.e., administrative leave of absence, disciplinary suspension, or when vacation and sick time are exhausted.*
4. *Employees will not be permitted to take sick leave time before such leave is earned without the approval of the County Administrator.*
5. *Sick leave may be allowed on an hourly basis upon approval of the department head or County Administrator.*
6. *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.*

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. *Maternity leave.*

4-3.4 Definition of "Immediate Family"

The term "Immediate Family" as it applies to the use of paid sick leave shall include the employee's spouse, children, step-children, parents, guardians, brother, sister, or any relative living in the employee's household.

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 or at least two hours prior to shift time. 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 County 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.

Requests for extended leave of absence without pay must be approved by the County 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.

4-3.9 Donation of Sick Leave

In situations where an employee has depleted all of his/ her accumulated leave, or in situations where the employee has not been employed long enough to accumulate enough sick leave or vacation time, other employees may wish to donate a designated amount of their accumulated leave to the employee. If an employee is interested in donating a designated amount of their leave to another employee, a Donation of Sick Leave Form must be completed and submitted to County Administration for verification purposes. The donation process is designed to assist employees who have catastrophic personal injury or illness such as heart attack, cancer, or a serious car accident. (The examples are not all inclusive.) Sick leave may

not be donated for minor injury or short term illness (cold, flu, or virus), elective surgery, or injuries or illnesses covered under workers compensation.

In order to be eligible to receive donated sick leave an employee must:

- Have medical documentation.*
- Have used all forms of accumulated leave days, including sick time, vacation time and compensatory time.*
- Be absent in excess of three consecutive weeks, or have a physician certification stating the anticipated absence will be in excess of three consecutive weeks.*

The donating employee must retain no fewer than 30 days (240 hours) of sick leave on record (after the donation). Once an employee has donated sick leave, the donor cannot retrieve any portion of the donated leave.

The County Administrator will review each request. The decision of the County Administrator will be final and is not grievable through the County's grievance procedure.

4-3.10 Sick Leave and Termination

When an employee terminates employment with Clarke County, unused accrued sick leave shall not be paid out to the employee unless the employee is retiring under VRS. In this case, one – fourth (1/4) of the unused accrued sick leave shall be paid to the employee up to a maximum of \$5,000.

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 of sick leave. Any additional days, if taken, shall be deducted from the employee's accumulated paid vacation leave. If an employee does not have any sick days, vacation days may be substituted.

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 relative living in the employee's household.

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.

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 County Administration.

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 Leave

Employees unable to work due to pregnancy or complications related to pregnancy shall be entitled to the same paid sick leave and temporary disability benefits as any other employee unable to work due to illness or injury. All Maternity leave will follow the laws of the Family and Medical Leave Act (4-6).

4-5.4 Leave Without Pay

Department heads may grant regular employees a one-week leave without pay for a reasonable purpose. Leave without pay in excess of one week must be approved by the County Administrator.

4-5.5 Administrative Leave

An employee may be placed on administrative leave by their Department Head (with authorization of the County 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 Department Head and the County 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.

The Department Head shall notify County Administration as soon as possible, after placing an employee on administrative leave with pay.

4-5.6 Volunteer Fire and Rescue Calls

With permission from their immediate supervisor, employees who volunteer on a Clarke County fire 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 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. 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 accumulated leave for the time missed from work.

4-6 Family and Medical Leave Act (FMLA)

The County provides leave to eligible employees in accordance with the Family and Medical Leave Act of 1993 (FMLA). This policy is designed to provide you with some written guidance regarding your FMLA rights and obligations. This policy is not exhaustive in scope. If you have questions regarding the FMLA, please see County Administration.

4-6.1 Eligibility Requirements

To be eligible for FMLA leave, an employee must be employed by the County for at least 12 months and have worked at least 1,250 hours during the previous 12 months.

4-6.2 Reasons for FMLA

- 1. The birth and care of a newborn child of the employee.*
- 2. Placement with the employee of a son or daughter for adoption or foster care.*
- 3. To care for a spouse, son, daughter, or parent with a serious health condition.*
- 4. For a serious health condition that makes an employee unable to perform the functions of his or her job.*
- 5. For qualifying exigencies arising out of the fact that the employee's spouse, son, daughter, or parent is on active duty or call to active duty status as a member of the National Guard or Reserves in support of a contingency operation.*

FMLA may also be granted to an eligible employee who is a spouse, son, daughter, parent, or next of kin of a current member of the Armed Forces, including a member of the National Guard or Reserves, with a serious injury or illness up to a total of 26 work weeks of unpaid leave during a single 12month period to care for the service member.

4-6.3 Duration of Leave

- 1. A total of twelve work weeks of FMLA leave can be taken in a 12-month period based upon a rolling twelve (12) month period measured backward from the date of each use of FMLA leave.*
- 2. Spouses who are both employed by the County are limited in the amount of family leave they may take for the birth and care of a newborn child, placement of a child for adoption or foster care, or to care for a parent who has a serious health condition to a combined total of 12 weeks.*
- 3. Employees may take FMLA leave intermittently or on a reduced leave schedule. When leave is needed for planned medical treatment, the employee must make a reasonable effort to schedule treatment so as not to unduly disrupt the employer's operation. Intermittent leave or reduced schedule for birth, care or placement for adoption of a child is subject to the approval of the County Administrator.*

4-6.4 Using Accrued Paid Time Off

Depending on the purpose of your leave request, you may choose to use accrued paid leave, if available. Any paid leave that is taken is not exclusive of FMLA leave, and will be deemed to run concurrently with your FMLA leave entitlement.

4-6.5 Maintenance of Health Insurance While on Leave

An employee who is on the County's health insurance while on FMLA will be able to continue coverage during his/ her leave. The County will continue to make the premium payments to maintain coverage through the duration of the leave. Coverage will continue on the same terms as if the employee were working. Whenever appropriate, an employee will be required to make arrangements to pay his/ her share of the health insurance premiums while on leave. FMLA does not require the County to pay the employee's portion of health insurance premiums.

Under some circumstances the County reserves the right to recover premiums it has paid to maintain health coverage for an employee and his/her family. This will generally occur only when an employee doesn't return to work at the conclusion of his/ her leave, and this was not due to the continuation or recurrence of the employee's (or the immediate family member's) serious health condition.

4-6.6 Job and Benefit Protection

- 1. Upon return from an approved FMLA leave, an employee will be restored to his or her original or an equivalent position with equivalent pay and benefits in accordance with the FMLA and its regulations. An employee on FMLA leave has no greater right to reinstatement or other benefits and conditions of employment than if the employee had not taken FMLA leave.*
- 2. Employees on FMLA leave will not lose eligibility/entitlement to any benefits/employment programs accrued prior to the day the leave commenced.*
- 3. For the duration of FMLA leave, the County will maintain an employee's medical insurance coverage under the same conditions and coverage level which would have been provided if the employee had not taken FMLA leave.*

4-6.7 Advance Notice and Medical Certification

- 1. An employee must provide a minimum of thirty (30) days advance notice when the leave is foreseeable. If the need for leave is not foreseeable, or 30 days is not possible, the employee must provide as much notice as possible.*
- 2. Medical certifications supporting the need for leave due to a serious health condition affecting you or an immediate family member must be provided. The County reserves the right to ask the employee to get a second or third medical opinion at the County's expense. Periodic recertification may also be required.*

3. *The County may ask for periodic reports of the employee's status and intent to return to work.*
4. *Medical certification of the employee's fitness for duty will be required before the employee is allowed to return to work if the leave was taken for a serious health condition.*

4-6.8 Exhaustion of FMLA Leave

Any employee who does not return or is unable to return to work at the exhaustion of the 12 week entitlement may be subject to termination of his or her employment. An employee who informs the County that he/ she does not intend to return to work at the conclusion of the FMLA leave will be deemed to have resigned.

If the employee has exhausted their FMLA entitlement, and it is medically necessary to remain out of work, the employee must request in writing to the County Administrator the reason for the extension. The employee must also provide medical certification for the extension of leave.

CHAPTER 5

INSURANCE AND OTHER EMPLOYEE BENEFITS

5-1 Benefits Introduction

The County has established a variety of employee benefit programs designed to assist employees and eligible dependents in meeting the financial burdens that can result from illness and disability and to help plan for retirement. This portion of the Personnel Policy Manual contains a very general description of the benefits to which employees may be entitled to, and does not provide all the details of these benefits. Therefore, this manual does not change or otherwise interpret the terms of the official plan documents. Employees' rights can be determined only by referring to the full text of the official plan documents, which are available for examination in County Administration.

Benefits generally have a specific waiting period or eligibility requirements described in the official plan documents. To the extent that any of the information contained in this manual is inconsistent with the official plan documents, the provisions of the official documents will govern in all cases.

*For more complete information regarding any of the benefits programs, please **contact County Administration**.*

5-2 Group Health Insurance

All regular full-time employees are eligible to participate in the Group Health Insurance Plan. Part-time employees who average 30 hours per week are eligible for health insurance.

*Employee's coverage will be effective the first day of the following month after their date of hire if hired on or before the 15th of the month. If an employee is hired between the 16th and the last day of the month, the employee will be eligible for coverage the first day of the second month. Additional information concerning the Group Health Insurance Plan can be obtained from **County Administration**.*

5-2.1 Continuous Coverage Option (COBRA)

Employees and enrolled family members may continue group coverage for either eighteen (18) or thirty-six (36) months.

Conditions of a continuance of eighteen (18) months:

- (a) Change from full-time to part-time employment*
- (b) Lay off or discharge (except for gross misconduct)*
- (c) Leave work voluntarily for any reason including retirement*

Conditions of a continuance of thirty-six (36) months:

- (a) Surviving spouses or children of an employee who dies. If the spouse turns down coverage children may elect continuous coverage*
- (b) Children of active employees who reach the dependent age limit for coverage under the parent's contract*
- (c) Spouses or children who are no longer eligible for coverage because of separation or divorce*
- (d) Family members who lose coverage because the employee is eligible for Medicare and chooses Medicare as his primary carrier*

5-2.2 Age 65 Option

The Age Discrimination in Employment Act has been amended to require that all employees, over age 65, and their spouses, over age 65, be provided with the same health insurance, under the same conditions, as younger employees and spouses. Under this regulation, employees age 65 and over can enroll in the County's regular group program as long as they keep an active regular status.

5-3 Virginia Retirement System (VRS)

Need to add 2nd and 3rd plan information.

Clarke County participates in the Virginia Retirement System (VRS) through the Commonwealth of Virginia. VRS provides a monthly payment to members when they retire and for as long as the member lives. This monthly payment is based upon the average final compensation, which is the average of a member's highest consecutive thirty-six (36) months of salaried employment, the years of service credit, and the member's age.

Membership in VRS is a condition of employment for all regular employees. The County makes contributions to VRS on behalf of each employee. These payments are divided into the employee's share, which is five percent (5%) of the annual salary, and the employer's share. Each share is paid by the County as one of the employee's benefits.

After five (5) years of service with the County, an employee is a vested member. Vested members are entitled to receive VRS benefits upon retirement. An employee may receive full or partial VRS benefits depending upon age at retirement. If an employee terminates service with the County before retirement, he or she may be able to withdraw the employee's share depending upon VRS membership date and the provisions of the VRS.

Employees who have questions regarding the VRS retirement system should refer to their VRS handbook, their department head or the Finance Department.

5-3.1 Group Health Insurance Premium

Employees retiring through the Virginia Retirement System may continue health insurance coverage under the County group plan, provided the total premiums are paid by the retired employee. In the event such employee fails or neglects to pay the increase in premiums, then all health insurance under the County's group plan will be discontinued.

If the employee is not receiving VRS benefits after termination of employment, he shall not be eligible for the County group health insurance benefits.

5-4 Workers' Compensation Insurance

If an employee becomes ill or is injured while performing assigned duties, and the injury or illness is determined to be work related, the necessary medical payments and compensation pay will be made by the County's workers' compensation carrier, as provided for by Virginia State Workers' Compensation laws.

When a workers' compensation claim is filed with the county, an Election of Method of Payment Form must be signed by the employee, or his/her representative. This election form allows the employee to either receive compensatory pay which is paid by the workers compensation carrier only, or subsidize what the carrier pays with accumulated sick leave, so that in total the employee continues to receive his or her regular rate of pay.

All employees are required to report an on the job injury or illness immediately, regardless of how minor it may be, to their department head or immediate supervisor.

The County has established a list of approved physicians for an employee to see for a workers' compensation injury or illness. A claim will be considered if the employee has been seen by an approved physician.

Please contact County Administration for a listing of approved workers' compensation physicians.

5-5 Life Insurance

Each regular full-time employee participates in the group life insurance plan, if eligible. This plan is administered by the Virginia Retirement System and offers life insurance without the requirement of a medical examination upon initial employment. The County covers the cost of the insurance. This insurance provides coverage for twice the amount of each employee's base annual salary when rounded to the next highest thousand for a natural death, and four times the base annual salary when rounded for accidental death. There is also coverage for accidental dismemberment and accidental blindness. Upon retirement, coverage will continue providing that the employee is at least 50 years old and has at least 10 years of service. After retirement, the amount of insurance reduces by 25% annually starting January 1 following the first full year of retirement. Each January thereafter the amount will reduce by 25% until the coverage reached 25% of its value at retirement. Both dismemberment and double indemnity coverage stop at retirement.

Upon employment, a beneficiary must be chosen. The Finance Department must be contacted for any beneficiary changes. The Virginia Retirement System publishes a handbook which includes an explanation of the group life insurance plan. This may be obtained from the Finance Department

5-6 Flexible Spending Plans

The Flexible Spending Plan allows an employee to apply "pre-tax" dollars toward health insurance premiums and un-reimbursed medical expenses for dependent and family coverage that is paid for by the employee. Under the Flexible Spending Plan, pre-tax dollars may also be deducted for day care expenses for children or elderly parents. Contact the Finance Department for additional information regarding these benefits.

5-7 Educational Reimbursement

5-7.1 Purpose

Clarke County values continued education and considers it a vital part of employee development. This program is a benefit designed to attract and retain qualified employees, to improve the quality of employee leadership and productivity and to encourage employees to continue their education as a means of improving job skills and enhancing promotional opportunities.

5-7.2 Eligibility

All active full time employees under the County's Pay and Classification Plan may apply for educational assistance. The employee must have at least one year of service with the County and a satisfactory work performance. Coursework taken must be directly related to the employee's present position or part of an undergraduate or graduate program where the degree is job related.

Reimbursement is not available if the course is being paid by another source.

5-7.3 Benefit

This is a cost sharing program to aid the employee in furthering their education. Eligible expenses include tuition, fees and books for the coursework. The County will reimburse an employee 80% (up to \$2000/fiscal year) of courses that are directly related to the employee's current position. Courses that meet degree requirements will be reimbursed at 50% (up to \$750/ fiscal year). The student must complete the class with a "B" or higher or "pass" to qualify for reimbursement.

An employee agrees to repay the educational assistance received by continuing employment with the County for a minimum of one year after all coursework is completed. If the employee's employment is terminated for any reason, before completing the minimum period of service, the employee agrees to repay, on a prorated basis, the dollar amount not repaid by service. For example, if the employee leaves after 6 months, 50% of the County cost will be paid back by the employee.

5-7.4 Procedure

Employees requesting educational reimbursement should complete a Request for Educational Reimbursement Form with his/her Department Head. The completed form will be submitted to County Administration for approval prior to submitting with the department's annual budget. Budgetary considerations will be a determining factor in the decision concerning such reimbursement.

CHAPTER 6

EMPLOYEE RESPONSIBILITIES

6-1 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 seriously undermines the effectiveness of the County activities or the employee's performance shall be treated consistent with the provisions of this policy.

6-1.1 Standards of Conduct

- A. The effective operation of the County requires that all public officials and the employees be independent, impartial and responsible to the citizens.*
- B. Decisions and policy will be made through the proper channels of our government.*
- C. The employees of Clarke County will maintain ethical conduct by setting forth actions that are compatible with the best interests of the County.*
- D. No employee shall grant special consideration, treatment or an advantage to a citizen, or employee, which is not available to any other citizen or employee.*
- E. Employees are expected to maintain timely and regular attendance at work.*
- F. Employees are expected to meet established performance standards. Conditions or circumstances, as they become known, which will prevent employees from performing effectively or from completing their assigned tasks should be reported to the supervisor.*

6-2 Performance Management

6-2.1 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.

6-2.2 Purpose

Need to develop forms.

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 County 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.*
- 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.

6-2.3 Use of Employee Evaluations

Once an employee performance rating form is completed, it is made a permanent 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 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.

6-2.4 Salary Adjustment

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 merit increases based on their overall rating and the **midpoint** of their pay bracket; budgetary conditions permitting.*

6-3 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 County Administration of this.

6-4 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.

6-5 Appearance

Personal appearance, cleanliness, and neatness are vitally important to one's job and relationships with others. Common sense and consideration for others must be exercised in matters of personal hygiene.

Excessive use of shaving lotion, perfume, cologne, makeup, or jewelry should be avoided.

Employees are expected to dress in an appropriately professional manner. Dress slacks may be worn. Warm-up suits, halter tops, tank tops, gym shoes, rubber flip-flops, etc., are considered inappropriate. See-through blouses, tight fitting clothing and extremely high heels are equally inappropriate.

If necessary, questions of proper attire will be addressed by the County Administrator whose decision will be final.

Exceptions are made on days set aside specifically for cleaning or moving as specified by the Department Head.

6-6 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 personally contact the supervisor. Failure to notify a sick leave absence, as required, may subject the employee to disciplinary action.

6-7 Inclement Weather

During inclement weather conditions all county offices will remain open to serve the citizens of Clarke County and employees are expected to report to work.

In situations of extreme weather conditions, the County Administrator will make the decision to delay opening, close early or close for the entire day. In these situations, essential personnel/ offices are required to report to work. The time that is worked by any essential employee who does not work for a 24/7 type of operation, and is required to work, will be counted as comp time.

Employees who are concerned about their travel safety should use their discretion and will be allowed to use their vacation leave for any time that they have missed for work.

There are times that the County offices will be closed for the day, delayed opening or early closings. In these instances, there may be times when essential personnel are required to work.

6-8 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.

6-8.1 Incidental Use

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

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.

6-8.2 Use of Licensed Software

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

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

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

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

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

Employees should notify their immediate supervisors, Information Systems, or any member of County Administration 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.

6-9 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.

6-9.1 Accidents Involving County Owned Vehicles

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

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

6-10 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.

6-11 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.

6-11.1 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 County 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 County Administrator.*
- b. Employees should not assume that the County management knows about the situation. Please inform your supervisor, or the County 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 County Administration.

6-12 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.*

6-12.1 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.

6-12.2 Drug Policy

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

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

Drugs and alcohol include any substance with the potential to produce effects of intoxication and/or the potential to produce physical, mental, emotional or behavioral changes which could adversely affect an employee's ability to safely and efficiently perform his job and specifically include marijuana, cocaine, amphetamines, barbiturates, heroin, opium and phencyclidine. This prohibition includes any prescription or over-the-counter drug unless an employee's possession and use of such drug on County premises, or on-the-job, has been expressly approved by the County. 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.

6-13 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 offensive comments regarding 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;*
- 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.*

6-13.1 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 two supervisors 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.

6-13.2 Threat Reporting Procedures

All potentially dangerous situations including threats should be reported to a manager and/or supervisor in your office. 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.

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 County Administration (or simultaneously with informing above mentioned) if they believe an immediate safety threat exists.

6-14 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.

6-14.1 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.

6-14.2 Safety and Security

Clarke County will not tolerate any acts of threat or domestic violence against any employee while on County property or while conducting County business. Employees who threaten, harass, or abuse any one either at the workplace or from the workplace, may be subject to disciplinary action, up to and including termination.

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

6-14.3 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.

6-15 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 shall consider the severity of the non-compliance and shall utilize the disciplinary action available in a progressive manner.

6-15.1 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 the Supervisor 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 or 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 County 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.*

6-15.2 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. If the letter of resignation is accepted in lieu of termination, the appropriate documentation will be placed in the employee's personnel file.

6-15.3 Appeal

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

6-15.4 Notification

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

6-15.5 List of Less Serious Offenses

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;*
- Unsatisfactory performance;*
- 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.*

6-15.6 List of More Serious Offenses

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 and/ or convicted of a felony or 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 work hours;*
- Insubordination;*
- Sexual, racial or any other form of harassment;*
- Theft or unauthorized removal of County records or property;*

- *Participating in any kind of slow down or similar concerted interference with County operations;*
- *Gross negligence;*
- *Willfully or negligently damaging or defacing County property.*

6-16 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 County Administration. 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 7

GRIEVANCE PROCEDURES

7-1 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.

7-1.1 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.

7-1.2 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 or the General Assembly of Virginia, or has reported an incidence of fraud, abuse or gross mismanagement.*

7-1.3 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 7-1.3 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.

7-1.4 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.

7-1.5 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.

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.

7-1.6 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 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.

7-1.7 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.

7-1.8 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.

7-1.9 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.

7-1.10 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.

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.

7-1.11 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.*
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.*

7-1.12 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.*

7-1.13 Decision of Grievance Panel

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.

7-1.14 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.

7-1.15 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.

Employee Grievance Form A

This form is to be initiated by the grievant upon completion of Step 2.

Grievant's Name: _____ Position: _____

Date of Occurrence That Prompted Grievance: _____ Date Submitted: _____

Nature of Grievance: *(Explain in your own words the nature of your grievance and the event (s) that prompted your original complaint.)*

Specify remedy expected:

Please explain why Step 1 was unacceptable to you:

Signature of Grievant: _____ Date: _____

Department Head Response:

Signature of Department Head: _____ Date: _____

Employee Grievance Form B

This form is to be initiated by the grievant upon completion of Step 3.

Grievant's Name: _____ *Date:* _____

Date Step 2 Decision was received: _____

Explain why the Step 2 response is unacceptable to you.

Re-state the remedy expected:

Signature of Grievant: _____ *Date:* _____

Do you have representation? Yes No

If yes, what is their name? _____ *Is this an attorney? Yes No*

County Administrator or designee response:

Signature of County Administrator or designee: _____ *Date:* _____

Employee Grievance Form C

This form is to be initiated by either grievant or supervisor.

Grievant's Name: _____ *Date:* _____

Date Step 3 decision was received: _____

Explain why Step 3 response is unacceptable to you:

Re-state the remedy expected:

Signature of Grievant: _____ *Date:* _____

Date of Hearing: _____ *Time of Hearing:* _____

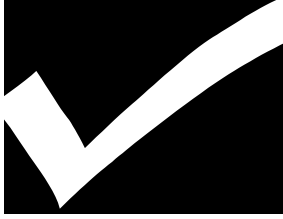
Location of Hearing: _____

Panel Decision:

Signature of Panel Members: _____ *Date:* _____

_____ *Date:* _____

_____ *Date:* _____



Board of Supervisors Work Session

September 9, 2013 10:00 am

Second Floor, Meeting Room AB

Berryville/Clarke County Government Center

101 Chalmers Court, Berryville, Virginia 22611

*Item
No.*

Description

A. White Post Dairy Update

09/09/2013: DEQ's September 9, 2013 Progress Report is provided for Board review.

B. Sewer Easement Crossing Boyce Elementary School

09/09/2013: Review draft letter to Ian Williams, Chair - Clarke County Sanitary Authority, regarding the proposed extension of a wastewater sewer line across the back of Boyce Elementary School.

Action items below have been updated to reflect information received in a site meeting and inspection held at the Dairy on September 3, 2013.

1. By June 1, 2013, construct a catchment basin of sufficient size to capture overflows from the manure reception pit and manure solids settling basins. This basin will include an overflow to the manure storage pit. The elevation of the catchment basin berm must be at least 12 inches above the top elevation of the overflow.
 - DEQ was notified via email that the basin was completed on June 18, 2013.
2. By July 1, 2013, move the manure solids separator to the compost building, and compact all traffic areas around the reception pit and compost buildings to reduce solids in stormwater runoff.
 - Project has been under construction for approximately 3 weeks.
 - Steel is on-site and welders are working on welding end caps, etc. (7/2/13).
 - Additional engineering for concrete push walls, vibration isolation equipment, etc. delayed the project.
 - White Post Dairy has requested a 30 day extension.
 - The press has been relocated to the compost building and should be operational within the next week. Grading around reception pit and old separator building has not been completed.
3. By August 1, 2013, construct walls on the former sand settling basin to prevent overflow of manure.
 - Complete
4. By July 1, 2013, submit plan to DEQ to improve leachate drainage from mortality compost pile at the old dairy to the old manure pit.
 - White Post Dairy has requested an extension. Plan to be submitted by July 3, 2013.
 - Plan was submitted on July 3rd. A different option was proposed during the September 3rd site visit that would involve relocating the mortality pile so that it would be under roof. The new plan is due to be submitted by September 6, 2013.

5. By July 1, 2013, prepare a spill prevention and response plan that contains detailed steps for the worst case scenario for each possible manure storage facility or conveyance on the farm including:
 - a. how to shut down the source of the spill
 - b. how to contain the spill
 - c. equipment and material needed to keep on site to contain spills.
 - White Post Dairy has requested an extension. Plan to be submitted by July 3, 2013.
 - Plan was submitted on July 3rd. DEQ has requested revisions to the site map with a due date of September 20, 2013.
6. By July 1, 2013, submit a copy of the spill prevention and response plan to DEQ for approval.
 - White Post Dairy has requested an extension. Plan to be submitted by July 3, 2013.
 - Plan was submitted on July 3rd. DEQ has requested revisions to the site map.
7. By July 1, 2013, submit a plan to DEQ to eliminate the current stormwater basin, and route the stormwater drainage from the area surrounding the compost buildings, reception pit, and settling basins around the north end of the manure storage pit in a manner that will not compromise the integrity of the manure storage pit liner.
 - White Post Dairy has requested an extension. Plan to be submitted by July 3, 2013.
 - White Post Dairy has had their engineer onsite twice to collect information for plan development.
 - DEQ is reviewing the Facility's request to maintain the current stormwater basin and had agreed to provide guidance by September 13, 2013.
8. By requested date, submit revisions to spill prevention and response plan to DEQ for review and approval.
9. By September 1, 2013, ensure that any materials specified in the spill prevention and response plan are available for use on site.

- Materials available on site.
10. Within 60 days of DEQ approval of leachate drainage plan, complete approved leachate drainage improvements from the mortality compost pile at the old dairy.
 11. Within 60 days of completing all physical improvements, prepare a training plan for employees for the spill prevention and response plan, provide training and send copy of training records to include employee names, date, times and nature of training.
 12. Within 90 days of DEQ approval of the stormwater plan, per the approved plan, eliminate the current stormwater basin, and route the stormwater drainage from the area surrounding the compost buildings, reception pit, and settling basins around the north end of the manure storage.
 13. By January 1, 2014, either obtain access to the manure storage pit access road and the GW monitoring well # 2 that is now located on the Roberts' property, or propose an alternative plan for monitoring down gradient groundwater resources.
 - Negotiations between White Post Dairy and the Roberts are ongoing. To date, no resolution has been reached.
 14. Within 14 days of the completion date of each action item above, White Post shall notify DEQ via email that the item is complete.
 - Notifications have been received for completed items.

Ian Williams
Chairman
Clarke County Sanitary Authority
Address

Date

Dear Ian,

The Board of Supervisors has learned that a developer is proposing to extend a Boyce wastewater sewer line across the back of the Boyce Elementary School. As the County owns the Boyce Wastewater Treatment System and also has interest in the school property my Board requests that the Board of Supervisors review and approve any sewer easement crossing the Boyce school land before the Sanitary Authority accepts any such easement into the County owned system.

Please be aware that the Supervisors are not trying to stop the developer's project. We only want to make sure that the school property, which is owned by the citizens of Clarke County, is not encumbered in a way that will unduly restrict the future use of the property.

Sincerely,

Michael Hobert

Copy: Beth Leffel

MEMORANDUM

TO: Board of Supervisors
 FR: Thomas Judge, Director of Joint Administrative Services
 DT: September 9, 2013
 RE *September Finance Committee Report*

1. **FY 13 Year End Supplementals (draft only).** The following is a draft of the supplemental appropriation actions that will be requested in October when final numbers are established:

Account	Expenditure	Appropriation	Revenue	Transfer	Explanation
Circuit Court	1,199	1,199			Court ordered juries
General District Court	770			770 from Legal Contingency	?
Clerk of the Circuit Court	2,629				PT salaries for Supreme Court mandated additions to web access system; 3 computers
Sheriff	15,927	927		15,000 personnel contingency	Leave payout for Chief Deputy
Criminal Justice Training Center	300	300			Estimation Error
Emergency Medical Services	1,237			1,237 from Animal Control PT Salaries	Additional PT salaries to cover for FT sick leave
Regional Jail	44	44			Minor variance
Sanitation (FCSA)	2,477			2,477 Professional Services Contingency	Rate increase in excess of budget.
Board of Zoning Appeals	2,185			2,185 from Legal Contingency	Perry Quarry Appeal
Office of Economic Development	1,933			1,933 from Legal Contingency	Water/Sewer Connection Fee Legal Assistance
School Capital	11,160	11,160	11,160		IEP Software Grant

2. **FY 14 Supplemental Appropriation and Transfer Requests.** The following actions would not trigger the need for a public hearing if they were adopted:

- a) **Voting Equipment.** *“Be it resolved that FY 14 Electoral Board expenditures be increased \$3,644, and the same appropriated, by recognizing \$1,000 revenue from the Commonwealth, and by transferring \$2,644 from the minor capital contingency, all for the purpose of providing handicapped accessible optical scan equipment.”*
- b) **Compensation Plan update.** The estimated cost of updating the Government’s Pay and Classification plan, including updating certain Job Descriptions, is \$7,500: *“Be it resolved that \$7,500 be transferred from the Personnel contingency to County Administrator Purchased Services, for the purpose of updating the Government pay and classification plan.”*
- c) **FCWA Septage Agreement.** This budget will require an additional \$500 by year end based on the O&M factor calculated by FCWA at the outset of the fiscal year. *“Be it resolved that \$500 be transferred from the General Fund contingency for professional services to the Sanitation account.”*
- d) **Historic Preservation Grant.** The Chapel Hill Historic District and Josephine City projects were not completed by June 30, so it is necessary to carry over the grant as follows: *“Be it resolved that FY 14 expenditures of the Historic Preservation Commission be increased \$9,000, and the same appropriated, and that revenue from the Commonwealth be increased in the same amount, all for the purpose of completing certain historic preservation projects.”*
- e) **Gang Task Force Grant.** The Gang Task Force Grant has received an extension of time for expenditure of their allotment, thereby enabling more expenditure in the grant: *“Be it resolved that \$15,000 be transferred from Sheriff salary and benefits, to Gang Task Force salary and benefits.”*
- f) **Economic Development.** *“Be it resolved that \$1,750 be transferred from the contingency for minor capital to the Economic Development accounts for the purpose of purchasing two ‘Welcome to Clarke County’ signs.”*
- g) **Water Quality Testing.** *“Be it resolved that FY 14 Water Quality Management expenditures be increased by \$12,000, the same appropriated, and revenue from the Chesapeake Bay Restoration Fund recognized in the same amount, all for the purpose of conducting water quality testing.”*
- h) **Conservation Easement Fund Grant.** *“Be it resolved that FY 14 budgeted expenditure for the Conservation Easement Fund be increased \$21,250, the same appropriated, and revenue from the Farm and Ranchland Protection Program recognized in the same amount, all for the purpose of providing conservation easements on certain Clarke County properties.”*
- i) **National Fish and Wildlife Grant.** The County was awarded a grant in 2012 which requires appropriation to FY 14. It should be made clear to account managers in the future that approval of the grant application is distinct from the legal requirement for appropriation action, which can occur only after the grant has been awarded. A copy of the grant is

attached, along with correspondence from the Board of Supervisors supporting the grant application. The following issues have been addressed since the August meeting:

- The invoice from the Downstream Project is being redrafted to exclude charges incurred prior to January 1, 2013 (grant start date).
- The unusual arrangement whereby the County transfers grant funds to the same organization that is providing the match has been confirmed as legitimate by the Fish and Wildlife in this case because it was approved as part of the initial grant application.

“Be it resolved that the FY 14 General Government Capital Projects Fund be amended to increase expenditure by \$141,603, to appropriate the same, and to recognize revenue from the Fish and Wildlife Foundation in the same amount, all for the purpose of watershed improvements to C-Spout Run, and be it further resolved that these funds be disbursed only to the extent that actual work has been performed, and that the matching grant amounts have been collected and expended by the sub-grantee agencies.”

3. **Conservation Easement Fund checking account.** The Conservation Easement Authority has been utilizing a checking account for eight or more years with donations as the source of funds for this account. The existence of this account was not known to the Treasurer or JAS, and has therefore not been subject to audit. The following actions are recommended:
 - a) The account should be audited for FY 13.
 - b) The checking account should be closed, and the balance merged with that of the Conservation Easement Fund so all expenditure and revenue can be tracked in one system of accounts.
4. **Parks and Recreation Field Lighting Project (FYI only).** The Parks and Recreation Advisory Committee is supporting the purchase and installation of ball field lighting at the Chet Hobert Park. The Committee continues to work to secure 100% of the funding for this project, but uncertainties such as rock removal costs, will likely lead them to request in October that the Board of Supervisors put at their disposal \$25,000 of funds currently budgeted for Parks Westside Improvements. See documentation attached.
5. **Acceptance of August Bills and Claims.** Note that, as usual for this time of year, this report contains invoices paid against FY 13 as well as FY 14. *The Finance Committee recommends approval of August Bills and Claims.*
6. **Standing Reports.** The following are included: Capital Projects (FY 13). Reconciliation of Appropriations (FY 14). General Government Expenditure Summary (August). *The final FY 13 General Government Expenditure Summary will be presented in October.*



Clarke County Office of Elections

Voter Registration and Electoral Board

101 Chalmers Ct. ☞ P. O. Box 555 ☞ Berryville, Virginia 22611
(P) 540-955-5168 (F) 540-955-5169 (email) vote@clarkecounty.gov



TO: Tom Judge
FROM: Barbara Bosserman *B*
DATE: September 3, 2013
SUBJECT: Voting Equipment

Earlier this year we presented a 5-year capital request for transitioning our voting equipment from DRE (direct recording electronic) devices to digital scan (attached). The plan identified equipment purchases to begin in FY2015 through 2018. The first phase of the transition includes the purchase of 1-ADA OS marking device with the addition of 2-units each subsequent year until fully transitioned.

In August we became aware of grant funds available through the State Board of Elections which will off-set 50% of the cost of ADA (Americans with Disabilities Act) compliant equipment. We would like to take advantage of the grant to purchase 1-ADA marking device to be used in our Central Absentee Precinct. The device is compatible with the M-100 Optical Scan tabulator currently in used in CAP.

The unit price of the ES&S AutoMark, through PrintElect, is \$1,999.00 (attached). Additional fees associated with training and delivery are quoted as \$1,645.00. The State grant in the amount of \$999.50, 50% of the unit price, has been approved (attached).

We are requesting a FY14 Electoral Board (13100-8201) supplemental appropriation in the amount of \$3,644.00 to purchase the AutoMark voter assist terminal. \$999.50 will be reimbursed to the County upon providing SBE with the paid invoice.

Attachments (3)

*Carol Westervelt, Chairman ☞ Susan D. Nolan, Vice Chairman ☞ Donald E. De Haven, Secretary
Barbara Bosserman, General Registrar*

Clarke County Electoral Board
Five Year Capital Budget Request

Description	2014	2015	2016	2017	2018		Total
Optical Scan Tabulator		36,000	12,000	6,000	6,000		60,000
ADA/Optical Scan Marking Device		7,500	13,600	13,600	13,600		48,300
Voting Privacy Booths		1,280	200	200	200		1,880
Electronic Pollbooks		1,200	1,200	600	600		3,600
Total	0	45,980	27,000	20,400	20,400		113,780

Optical Scan Tabulator / DS200 We must begin considering an alternative to the DREs which can no longer be purchased (24.2-626). Our iVotronics DREs were purchased in 2005 and will need to be replaced within the next few years.

FY2015 6 - OS Tabulators / 1-unit for 5-precincts + 1-reserve; FY2016 2- OS Tabulators for remaing 2-precincts; FY2017 & 2018; 4 - OS Tabulators to provide 2-units in the larger precincts. (cost is estimated and subject to change)

ADA Compliant Optical Scan Marking Device/AutoMark Our current ADA iVotronics will be phased out and the use of the Optical Scan Marking Device will be its replacement. §24.2-626.1 requires the provision of at least one unit for individuals with disabilities per precinct. The initial purchase will include training - subsequent years will be the cost of the unit plus delivery.

FY2015 1 - ADA OS Marker / 2 - units each subsequent year to replace ADA DREs. (cost is estimated and subject to change)

Voting Booths Code requires 1 Voting/Privacy Booth for each 425 voters. FY2015 reflect the initial purchase with additions/replacements in subsequent years.

Electronic Pollbooks The goal is to add 4 EPBs (for a total of 21) by the 2016 Presidential Election and anticipating the need for replacing units in 2017 & 2018.

State funds may be available to off-set a portion of the cost, but we should anticipate incurring the full burden of replacing the equipment.

Application for Grant Funds

Locality Name: CLARKE COUNTY

Locality Code: 043

Narrative Description of Proposed Use	Category	Proposed Request?	Proposed Expenditure	% Funded	SBE Approval Yes/No	Cost Code	Year Funds Expire
Purchase an ADA Optical Scan Marking Device for use in the Central Absentee Precinct.							
ES&S AutoMark		\$999.50	\$1,999	50%	S		
Total Proposed Request and Expenditure(s):		\$ 999.50	\$ 1,999.00				

I certify that the projects described on this document will be completed and managed in accordance with all relevant Federal and State laws and regulations. I agree to maintain the records, receipts and other documents as directed by the SBE for a period of 5 years and make them available to the SBE or to State Federal auditors when requested. If approved, grant funding for this application will be set aside/available from SBE to be expended by the locality within 90 days of the approved funding appropriation.

Carol S. Hes Knight
 Authorized Locality Signature

7-26-13
 Date

Susan R. Lee
 Approved Authorized SBE Signature

8-12-2013
 Date

*Received request
 on 8/9/2013*

SBE-15301a



COMMONWEALTH of VIRGINIA

DEPARTMENT OF ENVIRONMENTAL QUALITY

Street address: 629 East Main Street, Richmond, Virginia 23219

Mailing address: P.O. Box 1105, Richmond, Virginia 23218

TDD (804) 698-4021

www.deq.virginia.gov

Douglas W. Domenech
Secretary of Natural Resources

David K. Paylor
Director

(804) 698-4000

1-800-597-5487

November 5, 2012

Ms. Alison Teetor
Clarke County Planning Department
101 Chalmers Court
Berryville, Va. 22611

Dear Ms. Teetor,

This letter is to inform you that DEQ is preparing to award \$4,000.00 to the Clarke County Planning Department under the 2013 Citizen Monitoring Grant Program. The period of performance is from January 1 to December 31, 2013.

You will receive a contract package shortly that will detail the terms and conditions of the grant. Please sign and return the grant contract by December 2, 2012. If we do not receive a signed contract by that date, we may not be able to process the grant payment until after the start of the grant period.

If you have any questions, please contact Stuart Torbeck by phone at (804) 698-4461 or by e-mail at Charles.torbeck@deq.virginia.gov we wish you success in your water quality monitoring efforts.

Sincerely,

Stuart Torbeck
Water Quality Data Liaison

SENATE OF VIRGINIA

JEFFREY L. MCWATERS
8th SENATORIAL DISTRICT
PART OF THE CITY OF VIRGINIA BEACH
1207 LASKIN ROAD
VIRGINIA BEACH, VIRGINIA 23451
(757) 965-1700
WWW.JEFFMCWATERS.COM



COMMITTEE ASSIGNMENTS:
COMMERCE AND LABOR
EDUCATION AND HEALTH
PRIVILEGES AND ELECTIONS
TRANSPORTATION

December 20, 2012

Alison Teetor
Clarke County Planning Department
101 Chalmers Ct.
Berryville, VA 22611

Dear Ms. Teetor:

On behalf of the Chesapeake Bay Restoration Fund Advisory Committee, I am pleased to inform you that we have recommended that your organization receive a financial support grant in the amount of \$12,000.00, the full amount of your request. Your project number is 13-031; please refer to this number in any future correspondence.

Our recommendations have been forwarded to the Governor, the Senate Committee on Finance, and the House Committee on Appropriations for their approval during the 2013 Session of the General Assembly. Grant funds will be available immediately upon passage of the amendments to the 2013 budget in May-June 2013. We will inform you of disbursement procedures in the spring.

I would like to remind you of certain conditions that are attached to receipt of funds.

1. Recipients are required to document how grant funds have been expended through the submission of a final financial and narrative report due upon the completion of the project's activities, but no later than July 1 of the year following receipt of the Treasurer's check. **A one paragraph summary of the project's results and benefits should be attached to the final narrative report.**

2. Recipients must acknowledge in material/literature produced with license plate funds, or in the case of a restoration activity through signage if practical, that the project was paid for by funds generated from the sale of Chesapeake Bay license plates.

3. **New:** Recipients of the grant shall make available to participants in the grant activity copies of the Chesapeake Bay License Plate application, which are enclosed. If a recipient needs additional copies, they can download the form from the DMV website at <http://www.dmv.virginia.gov/webdoc/pdf/vsa10.pdf>.

4. Funds may only be used for the purposes described in your organization's grant application and as may be outlined in more detail in this letter.

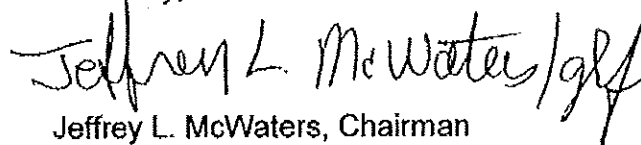
5. Use of funds shall not be restricted based on race, color, religion, sex, age, national origin, handicap, or political affiliation.

6. Any unexpended funds must be returned to the Fund.

For your information we have enclosed a copy of a description of the projects recommended for funding. We encourage you and your organization to promote the sale of the "Friends of the Chesapeake" license plate as a way to get all Virginians involved in community sponsored "grass roots" efforts to restore the Chesapeake Bay.

If you have any questions, please contact Martin Farber or Gwen Foley at the Division of Legislative Services, telephone number (804-786-3591), 910 Capitol Street, Richmond, VA 23219.

Sincerely,

Handwritten signature of Jeffrey L. McWaters in black ink, written in a cursive style.

Jeffrey L. McWaters, Chairman
Chesapeake Bay Restoration Fund
Advisory Committee

Enclosures

**COMMONWEALTH OF VIRGINIA
DEPARTMENT OF ENVIRONMENTAL QUALITY GRANT CONTRACT**

This grant award contract is made by and between the Department of Environmental Quality (hereinafter referred to as the "Department") and the Clarke County Planning Department (hereinafter referred to as the "Grantee"). The parties to this grant award contract, in consideration of the mutual covenants and stipulations set out herein, agree as follows:

PROJECT DESCRIPTION: The Grantee shall carry out the project as set forth in Contract Documents (the attached Workplan and Grant Proposal).

PROJECT PERIOD: The project shall commence on January 1, 2013 and shall terminate no later than December 31, 2013, the period of performance being 12 months.

PAYMENTS: The Department shall pay the Grantee 100% of the grant award upon receipt of this signed contract and an invoice not to exceed \$4,000.00. As part of the grant agreement, an approved Quality Assurance Project Plan (if applicable) is due no later than April 5, 2013. A final report summarizing the activities and data collected during the grant period is due no later than February 15, 2014.

When requested by the grant coordinator, the Grantee must submit an invoice within 30 days of the request. If an invoice is not received within 30 days of the request, the Department will reallocate the award to other grant recipients.

INVOICE ORIGINAL SHALL BE SENT TO:
DEPARTMENT OF ENVIRONMENTAL QUALITY
ATTENTION: ACCOUNTS PAYABLE
P.O. BOX 1105
RICHMOND, VIRGINIA 23218

The reporting requirements are as follows:

<u>Report Type</u>	<u>Duration</u>	<u>Deadline</u>
Interim Report	January 1, 2013 to June 30, 2013	August 1, 2013
Final Report	January 1, 2013 to December 31, 2013	February 15, 2014

Reports shall be sent to:
DEPARTMENT OF ENVIRONMENTAL QUALITY
ATTENTION: STUART TORBECK
P.O. BOX 1105
RICHMOND, VIRGINIA 23218
Charles.Torbeck@deq.virginia.gov (e-mail alternative)

The Contract documents shall consist of:

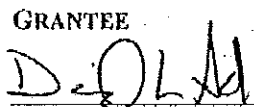
- (1) This signed form
- (2) The Project Workplan (as approved by the Department)
- (3) The General Terms and Conditions

PRECEDENCE OF TERMS: In the event of a conflict between or among terms in the documents included in this contract, the following documents control in order from the most important to the least important: General Terms and Conditions; the signed Grant Contract form; and the Project Workplan.

IN WITNESS THEREOF, the parties have caused this grant award contract to be duly executed intending to be bound thereby.

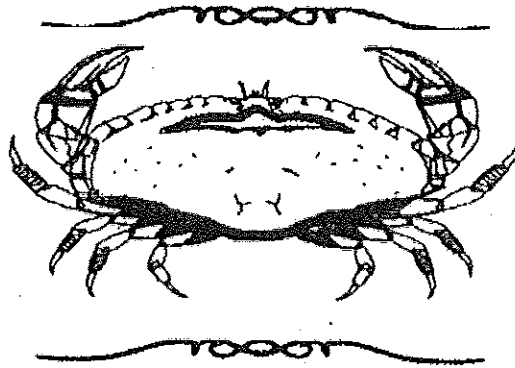
DEPARTMENT OF ENVIRONMENTAL QUALITY

Valerie E. Thomson Date
Director of Administration

GRANTEE


David L. Ash Date
County Administrator

CHESAPEAKE BAY RESTORATION FUND ADVISORY COMMITTEE



ACCEPTANCE FORM

Accept. My organization agrees to the conditions of receipt and use of the grant money as recommended by the Chesapeake Bay Restoration Fund Advisory Committee.

Decline. My organization is no longer interested in receiving grant money as recommended by the Chesapeake Bay Restoration Fund Advisory Committee.

Signature of Organization/Agency Director: _____

Name and Address of Organization: _____

Clarke County

101 Chalmers Ct

Berryville, VA 22611

Project Number: 13-031

Date: 4/5/13

PLEASE RETURN THIS FORM WITHIN 10 DAYS TO:

**GWEN FOLEY
DIVISION OF LEGISLATIVE SERVICES
GENERAL ASSEMBLY BUILDING
910 CAPITOL ST., 2ND FLOOR
RICHMOND, VA 23219**

MEMORANDUM

TO: Board of Supervisors, David Ash
FROM: Alison Teetor
SUBJECT: Update Spout Run TMDL
DATE: April 27, 2012

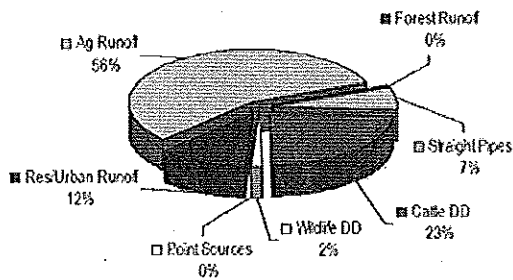
Spout Run has been designated an impaired waterway by the Department of Environmental Quality (DEQ) due to levels of bacteria and sediment that exceed water quality standards. Because of this designation a Total Maximum Daily Load (TMDL) study was completed in 2009 for Spout Run to identify sources of pollution and reductions needed to attain water quality standards. This is a similar process to that which has recently been completed for the Chesapeake Bay Watershed.

In order to develop the TMDL for Spout Run, DEQ conducted a series of meetings in the County to explain the TMDL process and requirements and get input from local stakeholders and citizens to make sure that the technical aspects of the study (including model inputs and assumptions) were accurate as well as acceptable to the community. In March 2010 the TMDL study was published.

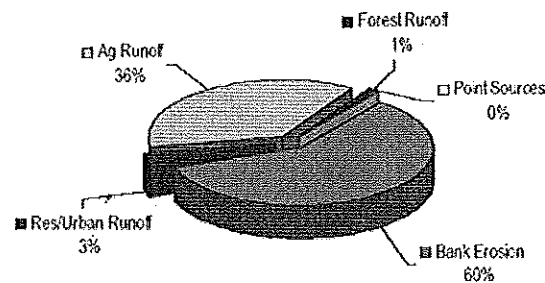
A TMDL considers point sources such as residential, municipal, or industrial discharges and non-point sources such as residential, urban, or agricultural runoff. DEQ used a computer model to track bacteria from the source, to the land, to the stream, and then downstream to the Shenandoah River. To make sure that the predictions were accurate, the model was compared to bacteria samples collected from the stream from 1991 to 2008. The model was found to be accurate within about 5% of the measured data. For predicting sediment loads, DEQ used a computer model that considered the slope, soils, land cover, erodibility, and runoff to estimate the amount of soil eroded in the watershed and deposited in Spout Run. Similarly to the bacteria model, the sediment model was calibrated against real-world suspended sediment and flow measurements taken from the stream.

For Spout Run the following Pie Charts depict the sources for bacteria and sediment as identified through the study.

Bacteria Sources



Sediment Sources



After figuring out where the bacteria and sediment in Spout Run are currently coming from, the computer models were used to figure out how much bacteria and sediment loads need to be reduced to clean up Spout Run and its tributaries. The following tables describe the reduction needs. More detailed results can be found in the report.

Source	Bacteria Reduction Needed (%)		
	Page Brook	Roseville Run	Spout Run
Straight Pipes	100%	100%	100%
Cattle DD	91%	83%	67%
Wildlife DD	0%	0%	0%
Permitted Point Sources	0%	0%	0%
Agricultural Runoff	50%	50%	67%
Residential/Urban Runoff	91%	83%	67%
Forest Runoff	0%	0%	0%

Source	Sediment Reduction Needed (%)
Res/Urban	30%
Crop	30%
Pasture	30%
Degraded Riparian	
Pasture	67%
Forest	0%
Transitional	30%
Point Sources	0%
Bank Erosion	67%

These are the basic results of the TMDL study. The current phase of the project is the development of the Implementation Plan, which was kicked off on April 3, 2012. This is the plan that lays out how the reduction goals will be reached. Typical ways that the reductions can be made include:

- Fencing out cattle from streams and provide alternative water sources
- Conducting stream bank restoration projects in areas where banks are actively eroding
- Leave a band of 35 - 100 ft along the stream natural so that it buffers or filters out bacteria and sediment from farm or residential land (a riparian buffer)
- Find and fix failing septic systems
- Pick up pet waste on residential and commercial land

These and other actions will be listed in the implementation plan with associated costs and how much of each action it will take to meet the goals. The clean-up plan will also identify potential sources of money to help in the clean-up efforts. Most of this money will probably be available in the form of cost-share programs, which share the cost of improvements with the landowner. Here is the link to the report.

<http://www.deq.virginia.gov/portals/0/DEQ/Water/TMDL/apptmdls/shenrvr/spout.pdf>

A substantial grassroots effort has been initiated to bring funding in to help with development and implementation of the plan. The following partners have agreed to help with the effort to clean-up the Spout Run watershed.

- Trout Unlimited
- Clarke County Planning Department
- Lord Fairfax Soil and Water Conservation District
- The Downstream Project
- Piedmont Environmental Council
- Friends of the Shenandoah River
- Virginia Department of Conservation and Recreation
- Virginia Department of Environmental Quality
- Northern Shenandoah Valley Regional Commission

- Interstate Commission on the Potomac River Basin

Attached is a draft grant proposal and letter of support. There is no financial commitment beyond in-kind assistance for this project. To further the project I would request that the Board authorize the Chair to sign the attached letter.

C-SPOUT RUN:

Building a Model for Comprehensive Watershed Restoration and Community-Based Stewardship

Project Abstract

This project will build upon an existing community partnership, formed to restore water quality and aquatic habitat in the Spout Run watershed through private landowner stewardship and an innovative multimedia outreach campaign. This initiative will be furthered through two targeted streambank restoration projects designed to maximize reductions in nutrient and sediment loading from agricultural land, and restore riparian and aquatic habitat to support reintroduction of brook trout in Spout Run. Restoration projects will utilize natural stream channel design techniques, and will be implemented in concert with additional best management practices including livestock exclusion on agricultural properties. In addition, a "Beautiful Buffers" program will be developed to encourage residential landowners to plant streamside buffers in areas falling within the county's stream protection overlay district. A targeted neighborhood stewardship program will be implemented in a highly visible subdivision located directly on Roseville Run, a tributary of Spout Run. Homeowners will be encouraged to reduce their stormwater footprint by installing rain barrels and a series of rain gardens to treat rooftop runoff. The highlight of this neighborhood stewardship program will be a contiguous 1000 foot riparian buffer, which will serve as a demonstration of how residential buffers can be designed to serve as an attractive landscape feature. In order to address urban sources of nutrients and sediment in the watershed, a stormwater retrofit will be completed based upon the results of a county wide assessment of retrofit opportunities using a new and innovative tree planting BMP developed by the Center for Watershed Protection.

Project Partners

- Trout Unlimited
- Clarke County Planning Department
- Lord Fairfax Soil and Water Conservation District
- The Downstream Project
- Piedmont Environmental Council
- Friends of the Shenandoah River
- Virginia Department of Conservation and Recreation
- Virginia Department of Environmental Quality

May 7, 2012

Amanda Bassow
National Fish and Wildlife Foundation
1133 Fifteenth Street, N. W.
Washington, DC 20005

Re: Chesapeake Bay Small Watershed Grant: *C-Spout Run*

Dear Ms. Bassow,

I am writing to express support for Clarke County's Chesapeake Bay Small Watershed Grant to foster enhanced landowner stewardship and the restoration of riparian and aquatic habitat in the Spout Run watershed. There is a critical need for projects that target restoration activities to maximize pollutant reductions while restoring habitat of significant ecological value in the Chesapeake Bay watershed today. If we are to meet the aggressive nutrient and sediment reductions established through the Chesapeake Bay TMDL, local governments will not only need to encourage the targeted implementation of practices that address the greatest sources of nutrients and sediment, but also those that restore natural resources of local significance. In order to truly improve water quality in our local streams and the Chesapeake Bay, a comprehensive and inclusive approach that considers agricultural, residential and urban pollutant loads is necessary. The holistic nature of the C-Spout Run project and the partnership that is behind it make it an excellent opportunity to improve a unique and ecologically valuable local stream and the Chesapeake Bay.

Spout Run is one of several spring creeks in the Shenandoah Valley that shows great promise for the reintroduction of brook trout. The local watershed community is both aware of, and enthusiastic about the streams potential to support a coldwater fishery. However, Spout Run and its tributaries are currently listed on Virginia's 303(d) list for a biological impairment due to excess sediment, and an *E.coli* impairment. A TMDL was developed for Spout Run in 2010, and an implementation plan is currently under development. Consequently, the local community has been actively engaged in the process of identifying measures that can be taken to restore the stream. Based on the findings of the TMDL study, much of the sediment in Spout Run is coming from the streambanks (approximately 60% of the total load). This means that in order to address the biological impairment, considerable streambank stabilization will be needed. Based on local knowledge of the watershed and preliminary stream surveys, it is clear that there are several sections of streambank that are contributing a large portion of the overall sediment load. This project will strategically target these stream segments.

The C-Spout Run project has engaged a diverse group of local stakeholders including non profits, local government and state agencies. The partnership that is in place in the watershed today will facilitate a comprehensive approach to watershed restoration that effectively addresses residential, urban and agricultural sources of bacteria and sediment in Spout Run. This holistic approach to improving water quality is critical to fostering broad based community stewardship, which was called for in the President's Executive Order for the Chesapeake Bay and associated action plan. Engaging the local community to do their part to reduce runoff from their roofs, lawns, pastures and parking lots will play an important role in cleaning up the Chesapeake Bay as well as our local rivers and streams.

Clarke County will be responsible for coordinating and developing the private landowner stewardship in the residential and urban areas of the watershed. This will include:

- Coordinating with the Interstate Commission on the Potomac River Basin (ICPRB) to conduct rain barrel workshops.
- Developing "attractive" riparian buffer program to begin vegetating setbacks in residential areas
- Working with the Center for Watershed Protection to identify 1-2 high priority stormwater projects in the watershed for targeting reforestation

We believe that this project will place a critical role in improving water quality and the overall health of Spout Run. We fully support this proposal. Please feel free to contact our Natural Resource Planner, Alison Teeter, (540) 955-5134, should you have any questions about Clarke County's role in this project.

Sincerely,

J. Michael Hobert
Chair, Clarke County Board of Supervisors

NATIONAL FISH AND WILDLIFE FOUNDATION
GRANT AGREEMENT

PROJECT: 0603.12.034107 (C-Spout Run: Restoring a Shenandoah Valley Spring Creek (VA))

PROPOSAL ID: 34107

NFWF RECIPIENT: Clarke County

RECIPIENT TYPE: State or Local Government

PERIOD OF PERFORMANCE: January 1, 2013 to December 31, 2014

PROJECT DESCRIPTION: Restore 7.5 acres of riparian and aquatic habitat for brook trout and improve water quality through BMP implementation on agricultural and residential land in the Spout Run watershed.

NFWF AWARD: \$141,602.95

FUNDING SOURCES	AMOUNT	CFDA NUMBER
Environmental Protection Agency (FC.R146)	\$141,602.95	66.466

NON-FEDERAL MATCH REQUIREMENT: \$87,822

FEDERAL MATCH REQUIREMENT: N/A

The National Fish and Wildlife Foundation (NFWF) agrees to provide the NFWF Award to the NFWF Recipient for the purposes of satisfactorily performing the Project described in a full proposal titled "C-Spout Run: Restoring a Shenandoah Valley Spring Creek (VA)" and incorporated into this grant agreement by reference. The NFWF Award is provided on the condition that the NFWF Recipient agrees that it will raise and spend at least \$87,822 in matching contributions on the Project. Project must be completed, with all NFWF funds and matching contributions spent, during the Period of Performance as set forth above.

NFWF RECIPIENT CONTACT INFORMATION

Recipient Name: Alison Teetor
Recipient Address: 101 Chalmers Court
Berryville, VA 22611
Recipient Phone: 540-955-5134
Recipient Fax: 540-955-5180
Recipient Email: ateetor@clarkecounty.gov

NFWF CONTACT INFORMATION

NFWF Grants Administrator: Lindsay Vacek
NFWF Address: 1133 Fifteenth Street, NW
Suite 1100
Washington, DC 20005
NFWF Phone: 202-857-0166
NFWF Fax: 202-857-0162
NFWF Email: lindsay.vacek@nfwf.org

NFWF PROCESS

Matching Contributions.

Matching Contributions consist of cash, contributed goods and services, volunteer hours, and/or property raised and spent for the Project. Matching Contributions for the purposes of this Project must meet the following three criteria: 1) Matching Contributions must be non-federal in nature and not presented as match to any other federal program(s); 2) Matching Contributions must be committed directly to the Project and must be used within the Period of Performance as identified on page 1 of this grant agreement; and 3) Matching Contributions must be voluntary in nature. Funds presented for fulfillment of mitigation, restitution, or other permit or court-ordered settlements are not eligible.

Documentation of Matching Contributions.

1. Cash, Goods and Services, and/or Property. The NFWF Recipient must report to NFWF as a part of the final report, the Matching Contributions received by the NFWF Recipient and expended in connection with the Project. The match report must include the name and address and contribution amount of any donor who contributes \$500 or more to the Project. Fair market value of donated goods and services, including volunteer hours, shall be computed as outlined in the OMB Circulars.

2. Property. The NFWF Recipient may have a third party donor submit a letter to NFWF, documenting the fair market value and date of a Matching Contribution and stating that the donation is non-Federal, voluntary, and intended to qualify as a Matching Contribution. A letter provided to document a donation of real property must be accompanied by an appraisal by a certified appraiser; a letter provided to document rental of equipment or space must list three comparable rentals in the location of the Project.

The NFWF Recipient must retain detailed time records for contributed services and original receipts and appraisals of real property and comparable rentals for other contributed property at its place of business in the event of an audit of the NFWF Recipient as required by applicable Federal regulations.

Restrictions on Use of Funds.

No Funds provided by NFWF pursuant to this grant agreement or Matching Contributions may be used to support overhead/indirect costs, litigation expenses, lobbying activities, terrorist activities, or activities in violation of the Foreign Corrupt Practices Act.

Payment of Funds.

To receive funds, the NFWF Recipient must provide NFWF with: 1) an original executed copy of the grant agreement; 2) a Payment Request from the NFWF Recipient requesting payment; and 3) any required financial and programmatic reports. Failure to provide information required by this grant agreement may delay payment. NFWF Recipient may request funds by submitting a Payment Request to the NFWF Grants Administrator via email, mail, or fax. NFWF Recipient may request advance payment of funds prior to expenditure provided: 1) NFWF Recipient demonstrates an immediate need for advance payment; and 2) NFWF Recipient documents expenditure of advanced funds on the next required financial report to NFWF. Approval of any advance payment of funds is made at the sole discretion of NFWF, based on an assessment of the NFWF Recipient's needs. In all other cases, funds are disbursed on a reimbursable basis. NFWF reserves the right to retain up to twenty percent (20%) of funds until submission and acceptance of the final reports.

Interim Programmatic Reports.

The NFWF Recipient will submit an interim programmatic report to NFWF based on the reporting schedule below. The interim programmatic report shall consist of written statements of Project accomplishments since Project initiation, or since the last reporting period, and shall be uploaded via NFWF's Easygrants system.

Annual Financial Report.

An annual financial report detailing cumulative receipts and expenditures made under this Project is required annually, due on October 31st of each year of the grant term. In the annual financial report, the NFWF Recipient must report the amount of NFWF Funds expended during NFWF's fiscal year (October 1 – September 30). The NFWF Recipient must enter a justification when there is a difference between the amount disbursed by NFWF and the amount expended by the grantee. Failure to submit an annual financial report in a timely manner will delay payment of submitted payment requests.

Final Reports.

No later than 90 days after the completion of the Project, the NFWF Recipient will submit 1) a final financial report accounting for all Project receipts, Project expenditures, and budget variances (if any) compared to the approved budget; 2) a final programmatic report summarizing and evaluating the accomplishments achieved during the Period of Performance; 3) a representative number of photographs depicting the Project; and 4) copies of any publications, press releases and other appropriate products resulting from the Project. The final reports should be uploaded via NFWF's Easygrants system. Any requests for extensions of the final report submission date must be made in writing to the NFWF Grants Administrator and approved by NFWF in advance.

Reporting Due Dates.

- January 31, 2013 Interim Programmatic Report
- April 30, 2013 Interim Programmatic Report
- July 31, 2013 Interim Programmatic Report
- October 31, 2013 Annual Financial Report
- October 31, 2013 Interim Programmatic Report
- January 31, 2014 Interim Programmatic Report
- April 30, 2014 Interim Programmatic Report
- July 31, 2014 Interim Programmatic Report
- October 31, 2014 Annual Financial Report
- October 31, 2013 Interim Programmatic Report
- March 31, 2015 Final Financial Report
- March 31, 2015 Final Programmatic Report

Amendments.

During the life of the Project, the NFWF Recipient is required to inform the NFWF Grants Administrator of any changes in contact information or in the Project scope of work, as well as any difficulties in completing the Project by the end of the Period of Performance, or in submitting reports by their due dates. If the NFWF Recipient determines that the amount of the budget is going to change in any one budget category by an amount that exceeds 10% of the Award, the NFWF Recipient must seek approval from the Grants Administrator. Amendment requests should be initiated by the NFWF Recipient upon determination of a deviation from the original grant agreement. However, NFWF may initiate the amendment if NFWF determines an amendment is necessary. Amendment requests are to be submitted via NFWF's Easygrants system.

Termination.

Failure by the NFWF Recipient to comply with any material term of this grant agreement shall be deemed to be a default in this grant agreement and constitute cause for NFWF to terminate this grant agreement by written notice to the NFWF Recipient and to pursue any legal remedy to which NFWF may be entitled.

The NFWF Recipient may terminate this grant agreement by written notice to NFWF. In the event of termination of this grant agreement prior to Project completion, the NFWF Recipient shall immediately (unless otherwise directed by NFWF in its notice if NFWF initiated the termination) undertake all reasonable steps to wind down the Project cooperatively with NFWF, including but not limited to the following:

- a. Stop any portion of the Project's work that is incomplete (unless work to be completed and a different date for termination of work are specified in NFWF's notice).
- b. Place no further work orders or enter into any further subawards or subcontracts for materials, services or facilities, except as necessary to complete work as specified in NFWF's notice.
- c. Terminate all pending Project work orders, subawards, and subcontracts for work that has not yet commenced.
- d. With the prior written consent of NFWF, promptly take all other reasonable and feasible steps to minimize and/or mitigate any damages that may be caused by the failure to complete the Project, including but not limited to reasonable settlements of any outstanding claims arising out of termination of Project work orders, subawards, and subcontracts.
- e. Deliver or make available to NFWF all data, drawings, specifications, reports, estimates, summaries, and such other information and material as may have been accumulated by the NFWF Recipient under this grant agreement, whether completed or in progress.
- f. Return to NFWF any unobligated portion of the Award.

REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS
GENERAL

Binding Obligation.

This grant agreement has been duly executed by a representative of the NFWF Recipient with full authority to execute this grant agreement and bind the grant agreement to the terms hereof. After execution by the representative of the NFWF Recipient named on the signature page hereto, this grant agreement will represent the legal, valid, and binding obligation of the NFWF Recipient, enforceable against the NFWF Recipient in accordance with its terms.

Assignment, Subawards and Subcontracts.

The NFWF Recipient may not assign this grant agreement, in whole or in part, to any other individual or other legal entity without the prior written approval of NFWF. The NFWF Recipient may not provide subawards nor enter into subcontracts without the prior written approval of NFWF. Subawards and subcontracts with known parties disclosed in the proposal budget are deemed to be approved.

Unexpended Funds.

Any funds provided by NFWF and held by the NFWF Recipient and not expended at the end of the Period of Performance will be returned to NFWF within ninety (90) days after the end of the Period of Performance.

Additional Support.

In making this Award, NFWF assumes no obligation to provide further funding or support to the NFWF Recipient beyond the terms stated in this grant agreement.

Publicity and Acknowledgement of Support.

The NFWF Recipient agrees to give appropriate credit to NFWF and any Funding Sources identified in this grant agreement for their financial support in any and all press releases, publications, annual reports, video credits, dedications, and other public communications regarding this grant agreement or any of the project deliverables associated with this grant agreement. The NFWF Recipient must obtain prior NFWF approval for the use of the NFWF logo or the logo of any Funding Source and any public information releases concerning this Award.

Posting of Final Reports.

The NFWF Recipient gives NFWF the right and authority to publicize NFWF's financial support for this grant agreement and the Project in press releases, publications and other public communications. The NFWF Recipient hereby acknowledges its consent for NFWF and any Funding Source identified in this grant agreement to post its final reports on their respective websites. In the event that the NFWF Recipient intends to claim that its final report contains material that does not have to be posted on such websites because it is protected from disclosure by statutory or regulatory provisions, the NFWF Recipient shall so notify NFWF and any Funding Source identified in this grant agreement and

clearly mark all such potentially protected materials as "PROTECTED," providing an accurate and complete citation to the statutory or regulatory source for such protection.

Website Links.

The NFWF Recipient agrees to permit NFWF to post a link on any or all of NFWF's websites to any websites created by the NFWF Recipient in connection with the Project.

Evaluation.

The NFWF Recipient agrees to cooperate with NFWF by providing timely responses to all reasonable requests for information to assist in evaluating the accomplishments of the Project for a period of five (5) years after the date on which the final financial and programmatic reports are provided.

Arbitration.

All claims, disputes, and other matters in question arising out of, or relating to this grant agreement, its interpretation or breach, shall be decided through arbitration by a person or persons mutually acceptable to both NFWF and the NFWF Recipient. Notice of the demand for arbitration shall be made within a reasonable time after the claim, dispute, or other matter in question has arisen. The award rendered by the arbitrator or arbitrators shall be final. The terms of this provision will survive termination of this grant agreement.

Indemnity.

The NFWF Recipient shall indemnify and hold harmless NFWF, any Funding Source identified in this grant agreement, their respective officers, directors, agents, and employees in respect of any and all claims, injuries, losses, diminution in value, damages, liabilities, whether or not currently due, and expenses including without limitation, settlement costs and any legal or other expenses for investigating or defending any actions or threatened actions arising from or in connection with the Project. The terms of this provision will survive termination of this grant agreement.

Choice of Law/Jurisdiction.

This grant agreement shall be subject to and interpreted by the laws of the District of Columbia, without regard to choice of law principles. By entering into this grant agreement, the NFWF Recipient agrees to submit to the jurisdiction of the courts of the District of Columbia. The terms of this provision will survive termination of this grant agreement.

Compliance with Laws.

In conducting its activities relating to the Project, the NFWF Recipient agrees to conduct all such activities in compliance with all applicable Federal, State, and local laws, regulations, and ordinances and to secure all appropriate necessary public or private permits and consents. The terms of this provision will survive termination of this grant agreement.

Insurance.

The NFWF Recipient agrees to obtain and maintain all appropriate insurance against liability for injury to persons or property from any and all activities undertaken by the NFWF Recipient and associated with this Award in any way. The terms of this provision will survive termination of this grant agreement.

**REPRESENTATIONS, CERTIFICATIONS, AND OTHER STATEMENTS
RELATING TO FEDERAL FUNDS**

The NFWF Recipient must read and understand certain Federal regulations, including but not limited to, those identified below which may be located on the Internet at www.whitehouse.gov/omb/circulars/index.html. If a NFWF Recipient does not have access to the Internet, it should ask its NFWF Grants Administrator for copies. Many Federal agencies have agency-specific regulations that govern the issuance of awards and subawards with their funds; it is the obligation of the NFWF Recipient to review and comply with any such regulations issued by its Federal agency Funding Source(s).

If the NFWF Recipient is a non-profit organization, it will need to understand and comply with (i) OMB Circular A-110 "Uniform Administrative Requirements for Grants and Agreements With Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations" and, (ii) depending on what kind of organization it is, either (a) OMB Circular A-21 "Cost Principles for Educational Institutions" or (b) OMB Circular A-122 "Cost Principles for Non-Profit Organizations," in addition to other applicable Federal regulations.

If the NFWF Recipient is a State, Local or Tribal Government, it will need to understand and comply with OMB Circulars A-102 "Grants and Cooperative Agreements with State and Local Governments" and A-87 "Cost Principles for State, Local, and Indian Tribal Governments," in addition to other applicable Federal regulations.

A-133 Audits.

If the NFWF Recipient is any type of U.S. organization and it expends an aggregate of \$500,000 or more from all Federal sources in a fiscal year, it is subject to a special kind of audit as detailed in OMB Circular A-133 "Audits of States, Local Governments, and Non-Profit Organizations," which it will need to understand and comply with, in addition to other applicable Federal regulations.

Interest.

Any interest earned in any one year on Federal funds advanced to the NFWF Recipient that exceeds \$250 must be reported to NFWF, and the disposition of those funds negotiated with NFWF.

Subcontractor Lobbying.

The NFWF Recipient agrees, to the best of his or her knowledge and belief, that:

- a. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- b. If any funds other than Federal appropriated funds have been paid or will be paid to any person influencing or attempting to influence an officer or employee of any agency, a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
- c. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

Subcontractor Debarment and Suspensions.

The NFWF Recipient shall enter into no contract or subcontract using Federal funds provided by NFWF with any party listed on the General Services Administration's Lists of Parties Excluded from Federal Procurement or Nonprocurement Programs in accordance with Executive Orders 12549 and 12689 (Debarment and Suspension).

Disclaimers.

Payments made to the NFWF Recipient under this grant agreement do not by direct reference or implication convey NFWF's endorsement nor the endorsement by any other entity that provides funds to the NFWF Recipient through this grant agreement, including the U.S. Government, for the Project. All information submitted for publication or other public releases of information regarding this grant agreement shall carry the following disclaimer:

"The views and conclusions contained in this document are those of the authors and should not be interpreted as representing the opinions or policies of the U.S. Government or the National Fish and Wildlife Foundation. Mention of trade names or commercial products does not constitute their endorsement by the U.S. Government or the National Fish and Wildlife Foundation."

Davis-Bacon Act.

If applicable to the Project, the NFWF Recipient shall be subject to the provisions of the Davis-Bacon Act (40 U.S.C. 276a to a-7) as supplemented by Department of Labor regulations (29 CFR part 5, "Labor Standards Provision Applicable to Contracts Governing Federally Financed and Assisted Construction").

Rights to Inventions.

If applicable to the Project, the NFWF Recipient shall abide by the provisions of 37 CFR Part 401 (Rights to Inventions Made by Non-Profit Organizations and Small Business Firms Under Government Grants, Contracts, and Cooperative Agreements) and any implementing regulations issued by the Federal agency(ies) that provide funds for this grant agreement.

ADDITIONAL TERMS

One of the Funding Sources for the Award is the Environmental Protection Agency (EPA). If the NFWF Recipient receives more than \$250,000 in EPA financial assistance in a given fiscal year, the Award is subject to EPA's "Participation by Disadvantaged Business Enterprises in Procurement" rule, which is located on the Internet at <http://www.epa.gov/osdbu/pdfs/dbe/final%20dbe%20rule.pdf>.

Quality Assurance Statement: Environmental Engineering.

The NFWF Recipient shall incorporate good engineering principles/practices – a broad set of quality assurance, conservation and safety activities, as well as techniques and approaches that are commonly accepted throughout the engineering profession – into all engineering activities. Engineering work products produced under this Agreement shall bear the appropriate engineering stamp, seal, or other standardized approval.

Quality Assurance Project Plan.

The NFWF Recipient shall complete a Quality Assurance Project Plan (QAPP) in accordance with the Environmental Protection Agency's requirements as detailed in "EPA Requirements for Quality Assurance Project Plans: EPA QA/5" (<http://www.epa.gov/quality/>). The QAPP shall be completed and approved by NFWF prior to any data collection activities.

SIGNATURES

IN WITNESS WHEREOF, the parties have executed this grant agreement, intending to be bound legally.

National Fish and Wildlife Foundation

Thomas E. Kelsch
Vice President, Conservation Programs

(Date)

Clarke County

(Signature)

(Name and Title)

(Date)



PO Box 1000
Berryville, Virginia 22611

Bill To:
Clarke County Virginia
c/o Alison Teetor
Clarke County Government Center
101 Chalmers Court, Suite B
Berryville, VA 22611

Date	Invoice No.	P.O. Number	Terms	Project
07/24/13	62			1300 2012 NFWF Grant

Description	Amount
C Spout Run NFWF Grant Fulfillment (partial)	6,821.77
In-Kind Match at 25%	-1,705.44
(See Attached Contribution Activity Statement)	
Employer Identification Number: 26-0310939 DUNS: 016447498	

Total	\$5,116.33
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Date	Contributing Organization	Name of Person	Activity	Res. Personnel Dollars Match	Hours Matched	Hourly Rate	Mileage	Mil.exp. @ \$.51/mil.	Total Value
1st Quarter and Start-up									
8/4/12	The Downstream Project	Videography	Video Taping of NFWF Grant Announcement		6.00	\$100.00			\$ 600.00
8/4/12	The Downstream Project	Bill Howard	Coverage Grant Announcement -blog posting		6.00	\$75.00	120.00	\$ 61.20	\$ 438.20
8/8/12	The Downstream Project	Nancy Sanders	Edit Video for NFWF announcement		3.00	\$35.00			\$ 105.00
8/26/12	The Downstream Project	Video Crew (2)	Fish Count on SR with Seth Coffman and Steve Reaser		4.00	\$100.00	10.00	\$ 5.10	\$ 405.10
9/6/12	The Downstream Project	Nancy Sanders	Video Edits for Blog Post of Fish Count		3.00	\$35.00			\$ 105.00
10/18/12	The Downstream Project	Tom Taylor	Graphic Design, web banner		4.50	\$75.00			\$ 337.50
12/10/12	The Downstream Project	TDP	Spout Run Web Design Updates from original journal		6.00	\$75.00			\$ 375.00
1/11/13	The Downstream Project	Bill Howard	Ag Conference PowerPoint Presentation		2.00	\$75.00			\$ 150.00
1/11/13	The Downstream Project	TDP	Spout Run Web Updates		4.00	\$50.00			\$ 200.00
1/16/13	The Downstream Project	Bill Howard	Video Macro Invertebrate Testing Workshop		2.00	\$50.00	10.00	\$ 5.00	\$ 105.00
1/16/13	The Downstream Project	George Patterson	Video Macro Invertebrate Testing Workshop		2.00	\$ 50.00	10.00	\$ 5.00	\$ 105.00
1/30/13	The Downstream Project	Video Crew (3)	Video Streamside sampling for workshop comment bl		3.00	\$125.00	10.00	\$ 5.00	\$ 380.00
1/31/13	The Downstream Project	Video Edit	Recruiting video for stream monitor training		4.00	\$55.00	0.00	\$ -	\$ 140.00
				1st Quarter	46.50		160.00	61.30	\$3,343.80
2nd Quarter									
2/5/13	The Downstream Project	Tom Taylor	Spout Run Journal Banner, graphic design		5.00	\$75.00			\$375.00
3/5/13	The Downstream Project	WRH	Ag Conference - Staunton		6.00	\$75.00	261.00	\$ 261.00	\$ 450.00
4/8/13	The Downstream Project	George Patterson	Conservation Services Tree Planting		3.00	\$ 75.00	20.00	\$ 10.20	\$ 225.00
4/10/13	The Downstream Project	Nancy Sanders	Edit Tree Planting		4.00	\$ 35.00			\$ 140.00
4/10/13	The Downstream Project	WRH	Video and Edit and Web Post		2.00	\$ 75.00			\$ 150.00
4/12/13	The Downstream Project	George Patterson	PEC Water Monitor Training -In Stream		4.00	\$ 75.00	20.00	\$ 10.20	\$ 290.00
4/15/13	The Downstream Project	Nancy Sanders	Video Edit - Water Monitor Training		6.00	\$ 55.00			\$ 330.00
4/15/13	The Downstream Project	WRH	Video Edit and Blog Post		2.00	\$ 75.00			\$ 150.00
4/16/13	The Downstream Project	G Patterson	Conservation Fair - C Spout Run promo		4.00	\$ 75.00	10.00	\$ 5.10	\$ 300.00
4/16/13	The Downstream Project	WRH	Conservation Fair - Powhatan Spout Run Promo		2.00	\$ 75.00			\$ 150.00
4/30/13	The Downstream Project	George Patterson	Video Shoot - Seth Coffman at Carter Hall		5.00	\$ 50.00	10.00	\$ 5.10	\$ 250.00
4/30/13	The Downstream Project	Video Edit	Streambank Restoration - Seth Coffman		11.00	\$ 35.00			\$ 385.00
4/30/13	The Downstream Project	Video Edit	Video Edit and Web Post		2.00	\$ 75.00			\$ 150.00
4/5/13	The Downstream Project	Printing	C Spout Run Stickers for Conservation Fair		1.00	\$ 207.67			\$ 207.67
				2nd Quarter	57.50		321.00	291.60	\$2,607.17
5/4/13	The Downstream Project	George Patterson	Powhatan Trout Release - Spout Run Video Capture		2.00	75.00	20.00	10.20	\$160.20
5/4/13	The Downstream Project	Bill Howard	Powhatan Trout Release - Spout Run Video Capture		1.00	75.00	20.00	10.20	\$55.20
6/13/13	The Downstream Project	Nancy Sanders	Trout Release Video edit		3.00	35.00			\$105.00
6/13/13	The Downstream Project	George Patterson	Sustainability Workshop Video Capture		2.00	75.00	20.00	10.20	\$160.20
6/13/13	The Downstream Project	George Patterson	Sustainability Workshop Video Capture		2.00	75.00	20.00	10.20	\$160.20
				subtotal	10.00		60.00	40.60	\$570.80
				Thru Jun 2013	Total	114.00	0.00	413.70	\$6,821.77

Spout Run Project Budget

NFWF funding detail

Funds requested: \$141,602

Category	Project	Description	Extent	Units	Unit Cost	Funds Requested	
Supplies	Beautiful Buffers	Native grass/wildflower seed	1.25 acres		\$500	\$625	
	Beautiful Buffers	Tree seedlings and shrubs	1.25 acres		\$2,000	\$2,500	
	Turf to trees planting	Hardwood tree seedlings and tubes	3 acres		\$1,750	\$5,250	
	Rain barrel workshop	Barrels, hose bibs, screen, caulk	30 barrels		\$40	\$1,200	
	Sustainable landscaping workshop	Native shrubs/perennials for participants	60 plants		\$12	\$720	
	Sustainable landscaping workshop	Pet waste digesters for participants	15 digesters		\$50	\$750	
	Sustainable landscaping workshop	Soil test kits for participants	30 kits		\$10	\$300	
	TU Streambank Restoration	Root wads	60 wads		\$200	\$12,000	
	TU Streambank Restoration	Fill material/soil lifts	1300 cubic yds		\$25	\$32,500	
	TU Streambank Restoration	Rock	350 tons		\$30	\$10,500	
	TU Streambank Restoration	Native grass/wildflower seed	0.5 acres		\$500	\$250	
	TU Streambank Restoration	Tree seedlings and shrubs	0.5 acres		\$1,750	\$875	
	Contractual	TU Streambank Restoration	Grading and habitat structure installation w/excavator	176 hours		\$140	\$24,640
		Beautiful Buffers	Site preparation: herbicide application	10 hours		\$12	\$120
Turf to trees planting		Site preparation for planting (augering holes, invasive species removal)	24 hours		\$40	\$960	
Turf to trees and Beautiful Buffers plantings		Piedmont Environmental Council, Clarke and Loudoun Field Officer: develop publicity and outreach plan to create a volunteer pool for planting projects, facilitate plantings	10 hours		\$30	\$300	
Sustainable landscaping workshop		Piedmont Environmental Council, Clarke and Loudoun Field Officer: develop, coordinate and promote workshop	20 hours		\$30	\$600	
TU Streambank Restoration		Site preparation: herbicide application	4 hours		\$12	\$48	
TU Streambank Restoration		Site preparation: augering holes	4 hours		\$40	\$160	
TU Streambank Restoration		Dump Truck	176 hours		\$85	\$14,960	
TU Streambank Restoration		Equipment Mobilization	N/A N/A		N/A	\$2,000	
TU Streambank Restoration		Travel to and from project site for TU staff	909 miles		\$0.55	\$500	
FOSR Monitoring		E. coli enumeration: Spout Run FOSR site	24 samples (12/yr x 2yr)		\$50	\$1,200	
FOSR Monitoring		E. coli enumeration: Roseville Run FOSR site	24 samples (12/yr x 2yr)		\$50	\$1,200	
FOSR Monitoring		E. coli enumeration: Page Brook FOSR site	24 samples (12/yr x 2yr)		\$50	\$1,200	
FOSR Monitoring		water chemistry pH,Temp,Turb, ortho P, tot P, NH4, NO2+NO3, tot N	24 samples (12/yr x 2yr)		\$75	\$1,800	
FOSR Monitoring		water chemistry pH,Temp,Turb, ortho P, tot P, NH4, NO2+NO3, tot N	24 samples (12/yr x 2yr)		\$75	\$1,800	
FOSR Monitoring		water chemistry pH,Temp,Turb, ortho P, tot P, NH4, NO2+NO3, tot N	24 samples (12/yr x 2yr)		\$75	\$1,800	
Volunteer Monitoring		Piedmont Environmental Council, Clarke and Loudoun Field Officer: conduct volunteer monitoring training in coordination with FOSR	10 hours		\$30	\$300	
Downstream Project Multimedia Outreach Campaign		Website development, video blog posting, email notifications, social network postings, and reciprocal linking	80 hours		\$50	\$4,000	
Downstream Project Multimedia Outreach Campaign		Videographer, assistant, and gear: progress footage twice monthly at 2.5 hours each	115 hours		\$100	\$11,500	
Downstream Project Multimedia Outreach Campaign		Video Editing, monthly video blog and compilation video	100 hours		\$35	\$3,500	
Downstream Project Multimedia Outreach Campaign		Photography: Interactive geo-coded map with website embedding	24 hours		\$30	\$720	
Downstream Project Multimedia Outreach Campaign		DVD Cover graphics, editorial, and disk imprint	7 hours		\$75	\$525	
Downstream Project Multimedia Outreach Campaign		DVD reproduction, Diskmakers, short-run	100 DVDs		\$3	\$299	
TOTAL NFWF FUNDS REQUESTED						\$141,602	

\$0.00



225 Al Smith Circle • Berryville, VA 22611

540-955-5140
Fax 540-955-4049
parks@co.clarke.va.us

MEMORANDUM

TO: Tom Judge
FROM: Lisa Cooke *LCC*
DATE: September 5, 2013
SUBJECT: Advisory Board Capital Budget Request

As we discussed on the telephone, at a special meeting of the Clarke County Advisory Board on August 28, 2013, the group unanimously voted to recommend to the Clarke County Board of Supervisors that we supplement the fundraising efforts of Clarke County Little League in their efforts to put lights on Field 3 at the Clarke County Park. To date, the group is \$7,198.00 short of the known costs of the project and has applied for a grant from Rappahannock Electric for this amount. It should be known by mid-September about this grant. Clarke County Little League also has an additional fundraiser planned in October for the project which historically nets \$3,000.

The Advisory Board voted to recommend the appropriation of up to \$25,000 of our capital funds to cover the unknown costs of the project which includes rock removal, the unloading of light fixtures at the Park and money that may be needed in the event the grant is not awarded.

Enclosed you will find supporting information for the project such as quotes, a letter of need of lighting from Little League, as well as a letter stating that Little League will pay electric cost at 100% when they are using lights.

If you have any other questions or need any additional information from me, please give me a call.

Purchase and Installation of Lights for One Ball Field

at Clarke County Park and Recreation

\$95,000-\$105,000 original estimated project cost given by Musco Lighting representative

	Cost	Amount Waived	Amount Charged
Rappahannock Electric Coop.			
\$1,992.24 estimated installation fee -			
\$1,223.56 estimated 2-year distribution			
revenue REC will receive = \$768.68 REC's			
installation fee for this project)	\$768.68	\$768.68	\$0.00
Musco Lighting	\$41,205.00	\$14,335.00	\$26,870.00
Waterloo Electric			
Install 200 amp underground service on a			
fence, run conduit, & wire 4 pole lights for			
the baseball field.	\$6,200.00	\$6,200.00	\$0.00
Broy & Son Pump Service, Inc.			
400 feet 1" conduit @ .75	\$300.00	\$300.00	\$0.00
Solenbergers			
Weather proof panel box	\$1,000.00	\$1,000.00	\$0.00
100 feet 3" conduit @ \$1.45	\$145.00	\$145.00	\$0.00
Wright's Electric			
300 feet 1" conduit @ .75	\$225.00	\$225.00	\$0.00
Pete McLean			
Dig holes for concrete pole & back fill with			
concrete & soil-\$1,600; assemble & set			
poles-\$1,600; crane rental x one day-			
\$1,200; concrete \$125 per yard x 7 yards-			
\$862.58	\$5,262.00	\$3,200.00	\$2,062.00
Thomas Heating & Plumbing			
Dig and backfill ditch	??	??	\$0.00
Brian Omps Towing & Repair, LLC			
transporting poles from McClean, VA	\$937.50	\$512.50	\$425.00
Total Cost	\$56,043.18	\$26,686.18	\$29,357.00

Give Our Kids Lights Fundraising Report

August 5, 2013

2012 Fundraising Summary

Calendars 2012	\$ 6,812.20
Winnings Returned 2012	100.00
Dinner 2012	3,511.55
2012 TOTAL	\$ 10,423.75

2013 Fundraising Summary

Calendars 2013	\$ 6,287.96
Winnings Returned 2013	200.00
Dinner 2013	4,372.30
Donation Letter 2013	1,300.00
2013 TOTAL	\$ 12,160.26

TOTAL MONIES RAISED

Calendars	\$ 13,100.16
Winnings Returned	\$ 300.00
Dinners	\$ 7,883.85
Donations	\$ 1,300.00
TOTAL INCOME RAISED	\$ 22,584.01

LIGHT PROJECT EXPENDITURES

Poles (picked up & delivered)	\$ 425.00
TOTAL PROJECT EXPENSES	\$ 425.00

REMAINING FUNDS AVAILABLE

\$ 22,159.01 ✓

Clarke County Board of Supervisors

Clarke County Parks and Recreation Board

Why Lights? A lighted field would potentially affect over ¾ of our players who play for Clarke County Little League. Field 3, in the back of Chet Hobert Park, is a flat multiuse field. It can be used as a Tee Ball field, a machine pitch baseball field, and as a softball field for all of our girl teams. With the addition of a portable mound, which we co-use with a travel team, the field can also be used by our baseball teams. For the 2013 Spring Season, CCLL had 285 players. Of these, all but 39 players could practice or play games on this field. We have baseball players, including Tee Ball from ages 4-12, and softball players, ages 7-16, that play on this field. Of note, the only players that would not use Field 3 are our baseball teams with boy's ages 13-16 who have access to the larger lighted (Lloyd) field.

During the 2013 season, we had 25 teams. Each team practices at least once and has two games per week. We have several fields to use, but lose access to Hobert Field two days a week once the adult co-ed softball season starts. We also do not have Field 3 until 5:30pm due to the CCHS JV softball team that uses this field for practices during their season. This makes scheduling very difficult since every team needs practice time during the week. We try to schedule two teams per night on a field for practice, but two things make this challenging. First, parents who work out of town, have a difficult time making it to a practice that starts at 5pm on time. The other factor would be darkness. Early in our season or on cloudy days, it sometimes gets dark before a team has even had an hour to practice.

Rained out games, that need makeup's to be scheduled, limits the number of open time slots on any field. During 2013, we had several Saturday rainouts, and during the later part of May, a whole week of rainouts resulting in some teams having at least three games not being rescheduled due to lack of field time. Field 3, this past season, had games every night of the week played on it and from 9am until at least 3pm on Saturday. Also, we had to schedule three teams on a field for practice on numerous occasions thus giving a team only one hour to practice making it hard for them to get a lot accomplished.

Having a lighted ball field has the potential of doubling field usage. It will cut down on the field prep time and expense that the park and county employees incur. It will relieve the need for another field, and it will give our players the experience of playing and practicing under lights.

Another area that lights would enhance our program is during the fall. Every day gets shorter with the amount of daylight, so by the end of the season, the October practices have to be stopped by 6:30pm. We cannot host any home games during these weeks thus making our players and families travel out of county to play on week nights.

Field 3 with lights would also offer the High School a field to host night games especially during tournament time. Our league has been successful in providing both competitive teams and recreational

opportunities for the youth of Clarke County for the last 27 years. Just this last season, we had three teams win their district tournaments and were competitive at the state tournament level.

We feel we have a great deal of community support. In 2012, our fundraiser dinner sold 312 tickets with that number going up to 350 for 2013. Over 54 parents and board members have sold calendars in support of the field lighting effort. We are still continuing to raise funds as noted on the attached fundraising and donation reports.

On behalf of the Clarke County Little League Board of Directors, we believe that it is time to light Field 3. Our Light Fundraising Committee, along with the League, has worked hard raising funds and hope the remaining money can be designated or released to this project.

Thank you for your time and consideration.

Kim Braithwaite
President of the Clarke County Little League.

Clarke County Parks and Rec Board

Clarke County Board of Supervisors

Clarke County Maintenance Department

Clarke County Little League will be responsible for paying the electric bill for the use of the lights on Field 3. We understand this will be a separate meter. An agreement will be worked out with the Park if groups other than CCLL use the lights.



Kim Braithwaite

President CCLL

Estimate

Invoice Date Feb,26,2013
Invoice Number: Light-01

Quad Contracting

TO:

Clarke County little league Baseball

PAY TO: Pete McLean
486 Summerville rd.
Boyce, VA 22620
540-450-6222

DETAILS: Dig holes and set steel light poles.

1. Dig holes for concrete pole X4 \$1,600.
 30" x 12'

Back fill with concrete and soil
(add on would include rock at \$100. X foot) \$?

2. Assemble and set poles \$1,600.

3. Crane rental x one day. \$1,200.

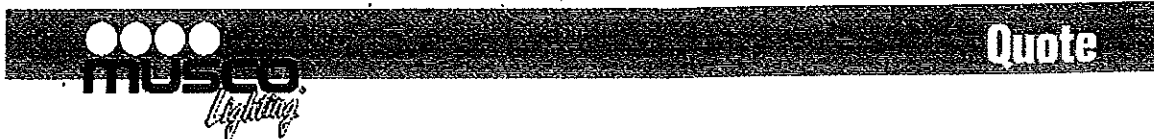
4. Concrete \$125. Per yard X 7yards \$862.58

Total \$5,262.

-Discount & Donation -\$3,200.

Estimated cost \$2,062.

Thank You, Pete Mclean



Clarke County Little League Field
Berryville, VA
Date: August 8, 2013

Quotation Price - Sales tax, labor and unloading of the equipment are not included as part of this quote

Musco's Light Structure Green™ Retro-Fit System as described below and delivered to the job site:

- Retro-Fit System as described in Equipment Description below: \$26,870.00
- Cost for Musco provided equipment.
- Value of (4) 70' Poles being donated: \$24,000.00
- These poles will be donated by the Fairfax County Park Authority and Musco will provide the equipment described below to mount on the donated poles.

Pricing furnished is effective for 60 days unless otherwise noted and is considered confidential.

Equipment Description

- Light Structure Green™ Retro-Fit System delivered to your site in Five Easy Pieces™
- (4) Pre-cast concrete bases, UL Listed remote electrical component enclosures, Pole length wire harnesses, (16) Factory-aimed and assembled luminaires, (4) New pole top fitters.
- Warranty:
 - Musco Constant 25™ product assurance and warranty program that eliminates 100% of your maintenance costs for 25 years, including labor and materials
 - Guaranteed constant light level for 25 years.
 - ? Infield - 50fc
 - ? Outfield - 30fc
 - One group re-lamp at the end of the lamps' rated life, 5,000 hours
- Controls:
 - Control Link ®Control & Monitoring System for flexible control and solid management of your lighting system
 - Lighting Contactor Cabinet sized for 480 Volt/3 phase

Payment Terms - As agreed upon between Musco Sports Lighting LLC Credit Department and Customer

Musco will make every effort to coordinate shipment so that delivery corresponds with the customer's payment schedule. We will expect payment within the terms described above unless there is a written statement from Musco's corporate headquarters stating the acceptance of different terms. Delivery to the job site from the time of order, submittal approval, and confirmation of order details including voltage and phase, pole locations is approximately 30-45 days. Due to the built-in custom light control per luminaire, pole locations need to be confirmed prior to production. Changes to pole locations after the product is sent to production could result in additional charges.

Thank you for considering Musco for your sports-lighting needs. Please contact me with any questions.

Steve Wiley
Sales Representative
Musco Sports Lighting
Phone: 804-836-6785
E-mail: steve.wiley@musco.com
Fax: 800-374-6402

Purchase and Installation of Lights for One Ball Field

at Clarke County Park and Recreation

\$95,000-\$105,000 original estimated project cost given by Musco Lighting representative

	Cost	Amount Waived	Amount Charged
Rappahannock Electric Coop. \$1,992.24 estimated installation fee - \$1,223.56 estimated 2-year distribution revenue REC will receive = \$768.68 REC's installation fee for this project)	\$768.68	\$768.68	\$0.00
Musco Lighting	\$41,205.00	\$0.00	\$41,205.00
Waterloo Electric Install 200 amp underground service on a fence, run conduit, & wire 4 pole lights for the baseball field.	\$6,200.00	\$6,200.00	\$0.00
Broy & Son Pump Service, Inc. 400 feet 1" conduit @ .75	\$300.00	\$300.00	\$0.00
Solenbergers Weather proof panel box 100 feet 3" conduit @ \$1.45	\$1,000.00 \$145.00	\$1,000.00 \$145.00	\$0.00 \$0.00
Wright's Electric 300 feet 1" conduit @ .75	\$225.00	\$225.00	\$0.00
Pete McLean Dig holes for concrete pole & back fill with concrete & soil-\$1,600; assemble & set poles-\$1,600; crane rental x one day- \$1,200; concrete \$125 per yard x 7 yards- \$862.58	\$5,262.00	\$3,200.00	\$2,062.00
Thomas Heating & Plumbing Dig and backfill ditch	??	??	\$0.00
Total Cost	\$55,105.68	\$11,838.68	\$43,267.00
Additional Quotes Received but not using:			
Broy & Son Pump Service, Inc. Dig and backfill ditch; Equipment & Labor	\$1,504.00	\$454.00	\$1,050.00
Consolidated Electric Service, LLC Labor & materials to build a rack; install a power panel & meter; install Musco supplied contactor panel; underground conduits & wires; & terminate poles. Excavation, pole installation & rigging by others. Permits & inspections.	\$12,027.00	\$0.00	\$12,027.00
???	Drew said he would give you his prices.		

Government Capital Projects

June 30, 2013

THIS REPORT IS PRELIMINARY - NOT THE FINAL FISCAL YEAR 2013 END REPORT

Description	FY 12 Carryover	FY 13 Original Budget/ Revenue Estimate	FY13 Supplemental Budget	Inter-project Adjusts	Cumulative Budget With Adjusts	Outstanding Encumbrance	Year-to Date Expenditure/ Revenue	Available Balance	Notes
General Government Capital Expenditure									
Sheriff's Equipment (fingerprinting, etc.)	20,827	8,925			29,752		8,925	20,827	
HVAC Systems	-	15,000		228,384	243,384	21,763	174,544	47,077	County portion of HVAC for JGC is 243,383.84 and Town's portion is 144,788.16. add 228,384 from sheriffs renovation
Auto Replacement	33,929	26,456			60,385		27,729	32,656	
Resurface Tennis Courts	90,000				90,000		36,599	53,401	
Pool Repair	19,999		2,686		22,685	10,564	2,083	10,038	
Fencing - Ballfield & Pool		10,000			10,000			10,000	
Additional Parking	10,000				10,000			10,000	
Sheriff's Vehicles	87,811	83,542			171,353		72,816	98,537	
Communications Study		50,000			50,000			50,000	
Sheriff's Mobile Radio System	15,580			(322)	15,258			15,258	move 322 to E-911 ph system to cover bid
Park Expansion	30,000			(20,000)	10,000			10,000	move 20k to Parks Westside
Phone System (E-911)		117,024	55,350	322	172,696	115,131	57,565	(0)	add 322 from Sheriff mobile radio system to cover bid
Economic Development	332,803		200,000	(49,109)	483,694		306,180	177,514	move 49,109 to plan updates, add \$200k supplemental
Technology Improvements	3,520	55,363			58,883		38,011	20,872	
Sheriff's Building Renovation	404,922			(228,384)	176,538		12,581	163,957	move 228,384 to HVAC to cover repairs
Roofing	112,333				112,333	1,295	24,415	86,623	
Plan Updates	9,661			49,109	58,770		11,030	47,740	add 49,109 from economic development
Carpeting (Includes Gen Dist Courthouse Seating)	39,080				39,080		8,252	30,828	courthouse area, etc.
Landscaping	15,375				15,375			15,375	
Parks Westside Sitework/Parking	47,024			40,000	87,024			87,024	add 40k from park expansion & park signs
Parks Signs/Pool Roof	20,000			(20,000)	-			-	move 20k to Parks Westside
Recreation Center Additions/Wall Crack	647,559				647,559		553,947	93,612	off-set this bal with revenue shortage of \$34,027 below for actual available balance of \$60,880
Systems Integration	75,900				75,900			75,900	
Total Expenditure	2,016,323	366,310	258,036	-	2,640,669	148,753	1,334,676	1,157,239	
			624,346						
Revenue									
Debt Proceeds	75,758				75,758			75,758	\$15,007.50 of the \$334,936 has been requested from RDA but not yet received
Senior Center Fund Raising	35,384				35,384		1,357	34,027	
Donation for Dog Park	3,035				3,035		7,082	(4,047)	
Commonwealth Revenue - Governors Opportunity Fund			200,000		200,000		200,000	-	
E-911 PSAP Grant		117,024	55,350		172,374		57,565	114,809	
Transfer from Parks construction fund			2,686		2,686		2,686	-	
Total Revenue	114,177	117,024	258,036	-	489,237		268,690	220,547	
			375,060						
Capital Projects Fund Balance									
Economic Development	332,803			(49,109)	283,694		106,180	177,514	
Total Revenue and Fund Balance	446,980	117,024	258,036	(49,109)	772,931			398,061	
Total Expenditures less Revenue and Fund Balance	1,569,343				1,867,738			759,179	

Clarke Co. Reconciliation of Appropriations Year Ending June 30, 2014													05-Sep-13	
Date		Total	General Fund	Soc Svcs Fund	CSA Fund	Sch Oper Fund	Food Serv Fund	GG Cap Fund	School Cap Fund	GG Debt Fund	School Debt Fund	Joint Fund	Conservation Easements	Unemploy. Fund
04/17/13	Appropriations Resolution: Total	37,998,056	8,417,168	1,363,059	661,500	20,637,598	761,012	575,000	728,163	399,200	3,888,619	541,737	0	25,000
	<i>Adjustments:</i>													
7/16/2013	School Carryover for Building Automation								53,143					
7/16/2013	Circuit Court On-line land records		10,700											
9/17/2013	Voting Equipment		1,000											
9/17/2013	Historic Preservation Grants		9,000											
9/17/2013	Gang Task Force Grant		15,000											
9/17/2013	Fish and Wildlife Grant for Spout Run							141,603						
9/17/2013	Conservation Easement Purchase												21,250	
9/17/2013	Water Quality Testing		12,000											
	Revised Appropriation	38,261,752	8,464,868	1,363,059	661,500	20,637,598	761,012	716,603	781,306	399,200	3,888,619	541,737	21,250	25,000
	Change to Appropriation	263,696	47,700	0	0	0	0	141,603	53,143	0	0	0	21,250	0
	Original Revenue Estimate	14,680,803	2,731,834	892,247	306,457	9,713,245	761,012	0	154,000	0	119,008	3,000	0	0
	<i>Adjustments:</i>													
7/16/2013	Circuit Court On-line land records (State)		5,666											
7/16/2013	Circuit Court On-line land records (Fees)		5,034											
9/17/2013	Voting Equipment		1,000											
9/17/2013	Historic Preservation Grants		9,000											
9/17/2013	Gang Task Force Grant		15,000											
9/17/2013	Fish and Wildlife Grant for Spout Run							141,603						
9/17/2013	Conservation Easement Purchase												21,250	
9/17/2013	Water Quality Testing		12,000											
	Revised Revenue Estimate	14,891,356	2,779,534	892,247	306,457	9,713,245	761,012	141,603	154,000	0	119,008	3,000	21,250	0
	Change to Revenue Estimate	210,553	47,700	0	0	0	0	141,603	0	0	0	0	21,250	0
	Original Local Tax Funding	23,317,253	5,685,334	470,812	355,043	10,924,353	0	575,000	574,163	399,200	3,769,611	538,737	0	25,000
	Revised Local Tax Funding	23,370,396	5,685,334	470,812	355,043	10,924,353	0	575,000	627,306	399,200	3,769,611	538,737	0	25,000
	Change to Local Tax Funding	53,143	0	0	0	0	0	0	53,143	0	0	0	0	0

Italics = Proposed actions

FY 14 Budget Transfers

9/5/2013

FROM	TO	AMOUNT
Minor Capital Contingency	Electoral Board Minor Capital	2,644 <i>Voting Machinges</i>
Prof Serv Contingency	Sanitation	500 <i>FCSA</i>
Personnel Contingency	County Admin	7,500 <i>Compensation Plan</i>
Minor Capital Contingency	Economic Development	1,750 <i>"Welcome Signs"</i>

CLARKE COUNTY
 FD-PJT-FUNC-OBJ EXPENDITURES SUMMARY REPORT DEFINITION TYPE #0
 for Fiscal Year 2014 (2013-2014 Fiscal Year)
 Posted Only Figures
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Code	Description	Appropriations	Outstanding Encumbrances	Expenditures For AUGUST	Expenditures Year-to-Date	Available Balance	Percent Used
FD 100 GENERAL FUND							
PJT 000 NON-CATEGORICAL							
FUNC 11010 BOARD OF SUPERVISORS							
1300	SALARIES AND WAGES - PART TIME	\$ 13,800.00	\$ 11,500.00	\$ 1,150.00	\$ 2,300.00	\$ 0.00	100.00
2100	FICA BENEFITS	\$ 1,056.00	\$ 741.52	\$ 74.15	\$ 148.30	\$ 166.18	84.26
2300	HOSPITAL/MEDICAL PLANS	\$ 10,960.00	\$ 9,133.40	\$ 913.30	\$ 1,826.60	\$ 0.00	100.00
3100	PROFESSIONAL SERVICES	\$ 9,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 9,000.00	0.00
3600	ADVERTISING	\$ 5,600.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 5,600.00	0.00
5210	POSTAL SERVICES	\$ 300.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 300.00	0.00
5307	PUBLIC OFFICIAL LIABILITY INS.	\$ 6,100.00	\$ 0.00	\$ 0.00	\$ 5,947.00	\$ 153.00	97.49
5540	TRAVEL CONVENTION & EDUCATION	\$ 3,000.00	\$ 0.00	\$ 0.00	\$ 1,621.75	\$ 1,378.25	54.06
5800	MISCELLANEOUS CHARGES	\$ 1,600.00	\$ 0.00	\$ 234.84	\$ 234.84	\$ 1,365.16	14.68
5810	DUES & ASSOC. MEMBERSHIPS	\$ 5,200.00	\$ 0.00	\$ 500.00	\$ 3,641.00	\$ 1,559.00	70.02
6001	OFFICE SUPPLIES	\$ 500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 500.00	0.00
11010	BOARD OF SUPERVISORS	\$ 57,116.00	\$ 21,374.92	\$ 2,872.29	\$ 15,719.49	\$ 20,021.59	64.95
FUNC 12110 COUNTY ADMINISTRATOR							
1100	SALARIES - REGULAR	\$ 215,195.00	\$ 179,329.16	\$ 17,932.92	\$ 35,865.84	\$ 0.00	100.00
1300	SALARIES - PART TIME	\$ 0.00	\$ 0.00	\$ 0.00	\$ 437.50	\$ 437.50	100.00
2100	FICA BENEFITS	\$ 16,462.00	\$ 13,128.62	\$ 1,312.86	\$ 2,659.18	\$ 674.20	95.90
2210	VSRS BENEFITS	\$ 26,125.00	\$ 21,770.57	\$ 2,177.05	\$ 4,354.10	\$ 0.33	100.00
2300	HEALTH INSURANCE BENEFITS	\$ 19,688.00	\$ 16,406.72	\$ 1,640.64	\$ 3,281.28	\$ 0.00	100.00
2400	LIFE INSURANCE	\$ 2,561.00	\$ 2,134.00	\$ 213.41	\$ 426.82	\$ 0.18	99.99
2700	WORKERS COMPENSATION INSURANCE	\$ 195.00	\$ 0.00	\$ 0.00	\$ 168.59	\$ 26.41	86.46
3320	MAINTENANCE SERVICE CONTRACT	\$ 500.00	\$ 1,504.00	\$ 0.00	\$ 0.00	\$ 1,004.00	300.80
3500	PRINTING AND BINDING	\$ 2,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,000.00	0.00
3600	ADVERTISING	\$ 0.00	\$ 0.00	\$ 171.60	\$ 171.60	\$ 171.60	100.00
5210	POSTAL SERVICES	\$ 500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 500.00	0.00
5230	TELECOMMUNICATIONS	\$ 1,000.00	\$ 552.79	\$ 56.27	\$ 56.27	\$ 390.94	60.91
5540	TRAVEL CONVENTION & EDUCATION	\$ 1,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,000.00	0.00
5810	DUES & ASSOCIATION MEMBERSHIPS	\$ 1,000.00	\$ 0.00	\$ 0.00	\$ 517.93	\$ 482.07	51.79
6001	OFFICE SUPPLIES	\$ 1,000.00	\$ 0.00	\$ 17.55	\$ 35.10	\$ 964.90	3.51
6008	VEHICLE AND EQUIP FUEL	\$ 1,200.00	\$ 0.00	\$ 127.06	\$ 173.20	\$ 1,026.80	14.43
6012	BOOKS AND SUBSCRIPTIONS	\$ 1,350.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,350.00	0.00
12110	COUNTY ADMINISTRATOR	\$ 289,776.00	\$ 234,825.86	\$ 23,649.36	\$ 48,147.41	\$ 6,802.73	97.65
FUNC 12210 LEGAL SERVICES							
1100	SALARIES/WAGES - REGULAR	\$ 38,844.00	\$ 33,988.50	\$ 1,618.50	\$ 4,855.50	\$ 0.00	100.00
2100	FICA	\$ 2,972.00	\$ 2,600.12	\$ 123.82	\$ 371.45	\$ 0.43	99.99
2700	WORKER'S COMPENSATION	\$ 0.00	\$ 0.00	\$ 0.00	\$ 27.39	\$ 27.39	100.00
3100	PROFESSIONAL SERVICES	\$ 30,000.00	\$ 0.00	\$ 390.00	\$ 390.00	\$ 29,610.00	1.30
12210	LEGAL SERVICES	\$ 71,816.00	\$ 36,588.62	\$ 2,132.32	\$ 5,644.34	\$ 29,583.04	58.81
FUNC 12310 COMMISSIONER OF REVENUE							
1100	SALARIES - REGULAR	\$ 139,602.00	\$ 116,335.00	\$ 11,633.50	\$ 23,118.50	\$ 148.50	99.89
2100	FICA BENEFITS	\$ 10,680.00	\$ 8,119.30	\$ 811.93	\$ 1,612.43	\$ 948.27	91.12
2210	VSRS BENEFITS	\$ 16,948.00	\$ 14,123.07	\$ 1,412.31	\$ 2,806.59	\$ 18.34	99.89
2300	HEALTH INSURANCE BENEFITS	\$ 20,184.00	\$ 16,819.98	\$ 1,682.01	\$ 3,364.02	\$ 0.00	100.00
2400	LIFE INSURANCE	\$ 1,661.00	\$ 1,384.39	\$ 138.43	\$ 275.09	\$ 1.52	99.91
2700	WORKERS COMPENSATION INSURANCE	\$ 130.00	\$ 0.00	\$ 0.00	\$ 107.97	\$ 22.03	83.05
3100	PROFESSIONAL SERVICES	\$ 100.00	\$ 0.00	\$ 22.05	\$ 44.10	\$ 55.90	44.10
3320	MAINTENANCE SERVICE CONTRACTS	\$ 500.00	\$ 97.30	\$ 22.70	\$ 22.70	\$ 380.00	24.00
3500	PRINTING AND BINDING	\$ 500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 500.00	0.00
3600	ADVERTISING	\$ 250.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 250.00	0.00
4100	DATA PROCESSING	\$ 1,900.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,900.00	0.00
5210	POSTAL SERVICES	\$ 2,200.00	\$ 0.00	\$ 0.00	\$ 100.00	\$ 2,100.00	4.55
5230	TELECOMMUNICATIONS	\$ 600.00	\$ 0.00	\$ 35.40	\$ 35.40	\$ 564.60	5.90
5510	TRAVEL MILEAGE	\$ 300.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 300.00	0.00
5540	TRAVEL CONVENTION & EDUCATION	\$ 2,500.00	\$ 0.00	\$ 425.00	\$ 425.00	\$ 2,075.00	17.00
5810	DUES & MEMBERSHIPS	\$ 800.00	\$ 0.00	\$ 275.00	\$ 285.00	\$ 515.00	35.62

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Code	Description	Appropriations	Outstanding Encumbrances	Expenditures For AUGUST	Expenditures Year-to-Date	Available Balance	Percent Used
6001	OFFICE SUPPLIES	\$ 1,100.00	\$ 0.00	\$ 110.15	\$ 460.15	\$ 639.85	41.83
6012	BOOKS AND SUBSCRIPTIONS	\$ 800.00	\$ 0.00	\$ 0.00	\$ 105.00	\$ 695.00	13.12
12310	COMMISSIONER OF REVENUE	\$ 200,755.00	\$ 156,879.04	\$ 16,568.48	\$ 32,761.95	\$ 11,114.01	94.46
	FUNC 12320 ASSESSOR						
3320	MAINTENANCE SERVICE CONTRACT	\$ 3,500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 3,500.00	0.00
	FUNC 12410 TREASURER						
1100	SALARIES - REGULAR	\$ 163,209.00	\$ 141,170.00	\$ 14,117.00	\$ 28,071.66	\$ 6,032.66	103.70
2100	FICA BENEFITS	\$ 12,486.00	\$ 10,599.38	\$ 1,059.92	\$ 2,107.37	\$ 220.75	101.77
2210	VSRS BENEFITS	\$ 19,814.00	\$ 17,138.04	\$ 1,713.80	\$ 3,407.89	\$ 731.93	103.69
2300	HEALTH INSURANCE BENEFITS	\$ 10,960.00	\$ 9,133.40	\$ 913.30	\$ 1,826.60	\$ 0.00	100.00
2400	LIFE INSURANCE	\$ 1,942.00	\$ 1,679.92	\$ 167.99	\$ 334.04	\$ 71.96	103.71
2700	WORKERS COMPENSATION INSURANCE	\$ 150.00	\$ 0.00	\$ 0.00	\$ 126.47	\$ 23.53	84.31
3100	PROFESSIONAL SERVICES	\$ 300.00	\$ 0.00	\$ 22.05	\$ 44.10	\$ 255.90	14.70
3320	MAINTENANCE SERVICE CONTRACT	\$ 200.00	\$ 97.30	\$ 22.70	\$ 22.70	\$ 80.00	60.00
3500	PRINTING AND BINDING	\$ 9,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 9,000.00	0.00
3600	ADVERTISING	\$ 2,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,000.00	0.00
5210	POSTAL SERVICES	\$ 20,000.00	\$ 0.00	\$ 0.00	\$ 100.00	\$ 19,900.00	0.50
5230	TELECOMMUNICATIONS	\$ 1,600.00	\$ 0.00	\$ 3.02	\$ 3.02	\$ 1,596.98	0.19
5510	TRAVEL MILEAGE	\$ 150.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 150.00	0.00
5540	TRAVEL CONVENTION & EDUCATION	\$ 1,600.00	\$ 0.00	\$ 431.34	\$ 431.34	\$ 1,168.66	26.96
5810	DUES & MEMBERSHIPS	\$ 900.00	\$ 0.00	\$ 0.00	\$ 680.00	\$ 220.00	75.56
6001	OFFICE SUPPLIES	\$ 4,100.00	\$ 0.00	\$ 225.46	\$ 283.96	\$ 3,816.04	6.93
6022	SUPPLIES - DOG TAGS	\$ 750.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 750.00	0.00
12410	TREASURER	\$ 249,161.00	\$ 179,818.04	\$ 18,676.58	\$ 37,439.15	\$ 31,903.81	87.20
	FUNC 12510 DATA PROCESSING						
1100	SALARIES & WAGES - REGULAR	\$ 122,425.00	\$ 102,020.84	\$ 10,202.08	\$ 20,404.16	\$ 0.00	100.00
1300	SALARIES - PART TIME	\$ 0.00	\$ 0.00	\$ 0.00	\$ 307.50	\$ 307.50	100.00
2100	FICA BENEFITS	\$ 9,366.00	\$ 7,294.95	\$ 729.49	\$ 1,482.50	\$ 588.55	93.72
2210	VSRS	\$ 14,862.00	\$ 12,385.32	\$ 1,238.54	\$ 2,477.08	\$ 0.40	100.00
2300	HOSPITAL/MEDICAL PLANS	\$ 14,208.00	\$ 11,840.02	\$ 1,183.99	\$ 2,367.98	\$ 0.00	100.00
2400	LIFE INSURANCE	\$ 1,457.00	\$ 1,214.03	\$ 121.41	\$ 242.82	\$ 0.15	99.99
2700	WORKER'S COMPENSATION	\$ 115.00	\$ 0.00	\$ 0.00	\$ 103.29	\$ 11.71	89.82
3100	PROFESSIONAL SERVICES	\$ 22,000.00	\$ 2,050.00	\$ 200.00	\$ 3,372.00	\$ 16,578.00	24.65
3320	MAINTENANCE SERVICE CONTRACT	\$ 40,000.00	\$ 14,315.56	\$ 3,160.22	\$ 24,658.44	\$ 1,026.00	97.44
5210	POSTAL SERVICES	\$ 100.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 100.00	0.00
5230	TELECOMMUNICATIONS	\$ 35,000.00	\$ 9,615.58	\$ 1,585.26	\$ 6,525.77	\$ 18,858.65	46.12
5540	TRAVEL CONVENTION & EDUCATION	\$ 500.00	\$ 0.00	\$ 38.70	\$ 38.70	\$ 461.30	7.74
6001	OFFICE SUPPLIES	\$ 1,500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,500.00	0.00
8207	EDP EQUIPMENT	\$ 18,000.00	\$ 2,064.00	\$ 2,335.65	\$ 2,352.63	\$ 13,583.37	24.54
12510	DATA PROCESSING	\$ 279,533.00	\$ 162,800.30	\$ 20,795.34	\$ 64,332.87	\$ 52,399.83	81.25
	FUNC 13100 ELECTORAL BOARD AND OFFICIALS						
1300	SALARIES - PART TIME	\$ 6,014.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 6,014.00	0.00
2100	FICA	\$ 461.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 461.00	0.00
3000	PURCHASED SERVICES	\$ 5,300.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 5,300.00	0.00
3160	ELECTORAL BOARD SERVICES	\$ 7,975.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 7,975.00	0.00
3320	MAINTENANCE SERVICE CONTRACT	\$ 5,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 5,000.00	0.00
3500	PRINTING AND BINDING	\$ 2,576.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,576.00	0.00
3600	ADVERTISING	\$ 340.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 340.00	0.00
5210	POSTAL SERVICES	\$ 1,500.00	\$ 0.00	\$ 0.00	\$ 64.00	\$ 1,436.00	4.27
5400	LEASES AND RENTALS	\$ 1,050.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,050.00	0.00
5510	TRAVEL MILEAGE	\$ 350.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 350.00	0.00
5540	TRAVEL CONVENTION & EDUCATION	\$ 600.00	\$ 0.00	\$ 0.00	\$ 594.68	\$ 5.32	99.11
5810	DUES, SUBSCRIPTIONS & MEMBERSHIPS	\$ 150.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 150.00	0.00
6000	MATERIAL AND SUPPLIES	\$ 1,670.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,670.00	0.00
13100	ELECTORAL BOARD AND OFFICIALS	\$ 32,986.00	\$ 0.00	\$ 0.00	\$ 658.68	\$ 32,327.32	2.00
	FUNC 13200 REGISTRAR						
1100	SALARIES - REGULAR	\$ 46,783.00	\$ 39,026.67	\$ 3,902.67	\$ 7,696.92	\$ 59.41	99.87
1300	SALARIES - PART TIME	\$ 8,840.00	\$ 0.00	\$ 1,060.00	\$ 1,166.00	\$ 7,674.00	13.19

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Code	Description	Appropriations	Outstanding Encumbrances	Expenditures For	Expenditures AUGUST	Expenditures Year-to-Date	Available Balance	Percent Used
2100	FICA BENEFITS	\$ 4,256.00	\$ 3,000.01	\$ 381.09	\$ 680.84	\$ 575.15	86.49	
2210	VSRS BENEFITS	\$ 5,679.00	\$ 4,737.84	\$ 473.78	\$ 934.40	\$ 6.76	99.88	
2400	LIFE INSURANCE	\$ 557.00	\$ 464.42	\$ 46.44	\$ 91.59	\$ 0.99	99.82	
2700	WORKERS COMPENSATION INSURANCE	\$ 50.00	\$ 0.00	\$ 0.00	\$ 35.67	\$ 14.33	71.34	
3310	REPAIR & MAINTENANCE	\$ 200.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 200.00	0.00	
3320	MAINTENANCE & SERVICE CONTRACT	\$ 180.00	\$ 204.00	\$ 0.00	\$ 0.00	\$ 24.00	113.33	
5230	TELECOMMUNICATIONS	\$ 900.00	\$ 552.79	\$ 50.23	\$ 50.23	\$ 296.98	67.00	
5510	TRAVEL MILEAGE	\$ 150.00	\$ 0.00	\$ 208.99	\$ 208.99	\$ 58.99	139.33	
5540	TRAVEL CONVENTION & EDUCATION	\$ 850.00	\$ 0.00	\$ 685.86	\$ 757.59	\$ 92.41	89.13	
5810	DUES & SUBSCRIPTIONS	\$ 150.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 150.00	0.00	
6001	OFFICE SUPPLIES	\$ 725.00	\$ 0.00	\$ 62.87	\$ 84.65	\$ 640.35	11.68	
13200	REGISTRAR	\$ 69,320.00	\$ 47,985.73	\$ 6,871.93	\$ 11,706.88	\$ 9,627.39	86.11	
	FUNC 21100 CIRCUIT COURT							
5841	COMPENSATION OF JURORS	\$ 1,800.00	\$ 0.00	\$ 0.00	\$ 150.00	\$ 1,650.00	8.33	
5842	JURY COMMISSIONERS	\$ 180.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 180.00	0.00	
7001	SHARED COURT SERVICES	\$ 9,500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 9,500.00	0.00	
21100	CIRCUIT COURT	\$ 11,480.00	\$ 0.00	\$ 0.00	\$ 150.00	\$ 11,330.00	1.31	
	FUNC 21200 GENERAL DISTRICT COURT							
3150	LEGAL	\$ 0.00	\$ 0.00	\$ 0.00	\$ 120.00	\$ 120.00	100.00	
3320	MAINTENANCE SERVICE CONTRACT	\$ 0.00	\$ 240.00	\$ 0.00	\$ 0.00	\$ 240.00	100.00	
5210	POSTAL SERVICES	\$ 980.00	\$ 652.00	\$ 0.00	\$ 0.00	\$ 328.00	66.53	
5230	TELECOMMUNICATIONS	\$ 1,900.00	\$ 0.00	\$ 159.17	\$ 159.17	\$ 1,740.83	8.38	
6001	OFFICE SUPPLIES	\$ 500.00	\$ 0.00	\$ 190.94	\$ 190.94	\$ 309.06	38.19	
6012	BOOKS AND SUBSCRIPTIONS	\$ 600.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 600.00	0.00	
21200	GENERAL DISTRICT COURT	\$ 3,980.00	\$ 892.00	\$ 350.11	\$ 470.11	\$ 2,617.89	34.22	
	FUNC 21300 MAGISTRATE							
5230	TELECOMMUNICATIONS	\$ 400.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 400.00	0.00	
	FUNC 21500 JUVENILE & DOMESTIC RELATIONS OFFICE							
3320	MAINTENANCE SERVICE CONTRACT	\$ 421.00	\$ 400.00	\$ 0.00	\$ 0.00	\$ 21.00	95.01	
5210	POSTAL SERVICES	\$ 450.00	\$ 372.00	\$ 0.00	\$ 100.00	\$ 22.00	104.89	
5230	TELECOMMUNICATIONS	\$ 700.00	\$ 0.00	\$ 67.66	\$ 67.66	\$ 632.34	9.67	
5810	DUES & MEMBERSHIPS	\$ 100.00	\$ 0.00	\$ 0.00	\$ 40.00	\$ 60.00	40.00	
6001	OFFICE SUPPLIES	\$ 1,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,000.00	0.00	
21500	JUVENILE & DOMESTIC RELATIONS OF	\$ 2,671.00	\$ 772.00	\$ 67.66	\$ 207.66	\$ 1,691.34	36.68	
	FUNC 21600 CLERK OF THE CIRCUIT COURT							
1100	Salaries - Regular	\$ 165,828.00	\$ 138,189.10	\$ 13,818.91	\$ 27,430.84	\$ 208.06	99.87	
2100	FICA BENEFITS	\$ 12,686.00	\$ 10,716.68	\$ 1,071.67	\$ 2,126.56	\$ 157.24	101.24	
2210	VSRS BENEFITS	\$ 20,132.00	\$ 16,776.16	\$ 1,677.61	\$ 3,330.10	\$ 25.74	99.87	
2300	HEALTH INSURANCE BENEFITS	\$ 10,960.00	\$ 9,133.40	\$ 913.30	\$ 1,826.60	\$ 0.00	100.00	
2400	LIFE INSURANCE	\$ 1,973.00	\$ 1,644.45	\$ 164.44	\$ 326.42	\$ 2.13	99.89	
2700	WORKER'S COMPENSATION	\$ 155.00	\$ 0.00	\$ 0.00	\$ 127.96	\$ 27.04	82.55	
3100	PROFESSIONAL SERVICES	\$ 13,700.00	\$ 0.00	\$ 174.00	\$ 174.00	\$ 13,526.00	1.27	
3320	MAINTENANCE SERVICE CONTRACT	\$ 900.00	\$ 730.00	\$ 0.00	\$ 243.00	\$ 73.00	108.11	
3500	PRINTING AND BINDING	\$ 300.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 300.00	0.00	
3510	MICROFILMING	\$ 7,000.00	\$ 0.00	\$ 669.31	\$ 1,237.37	\$ 5,762.63	17.68	
5210	POSTAL SERVICES	\$ 2,800.00	\$ 0.00	\$ 0.00	\$ 100.00	\$ 2,700.00	3.57	
5230	TELECOMMUNICATIONS	\$ 900.00	\$ 0.00	\$ 68.06	\$ 68.06	\$ 831.94	7.56	
6001	OFFICE SUPPLIES	\$ 6,500.00	\$ 0.00	\$ 2,232.79	\$ 2,330.14	\$ 4,169.86	35.85	
21600	CLERK OF THE CIRCUIT COURT	\$ 243,834.00	\$ 177,189.79	\$ 20,790.09	\$ 39,321.05	\$ 27,323.16	88.79	
	FUNC 21900 VICTIM/WITNESS PROGRAM							
1300	SALARIES/WAGES - PART TIME	\$ 28,965.00	\$ 24,137.51	\$ 2,413.75	\$ 4,827.50	\$ 0.01	100.00	
2100	FICA	\$ 2,217.00	\$ 1,824.10	\$ 182.42	\$ 364.84	\$ 28.06	98.73	
2210	VSRS	\$ 3,516.00	\$ 2,930.29	\$ 293.03	\$ 586.06	\$ 0.35	100.01	
2300	Health Insurance	\$ 4,252.00	\$ 4,566.50	\$ 456.65	\$ 913.30	\$ 1,227.80	128.88	
2400	LIFE INSURANCE	\$ 345.00	\$ 370.16	\$ 37.02	\$ 74.04	\$ 99.20	128.75	
2700	WORKER'S COMPENSATION	\$ 40.00	\$ 0.00	\$ 0.00	\$ 29.24	\$ 10.76	73.10	

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5230	TELECOMMUNICATIONS	\$ 0.00	\$ 0.00	\$ 3.02	\$ 3.02	\$ 3.02	100.00
5540	TRAVEL CONVENTION & EDUCATION	\$ 600.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 600.00	0.00
5810	DUES,SUBSCRIPTIONS & MEMBERSHIPS	\$ 75.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 75.00	0.00
6001	OFFICE SUPPLIES	\$ 250.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 250.00	0.00
21900	VICTIM/WITNESS PROGRAM	\$ 40,260.00	\$ 33,828.56	\$ 3,385.89	\$ 6,798.00	\$ 366.56	100.91
	FUNC 21920 COURT SERVICES DETOXIFICATION						
3845	PURCHASED SERVICES - DETOX	\$ 0.00	\$ 0.00	\$ 3,759.00	\$ 3,759.00	\$ 3,759.00	100.00
	FUNC 21930 BLUE RIDGE LEGAL SERVICES						
5699	CIVIC CONTRIBUTIONS	\$ 1,500.00	\$ 0.00	\$ 1,500.00	\$ 1,500.00	\$ 0.00	100.00
	FUNC 21940 REGIONAL COURT SERVICES						
5699	CIVIC CONTRIBUTIONS	\$ 3,759.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 3,759.00	0.00
	FUNC 22100 COMMONWEALTH'S ATTORNEY						
1100	SALARIES - REGULAR	\$ 188,734.00	\$ 157,279.06	\$ 14,650.42	\$ 30,117.57	\$ 1,337.37	99.29
1300	SALARIES - PART TIME	\$ 12,300.00	\$ 0.00	\$ 1,448.00	\$ 1,944.00	\$ 10,356.00	15.80
2100	FICA BENEFITS	\$ 15,379.00	\$ 13,744.21	\$ 1,237.98	\$ 2,630.70	\$ 995.91	106.48
2210	VSRS BENEFITS	\$ 21,343.00	\$ 17,883.03	\$ 1,788.30	\$ 3,544.95	\$ 84.98	100.40
2300	HEALTH INSURANCE BENEFITS	\$ 10,863.00	\$ 9,133.00	\$ 913.30	\$ 1,826.60	\$ 96.60	100.89
2400	LIFE INSURANCE	\$ 2,092.00	\$ 1,752.95	\$ 175.30	\$ 347.49	\$ 8.44	100.40
2700	WORKERS COMPENSATION INSURANCE	\$ 180.00	\$ 0.00	\$ 0.00	\$ 157.58	\$ 22.42	87.54
3320	MAINTENANCE SERVICE CONTRACT	\$ 750.00	\$ 320.50	\$ 0.00	\$ 63.90	\$ 365.60	51.25
5210	POSTAL SERVICES	\$ 1,100.00	\$ 0.00	\$ 150.00	\$ 150.00	\$ 950.00	13.64
5230	TELECOMMUNICATIONS	\$ 600.00	\$ 0.00	\$ 38.73	\$ 38.73	\$ 561.27	6.46
5540	TRAVEL CONVENTION & EDUCATION	\$ 3,500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 3,500.00	0.00
5549	WITNESS TRAVEL EXPENDITURES	\$ 800.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 800.00	0.00
5810	DUES & MEMBERSHIPS	\$ 800.00	\$ 0.00	\$ 270.00	\$ 270.00	\$ 530.00	33.75
6001	OFFICE SUPPLIES	\$ 1,500.00	\$ 0.00	\$ 54.30	\$ 306.95	\$ 1,193.05	20.46
6012	BOOKS AND SUBSCRIPTIONS	\$ 1,000.00	\$ 0.00	\$ 0.00	\$ 420.00	\$ 580.00	42.00
22100	COMMONWEALTH'S ATTORNEY	\$ 260,941.00	\$ 200,112.75	\$ 20,726.33	\$ 41,818.47	\$ 19,009.78	92.71
	FUNC 31200 SHERIFF						
1100	SALARIES - REGULAR	\$ 1,037,826.00	\$ 821,106.50	\$ 80,491.30	\$ 158,656.05	\$ 58,063.45	94.41
1300	SALARIES - PART TIME	\$ 20,000.00	\$ 0.00	\$ 3,243.02	\$ 4,554.77	\$ 15,445.23	22.77
2100	FICA BENEFITS	\$ 80,923.00	\$ 58,176.44	\$ 5,943.55	\$ 11,561.25	\$ 11,185.31	86.18
2210	VSRS BENEFITS	\$ 127,541.00	\$ 99,682.33	\$ 9,693.69	\$ 19,330.83	\$ 8,527.84	93.31
2300	HEALTH INSURANCE BENEFITS	\$ 127,328.00	\$ 100,146.09	\$ 9,740.63	\$ 19,481.26	\$ 7,700.65	93.95
2400	LIFE INSURANCE	\$ 12,502.00	\$ 9,771.17	\$ 950.19	\$ 1,894.83	\$ 836.00	93.31
2700	WORKERS COMPENSATION INSURANCE	\$ 11,800.00	\$ 0.00	\$ 0.00	\$ 11,383.68	\$ 416.32	96.47
2860	LINE OF DUTY BENEFITS	\$ 7,100.00	\$ 0.00	\$ 0.00	\$ 6,834.32	\$ 265.68	96.26
3100	PROFESSIONAL SERVICES	\$ 7,000.00	\$ 0.00	\$ 250.00	\$ 264.12	\$ 6,735.88	3.77
3310	REPAIR & MAINTENANCE	\$ 3,000.00	\$ 9,385.00	\$ 355.50	\$ 680.50	\$ 7,065.50	335.52
3320	MAINTENANCE SERVICE CONTRACT	\$ 18,390.00	\$ 29,974.83	\$ 0.00	\$ 12,883.42	\$ 24,468.25	233.05
3350	INSURED REPAIRS	\$ 500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 500.00	0.00
5210	POSTAL SERVICES	\$ 2,000.00	\$ 0.00	\$ 7.72	\$ 407.72	\$ 1,592.28	20.39
5230	TELECOMMUNICATIONS	\$ 12,000.00	\$ 13,160.27	\$ 1,425.86	\$ 1,425.86	\$ 2,586.13	121.55
5305	MOTOR VEHICLE INSURANCE	\$ 13,000.00	\$ 0.00	\$ 0.00	\$ 13,338.00	\$ 338.00	102.60
5530	TRAVEL SUBSISTANCE & LODGING	\$ 7,000.00	\$ 0.00	\$ 57.92	\$ 57.92	\$ 6,942.08	0.83
5540	TRAVEL CONVENTION & EDUCATION	\$ 2,500.00	\$ 0.00	\$ 420.00	\$ 1,665.00	\$ 835.00	66.60
5800	MISCELLANEOUS CHARGES	\$ 1,000.00	\$ 0.00	\$ 78.00	\$ 113.00	\$ 887.00	11.30
5810	DUES & MEMBERSHIPS	\$ 2,500.00	\$ 0.00	\$ 0.00	\$ 80.00	\$ 2,420.00	3.20
6001	OFFICE SUPPLIES	\$ 4,000.00	\$ 0.00	\$ 318.45	\$ 359.30	\$ 3,640.70	8.98
6007	REPAIR AND MAINTENANCE SUPPLIES	\$ 39,900.00	\$ 8,837.76	\$ 969.65	\$ 2,347.26	\$ 28,714.98	28.03
6008	VEHICLE AND EQUIP FUEL	\$ 75,000.00	\$ 0.00	\$ 5,664.23	\$ 8,109.71	\$ 66,890.29	10.81
6010	POLICE SUPPLIES	\$ 5,500.00	\$ 0.00	\$ 298.86	\$ 298.86	\$ 5,201.14	5.43
6011	UNIFORM AND WEARING APPAREL	\$ 6,500.00	\$ 0.00	\$ 250.58	\$ 340.57	\$ 6,159.43	5.24
6017	AMMUNITION	\$ 9,000.00	\$ 7,742.41	\$ 1,234.62	\$ 1,234.62	\$ 22.97	99.74
6024	INSURED REPAIRS	\$ 11,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 11,000.00	0.00
31200	SHERIFF	\$ 1,644,810.00	\$ 1,157,982.80	\$ 121,393.77	\$ 277,302.85	\$ 209,524.35	87.26
	FUNC 31210 CRIMINAL JUSTICE TRAINING CENTER						
5699	CIVIC CONTRIBUTIONS	\$ 16,000.00	\$ 0.00	\$ 0.00	\$ 13,447.50	\$ 2,552.50	84.05

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5699	FUNC 31220 DRUG TASK FORCE CIVIC CONTRIBUTIONS	\$ 12,500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 12,500.00	0.00
	FUNC 32100 EMERGENCY MEDICAL SERVICES						
1100	SALARIES - REGULAR	\$ 257,022.00	\$ 216,090.65	\$ 19,040.31	\$ 38,231.35	\$ 2,700.00	98.95
1300	SALARIES - PART TIME	\$ 18,000.00	\$ 0.00	\$ 1,740.00	\$ 3,060.00	\$ 14,940.00	17.00
2100	FICA BENEFITS	\$ 21,037.00	\$ 12,762.09	\$ 1,419.64	\$ 2,818.78	\$ 5,456.13	74.06
2210	VRSR BENEFITS	\$ 22,924.00	\$ 19,101.07	\$ 1,910.30	\$ 3,820.60	\$ 2.33	99.99
2300	HEALTH INSURANCE BENEFITS	\$ 33,820.00	\$ 28,183.30	\$ 2,818.35	\$ 5,636.70	\$ 0.00	100.00
2400	LIFE INSURANCE	\$ 2,247.00	\$ 1,872.36	\$ 187.24	\$ 374.48	\$ 0.16	99.99
2700	WORKERS COMPENSATION INSURANCE	\$ 15,000.00	\$ 0.00	\$ 0.00	\$ 12,185.39	\$ 2,814.61	81.24
2860	LINE OF DUTY BENEFITS	\$ 2,160.00	\$ 0.00	\$ 0.00	\$ 2,278.26	\$ 118.26	105.48
5230	TELECOMMUNICATIONS	\$ 800.00	\$ 0.00	\$ 64.98	\$ 64.98	\$ 735.02	8.12
5540	TRAVEL CONVENTION & EDUCATION	\$ 100.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 100.00	0.00
6001	OFFICE SUPPLIES	\$ 400.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 400.00	0.00
6008	VEHICLE AND EQUIP FUEL	\$ 1,500.00	\$ 0.00	\$ 31.41	\$ 102.51	\$ 1,397.49	6.83
6011	UNIFORM AND WEARING APPAREL	\$ 1,100.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,100.00	0.00
32100	EMERGENCY MEDICAL SERVICES	\$ 376,110.00	\$ 278,009.47	\$ 27,212.23	\$ 68,573.05	\$ 29,527.48	92.15
	FUNC 32200 VOLUNTEER FIRE COMPANIES						
5697	TWO FOR LIFE DISTRIBUTION	\$ 15,541.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 15,541.00	0.00
5698	FIRE PROGRAMS DISTRIBUTION	\$ 25,666.00	\$ 0.00	\$ 26,410.00	\$ 26,410.00	\$ 744.00	102.90
5699	CIVIC CONTRIBUTIONS	\$ 20,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 20,000.00	0.00
32200	VOLUNTEER FIRE COMPANIES	\$ 61,207.00	\$ 0.00	\$ 26,410.00	\$ 26,410.00	\$ 34,797.00	43.15
	FUNC 32201 BLUE RIDGE VOLUNTEER FIRE COMPANY						
2860	LINE OF DUTY BENEFITS	\$ 1,900.00	\$ 0.00	\$ 0.00	\$ 1,495.00	\$ 405.00	78.68
5699	CIVIC CONTRIBUTIONS	\$ 50,000.00	\$ 0.00	\$ 0.00	\$ 12,500.00	\$ 37,500.00	25.00
32201	BLUE RIDGE VOLUNTEER FIRE COMPAN	\$ 51,900.00	\$ 0.00	\$ 0.00	\$ 13,995.00	\$ 37,905.00	26.97
	FUNC 32202 BOYCE VOLUNTEER FIRE COMPANY						
2860	LINE OF DUTY BENEFITS	\$ 2,900.00	\$ 0.00	\$ 0.00	\$ 2,384.42	\$ 515.58	82.22
5699	CIVIC CONTRIBUTIONS	\$ 50,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 50,000.00	0.00
32202	BOYCE VOLUNTEER FIRE COMPANY	\$ 52,900.00	\$ 0.00	\$ 0.00	\$ 2,384.42	\$ 50,515.58	4.51
	FUNC 32203 ENDERS VOLUNTEER FIRE COMPANY						
2860	LINE OF DUTY BENEFITS	\$ 4,000.00	\$ 0.00	\$ 0.00	\$ 3,445.00	\$ 555.00	86.12
5699	CIVIC CONTRIBUTIONS	\$ 75,000.00	\$ 0.00	\$ 0.00	\$ 18,750.00	\$ 56,250.00	25.00
32203	ENDERS VOLUNTEER FIRE COMPANY	\$ 79,000.00	\$ 0.00	\$ 0.00	\$ 22,195.00	\$ 56,805.00	28.09
	FUNC 32300 LORD FAIRFAX EMERGENCY MEDICAL						
5699	CIVIC CONTRIBUTION	\$ 4,929.00	\$ 0.00	\$ 4,929.00	\$ 4,929.00	\$ 0.00	100.00
	FUNC 32400 FORESTRY SERVICE						
5699	CIVIC CONTRIBUTION	\$ 2,712.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,712.00	0.00
	FUNC 33100 REGIONAL JAIL						
7000	JOINT OPERATIONS	\$ 577,987.00	\$ 0.00	\$ 0.00	\$ 135,719.75	\$ 442,267.25	23.48
	FUNC 33200 JUVENILE DETENTION						
3840	PURCHASED SERVICES - DETENTION C	\$ 57,904.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 57,904.00	0.00
	FUNC 33300 PROBATION OFFICE						
5210	POSTAL SERVICES	\$ 125.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 125.00	0.00
5230	TELECOMMUNICATIONS	\$ 500.00	\$ 0.00	\$ 32.69	\$ 32.69	\$ 467.31	6.54
6001	OFFICE SUPPLIES	\$ 300.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 300.00	0.00
33300	PROBATION OFFICE	\$ 925.00	\$ 0.00	\$ 32.69	\$ 32.69	\$ 892.31	3.53
	FUNC 34100 BUILDING INSPECTIONS						
1100	SALARIES - REGULAR	\$ 98,455.00	\$ 82,045.84	\$ 8,204.58	\$ 16,409.16	\$ 0.00	100.00

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2100	FICA BENEFITS	\$ 7,531.00	\$ 5,671.76	\$ 567.17	\$ 1,134.34	\$ 724.90	90.37
2210	VSRS BENEFITS	\$ 11,952.00	\$ 9,960.37	\$ 996.03	\$ 1,992.06	\$ 0.43	100.00
2300	HEALTH INSURANCE BENEFITS	\$ 11,952.00	\$ 9,959.92	\$ 996.04	\$ 1,992.08	\$ 0.00	100.00
2400	LIFE INSURANCE	\$ 1,172.00	\$ 976.33	\$ 97.64	\$ 195.28	\$ 0.39	99.97
2700	WORKERS COMPENSATION INSURANCE	\$ 1,100.00	\$ 0.00	\$ 0.00	\$ 1,012.69	\$ 87.31	92.06
3320	MAINTENANCE SERVICE CONTRACT	\$ 1,900.00	\$ 0.00	\$ 1,200.00	\$ 1,200.00	\$ 700.00	63.16
3500	PRINTING AND BINDING	\$ 600.00	\$ 0.00	\$ 0.00	\$ 143.90	\$ 456.10	23.98
5210	POSTAL SERVICES	\$ 150.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 150.00	0.00
5230	TELECOMMUNICATIONS	\$ 900.00	\$ 286.92	\$ 60.79	\$ 60.79	\$ 552.29	38.63
5510	TRAVEL MILEAGE	\$ 0.00	\$ 0.00	\$ 0.00	\$ 136.17	\$ 136.17	100.00
5540	TRAVEL CONVENTION & EDUCATION	\$ 400.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 400.00	0.00
5810	DUES & MEMBERSHIPS	\$ 400.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 400.00	0.00
6001	OFFICE SUPPLIES	\$ 500.00	\$ 0.00	\$ 72.40	\$ 72.40	\$ 427.60	14.48
6008	VEHICLE AND EQUIP FUEL	\$ 2,500.00	\$ 0.00	\$ 250.88	\$ 341.64	\$ 2,158.36	13.67
6012	BOOKS AND SUBSCRIPTIONS	\$ 500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 500.00	0.00
34100	BUILDING INSPECTIONS	\$ 140,012.00	\$ 108,901.14	\$ 12,445.53	\$ 24,690.51	\$ 6,420.35	95.41
	FUNC 35100 ANIMAL CONTROL						
1100	SALARIES - REGULAR	\$ 35,845.00	\$ 29,870.84	\$ 2,987.08	\$ 5,974.16	\$ 0.00	100.00
1300	SALARIES - PART TIME	\$ 18,000.00	\$ 0.00	\$ 1,652.00	\$ 2,817.84	\$ 15,182.16	15.65
2100	FICA BENEFITS	\$ 4,119.00	\$ 1,909.74	\$ 317.36	\$ 597.52	\$ 1,611.74	60.87
2210	VSRS BENEFITS	\$ 4,352.00	\$ 3,626.32	\$ 362.63	\$ 725.26	\$ 0.42	99.99
2300	HEALTH INSURANCE BENEFITS	\$ 5,976.00	\$ 4,979.96	\$ 498.02	\$ 996.04	\$ 0.00	100.00
2400	LIFE INSURANCE	\$ 427.00	\$ 355.46	\$ 35.55	\$ 71.10	\$ 0.44	99.90
2700	WORKERS COMPENSATION INSURANCE	\$ 600.00	\$ 0.00	\$ 0.00	\$ 566.87	\$ 33.13	94.48
3100	PROFESSIONAL SERVICES	\$ 12,204.00	\$ 0.00	\$ 300.73	\$ 676.20	\$ 11,527.80	5.54
3500	PRINTING AND BINDING	\$ 100.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 100.00	0.00
5210	POSTAL SERVICES	\$ 50.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 50.00	0.00
5230	TELECOMMUNICATIONS	\$ 1,500.00	\$ 143.46	\$ 104.23	\$ 104.23	\$ 1,252.31	16.51
5510	TRAVEL MILEAGE	\$ 350.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 350.00	0.00
5540	TRAVEL CONVENTION & EDUCATION	\$ 1,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,000.00	0.00
5810	DUES & MEMBERSHIPS	\$ 100.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 100.00	0.00
6001	OFFICE SUPPLIES	\$ 150.00	\$ 0.00	\$ 2.25	\$ 33.35	\$ 116.65	22.23
6004	MEDICAL AND LABORATORY SUPPLIES	\$ 1,500.00	\$ 0.00	\$ 688.14	\$ 688.14	\$ 811.86	45.88
6008	VEHICLE AND EQUIP FUEL	\$ 848.00	\$ 0.00	\$ 127.12	\$ 194.75	\$ 653.25	22.97
6011	UNIFORM AND WEARING APPAREL	\$ 400.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 400.00	0.00
6014	OTHER OPERATING SUPPLIES	\$ 5,000.00	\$ 75.00	\$ 69.16	\$ 90.89	\$ 4,834.11	3.32
35100	ANIMAL CONTROL	\$ 92,521.00	\$ 40,960.78	\$ 7,144.27	\$ 13,536.35	\$ 38,023.87	58.90
	FUNC 35300 MEDICAL EXAMINER & INDIGENT BURIAL						
3100	PROFESSIONAL SERVICES	\$ 1,000.00	\$ 0.00	\$ 20.00	\$ 20.00	\$ 980.00	2.00
	FUNC 35600 COMMUNICATIONS						
1100	Salaries - Regular	\$ 208,523.00	\$ 173,769.14	\$ 17,376.93	\$ 35,006.94	\$ 253.08	100.12
2100	FICA Benefits	\$ 15,953.00	\$ 12,683.16	\$ 1,268.31	\$ 2,555.98	\$ 713.86	95.53
2210	VSRS Benefits	\$ 25,315.00	\$ 21,095.58	\$ 2,109.55	\$ 4,219.10	\$ 0.32	100.00
2300	Health Insurance Benefits	\$ 33,376.00	\$ 27,813.46	\$ 2,781.27	\$ 5,562.54	\$ 0.00	100.00
2400	Life Insurance	\$ 2,481.00	\$ 2,067.87	\$ 206.78	\$ 413.56	\$ 0.43	100.02
2700	Worker's Compensation	\$ 200.00	\$ 0.00	\$ 0.00	\$ 163.36	\$ 36.64	81.68
3320	MAINTENANCE SERVICE CONTRACT	\$ 62,338.00	\$ 50,011.00	\$ 0.00	\$ 8,333.00	\$ 3,994.00	93.59
5230	TELECOMMUNICATIONS	\$ 25,250.00	\$ 1,118.14	\$ 1,596.85	\$ 2,906.63	\$ 21,225.23	15.94
5420	TOWER LEASE	\$ 27,500.00	\$ 22,770.00	\$ 2,070.00	\$ 4,140.00	\$ 590.00	97.85
5540	TRAVEL CONVENTION & EDUCATION	\$ 2,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,000.00	0.00
5810	DUES & MEMBERSHIPS	\$ 300.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 300.00	0.00
6001	OFFICE SUPPLIES	\$ 1,800.00	\$ 0.00	\$ 131.24	\$ 279.89	\$ 1,520.11	15.55
6011	UNIFORM AND WEARING APPAREL	\$ 1,200.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,200.00	0.00
35600	COMMUNICATIONS	\$ 406,236.00	\$ 311,328.35	\$ 27,540.93	\$ 63,581.00	\$ 31,326.65	92.29
	FUNC 42400 REFUSE DISPOSAL						
3840	PURCHASED SERVICES	\$ 168,000.00	\$ 0.00	\$ 923.04	\$ 923.04	\$ 167,076.96	0.55
	FUNC 42600 LITTER CONTROL PROGRAM						
6014	OTHER OPERATING SUPPLIES	\$ 5,817.00	\$ 2,598.40	\$ 331.60	\$ 481.60	\$ 2,737.00	52.95

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FUNC 42700 SANITATION							
3840	PURCHASED SERVICES	\$ 27,000.00	\$ 0.00	\$ 2,264.64	\$ 2,264.64	\$ 24,735.36	8.39
5699	CIVIC CONTRIBUTIONS (CCSA)	\$ 30,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 30,000.00	0.00

42700	SANITATION	\$ 57,000.00	\$ 0.00	\$ 2,264.64	\$ 2,264.64	\$ 54,735.36	3.97

FUNC 43200 GENERAL PROPERTY MAINTENANCE							
1100	SALARIES - REGULAR	\$ 140,920.00	\$ 117,372.30	\$ 11,737.23	\$ 23,474.46	\$ 73.24	99.95
2100	FICA BENEFITS	\$ 10,780.00	\$ 8,065.12	\$ 806.52	\$ 1,613.04	\$ 1,101.84	89.78
2210	VRSR BENEFITS	\$ 16,918.00	\$ 14,092.12	\$ 1,409.21	\$ 2,818.42	\$ 7.46	99.96
2300	HEALTH INSURANCE BENEFITS	\$ 18,463.00	\$ 16,741.24	\$ 1,674.11	\$ 3,348.22	\$ 1,626.46	108.81
2400	LIFE INSURANCE	\$ 1,677.00	\$ 1,396.72	\$ 139.68	\$ 279.36	\$ 0.92	99.95
2700	WORKERS COMPENSATION INSURANCE	\$ 4,150.00	\$ 0.00	\$ 0.00	\$ 3,460.23	\$ 689.77	83.38
3100	PROFESSIONAL SERVICES	\$ 600.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 600.00	0.00
3310	REPAIR & MAINTENANCE	\$ 10,430.00	\$ 6,425.00	\$ 0.00	\$ 0.00	\$ 4,005.00	61.60
3320	MAINTENANCE SERVICE CONTRACT	\$ 86,550.00	\$ 73,282.04	\$ 8,776.83	\$ 13,267.33	\$ 0.63	100.00
3600	ADVERTISING	\$ 750.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 750.00	0.00
5110	ELECTRICAL SERVICES	\$ 4,813.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 4,813.00	0.00
5120	HEATING SERVICES	\$ 10,071.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 10,071.00	0.00
5130	WATER & SEWAGE SERVICES	\$ 6,788.00	\$ 0.00	\$ 0.00	\$ 15.95	\$ 6,772.05	0.23
5230	TELECOMMUNICATIONS	\$ 3,900.00	\$ 1,569.88	\$ 252.80	\$ 252.80	\$ 2,077.32	46.74
5301	BOILER INSURANCE	\$ 2,000.00	\$ 0.00	\$ 0.00	\$ 3,409.00	\$ 1,409.00	170.45
5302	FIRE INSURANCE	\$ 19,500.00	\$ 0.00	\$ 0.00	\$ 19,688.00	\$ 188.00	100.96
5305	MOTOR VEHICLE INSURANCE	\$ 5,200.00	\$ 0.00	\$ 0.00	\$ 5,643.00	\$ 443.00	108.52
5308	GENERAL LIABILITY INSURANCE	\$ 8,500.00	\$ 0.00	\$ 0.00	\$ 8,513.00	\$ 13.00	100.15
5410	EQUIPMENT RENTAL	\$ 2,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,000.00	0.00
5540	TRAVEL CONVENTION & EDUCATION	\$ 800.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 800.00	0.00
6003	AGRICULTURAL SUPPLIES	\$ 750.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 750.00	0.00
6005	LAUNDRY, HOUSEKEEPING, & JANITOR	\$ 15,000.00	\$ 14,452.20	\$ 547.80	\$ 547.80	\$ 0.00	100.00
6007	REPAIR AND MAINTENANCE SUPPLIES	\$ 9,848.00	\$ 7,496.00	\$ 1,014.69	\$ 1,062.69	\$ 1,289.31	86.91
6008	VEHICLE AND EQUIP FUEL	\$ 4,937.00	\$ 0.00	\$ 420.55	\$ 688.68	\$ 4,248.32	13.95
6009	VEHICLE AND EQUIPMENT SUPPLIES	\$ 5,700.00	\$ 0.00	\$ 217.12	\$ 345.31	\$ 5,354.69	6.06
6014	OTHER OPERATING SUPPLIES	\$ 500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 500.00	0.00
8200	CAPITAL OUTLAY ADDITIONS	\$ 0.00	\$ 8,667.50	\$ 0.00	\$ 0.00	\$ 8,667.50	100.00

43200	GENERAL PROPERTY MAINTENANCE	\$ 391,545.00	\$ 269,560.12	\$ 26,996.54	\$ 88,427.29	\$ 33,557.59	91.43

FUNC 43202 101 CHALMERS COURT							
3100	PROFESSIONAL SERVICES	\$ 0.00	\$ 0.00	\$ 790.02	\$ 3,298.02	\$ 3,298.02	100.00
3310	REPAIR & MAINTENANCE	\$ 19,175.00	\$ 5,580.19	\$ 2,557.82	\$ 3,263.20	\$ 10,331.61	46.12
3320	MAINTENANCE SERVICE CONTRACTS	\$ 32,268.00	\$ 27,335.25	\$ 2,008.65	\$ 4,933.49	\$ 0.74	100.00
5110	ELECTRICAL SERVICES	\$ 22,000.00	\$ 0.00	\$ 2,925.78	\$ 2,925.78	\$ 19,074.22	13.30
5120	HEATING SERVICES	\$ 3,400.00	\$ 0.00	\$ 22.11	\$ 44.52	\$ 3,355.48	1.31
5130	WATER & SEWAGE SERVICES	\$ 2,900.00	\$ 0.00	\$ 105.55	\$ 105.55	\$ 2,794.45	3.64
6007	REPAIR AND MAINT SUPPLIES	\$ 1,000.00	\$ 0.00	\$ 75.06	\$ 110.74	\$ 889.26	11.07

43202	101 CHALMERS COURT	\$ 80,743.00	\$ 32,915.44	\$ 8,484.99	\$ 14,681.30	\$ 33,146.26	58.95

FUNC 43205 129 RAMSBURG LN MAINTENANCE DEPT							
3310	REPAIR & MAINTENANCE	\$ 1,000.00	\$ 1,623.00	\$ 0.00	\$ 231.00	\$ 854.00	185.40
3320	MAINTENANCE SERVICE CONTRACTS	\$ 1,700.00	\$ 0.00	\$ 0.00	\$ 104.50	\$ 1,595.50	6.15
5110	ELECTRICAL SERVICES	\$ 3,200.00	\$ 0.00	\$ 454.87	\$ 454.87	\$ 2,745.13	14.21
5120	HEATING SERVICES	\$ 3,200.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 3,200.00	0.00
5130	WATER & SEWAGE SERVICES	\$ 225.00	\$ 0.00	\$ 8.50	\$ 8.50	\$ 216.50	3.78
6007	REPAIR AND MAINT SUPPLIES	\$ 1,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,000.00	0.00

43205	129 RAMSBURG LN MAINTENANCE DEPT	\$ 10,325.00	\$ 1,623.00	\$ 463.37	\$ 798.87	\$ 7,903.13	23.46

FUNC 43206 100 N CHRUCH ST/RADIO TOWER							
3310	REPAIR & MAINTENANCE	\$ 5,400.00	\$ 2,526.00	\$ 2,355.87	\$ 3,173.87	\$ 299.87	105.55
3320	MAINTENANCE SERVICE CONTRACTS	\$ 5,000.00	\$ 1,560.00	\$ 0.00	\$ 1,586.80	\$ 1,853.20	62.94
5110	ELECTRICAL SERVICES	\$ 12,000.00	\$ 0.00	\$ 884.32	\$ 884.32	\$ 11,115.68	7.37
5120	HEATING SERVICES	\$ 2,600.00	\$ 0.00	\$ 30.19	\$ 61.36	\$ 2,538.64	2.36
5130	WATER & SEWAGE SERVICES	\$ 4,000.00	\$ 0.00	\$ 144.30	\$ 160.25	\$ 3,839.75	4.01
6007	REPAIR AND MAINT SUPPLIES	\$ 1,000.00	\$ 0.00	\$ 0.00	\$ 3.20	\$ 996.80	0.32

43206	100 N CHRUCH ST/RADIO TOWER	\$ 30,000.00	\$ 4,086.00	\$ 3,414.68	\$ 5,869.80	\$ 20,044.20	33.19

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FUNC 43207 102 N CHRUCH ST							
3310	REPAIR & MAINTENANCE	\$ 5,000.00	\$ 2,116.00	\$ 0.00	\$ 372.00	\$ 2,512.00	49.76
3320	MAINTENANCE SERVICE CONTRACTS	\$ 3,000.00	\$ 0.00	\$ 0.00	\$ 1,567.80	\$ 1,432.20	52.26
5110	ELECTRICAL SERVICES	\$ 21,000.00	\$ 0.00	\$ 1,466.55	\$ 1,466.55	\$ 19,533.45	6.98
6007	REPAIR AND MAINT SUPPLIES	\$ 1,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,000.00	0.00
43207	102 N CHRUCH ST	\$ 30,000.00	\$ 2,116.00	\$ 1,466.55	\$ 3,406.35	\$ 24,477.65	18.41
FUNC 43208 104 N CHURCH/106 N CHURCH ST							
3310	REPAIR & MAINTENANCE	\$ 5,000.00	\$ 4,180.00	\$ 0.00	\$ 480.00	\$ 340.00	93.20
3320	MAINTENANCE SERVICE CONTRACTS	\$ 2,800.00	\$ 0.00	\$ 0.00	\$ 1,719.80	\$ 1,080.20	61.42
5110	ELECTRICAL SERVICES	\$ 7,000.00	\$ 0.00	\$ 796.85	\$ 796.85	\$ 6,203.15	11.38
5120	HEATING SERVICES	\$ 3,700.00	\$ 0.00	\$ 40.11	\$ 87.44	\$ 3,612.56	2.36
5130	WATER & SEWAGE SERVICES	\$ 650.00	\$ 0.00	\$ 24.05	\$ 24.05	\$ 625.95	3.70
6007	REPAIR AND MAINT SUPPLIES	\$ 1,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,000.00	0.00
43208	104 N CHURCH/106 N CHURCH ST	\$ 20,150.00	\$ 4,180.00	\$ 861.01	\$ 3,108.14	\$ 12,861.86	36.17
FUNC 43209 225 RAMSBURG LANE ANIMAL SHELTER							
3310	PROFESSIONAL SERVICES	\$ 8,910.00	\$ 1,935.00	\$ 0.00	\$ 645.00	\$ 6,330.00	28.96
3320	MAINTENANCE SERVICE CONTRACTS	\$ 3,080.00	\$ 0.00	\$ 0.00	\$ 513.00	\$ 2,567.00	16.66
5110	ELECTRICAL SERVICES	\$ 4,800.00	\$ 0.00	\$ 660.21	\$ 660.21	\$ 4,139.79	13.75
5120	HEATING SERVICES	\$ 6,500.00	\$ 0.00	\$ 547.62	\$ 547.62	\$ 5,952.38	8.42
6007	REPAIR AND MAINT SUPPLIES	\$ 1,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,000.00	0.00
43209	225 RAMSBURG LANE ANIMAL SHELTER	\$ 24,290.00	\$ 1,935.00	\$ 1,207.83	\$ 2,365.83	\$ 19,989.17	17.71
FUNC 43210 524 WESTWOOD RD							
3310	REPAIR & MAINTENANCE	\$ 1,400.00	\$ 276.00	\$ 0.00	\$ 276.00	\$ 848.00	39.43
3320	MAINTENANCE SERVICE CONTRACTS	\$ 1,642.00	\$ 0.00	\$ 0.00	\$ 190.00	\$ 1,452.00	11.57
5110	ELECTRICAL SERVICES	\$ 1,900.00	\$ 0.00	\$ 118.92	\$ 118.92	\$ 1,781.08	6.26
5120	HEATING SERVICES	\$ 1,718.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,718.00	0.00
6007	REPAIR AND MAINT SUPPLIES	\$ 1,000.00	\$ 0.00	\$ 0.00	\$ 15.99	\$ 984.01	1.60
43210	524 WESTWOOD RD	\$ 7,660.00	\$ 276.00	\$ 118.92	\$ 600.91	\$ 6,783.09	11.45
FUNC 43211 225 AL SMITH CIR REC CENTER							
3310	REPAIR & MAINTENANCE	\$ 10,000.00	\$ 3,620.00	\$ 0.00	\$ 540.00	\$ 5,840.00	41.60
3320	MAINTENANCE SERVICE CONTRACTS	\$ 2,700.00	\$ 0.00	\$ 0.00	\$ 209.00	\$ 2,491.00	7.74
5110	ELECTRICAL SERVICES	\$ 16,500.00	\$ 0.00	\$ 3,490.93	\$ 3,490.93	\$ 13,009.07	21.16
5120	HEATING SERVICES	\$ 0.00	\$ 0.00	\$ 29.49	\$ 29.49	\$ 29.49	100.00
5130	WATER & SEWAGE SERVICES	\$ 2,700.00	\$ 0.00	\$ 136.00	\$ 136.00	\$ 2,564.00	5.04
6007	REPAIR AND MAINT SUPPLIES	\$ 3,000.00	\$ 0.00	\$ 0.00	\$ 4.29	\$ 2,995.71	0.14
43211	225 AL SMITH CIR REC CENTER	\$ 34,900.00	\$ 3,620.00	\$ 3,656.42	\$ 4,409.71	\$ 26,870.29	23.01
FUNC 43212 225 AL SMITH CIR PARK OFFICE/GROUNDS							
3310	REPAIR & MAINTENANCE	\$ 8,000.00	\$ 4,312.00	\$ 0.00	\$ 910.00	\$ 2,778.00	65.28
5110	ELECTRICAL SERVICES	\$ 7,600.00	\$ 0.00	\$ 491.67	\$ 491.67	\$ 7,108.33	6.47
5130	WATER & SEWAGE SERVICES	\$ 2,800.00	\$ 0.00	\$ 268.30	\$ 268.30	\$ 2,531.70	9.58
6007	REPAIR AND MAINT SUPPLIES	\$ 5,000.00	\$ 0.00	\$ 165.76	\$ 486.83	\$ 4,513.17	9.74
43212	225 AL SMITH CIR PARK OFFICE/GRO	\$ 23,400.00	\$ 4,312.00	\$ 925.73	\$ 2,156.80	\$ 16,931.20	27.64
FUNC 43213 225 AL SMITH CIR POOL							
3310	REPAIR & MAINTENANCE	\$ 3,500.00	\$ 54.98	\$ 3,445.02	\$ 3,445.02	\$ 0.00	100.00
5110	ELECTRICAL SERVICES	\$ 9,500.00	\$ 0.00	\$ 1,211.44	\$ 1,211.44	\$ 8,288.56	12.75
5130	WATER & SEWAGE SERVICES	\$ 7,358.00	\$ 0.00	\$ 8,682.05	\$ 8,682.05	\$ 1,324.05	117.99
6007	REPAIR AND MAINT SUPPLIES	\$ 4,000.00	\$ 2,107.00	\$ 72.83	\$ 868.82	\$ 1,024.18	74.40
43213	225 AL SMITH CIR POOL	\$ 24,358.00	\$ 2,161.98	\$ 13,411.34	\$ 14,207.33	\$ 7,988.69	67.20
FUNC 43214 225 AL SMITH CIR BASEBALL							
5110	ELECTRICAL SERVICES	\$ 1,700.00	\$ 0.00	\$ 204.06	\$ 204.06	\$ 1,495.94	12.00
6007	REPAIR AND MAINT SUPPLIES	\$ 5,000.00	\$ 0.00	\$ 335.44	\$ 307.44	\$ 4,692.56	6.15

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43214	225 AL SMITH CIR BASEBALL	\$ 6,700.00	\$ 0.00	\$	539.50	\$ 511.50	\$ 6,188.50	7.63
	FUNC 43215 225 AL SMITH CIR SOCCER							
3310	REPAIR & MAINTENANCE	\$ 645.00	\$ 0.00	\$	0.00	\$ 0.00	\$ 645.00	0.00
5110	ELECTRICAL SERVICES	\$ 700.00	\$ 0.00	\$	70.82	\$ 70.82	\$ 629.18	10.12
6007	REPAIR AND MAINT SUPPLIES	\$ 5,000.00	\$ 1,475.99	\$	553.46	\$ 640.31	\$ 2,883.70	42.33
43215	225 AL SMITH CIR SOCCER	\$ 6,345.00	\$ 1,475.99	\$	624.28	\$ 711.13	\$ 4,157.88	34.47
	FUNC 43232 32 E MAIN ST							
3310	REPAIR & MAINTENANCE	\$ 0.00	\$ 0.00	\$	400.00	\$ 400.00	\$ 400.00	100.00
6007	REPAIR AND MAINT SUPPLIES	\$ 100.00	\$ 0.00	\$	0.00	\$ 26.11	\$ 73.89	26.11
43232	32 E MAIN ST	\$ 100.00	\$ 0.00	\$	400.00	\$ 426.11	\$ 326.11	426.11
	FUNC 43236 36 E MAIN ST							
3310	REPAIR & MAINTENANCE	\$ 5,500.00	\$ 5,216.00	\$	0.00	\$ 216.00	\$ 68.00	98.76
3320	MAINTENANCE SERVICE CONTRACTS	\$ 750.00	\$ 0.00	\$	0.00	\$ 0.00	\$ 750.00	0.00
5130	WATER & SEWAGE SERVICES	\$ 0.00	\$ 0.00	\$	26.46	\$ 26.46	\$ 26.46	100.00
6007	REPAIR AND MAINT SUPPLIES	\$ 100.00	\$ 0.00	\$	0.00	\$ 57.71	\$ 42.29	57.71
43236	36 E MAIN ST	\$ 6,350.00	\$ 5,216.00	\$	26.46	\$ 300.17	\$ 833.83	86.87
	FUNC 43237 311 E MAIN ST							
3310	REPAIR & MAINTENANCE	\$ 2,500.00	\$ 1,856.00	\$	0.00	\$ 428.00	\$ 216.00	91.36
3320	MAINTENANCE SERVICE CONTRACTS	\$ 1,800.00	\$ 0.00	\$	0.00	\$ 1,700.80	\$ 99.20	94.49
5110	ELECTRICAL SERVICES	\$ 8,000.00	\$ 0.00	\$	764.95	\$ 764.95	\$ 7,235.05	9.56
5130	WATER & SEWAGE SERVICES	\$ 850.00	\$ 0.00	\$	44.05	\$ 44.05	\$ 805.95	5.18
6007	REPAIR AND MAINT SUPPLIES	\$ 1,000.00	\$ 0.00	\$	0.00	\$ 14.98	\$ 985.02	1.50
43237	311 E MAIN ST	\$ 14,150.00	\$ 1,856.00	\$	809.00	\$ 2,952.78	\$ 9,341.22	33.98
	FUNC 51100 LOCAL HEALTH DEPARTMENT							
5610	CIVIC CONTRIBUTIONS	\$ 199,000.00	\$ 0.00	\$	0.00	\$ 0.00	\$ 199,000.00	0.00
	FUNC 51200 OUR HEALTH							
5699	CIVIC CONTRIBUTIONS	\$ 4,875.00	\$ 0.00	\$	4,875.00	\$ 4,875.00	\$ 0.00	100.00
	FUNC 52500 NORTHWESTERN COMMUNITY SERVICES							
5620	CIVIC CONTRIBUTIONS	\$ 82,000.00	\$ 0.00	\$	0.00	\$ 20,500.00	\$ 61,500.00	25.00
	FUNC 52800 CONCERN HOTLINE							
5699	CIVIC CONTRIBUTIONS	\$ 750.00	\$ 0.00	\$	0.00	\$ 750.00	\$ 0.00	100.00
	FUNC 52900 NW WORKS							
5699	CIVIC CONTRIBUTIONS	\$ 750.00	\$ 0.00	\$	0.00	\$ 0.00	\$ 750.00	0.00
	FUNC 53230 SHENANDOAH AREA AGENCY ON AGING							
5699	CIVIC CONTRIBUTIONS	\$ 40,000.00	\$ 0.00	\$	0.00	\$ 10,000.00	\$ 30,000.00	25.00
	FUNC 53240 VIRGINIA REGIONAL TRANSIT							
5699	CIVIC CONTRIBUTIONS	\$ 17,639.00	\$ 0.00	\$	0.00	\$ 0.00	\$ 17,639.00	0.00
	FUNC 53500 THE LAUREL CENTER (SHELTER FOR ABUSED WOMEN)							
5699	CIVIC CONTRIBUTIONS	\$ 2,000.00	\$ 0.00	\$	0.00	\$ 0.00	\$ 2,000.00	0.00
	FUNC 53600 ACCESS INDEPENDENCE							
5699	CIVIC CONTRIBUTIONS	\$ 750.00	\$ 0.00	\$	0.00	\$ 0.00	\$ 750.00	0.00
	FUNC 69100 LORD FAIRFAX COMMUNITY COLLEGE							
5699	CIVIC CONTRIBUTIONS	\$ 13,924.00	\$ 0.00	\$	0.00	\$ 3,481.00	\$ 10,443.00	25.00
	FUNC 71100 PARKS ADMINISTRATION							
1100	SALARIES - REGULAR	\$ 232,243.00	\$ 193,535.84	\$	19,353.58	\$ 38,707.16	\$ 0.00	100.00
1300	SALARIES - PART TIME	\$ 13,356.00	\$ 0.00	\$	1,774.38	\$ 3,633.76	\$ 9,722.24	27.21
2100	FICA BENEFITS	\$ 18,789.00	\$ 13,152.14	\$	1,450.95	\$ 2,908.40	\$ 2,728.46	85.48
2210	VRSR BENEFITS	\$ 28,194.00	\$ 23,495.27	\$	2,349.52	\$ 4,699.04	\$ 0.31	100.00

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Code	Description	Appropriations	Outstanding Encumbrances	Expenditures For AUGUST	Expenditures Year-to-Date	Available Balance	Percent Used
2300	HEALTH INSURANCE BENEFITS	\$ 30,648.00	\$ 28,246.29	\$ 2,824.64	\$ 5,649.28	\$ 3,247.57	110.60
2400	LIFE INSURANCE	\$ 2,764.00	\$ 2,303.05	\$ 230.32	\$ 460.64	\$ 0.31	99.99
2700	WORKERS COMPENSATION INSURANCE	\$ 8,300.00	\$ 0.00	\$ 0.00	\$ 6,578.35	\$ 1,721.65	79.26
3320	MAINTENANCE SERVICE CONTRACT	\$ 5,072.00	\$ 2,772.73	\$ 167.27	\$ 167.27	\$ 2,132.00	57.97
3500	PRINTING AND BINDING	\$ 1,000.00	\$ 0.00	\$ 0.00	\$ 95.14	\$ 904.86	9.51
3600	ADVERTISING	\$ 793.00	\$ 0.00	\$ 0.00	\$ 60.00	\$ 733.00	7.57
5210	POSTAL SERVICES	\$ 5,000.00	\$ 2,358.46	\$ 200.00	\$ 1,441.54	\$ 1,200.00	76.00
5230	TELECOMMUNICATIONS	\$ 2,000.00	\$ 0.00	\$ 125.27	\$ 125.27	\$ 1,874.73	6.26
5400	LEASES AND RENTALS	\$ 530.00	\$ 0.00	\$ 150.00	\$ 300.00	\$ 230.00	56.60
5540	TRAVEL CONVENTION & EDUCATION	\$ 1,274.00	\$ 0.00	\$ 0.00	\$ 250.00	\$ 1,024.00	19.62
5810	DUES & MEMBERSHIPS	\$ 1,275.00	\$ 0.00	\$ 40.00	\$ 95.00	\$ 1,180.00	7.45
6001	OFFICE SUPPLIES	\$ 2,500.00	\$ 0.00	\$ 20.25	\$ 175.15	\$ 2,324.85	7.01
6003	AGRICULTURAL SUPPLIES	\$ 600.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 600.00	0.00
6008	VEHICLE AND EQUIP FUEL	\$ 1,400.00	\$ 0.00	\$ 109.26	\$ 124.66	\$ 1,275.34	8.90
6011	UNIFORM AND WEARING APPAREL	\$ 1,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,000.00	0.00
6014	OTHER OPERATING SUPPLIES	\$ 1,856.00	\$ 0.00	\$ 218.42	\$ 218.42	\$ 1,637.58	11.77
71100	PARKS ADMINISTRATION	\$ 358,594.00	\$ 265,863.78	\$ 29,013.86	\$ 65,689.08	\$ 27,041.14	92.46
	FUNC 71310 CLARKE COUNTY RECREATION CENTER						
1100	SALARIES - REGULAR	\$ 43,210.00	\$ 36,008.34	\$ 3,600.83	\$ 7,201.66	\$ 0.00	100.00
1300	SALARIES - PART TIME	\$ 25,809.00	\$ 0.00	\$ 997.45	\$ 2,556.54	\$ 23,252.46	9.91
2100	FICA BENEFITS	\$ 5,280.00	\$ 2,726.38	\$ 348.94	\$ 740.86	\$ 1,812.76	65.67
2210	VSRS BENEFITS	\$ 5,246.00	\$ 4,371.41	\$ 437.14	\$ 874.28	\$ 0.31	99.99
2300	HEALTH INSURANCE BENEFITS	\$ 5,480.00	\$ 4,566.70	\$ 456.65	\$ 913.30	\$ 0.00	100.00
2400	LIFE INSURANCE	\$ 514.00	\$ 428.50	\$ 42.85	\$ 85.70	\$ 0.20	100.04
2700	WORKERS COMPENSATION INSURANCE	\$ 700.00	\$ 0.00	\$ 0.00	\$ 537.91	\$ 162.09	76.84
3600	ADVERTISING	\$ 200.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 200.00	0.00
5830	REFUNDS	\$ 200.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 200.00	0.00
6001	OFFICE SUPPLIES	\$ 50.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 50.00	0.00
6002	FOOD SUPPLIES & FOOD SERVICE SUP	\$ 820.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 820.00	0.00
6013	EDUCATIONAL AND RECREATIONAL SUP	\$ 2,300.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,300.00	0.00
6014	OTHER OPERATING SUPPLIES	\$ 2,500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,500.00	0.00
6015	MERCHANDISE FOR RESALE	\$ 5,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 5,000.00	0.00
71310	CLARKE COUNTY RECREATION CENTER	\$ 97,309.00	\$ 48,101.33	\$ 5,883.86	\$ 12,910.25	\$ 36,297.42	62.70
	FUNC 71320 SWIMMING POOL						
1300	SALARIES - PART TIME	\$ 60,251.00	\$ 0.00	\$ 18,839.61	\$ 38,944.01	\$ 21,306.99	64.64
2100	FICA BENEFITS	\$ 4,610.00	\$ 0.00	\$ 1,441.28	\$ 2,979.27	\$ 1,630.73	64.63
3100	PROFESSIONAL SERVICES	\$ 2,900.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,900.00	0.00
5540	TRAVEL CONVENTION & EDUCATION	\$ 200.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 200.00	0.00
5810	DUES & MEMBERSHIPS	\$ 1,675.00	\$ 0.00	\$ 870.00	\$ 870.00	\$ 805.00	51.94
5830	REFUNDS	\$ 500.00	\$ 0.00	\$ 0.00	\$ 190.00	\$ 310.00	38.00
6011	UNIFORM AND WEARING APPAREL	\$ 1,143.00	\$ 0.00	\$ 0.00	\$ 546.50	\$ 596.50	47.81
6013	EDUCATIONAL AND RECREATIONAL SUP	\$ 1,700.00	\$ 0.00	\$ 715.85	\$ 715.85	\$ 984.15	42.11
6014	OTHER OPERATING SUPPLIES	\$ 1,700.00	\$ 0.00	\$ 156.07	\$ 329.08	\$ 1,370.92	19.36
6015	MERCHANDISE FOR RESALE	\$ 2,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,000.00	0.00
6026	POOL CHEMICALS	\$ 11,000.00	\$ 0.00	\$ 2,331.42	\$ 2,331.42	\$ 8,668.58	21.19
71320	SWIMMING POOL	\$ 87,679.00	\$ 0.00	\$ 24,354.23	\$ 46,906.13	\$ 40,772.87	53.50
	FUNC 71330 CONCESSION STAND						
1300	SALARIES/WAGES - PART TIME	\$ 4,400.00	\$ 0.00	\$ 1,950.50	\$ 3,301.67	\$ 1,098.33	75.04
2100	FICA	\$ 337.00	\$ 0.00	\$ 149.23	\$ 252.57	\$ 84.43	74.95
6001	OFFICE SUPPLIES	\$ 100.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 100.00	0.00
6015	MERCHANDISE FOR RESALE	\$ 14,000.00	\$ 0.00	\$ 2,219.52	\$ 4,097.18	\$ 9,902.82	29.27
71330	CONCESSION STAND	\$ 18,837.00	\$ 0.00	\$ 4,319.25	\$ 7,651.42	\$ 11,185.58	40.62
	FUNC 71350 PROGRAMS						
1100	SALARIES/WAGES - REGULAR	\$ 31,641.00	\$ 26,367.50	\$ 2,636.75	\$ 5,273.50	\$ 0.00	100.00
1300	SALARIES - PART TIME	\$ 94,500.00	\$ 0.00	\$ 12,228.90	\$ 23,352.26	\$ 71,147.74	24.71
2100	FICA BENEFITS	\$ 9,650.00	\$ 1,462.35	\$ 1,081.69	\$ 2,078.87	\$ 6,108.78	36.70
2210	VSRS	\$ 3,841.00	\$ 3,201.02	\$ 320.10	\$ 640.20	\$ 0.22	100.01
2300	HOSPITAL/MEDICAL PLANS	\$ 8,728.00	\$ 7,273.30	\$ 727.35	\$ 1,454.70	\$ 0.00	100.00
2400	LIFE INSURANCE	\$ 377.00	\$ 313.77	\$ 31.38	\$ 62.76	\$ 0.47	99.88

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2700	WORKERS COMPENSATION BENEFITS	\$ 900.00	\$ 0.00	\$ 0.00	\$ 734.59	\$ 165.41	81.62
3100	PROFESSIONAL SERVICES	\$ 56,000.00	\$ 84,816.70	\$ 6,463.07	\$ 13,021.17	\$ 41,837.87	174.71
3500	PRINTING AND BINDING	\$ 7,000.00	\$ 1,752.00	\$ 2,008.00	\$ 2,008.00	\$ 3,240.00	53.71
3600	ADVERTISING	\$ 1,700.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,700.00	0.00
5210	POSTAL SERVICES	\$ 100.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 100.00	0.00
5400	LEASES AND RENTALS	\$ 1,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,000.00	0.00
5540	TRAVEL CONVENTION & EDUCATION	\$ 500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 500.00	0.00
5560	GROUP TRIPS	\$ 5,000.00	\$ 0.00	\$ 1,080.00	\$ 1,080.00	\$ 3,920.00	21.60
5810	DUES & MEMBERSHIPS	\$ 500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 500.00	0.00
5830	REFUNDS	\$ 7,500.00	\$ 0.00	\$ 629.00	\$ 986.00	\$ 6,514.00	13.15
6001	OFFICE SUPPLIES	\$ 100.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 100.00	0.00
6002	FOOD SUPPLIES & FOOD SERVICE SUP	\$ 7,000.00	\$ 0.00	\$ 341.81	\$ 817.86	\$ 6,182.14	11.68
6011	UNIFORM AND WEARING APPAREL	\$ 2,000.00	\$ 0.00	\$ 120.00	\$ 120.00	\$ 1,880.00	6.00
6013	EDUCATIONAL AND RECREATIONAL SUP	\$ 6,500.00	\$ 0.00	\$ 98.48	\$ 306.44	\$ 6,193.56	4.71
6014	OTHER OPERATING SUPPLIES	\$ 2,000.00	\$ 1,694.00	\$ 1,288.98	\$ 1,300.46	\$ 994.46	149.72
6015	MERCHANDISE FOR RESALE	\$ 6,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 6,000.00	0.00
71350	PROGRAMS	\$ 252,537.00	\$ 126,880.64	\$ 29,055.51	\$ 53,236.81	\$ 72,419.55	71.32
FUNG 72600 VIRGINIA COMMISSION FOR THE ARTS							
5699	CIVIC CONTRIBUTIONS	\$ 10,000.00	\$ 0.00	\$ 2,000.00	\$ 10,000.00	\$ 0.00	100.00
FUNG 73200 REGIONAL LIBRARY							
5699	CIVIC CONTRIBUTIONS	\$ 182,119.00	\$ 0.00	\$ 0.00	\$ 45,529.75	\$ 136,589.25	25.00
FUNG 81110 PLANNING ADMINISTRATION							
1100	SALARIES - REGULAR	\$ 229,603.00	\$ 191,335.80	\$ 19,133.60	\$ 38,267.20	\$ 0.00	100.00
2100	FICA BENEFITS	\$ 17,565.00	\$ 14,559.75	\$ 1,455.99	\$ 2,911.98	\$ 93.27	99.47
2210	VSRS BENEFITS	\$ 27,874.00	\$ 23,228.17	\$ 2,322.82	\$ 4,645.64	\$ 0.19	100.00
2300	HEALTH INSURANCE BENEFITS	\$ 19,180.00	\$ 15,983.44	\$ 1,598.28	\$ 3,196.56	\$ 0.00	100.00
2400	LIFE INSURANCE	\$ 2,732.00	\$ 2,276.88	\$ 227.70	\$ 455.40	\$ 0.28	100.01
2700	WORKERS COMPENSATION INSURANCE	\$ 3,675.00	\$ 0.00	\$ 0.00	\$ 3,590.40	\$ 84.60	97.70
3100	PROFESSIONAL SERVICES	\$ 20,000.00	\$ 0.00	\$ 98.00	\$ 98.00	\$ 19,902.00	0.49
3140	ENGINEERING REVIEW EXPENDITURES	\$ 3,000.00	\$ 0.00	\$ 340.00	\$ 765.00	\$ 2,235.00	25.50
3320	MAINTENANCE SERVICE CONTRACT	\$ 700.00	\$ 354.00	\$ 0.00	\$ 0.00	\$ 346.00	50.57
3500	PRINTING AND BINDING	\$ 3,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 3,000.00	0.00
3600	ADVERTISING	\$ 2,000.00	\$ 0.00	\$ 171.60	\$ 171.60	\$ 1,828.40	8.58
5210	POSTAL SERVICES	\$ 1,500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,500.00	0.00
5230	TELECOMMUNICATIONS	\$ 400.00	\$ 0.00	\$ 15.10	\$ 15.10	\$ 384.90	3.77
5510	TRAVEL MILEAGE	\$ 2,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,000.00	0.00
5540	TRAVEL CONVENTION & EDUCATION	\$ 1,500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,500.00	0.00
5810	DUES & MEMBERSHIPS	\$ 750.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 750.00	0.00
6001	OFFICE SUPPLIES	\$ 2,500.00	\$ 0.00	\$ 81.18	\$ 178.01	\$ 2,321.99	7.12
6012	BOOKS AND SUBSCRIPTIONS	\$ 1,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,000.00	0.00
81110	PLANNING ADMINISTRATION	\$ 338,979.00	\$ 247,738.04	\$ 25,444.27	\$ 54,294.89	\$ 36,946.07	89.10
FUNG 81300 HELP WITH HOUSING							
5699	CIVIC CONTRIBUTIONS	\$ 5,400.00	\$ 0.00	\$ 0.00	\$ 5,400.00	\$ 0.00	100.00
FUNG 81400 BOARD OF ZONING APPEALS							
1300	SALARIES - PART TIME	\$ 250.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 250.00	0.00
2100	FICA	\$ 20.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 20.00	0.00
3100	PROFESSIONAL SERVICES	\$ 2,000.00	\$ 0.00	\$ 2,756.00	\$ 2,756.00	\$ 756.00	137.80
3160	BOARD SERVICES	\$ 500.00	\$ 0.00	\$ 75.00	\$ 75.00	\$ 425.00	15.00
3600	ADVERTISING	\$ 500.00	\$ 0.00	\$ 343.20	\$ 343.20	\$ 156.80	68.64
5210	POSTAL SERVICES	\$ 50.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 50.00	0.00
5810	DUES & MEMBERSHIPS	\$ 150.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 150.00	0.00
81400	BOARD OF ZONING APPEALS	\$ 3,470.00	\$ 0.00	\$ 3,174.20	\$ 3,174.20	\$ 295.80	91.48
FUNG 81510 OFFICE OF ECONOMIC DEVELOPMENT							
1100	SALARIES AND WAGES - REGULAR	\$ 33,109.00	\$ 27,590.86	\$ 2,759.07	\$ 5,518.14	\$ 0.00	100.00
2100	FICA	\$ 2,534.00	\$ 2,116.48	\$ 211.64	\$ 423.28	\$ 5.76	100.23
2210	VSRS	\$ 4,019.00	\$ 3,349.53	\$ 334.95	\$ 669.90	\$ 0.43	100.01
2300	HOSPITAL/MEDICAL PLANS	\$ 2,740.00	\$ 2,283.36	\$ 228.32	\$ 456.64	\$ 0.00	100.00
2400	LIFE INSURANCE	\$ 394.00	\$ 328.33	\$ 32.83	\$ 65.66	\$ 0.01	100.00

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3100	PROFESSIONAL SERVICES	\$ 1,000.00	\$ 0.00	\$ 66.00	\$ 66.00	\$ 66.00	\$ 934.00	6.60	
3500	PRINTING AND BINDING	\$ 500.00	\$ 0.00	\$ 885.40	\$ 885.40	\$ 885.40	\$ 385.40	177.08	
5210	POSTAGE	\$ 100.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 100.00	0.00	
5699	CIVIC CONTRIBUTIONS	\$ 750.00	\$ 0.00	\$ 750.00	\$ 750.00	\$ 750.00	\$ 0.00	100.00	
6001	OFFICE SUPPLIES	\$ 400.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 400.00	0.00	
8202	FURNITURE & FIXTURES	\$ 0.00	\$ 0.00	\$ 635.84	\$ 635.84	\$ 635.84	\$ 635.84	100.00	
81510	OFFICE OF ECONOMIC DEVELOPMENT	\$ 45,546.00	\$ 35,668.56	\$ 5,904.05	\$ 9,470.86	\$ 406.58	\$ 99.11		
	FUNC 81520 BERRYVILLE DEVELOPMENT AUTHORITY								
3100	PROFESSIONAL SERVICES	\$ 5,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 5,000.00	0.00	
3160	BOARD SERVICES	\$ 500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 500.00	0.00	
3600	ADVERTISING	\$ 500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 500.00	0.00	
5210	POSTAL SERVICES	\$ 100.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 100.00	0.00	
81520	BERRYVILLE DEVELOPMENT AUTHORITY	\$ 6,100.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 6,100.00	0.00	
	FUNC 81530 SMALL BUSINESS DEVELOPMENT CENTER								
5699	CIVIC CONTRIBUTIONS	\$ 1,500.00	\$ 0.00	\$ 0.00	\$ 1,500.00	\$ 0.00	\$ 0.00	100.00	
	FUNC 81540 BLANDY EXPERIMENTAL FARM								
5699	CIVIC CONTRIBUTIONS	\$ 3,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 3,000.00	0.00	
	FUNC 81600 PLANNING COMMISSION								
1300	SALARIES - PART TIME	\$ 500.00	\$ 0.00	\$ 0.00	\$ 50.00	\$ 450.00	\$ 10.00		
2100	FICA	\$ 39.00	\$ 0.00	\$ 0.00	\$ 3.82	\$ 35.18	\$ 9.79		
3100	PROFESSIONAL SERVICES	\$ 8,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 8,000.00	\$ 0.00		
3160	BOARD SERVICES	\$ 8,000.00	\$ 0.00	\$ 0.00	\$ 600.00	\$ 7,400.00	\$ 7.50		
3600	ADVERTISING	\$ 1,600.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,600.00	\$ 0.00		
5210	POSTAL SERVICES	\$ 100.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 100.00	\$ 0.00		
5540	TRAVEL CONVENTION & EDUCATION	\$ 500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 500.00	\$ 0.00		
5810	DUES & MEMBERSHIPS	\$ 650.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 650.00	\$ 0.00		
81600	PLANNING COMMISSION	\$ 19,389.00	\$ 0.00	\$ 0.00	\$ 653.82	\$ 18,735.18	\$ 3.37		
	FUNC 81700 BOARD OF SEPTIC APPEALS								
1300	SALARIES AND WAGES - PART TIME	\$ 200.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 200.00	\$ 0.00		
2100	FICA	\$ 16.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 16.00	\$ 0.00		
3160	BOARD SERVICES	\$ 200.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 200.00	\$ 0.00		
3600	ADVERTISING	\$ 500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 500.00	\$ 0.00		
5210	POSTAL SERVICES	\$ 100.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 100.00	\$ 0.00		
81700	BOARD OF SEPTIC APPEALS	\$ 1,016.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,016.00	\$ 0.00		
	FUNC 81800 HISTORIC PRESERVATION COMMISSION								
3100	PROFESSIONAL SERVICES	\$ 6,000.00	\$ 15,000.00	\$ 9,000.00	\$ 9,000.00	\$ 18,000.00	\$ 400.00		
3160	BOARD SERVICES	\$ 1,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,000.00	\$ 0.00		
3600	ADVERTISING	\$ 250.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 250.00	\$ 0.00		
5210	POSTAL SERVICES	\$ 200.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 200.00	\$ 0.00		
5540	TRAVEL CONVENTION & EDUCATION	\$ 350.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 350.00	\$ 0.00		
81800	HISTORIC PRESERVATION COMMISSION	\$ 7,800.00	\$ 15,000.00	\$ 9,000.00	\$ 9,000.00	\$ 16,200.00	\$ 307.69		
	FUNC 81910 NORTHERN SHENANDOAH VALLEY REGIONAL COMM								
5699	CIVIC CONTRIBUTIONS	\$ 5,712.00	\$ 0.00	\$ 0.00	\$ 5,776.22	\$ 64.22	\$ 101.12		
	FUNC 81920 REGIONAL AIRPORT AUTHORITY								
5699	CIVIC CONTRIBUTIONS	\$ 2,500.00	\$ 0.00	\$ 625.00	\$ 625.00	\$ 1,875.00	\$ 25.00		
	FUNC 82200 FRIENDS OF THE SHENANDOAH								
5699	CIVIC CONTRIBUTIONS	\$ 3,000.00	\$ 0.00	\$ 3,000.00	\$ 3,000.00	\$ 0.00	\$ 100.00		
	FUNC 82210 WATER QUALITY MANAGEMENT								
3000	PURCHASED SERVICES	\$ 30,000.00	\$ 30,545.00	\$ 0.00	\$ 0.00	\$ 545.00	\$ 101.82		
	FUNC 82400 LORD FAIRFAX SOIL AND WATER CONSERV								
5699	CIVIC CONTRIBUTIONS	\$ 4,750.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 4,750.00	\$ 0.00		

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Code	Description	Appropriations	Outstanding Encumbrances	Expenditures For	AUGUST	Expenditures Year-to-Date	Available Balance	Percent Used
FUNC 82600 BIO-SOLIDS APPLICATION								
1300	PART-TIME SALARIES	\$ 12,228.00	\$ 0.00	\$ 1,162.50	\$	\$ 2,325.00	\$ 9,903.00	19.01
2100	FICA	\$ 936.00	\$ 0.00	\$ 88.93	\$	\$ 177.86	\$ 758.14	19.00
2700	WORKERS COMPENSATION INSURANCE	\$ 350.00	\$ 0.00	\$ 0.00	\$	\$ 133.37	\$ 216.63	38.11
3100	PROFESSIONAL SERVICES	\$ 400.00	\$ 0.00	\$ 0.00	\$	\$ 0.00	\$ 400.00	0.00
5510	TRAVEL MILEAGE	\$ 3,000.00	\$ 0.00	\$ 321.49	\$	\$ 321.49	\$ 2,678.51	10.72
82600	BIO-SOLIDS APPLICATION	\$ 16,914.00	\$ 0.00	\$ 1,572.92	\$	\$ 2,957.72	\$ 13,956.28	17.49
FUNC 83100 COOPERATIVE EXTENSION								
3320	MAINTENANCE SERVICE CONTRACTS	\$ 400.00	\$ 610.00	\$ 0.00	\$	\$ 0.00	\$ 210.00	152.50
3841	VPI EXTENSION AGENT	\$ 36,065.00	\$ 0.00	\$ 0.00	\$	\$ 0.00	\$ 36,065.00	0.00
5230	TELECOMMUNICATIONS	\$ 500.00	\$ 0.00	\$ 35.71	\$	\$ 35.71	\$ 464.29	7.14
6014	OTHER OPERATING SUPPLIES	\$ 2,000.00	\$ 0.00	\$ 34.25	\$	\$ 75.30	\$ 1,924.70	3.77
83100	COOPERATIVE EXTENSION	\$ 38,965.00	\$ 610.00	\$ 69.96	\$	\$ 111.01	\$ 38,243.99	1.85
FUNC 83400 4-H CENTER								
5699	CIVIC CONTRIBUTIONS	\$ 2,250.00	\$ 0.00	\$ 0.00	\$	\$ 0.00	\$ 2,250.00	0.00
FUNC 91600 CONTINGENCIES								
1000	PERSONNEL	\$ 15,000.00	\$ 0.00	\$ 0.00	\$	\$ 0.00	\$ 15,000.00	0.00
3140	ENGINEERING & ARCHITECTURAL	\$ 15,000.00	\$ 0.00	\$ 0.00	\$	\$ 0.00	\$ 15,000.00	0.00
3150	LEGAL	\$ 20,000.00	\$ 0.00	\$ 0.00	\$	\$ 0.00	\$ 20,000.00	0.00
8000	MINOR CAPITAL	\$ 20,000.00	\$ 0.00	\$ 0.00	\$	\$ 0.00	\$ 20,000.00	0.00
91600	CONTINGENCIES	\$ 70,000.00	\$ 0.00	\$ 0.00	\$	\$ 0.00	\$ 70,000.00	0.00
000	NON-CATEGORICAL	\$ 8,318,328.00	\$ 4,258,589.43	\$ 584,491.81	\$	\$ 1,503,348.64	\$ 2,556,389.93	69.27
PJT 111 E911								
FUNC 35610								
5230	TELECOMMUNICATIONS	\$ 37,284.00	\$ 0.00	\$ 0.00	\$	\$ 0.00	\$ 37,284.00	0.00
6032	TRAINING MATERIALS	\$ 2,000.00	\$ 0.00	\$ 0.00	\$	\$ 0.00	\$ 2,000.00	0.00
35610		\$ 39,284.00	\$ 0.00	\$ 0.00	\$	\$ 0.00	\$ 39,284.00	0.00
111	E911	\$ 39,284.00	\$ 0.00	\$ 0.00	\$	\$ 0.00	\$ 39,284.00	0.00
PJT 126 V-STOP GRANT								
FUNC 22100 COMMONWEALTH'S ATTORNEY								
1100	SALARIES/WAGES - REGULAR	\$ 26,877.00	\$ 22,397.25	\$ 80.25	\$	\$ 2,320.02	\$ 2,159.73	91.96
1300	SALARIES/WAGES - PART TIME	\$ 8,362.00	\$ 6,968.33	\$ 696.83	\$	\$ 1,393.66	\$ 0.01	100.00
2100	FICA	\$ 2,696.00	\$ 2,588.15	\$ 52.66	\$	\$ 105.32	\$ 2.53	99.91
2210	VSRS	\$ 1,132.00	\$ 962.88	\$ 84.59	\$	\$ 169.18	\$ 0.06	100.01
2300	HEALTH INSURANCE	\$ 1,325.00	\$ 1,325.01	\$ 0.00	\$	\$ 0.00	\$ 0.01	100.00
2400	GROUP LIFE	\$ 111.00	\$ 110.97	\$ 0.00	\$	\$ 0.00	\$ 0.03	99.97
22100	COMMONWEALTH'S ATTORNEY	\$ 40,503.00	\$ 34,352.59	\$ 914.33	\$	\$ 3,988.18	\$ 2,162.23	94.66
126	V-STOP GRANT	\$ 40,503.00	\$ 34,352.59	\$ 914.33	\$	\$ 3,988.18	\$ 2,162.23	94.66
PJT 129 FEDERAL GANG TASK FORCE GRANT 2010								
FUNC 31200 SHERIFF								
1100	SALARIES/WAGES - REGULAR	\$ 12,753.00	\$ 15,076.00	\$ 3,769.00	\$	\$ 7,538.00	\$ 9,861.00	177.32
2100	FICA	\$ 1,066.00	\$ 1,142.89	\$ 285.73	\$	\$ 571.46	\$ 648.35	160.82
2210	VSRS	\$ 1,181.00	\$ 1,830.22	\$ 457.56	\$	\$ 915.12	\$ 1,564.34	232.46
2300	HOSPITAL/MEDICAL PLANS	\$ 0.00	\$ 1,826.60	\$ 456.65	\$	\$ 913.30	\$ 2,739.90	100.00
2400	LIFE INSURANCE	\$ 0.00	\$ 179.41	\$ 44.85	\$	\$ 89.70	\$ 269.11	100.00
31200	SHERIFF	\$ 15,000.00	\$ 20,055.12	\$ 5,013.79	\$	\$ 10,027.58	\$ 15,082.70	200.55
129	FEDERAL GANG TASK FORCE GRANT 20	\$ 15,000.00	\$ 20,055.12	\$ 5,013.79	\$	\$ 10,027.58	\$ 15,082.70	200.55

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PJT 140 RAIN BARREL PARTNERSHIP -- INTERSTATE COMMISSION ON								
6000	FUNC 81110 PLANNING ADMINISTRATION MATERIALS AND SUPPLIES	\$ 1,400.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,400.00	0.00
PJT 402 DMV 402 GRANT								
1300	FUNC 31200 SHERIFF SALARIES/WAGES - PART TIME	\$ 0.00	\$ 0.00	\$ 277.80	\$ 277.80	\$ 277.80	\$ 277.80	100.00
2100	FICA	\$ 0.00	\$ 0.00	\$ 21.25	\$ 21.25	\$ 21.25	\$ 21.25	100.00
6010	POLICE SUPPLIES	\$ 10,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 10,000.00	0.00
31200	SHERIFF	\$ 10,000.00	\$ 0.00	\$ 299.05	\$ 299.05	\$ 299.05	\$ 9,700.95	2.99
402	DMV 402 GRANT	\$ 10,000.00	\$ 0.00	\$ 299.05	\$ 299.05	\$ 299.05	\$ 9,700.95	2.99
PJT 602 DOJ VEST GRANT								
6010	FUNC 31200 SHERIFF POLICE SUPPLIES	\$ 1,500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,500.00	0.00
PJT 605 DOJ LOCAL LAW ENFORCEMENT BLOCK GRANT (LLEBG)								
1100	FUNC 31200 SHERIFF SALARIES/WAGES - REGULAR	\$ 1,853.00	\$ 0.00	\$ 0.00	\$ 321.75	\$ 321.75	\$ 1,531.25	17.36
2100	FICA	\$ 0.00	\$ 0.00	\$ 0.00	\$ 24.62	\$ 24.62	\$ 24.62	100.00
31200	SHERIFF	\$ 1,853.00	\$ 0.00	\$ 0.00	\$ 346.37	\$ 346.37	\$ 1,506.63	18.69
605	DOJ LOCAL LAW ENFORCEMENT BLOCK	\$ 1,853.00	\$ 0.00	\$ 0.00	\$ 346.37	\$ 346.37	\$ 1,506.63	18.69
100	GENERAL FUND	\$ 8,427,868.00	\$ 4,312,997.14	\$ 590,718.98	\$ 1,518,009.82	\$ 1,518,009.82	\$ 2,596,861.04	69.19

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GRAND TOTAL		\$ 8,427,868.00	\$ 4,312,997.14	\$ 590,718.98	\$ 1,518,009.82	\$ 2,596,861.04	69.19

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Fiscal Year: 2013						
EXPENDITURES						
DEFINITION TYPE 0						
100-000-11010-5230			TELECOMMUNICATIONS			
VENDOR: 5	TREASURER OF VIRGINIA POST YEAR	T262316	JUNE 2013 PHONE SERVICE	4487	08/15/2013 \$	0.39
100-000-12110-5230			TELECOMMUNICATIONS			
VENDOR: 11	TREASURER OF VIRGINIA POST YEAR	T262316	JUNE 2013 PHONE SERVICE	4487	08/15/2013 \$	5.69
100-000-12310-5230			TELECOMMUNICATIONS			
VENDOR: 3	TREASURER OF VIRGINIA POST YEAR	T262316	JUNE 2013 PHONE SERVICE	4487	08/15/2013 \$	3.09
100-000-12310-8202			FURNITURE & FIXTURES			
VENDOR: 1	B-K OFFICE SUPPLY, INC. POST YEAR	57030-0	LATERAL FILE DRAWER	4474	08/15/2013 \$	344.00
100-000-12410-5230			TELECOMMUNICATIONS			
VENDOR: 25	TREASURER OF VIRGINIA POST YEAR	T262316	JUNE 2013 PHONE SERVICE	4487	08/15/2013 \$	2.90
100-000-12510-5230			TELECOMMUNICATIONS			
VENDOR: 16	TREASURER OF VIRGINIA POST YEAR	T262316	JUNE 2013 PHONE SERVICE	4487	08/15/2013 \$	733.40
100-000-12510-5540			TRAVEL CONVENTION & EDUCATION			
VENDOR: 1	GORDON D RUSSELL POST YEAR	MILEAGE APR-JUN	MILEAGE APR-JUN	4572	08/30/2013 \$	34.35
100-000-12510-8207			EDP EQUIPMENT			
VENDOR: 1	DALY COMPUTERS, INC. POST YEAR	PSI0961672	EDP EQUIPMENT	4485	08/15/2013 \$	8,000.00
100-000-13100-5210			POSTAL SERVICES			
VENDOR: 4	CLARKE COUNTY TREASURER POST YEAR	AUG 20 2013CORR	UNDO - POSTAGE	78109	08/30/2013 \$	2.97
100-000-13200-5230			TELECOMMUNICATIONS			
VENDOR: 22	TREASURER OF VIRGINIA POST YEAR	T262316	JUNE 2013 PHONE SERVICE	4487	08/15/2013 \$	5.47
100-000-21200-3150			LEGAL			
VENDOR: 1	CLARKE CO GENERAL DISTRICT COURT POST YEAR	006286022	LAWYER FEES	78104	08/30/2013 \$	120.00
100-000-21200-3320			MAINTENANCE SERVICE CONTRACT			
VENDOR: 1	RICOH USA INC POST YEAR	5026879240	ADDITIONAL IMAGES	78031	08/15/2013 \$	54.94
100-000-21200-5230			TELECOMMUNICATIONS			
VENDOR: 15	TREASURER OF VIRGINIA POST YEAR	T262316	JUNE 2013 PHONE SERVICE	4487	08/15/2013 \$	108.68

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100-000-21500-5230			TELECOMMUNICATIONS			
VENDOR: 17	TREASURER OF VIRGINIA POST YEAR	T262316	JUNE 2013 PHONE SERVICE	4487	08/15/2013 \$	7.23
100-000-21600-5230			TELECOMMUNICATIONS			
VENDOR: 9	TREASURER OF VIRGINIA POST YEAR	T262316	JUNE 2013 PHONE SERVICE	4487	08/15/2013 \$	5.20
100-000-21900-5230			TELECOMMUNICATIONS			
VENDOR: 26	TREASURER OF VIRGINIA POST YEAR	T262316	JUNE 2013 PHONE SERVICE	4487	08/15/2013 \$	13.26
100-000-22100-5210			POSTAL SERVICES			
VENDOR: 2	CLARKE COUNTY TREASURER POST YEAR	AUG 20 2013CORR	UNDO - POSTAGE	78109	08/30/2013 \$	115.00
100-000-22100-5230			TELECOMMUNICATIONS			
VENDOR: 10	TREASURER OF VIRGINIA POST YEAR	T262316	JUNE 2013 PHONE SERVICE	4487	08/15/2013 \$	14.56
100-000-31200-3320			MAINTENANCE SERVICE CONTRACT			
VENDOR: 1	TML COPIERS & DIGITAL SOLUTIONS POST YEAR	149010	EXCESS COPIES	4519	08/15/2013 \$	260.50
100-000-31200-5230			TELECOMMUNICATIONS			
VENDOR: 23	TREASURER OF VIRGINIA POST YEAR	T262316	JUNE 2013 PHONE SERVICE	4487	08/15/2013 \$	13.39
100-000-32100-5230			TELECOMMUNICATIONS			
VENDOR: 12	TREASURER OF VIRGINIA POST YEAR	T262316	JUNE 2013 PHONE SERVICE	4487	08/15/2013 \$	3.20
100-000-33300-5230			TELECOMMUNICATIONS			
VENDOR: 21	TREASURER OF VIRGINIA POST YEAR	T262316	JUNE 2013 PHONE SERVICE	4487	08/15/2013 \$	4.84
100-000-34100-5230			TELECOMMUNICATIONS			
VENDOR: 6	TREASURER OF VIRGINIA POST YEAR	T262316	JUNE 2013 PHONE SERVICE	4487	08/15/2013 \$	5.46
100-000-35100-5230			TELECOMMUNICATIONS			
VENDOR: 2	TREASURER OF VIRGINIA POST YEAR	T262316	JUNE 2013 PHONE SERVICE	4487	08/15/2013 \$	6.01
100-000-35100-6014			OTHER OPERATING SUPPLIES			
VENDOR: 1	RICOH USA INC POST YEAR	5026633441	OVERAGES	78031	08/15/2013 \$	16.97
100-000-35600-3000			PURCHASED SERVICES			
VENDOR: 3	LANGUAGE LINE SERVICES, INC. POST YEAR	3209416	JUNE SERVICES	78146	08/30/2013 \$	5.47
100-000-35600-5230			TELECOMMUNICATIONS			
VENDOR: 1	TREASURER OF VIRGINIA POST YEAR	T262316	JUNE 2013 PHONE SERVICE	4487	08/15/2013 \$	387.93
VENDOR:	LANGUAGE LINE SERVICES, INC.					

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1	POST YEAR	3209416	JUNE SERVICES	78146	08/30/2013 \$	5.47
2	POST YEAR	3209416	JUNE SERVICES	78146	08/30/2013 \$	5.47-
Total for 100-000-35600-5230						\$ 387.93
100-000-42400-3840 PURCHASED SERVICES						
VENDOR: COUNTY OF FREDERICK, VIRGINIA						
2	POST YEAR	ACCT 9 8/19CORR	UNDO - REFUSE	78117	08/30/2013 \$	5,832.49
100-000-43200-3600 ADVERTISING						
VENDOR: WINCHESTER STAR						
6	POST YEAR	1679471ACORRECT	UNDO - ADVERTISING	4521	08/15/2013 \$	78.05
100-000-43200-5230 TELECOMMUNICATIONS						
VENDOR: TREASURER OF VIRGINIA						
4	POST YEAR	T262316	JUNE 2013 PHONE SERVICE	4487	08/15/2013 \$	4.29
18	POST YEAR	T262316	JUNE 2013 PHONE SERVICE	4487	08/15/2013 \$	4.84
Total for 100-000-43200-5230						\$ 9.13
100-000-43202-3100 PROFESSIONAL SERVICES						
VENDOR: HALL, MONAHAN, ENGLE, MAHAN & MITCHELL						
2	POST YEAR	JULY 10, 2013	PROFESSIONAL SERVICES	4493	08/15/2013 \$	2,351.25
100-000-71100-5230 TELECOMMUNICATIONS						
VENDOR: TREASURER OF VIRGINIA						
19	POST YEAR	T262316	JUNE 2013 PHONE SERVICE	4487	08/15/2013 \$	11.98
100-000-71320-6026 POOL CHEMICALS						
VENDOR: CLEAN H2O CENTER						
3	POST YEAR	79388	CHEMICALS RETURN	77994	08/15/2013 \$	105.82-
3	POST YEAR	79389	CHEMICALS	77994	08/15/2013 \$	58.65
Total for 100-000-71320-6026						\$ 47.17-
100-000-81110-5230 TELECOMMUNICATIONS						
VENDOR: TREASURER OF VIRGINIA						
20	POST YEAR	T262316	JUNE 2013 PHONE SERVICE	4487	08/15/2013 \$	5.93
100-000-81910-5699 CIVIC CONTRIBUTIONS						
VENDOR: NORTHERN SHENANDOAH VALLEY REGIONAL COMM						
1	POST YEAR	218-2014	USGC MINIMUM INSTREAM FLOW	4505	08/15/2013 \$	8,505.00
100-000-82210-3000 PURCHASED SERVICES						
VENDOR: FRIENDS OF THE SHENANDOAH RIVER						
2	POST YEAR	1 WQM	SAMPLES AND ANALYSIS	78006	08/15/2013 \$	4,660.86
VENDOR: US GOVT INTERIOR (DEPT OF) US GEO SURVEY						
1	POST YEAR	90181610	APPRAISAL OF N. VALLEY AQU	78053	08/15/2013 \$	9,386.00
Total for 100-000-82210-3000						\$ 14,046.86
100-000-83100-5230 TELECOMMUNICATIONS						
VENDOR: TREASURER OF VIRGINIA						
13	POST YEAR	T262316	JUNE 2013 PHONE SERVICE	4487	08/15/2013 \$	16.48
TOTAL DEFINITION TYPE 0 :						\$ 41,084.90
TOTAL EXPENDITURES :						\$ 41,084.90
TOTAL for FISCAL YEAR 2013 :						\$ 41,084.90

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EXPENDITURES						
DEFINITION TYPE 0						
100-000-11010-5800		MISCELLANEOUS CHARGES				
VENDOR: AHOLD FINANCIAL SERVICES						
2	AUGUST	296273	SUPPLIES/FOOD FOR PICNIC	77975	08/15/2013 \$	119.48
VENDOR: COSTCO WHOLESALE INC. #239						
1	AUGUST	023905003980	DRINKS/FOOD	77999	08/15/2013 \$	115.36
Total for 100-000-11010-5800						\$ 234.84
100-000-11010-5810		DUES & ASSOC. MEMBERSHIPS				
VENDOR: UNIVERSITY OF VIRGINIA						
1	AUGUST	MVIG1704	MEMBERSHIP DUES	78052	08/15/2013 \$	500.00
100-000-12110-3600		ADVERTISING				
VENDOR: WINCHESTER STAR						
7	AUGUST	1651188	COUNTY ATTORNEY ADVERTISEM	4521	08/15/2013 \$	171.60
100-000-12110-5230		TELECOMMUNICATIONS				
VENDOR: AT&T MOBILITY						
1	AUGUST	X08012013	GOVT ADMIN	77980	08/15/2013 \$	47.21
VENDOR: VERIZON						
130	AUGUST	00002726889534Y	PHONE BILL	78057	08/15/2013 \$	9.06
Total for 100-000-12110-5230						\$ 56.27
100-000-12110-6008		VEHICLE AND EQUIP FUEL				
VENDOR: MANSFIELD OIL COMPANY						
3	AUGUST	SQLCD/00059298	FUEL 07/16-07/31	4498	08/15/2013 \$	46.61
4	AUGUST	SQLCD/00060024	FUEL PURCHASES 08/01 - 08/	4556	08/30/2013 \$	80.45
Total for 100-000-12110-6008						\$ 127.06
100-000-12210-3100		PROFESSIONAL SERVICES				
VENDOR: HALL, MONAHAN, ENGLE, MAHAN & MITCHELL						
1	AUGUST	AUGUST 9 2013	LEGAL SERVICES	4543	08/30/2013 \$	203.00
2	AUGUST	AUGUST 9 2013	LEGAL SERVICES	4543	08/30/2013 \$	87.00
3	AUGUST	LEGALSERV AUG6	LEGAL SERVICES	4543	08/30/2013 \$	100.00
Total for 100-000-12210-3100						\$ 390.00
100-000-12310-3100		PROFESSIONAL SERVICES				
VENDOR: CINTAS CORP.						
1	AUGUST	8400434574	SERVICES	78101	08/30/2013 \$	22.05
100-000-12310-3320		MAINTENANCE SERVICE CONTRACTS				
VENDOR: RICOH USA INC.						
1	AUGUST	5027215315	OVERAGES	78170	08/30/2013 \$	22.70
100-000-12310-5230		TELECOMMUNICATIONS				
VENDOR: VERIZON						
131	AUGUST	00002726889534Y	PHONE BILL	78057	08/15/2013 \$	35.40
100-000-12310-5540		TRAVEL CONVENTION & EDUCATION				
VENDOR: COMMISSIONERS OF REVENUE ASSOC OF VA						
1	AUGUST	DONNA PEAKE	REGISTRATION	78112	08/30/2013 \$	300.00

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1	AUGUST	LOBBYING 101	REGISTRATION LOBBYING 101	78114	08/30/2013 \$	125.00
Total for 100-000-12310-5540						\$ 425.00
100-000-12310-5810 DUES & MEMBERSHIPS						
VENDOR: COMMISSIONERS OF REVENUE ASSOC OF VA						
1	AUGUST	MEMBERSHIP DUES	MEMBERSHIP DUES 2013-2014	78113	08/30/2013 \$	275.00
100-000-12410-3100 PROFESSIONAL SERVICES						
VENDOR: CINTAS CORP.						
1	AUGUST	8400434575	SERVICES	78101	08/30/2013 \$	22.05
100-000-12410-3320 MAINTENANCE SERVICE CONTRACT						
VENDOR: RICOH USA INC						
2	AUGUST	5027215315	OVERAGES	78170	08/30/2013 \$	22.70
100-000-12410-5230 TELECOMMUNICATIONS						
VENDOR: VERIZON						
132	AUGUST	00002726889534Y	PHONE BILL	78057	08/15/2013 \$	3.02
100-000-12410-5540 TRAVEL CONVENTION & EDUCATION						
VENDOR: CLARKE COUNTY TREASURER						
4	AUGUST	AUGUST 20, 2013	FOOD-S. KEELER	78109	08/30/2013 \$	19.95
5	AUGUST	AUGUST 20, 2013	FOOD-S. KEELER	78109	08/30/2013 \$	12.50
6	AUGUST	AUGUST 20, 2013	FOOD-S. KEELER	78109	08/30/2013 \$	7.99
VENDOR: KEELER, SHARON E.						
1	AUGUST	HOTELRESERVATIO	HOTEL RESERVATION	4550	08/30/2013 \$	390.90
Total for 100-000-12410-5540						\$ 431.34
100-000-12410-6001 OFFICE SUPPLIES						
VENDOR: BANK OF CLARKE COUNTY						
1	AUGUST	ACCT1101323	PRINTED CHECKS DEPOSIT SLI	78087	08/30/2013 \$	112.22
VENDOR: PITNEY BOWES INC						
1	AUGUST	5502272501	POSTAL	78163	08/30/2013 \$	113.24
Total for 100-000-12410-6001						\$ 225.46
100-000-12510-3100 PROFESSIONAL SERVICES						
VENDOR: MATSCH SYSTEMS						
1	AUGUST	1867	SEPTEMBER CALL ACCOUNTING	4499	08/15/2013 \$	200.00
100-000-12510-3320 MAINTENANCE SERVICE CONTRACT						
VENDOR: AVAYA, INC.						
1	AUGUST	2732684777	SERVICE AGREEMENT	77984	08/15/2013 \$	1,249.22
VENDOR: BAI MUNICIPAL SOFTWARE						
1	AUGUST	ESD2013-42	ESD ANNUAL SUPPORT SERVICE	78086	08/30/2013 \$	1,911.00
Total for 100-000-12510-3320						\$ 3,160.22
100-000-12510-5230 TELECOMMUNICATIONS						
VENDOR: AT&T MOBILITY						
8	AUGUST	X08012013	GOVT IT	77980	08/15/2013 \$	94.42
VENDOR: COMCAST						
1	AUGUST	26353985	INTERNET SERVICES	78111	08/30/2013 \$	850.00
VENDOR: VERIZON						
133	AUGUST	00002726889534Y	PHONE BILL	78057	08/15/2013 \$	420.85

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5	AUGUST	9950007176	PHONE BILL	78192	08/30/2013 \$	219.99
Total for 100-000-12510-5230						\$ 1,585.26
100-000-12510-5540 TRAVEL CONVENTION & EDUCATION						
VENDOR: GORDON D RUSSELL						
1	AUGUST	MILEAGE JUL-AUG	MILEAGE JUL-AUG	4572	08/30/2013 \$	38.70
100-000-12510-8207 EDP EQUIPMENT						
VENDOR: BB&T FINANCIAL, FSB						
1	AUGUST	3396-08/09	FOR NETWORKS	78094	08/30/2013 \$	37.65
VENDOR: DALY COMPUTERS, INC.						
1	AUGUST	PSI0962808	EDP EQUIPMENT	4535	08/30/2013 \$	2,298.00
Total for 100-000-12510-8207						\$ 2,335.65
100-000-13100-5210 POSTAL SERVICES						
VENDOR: CLARKE COUNTY TREASURER						
3	AUGUST	AUG 20 2013CORR	MOVE FROM FY14 TO FY13	78109	08/30/2013 \$	2.97-
7	AUGUST	AUGUST 20, 2013	POSTAL SERVICES	78109	08/30/2013 \$	2.97
Total for 100-000-13100-5210						\$ 0.00
100-000-13200-5230 TELECOMMUNICATIONS						
VENDOR: AT&T MOBILITY						
10	AUGUST	X08012013	REGISTRAR	77980	08/15/2013 \$	47.21
VENDOR: VERIZON						
134	AUGUST	00002726889534Y	PHONE BILL	78057	08/15/2013 \$	3.02
Total for 100-000-13200-5230						\$ 50.23
100-000-13200-5510 TRAVEL MILEAGE						
VENDOR: BOSSERMAN, BARBARA						
1	AUGUST	VRAV ANNUALMEET	MILEAGE	4478	08/15/2013 \$	208.99
100-000-13200-5540 TRAVEL CONVENTION & EDUCATION						
VENDOR: BB&T FINANCIAL, FSB						
1	AUGUST	0350-08/09	DOUBLETREE LODGING	78094	08/30/2013 \$	188.08
2	AUGUST	0350-08/09	DOUBLETREE LODGING	78094	08/30/2013 \$	188.08
3	AUGUST	0350-08/09	DOUBLETREE LODGING	78094	08/30/2013 \$	188.08
VENDOR: BOSSERMAN, BARBARA						
2	AUGUST	VRAV ANNUALMEET	HOTEL/MEALS	4478	08/15/2013 \$	121.62
Total for 100-000-13200-5540						\$ 685.86
100-000-13200-6001 OFFICE SUPPLIES						
VENDOR: CLARKE COUNTY TREASURER						
3	AUGUST	AUGUST 20, 2013	STAPLES	78109	08/30/2013 \$	34.74
100-000-21200-5230 TELECOMMUNICATIONS						
VENDOR: VERIZON						
135	AUGUST	00002726889534Y	PHONE BILL	78057	08/15/2013 \$	40.39
7	AUGUST	00092572601596Y	PHONE BILL	78192	08/30/2013 \$	118.78
Total for 100-000-21200-5230						\$ 159.17
100-000-21200-6001 OFFICE SUPPLIES						
VENDOR: QUILL CORPORATION						
1	AUGUST	4820422	TIME CLOCK RIBBON	4566	08/30/2013 \$	23.10

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1	AUGUST	4837698	SHREDDER	4566	08/30/2013 \$	97.49
Total for 100-000-21200-6001						\$ 120.59
100-000-21500-5230	TELECOMMUNICATIONS					
VENDOR: VERIZON						
136	AUGUST	00002726889534Y	PHONE BILL	78057	08/15/2013 \$	67.66
100-000-21600-3100	PROFESSIONAL SERVICES					
VENDOR: TRUESHRED						
3	AUGUST	18991	SHRED SERVICES	78049	08/15/2013 \$	174.00
100-000-21600-3510	MICROFILMING					
VENDOR: LOGAN SYSTEMS, INC						
1	AUGUST	4570	COMPUTER INDEXING	4554	08/30/2013 \$	669.31
100-000-21600-5230	TELECOMMUNICATIONS					
VENDOR: VERIZON						
137	AUGUST	00002726889534Y	PHONE BILL	78057	08/15/2013 \$	68.06
100-000-21600-6001	OFFICE SUPPLIES					
VENDOR: C.W. WARTHEN COMPANY						
1	AUGUST	50889	CASEBINDERS/ACTION DOCKET	78099	08/30/2013 \$	1,812.54
VENDOR: LOGAN SYSTEMS, INC						
2	AUGUST	4570	COMPUTER INDEXING	4554	08/30/2013 \$	254.40
VENDOR: TRUESHRED						
1	AUGUST	18991	SHRED SERVICES	78049	08/15/2013 \$	174.00
2	AUGUST	18991	SHRED SERVICES	78049	08/15/2013 \$	174.00-
Total for 100-000-21600-6001						\$ 2,066.94
100-000-21900-5230	TELECOMMUNICATIONS					
VENDOR: VERIZON						
138	AUGUST	00002726889534Y	PHONE BILL	78057	08/15/2013 \$	3.02
100-000-21920-3845	PURCHASED SERVICES - DETOX					
VENDOR: COUNTY OF FREDERICK, VIRGINIA						
1	AUGUST	13/14RENT NREP	NREP BUILDING RENT/UTILITY	78118	08/30/2013 \$	3,759.00
100-000-21930-5699	CIVIC CONTRIBUTIONS					
VENDOR: BLUE RIDGE LEGAL SERVICES, INC						
1	AUGUST	13-14APPROPRIAT	2013-2014 APPROPRIATION	78096	08/30/2013 \$	1,500.00
100-000-22100-5210	POSTAL SERVICES					
VENDOR: CLARKE COUNTY TREASURER						
1	AUGUST	AUG 20 2013CORR	MOVE FROM FY14 TO FY13	78109	08/30/2013 \$	115.00-
1	AUGUST	AUGUST 20, 2013	POSTAL SERVICES	78109	08/30/2013 \$	115.00
2	AUGUST	AUGUST 20, 2013	POSTAL SERVICES	78109	08/30/2013 \$	150.00
Total for 100-000-22100-5210						\$ 150.00
100-000-22100-5230	TELECOMMUNICATIONS					
VENDOR: VERIZON						
139	AUGUST	00002726889534Y	PHONE BILL	78057	08/15/2013 \$	38.73
100-000-22100-5810	DUES & MEMBERSHIPS					
VENDOR: SUZANNE MACKALL						
1	AUGUST	STATEBARDUES	STATE BAR DUES	4497	08/15/2013 \$	270.00

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100-000-31200-3100 PROFESSIONAL SERVICES						
VENDOR: TECHNICAL SALES, INC.						
1	AUGUST	081213TA	SOFTWARE TRAINING AND SYST	78182	08/30/2013 \$	250.00
100-000-31200-3310 REPAIR & MAINTENANCE						
VENDOR: BERRYVILLE AUTO PARTS INC						
2	AUGUST	5370-73774	LABOR	4475	08/15/2013 \$	15.00
2	AUGUST	5370-73887	LABOR	4475	08/15/2013 \$	40.00
2	AUGUST	5370-74355	LABOR	4526	08/30/2013 \$	60.00
2	AUGUST	5370-74563	LABOR	4526	08/30/2013 \$	40.00
1	AUGUST	5370-74564	LABOR	4526	08/30/2013 \$	60.00
2	AUGUST	5370-74611	LABOR	4526	08/30/2013 \$	40.00
2	AUGUST	5370-74763	LABOR	4526	08/30/2013 \$	35.00
VENDOR: BROY'S CAR WASH						
1	AUGUST	JULY2013STATEME	CAR WASH	4480	08/15/2013 \$	65.50
Total for 100-000-31200-3310						\$ 355.50
100-000-31200-5210 POSTAL SERVICES						
VENDOR: BB&T FINANCIAL, FSB						
2	AUGUST	6632-08/09	POST OFFICE	78094	08/30/2013 \$	7.72
100-000-31200-5230 TELECOMMUNICATIONS						
VENDOR: AT&T MOBILITY						
6	AUGUST	X08012013	SHERIFF'S DEPT	77980	08/15/2013 \$	1,119.73
VENDOR: SPRINT DATA SERVICES						
1	AUGUST	862688664-030	PHONE BILL	78042	08/15/2013 \$	63.58
VENDOR: VERIZON						
140	AUGUST	00002726889534Y	PHONE BILL	78057	08/15/2013 \$	242.55
Total for 100-000-31200-5230						\$ 1,425.86
100-000-31200-5530 TRAVEL SUBSISTANCE & LODGING						
VENDOR: BB&T FINANCIAL, FSB						
2	AUGUST	6558-08/09	SURF RIDER BLUEWATER	78094	08/30/2013 \$	29.96
3	AUGUST	6558-08/09	PEKING RESTAURANT	78094	08/30/2013 \$	18.60
4	AUGUST	6558-08/09	CRACKER BARREL	78094	08/30/2013 \$	9.36
Total for 100-000-31200-5530						\$ 57.92
100-000-31200-5540 TRAVEL CONVENTION & EDUCATION						
VENDOR: BB&T FINANCIAL, FSB						
4	AUGUST	6632-08/09	JOHN E. REID AND ASSOC	78094	08/30/2013 \$	420.00
100-000-31200-5800 MISCELLANEOUS CHARGES						
VENDOR: DEPARTMENT OF STATE POLICE						
1	AUGUST	369330	BACKGROUND CHECKS	78120	08/30/2013 \$	78.00
100-000-31200-6001 OFFICE SUPPLIES						
VENDOR: BB&T FINANCIAL, FSB						
25	AUGUST	2074-08/06	SPECIAL RUN - STAPLES 7/11	77970	08/06/2013 \$	31.58
1	AUGUST	6665-08/09	FRANKLIN COVEY PRODUCTS	78094	08/30/2013 \$	53.92
Total for 100-000-31200-6001						\$ 85.50
100-000-31200-6007 REPAIR AND MAINTENANCE SUPPLIES						
VENDOR: BERRYVILLE AUTO PARTS INC						
1	AUGUST	10064731	RED 12VDC LED HDR	4526	08/30/2013 \$	2.49

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1	AUGUST	5370-73774	OIL FILTER/OIL	4475	08/15/2013 \$	21.67
1	AUGUST	5370-73887	WASHER FLUID/OIL	4475	08/15/2013 \$	122.79
1	AUGUST	5370-73890	NEW FORD WHEEL	4475	08/15/2013 \$	194.30
1	AUGUST	5370-74355	BATTER/MASTER SWITCH	4526	08/30/2013 \$	254.00
1	AUGUST	5370-74563	RELAY LIGHT	4526	08/30/2013 \$	32.14
1	AUGUST	5370-74611	OIL/FILTER	4526	08/30/2013 \$	23.03
1	AUGUST	5370-74763	WASHER FLUID/OIL/FILTER/AI	4526	08/30/2013 \$	32.36
1	AUGUST	5370-74765	WIPER BLADE ICON	4526	08/30/2013 \$	38.42
1	AUGUST	5370-74790	MIRROR ADHESIVE	4526	08/30/2013 \$	4.99
VENDOR: FIRE WORLD						
1	AUGUST	564913	TIRES	78184	08/30/2013 \$	243.46
Total for 100-000-31200-6007						\$ 969.65
100-000-31200-6008 VEHICLE AND EQUIP FUEL						
VENDOR: MANSFIELD OIL COMPANY						
1	AUGUST	SQLCD/00059336	FUEL PURCHASES 07/16 - 07/	4556	08/30/2013 \$	2,888.86
1	AUGUST	SQLCD/00060062	FUEL PURCHASES 08/01 - 08/	4556	08/30/2013 \$	2,775.37
Total for 100-000-31200-6008						\$ 5,664.23
100-000-31200-6010 POLICE SUPPLIES						
VENDOR: BB&T FINANCIAL, FSB						
12	AUGUST	2074-08/06	SPECIAL RUN - SOUTHERN POL	77970	08/06/2013 \$	84.22
1	AUGUST	6632-08/09	USB PHONE WORLD	78094	08/30/2013 \$	190.65
VENDOR: BERRYVILLE AUTO PARTS INC						
1	AUGUST	10064713	12 VDC 1000MA AC/ADAPTAPLU	4526	08/30/2013 \$	47.98
1	AUGUST	20002170	RETURN	4526	08/30/2013 \$	23.99-
Total for 100-000-31200-6010						\$ 298.86
100-000-31200-6011 UNIFORM AND WEARING APPAREL						
VENDOR: BEST UNIFORMS, INC.						
1	AUGUST	305572	SHIRTS	4528	08/30/2013 \$	78.00
1	AUGUST	306045	PANT/SHIRT	4528	08/30/2013 \$	129.99
VENDOR: NORTON EMBROIDERY, INC.						
1	AUGUST	17917	POLO SHIRTS	78155	08/30/2013 \$	31.59
VENDOR: VR ID CARDS						
1	AUGUST	3540	PHOTO ID CARDS	78196	08/30/2013 \$	11.00
Total for 100-000-31200-6011						\$ 250.58
100-000-31200-6017 AMMUNITION						
VENDOR: ATLANTIC TACTICAL						
1	AUGUST	SI-80441701	AMMUNITION	77982	08/15/2013 \$	1,234.62
100-000-32100-5230 TELECOMMUNICATIONS						
VENDOR: VERIZON						
141	AUGUST	00002726889534Y	PHONE BILL	78057	08/15/2013 \$	64.98
100-000-32100-6008 VEHICLE AND EQUIP FUEL						
VENDOR: MANSFIELD OIL COMPANY						
5	AUGUST	SQLCD/00059298	FUEL 07/16-07/31	4498	08/15/2013 \$	31.41
100-000-32200-5698 FIRE PROGRAMS DISTRIBUTION						
VENDOR: CLARKE COUNTY FIRE & RESCUE ASSOCIATION						
1	AUGUST	FIREPROGFUNDS	FIRE PROGRAM FUNDS	4484	08/15/2013 \$	26,410.00
100-000-32300-5699 CIVIC CONTRIBUTION						

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VENDOR: LORD FAIRFAX EMS COUNCIL, INC.						
1	AUGUST	6192	LOCALITY FUNDING FY14	78020	08/15/2013 \$	4,929.00
100-000-33300-5230 TELECOMMUNICATIONS						
VENDOR: VERIZON						
142	AUGUST	00002726889534Y	PHONE BILL	78057	08/15/2013 \$	32.69
100-000-34100-3320 MAINTENANCE SERVICE CONTRACT						
VENDOR: WINDOWWARE INC						
1	AUGUST	2013-112	RENEWAL OF SUPPORT CONTRAC	78203	08/30/2013 \$	1,200.00
100-000-34100-5230 TELECOMMUNICATIONS						
VENDOR: AT&T MOBILITY						
4	AUGUST	X08012013	BUILDING DEPT	77980	08/15/2013 \$	25.08
VENDOR: VERIZON						
143	AUGUST	00002726889534Y	PHONE BILL	78057	08/15/2013 \$	35.71
Total for 100-000-34100-5230						\$ 60.79
100-000-34100-6008 VEHICLE AND EQUIP FUEL						
VENDOR: MANSFIELD OIL COMPANY						
2	AUGUST	SQLCD/00059298	FUEL 07/16-07/31	4498	08/15/2013 \$	103.70
3	AUGUST	SQLCD/00060024	FUEL PURCHASES 08/01 - 08/	4556	08/30/2013 \$	147.18
Total for 100-000-34100-6008						\$ 250.88
100-000-35100-3100 PROFESSIONAL SERVICES						
VENDOR: ROSEVILLE VET HOSP/PLAZA PET CLINIC						
1	AUGUST	102452	PROFESSIONAL SERVICE	78032	08/15/2013 \$	18.00
1	AUGUST	102460	PROFESSIONAL SERVICE	78032	08/15/2013 \$	18.00
1	AUGUST	102466	PROFESSIONAL SERVICE	78032	08/15/2013 \$	18.00
1	AUGUST	102588	PROFESSIONAL SERVICE	78032	08/15/2013 \$	18.00
1	AUGUST	102843	PROFESSIONAL SERVICES	78032	08/15/2013 \$	192.73
1	AUGUST	103500	PROFESSIONAL SERVICES	78171	08/30/2013 \$	18.00
1	AUGUST	103582	PROFESSIONAL SERVICES	78171	08/30/2013 \$	18.00
Total for 100-000-35100-3100						\$ 300.73
100-000-35100-5230 TELECOMMUNICATIONS						
VENDOR: AT&T MOBILITY						
2	AUGUST	X08012013	ANIMAL CONTROL	77980	08/15/2013 \$	12.54
VENDOR: VERIZON						
144	AUGUST	00002726889534Y	PHONE BILL	78057	08/15/2013 \$	91.69
Total for 100-000-35100-5230						\$ 104.23
100-000-35100-6004 MEDICAL AND LABORATORY SUPPLIES						
VENDOR: HENRY SCHEIN ANIMAL HEALTH						
1	AUGUST	DP06183	SUPPLIES	78138	08/30/2013 \$	214.20
1	AUGUST	DR05030	SUPPLIES	78138	08/30/2013 \$	154.24
VENDOR: KV VET SUPPLY CO						
1	AUGUST	5070753	SUPPLIES	78145	08/30/2013 \$	319.70
Total for 100-000-35100-6004						\$ 688.14
100-000-35100-6008 VEHICLE AND EQUIP FUEL						
VENDOR: MANSFIELD OIL COMPANY						
1	AUGUST	SQLCD/00059298	FUEL 07/16-07/31	4498	08/15/2013 \$	68.07
2	AUGUST	SQLCD/00060024	FUEL PURCHASES 08/01 - 08/	4556	08/30/2013 \$	59.05

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Total for 100-000-35100-6008						\$ 127.12
100-000-35100-6014			OTHER OPERATING SUPPLIES			
VENDOR: VALLEY VET SUPPLY						
1	AUGUST	203163	SUPPLIES	78190	08/30/2013 \$	69.16
100-000-35300-3100			PROFESSIONAL SERVICES			
VENDOR: TREASURER OF VIRGINIA						
1	AUGUST	JULY 31 2013	MEDICAL EXAMINER FEES	78185	08/30/2013 \$	20.00
100-000-35600-5230			TELECOMMUNICATIONS			
VENDOR: AT& T						
3	AUGUST	0590826049001	PHONE BILL	78084	08/30/2013 \$	40.26
VENDOR: AT&T MOBILITY						
5	AUGUST	X08012013	E-911 DEPT	77980	08/15/2013 \$	81.86
VENDOR: VERIZON						
8	AUGUST	00001224519338Y	PHONE BILL	78192	08/30/2013 \$	1,288.50
145	AUGUST	00002726889534Y	PHONE BILL	78057	08/15/2013 \$	151.51
7	AUGUST	00081080039332Y	PHONE BILL	78192	08/30/2013 \$	34.72
Total for 100-000-35600-5230						\$ 1,596.85
100-000-35600-5420			TOWER LEASE			
VENDOR: SHEN. VALLEY TELEVISION TOWER						
1	AUGUST	SEPTEMBER LEASE	TOWER LEASE	4513	08/15/2013 \$	2,070.00
100-000-35600-6001			OFFICE SUPPLIES			
VENDOR: BB&T FINANCIAL, FSB						
4	AUGUST	0350-08/09	STAPLES	78094	08/30/2013 \$	101.99
100-000-42400-3840			PURCHASED SERVICES			
VENDOR: COUNTY OF FREDERICK, VIRGINIA						
1	AUGUST	80001-0008	REFUSE DISPOSAL	78000	08/15/2013 \$	125.28
2	AUGUST	80001-0008	REFUSE DISPOSAL	78000	08/15/2013 \$	797.76
1	AUGUST	ACCT 9 08/19/13	REFUSE DISPOSAL PURCHASED	78117	08/30/2013 \$	5,832.49
1	AUGUST	ACCT 9 8/19CORR	MOVE FROM FY14 TO FY13	78117	08/30/2013 \$	5,832.49-
Total for 100-000-42400-3840						\$ 923.04
100-000-42600-6014			OTHER OPERATING SUPPLIES			
VENDOR: ALLIED WASTE SERVICES #976						
1	AUGUST	0976-000316952	RENTAL/BASIC SERVICE	4522	08/30/2013 \$	331.60
100-000-42700-3840			PURCHASED SERVICES			
VENDOR: FREDERICK-WINCHESTER SERVICE AUTHORITY						
1	AUGUST	154	JULY 2013	4539	08/30/2013 \$	2,264.64
100-000-43200-3320			MAINTENANCE SERVICE CONTRACT			
VENDOR: ALLIED WASTE SERVICES #976						
1	AUGUST	0976-000315655	BASIC SERVICE	4469	08/15/2013 \$	879.78
VENDOR: BLAKE LANDSCAPES INC						
1	AUGUST	39905	MOWING SERVICES JULY 2013	4477	08/15/2013 \$	4,823.25
VENDOR: SERVICE MASTER JANITORIAL SERVICES, INC.						
1	AUGUST	1156	CLEANING SERVICES	4512	08/15/2013 \$	3,073.80
Total for 100-000-43200-3320						\$ 8,776.83
100-000-43200-3600			ADVERTISING			

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VENDOR: WINCHESTER STAR						
15	AUGUST	1679471	ADVERTISING	4521	08/15/2013 \$	78.05
1	AUGUST	1679471ACORRECT	MOVED FROM FY14 TO FY13	4521	08/15/2013 \$	78.05-
Total for 100-000-43200-3600						\$ 0.00
100-000-43200-5230 TELECOMMUNICATIONS						
VENDOR: AT&T MOBILITY						
3	AUGUST	X08012013	GOVT MAINT	77980	08/15/2013 \$	134.12
VENDOR: VERIZON						
146	AUGUST	00002726889534Y	PHONE BILL	78057	08/15/2013 \$	118.68
Total for 100-000-43200-5230						\$ 252.80
100-000-43200-6005 LAUNDRY, HOUSEKEEPING, & JANITORIAL						
VENDOR: GENERAL SALES OF VIRGINIA						
1	AUGUST	213008819	LAUNDRY, HOUSEKEEPING, & J	4491	08/15/2013 \$	547.80
100-000-43200-6007 REPAIR AND MAINTENANCE SUPPLIES						
VENDOR: BB&T FINANCIAL, FSB						
2	AUGUST	1098-08/09	BEST BUY	78094	08/30/2013 \$	59.99
VENDOR: BERRYVILLE AUTO PARTS INC						
1	AUGUST	5370-73314	KEY	4526	08/30/2013 \$	3.72
VENDOR: BERRYVILLE TRUE VALUE HARDWARE						
1	AUGUST	065047	56171 - STAKE FLAG	4527	08/30/2013 \$	10.00
1	AUGUST	065048	56171 - STEP LADDER	4527	08/30/2013 \$	99.99
1	AUGUST	065072	56171 - ANCHOR KITS	4527	08/30/2013 \$	9.89
1	AUGUST	065073	56171 - COMMAND STRIPS	4527	08/30/2013 \$	2.99
VENDOR: W W GRAINGER, INC						
3	AUGUST	9201768281	BATTERIES	78011	08/15/2013 \$	71.94
1	AUGUST	9218546795	CABLE TIES	78135	08/30/2013 \$	95.40
1	AUGUST	9218800069	CABLE TIES	78135	08/30/2013 \$	260.55
VENDOR: LOWE'S OF WINCHESTER						
2	AUGUST	37923060	BRUSH/VALVE/SHORTY RBB/OIL	78149	08/30/2013 \$	215.82
VENDOR: STUART H PERRY, INC.						
1	AUGUST	00095004	DELIVERY	78179	08/30/2013 \$	184.40
Total for 100-000-43200-6007						\$ 1,014.69
100-000-43200-6008 VEHICLE AND EQUIP FUEL						
VENDOR: MANSFIELD OIL COMPANY						
4	AUGUST	SQLCD/00059298	FUEL 07/16-07/31	4498	08/15/2013 \$	239.42
5	AUGUST	SQLCD/00060024	FUEL PURCHASES 08/01 - 08/	4556	08/30/2013 \$	181.13
Total for 100-000-43200-6008						\$ 420.55
100-000-43200-6009 VEHICLE AND EQUIPMENT SUPPLIES						
VENDOR: BERRYVILLE AUTO PARTS INC						
1	AUGUST	5370-73778	BRAKE SHOES/CLEANER/BRAKE	4475	08/15/2013 \$	217.12
100-000-43202-3100 PROFESSIONAL SERVICES						
VENDOR: HALL, MONAHAN, ENGLE, MAHAN & MITCHELL						
3	AUGUST	JULY 10, 2013	PROFESSIONAL SERVICES	4493	08/15/2013 \$	790.02
100-000-43202-3310 REPAIR & MAINTENANCE						
VENDOR: ARC WATER TREATMENT OF MARYLAND, INC.						
5	AUGUST	356525	WATER TREATMENT	4471	08/15/2013 \$	68.97

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VENDOR: MIKE COOK PAINTING SERVICE						
1	AUGUST	07242013	PAINTING SERVICES	78022	08/15/2013 \$	2,409.53
VENDOR: RIDDLEBERGER BROS INC						
1	AUGUST	78457	LEAK TOWN WING	4570	08/30/2013 \$	79.32
Total for 100-000-43202-3310						\$ 2,557.82
100-000-43202-3320	MAINTENANCE SERVICE CONTRACTS					
VENDOR: SERVICE MASTER JANITORIAL SERVICES, INC.						
2	AUGUST	1156	CLEANING SERVICES	4512	08/15/2013 \$	2,008.65
100-000-43202-5110	ELECTRICAL SERVICES					
VENDOR: RAPPAHANNOCK ELEC COMPANY						
15	AUGUST	1149385761	101 CHALMERS CT	4567	08/30/2013 \$	2,925.78
100-000-43202-5120	HEATING SERVICES					
VENDOR: WASHINGTON GAS						
15	AUGUST	3980059517	101 CHALMERS CIR	78176	08/30/2013 \$	22.11
100-000-43202-5130	WATER & SEWAGE SERVICES					
VENDOR: TOWN OF BERRYVILLE						
14	AUGUST	4190099.00 98	101 CHALMERS ST	78048	08/15/2013 \$	105.55
100-000-43202-6007	REPAIR AND MAINT SUPPLIES					
VENDOR: BERRYVILLE TRUE VALUE HARDWARE						
1	AUGUST	065102	56171 - TOG SWITCH	4527	08/30/2013 \$	8.25
VENDOR: W W GRAINGER, INC						
1	AUGUST	9201768281	BATTERIES	78011	08/15/2013 \$	66.81
Total for 100-000-43202-6007						\$ 75.06
100-000-43205-5110	ELECTRICAL SERVICES					
VENDOR: RAPPAHANNOCK ELEC COMPANY						
13	AUGUST	4455288888	129 RAMSBURG LAN	4567	08/30/2013 \$	454.87
100-000-43205-5130	WATER & SEWAGE SERVICES					
VENDOR: TOWN OF BERRYVILLE						
14	AUGUST	9001800.00 98	MAINT FACILITY	78048	08/15/2013 \$	8.50
100-000-43206-3310	REPAIR & MAINTENANCE					
VENDOR: ANDERSON CONTROL INC						
1	AUGUST	12288	INSTALLED INTERCOM	4523	08/30/2013 \$	1,996.37
VENDOR: RIDDLEBERGER BROS INC						
1	AUGUST	78261	LEAK REPAIR	4510	08/15/2013 \$	359.50
Total for 100-000-43206-3310						\$ 2,355.87
100-000-43206-5110	ELECTRICAL SERVICES					
VENDOR: RAPPAHANNOCK ELEC COMPANY						
18	AUGUST	2046188888	104 N CHURCH ST	4567	08/30/2013 \$	747.45
7	AUGUST	8894188888	1531 SPRINGSBERRY ROAD	4567	08/30/2013 \$	136.87
Total for 100-000-43206-5110						\$ 884.32
100-000-43206-5120	HEATING SERVICES					
VENDOR: WASHINGTON GAS						
9	AUGUST	3980048510	100 N CHURCH ST	78176	08/30/2013 \$	30.19

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100-000-43206-5130			WATER & SEWAGE SERVICES			
VENDOR: TOWN OF BERRYVILLE						
6	AUGUST	1004000.00 98	100 N CHURCH STREET	78048	08/15/2013 \$	144.30
100-000-43207-5110			ELECTRICAL SERVICES			
VENDOR: RAPPAHANNOCK ELEC COMPANY						
17	AUGUST	2048188888	102 N CHURCH ST	4567	08/30/2013 \$	1,466.55
100-000-43208-5110			ELECTRICAL SERVICES			
VENDOR: RAPPAHANNOCK ELEC COMPANY						
19	AUGUST	2048188888	104 N CHURCH ST	4567	08/30/2013 \$	757.17
8	AUGUST	3750088888	104 N CHURCH LAN	4567	08/30/2013 \$	39.68
						796.85
Total for 100-000-43208-5110						
100-000-43208-5120			HEATING SERVICES			
VENDOR: WASHINGTON GAS						
8	AUGUST	3980048718	104 N CHURCH ST	78176	08/30/2013 \$	40.11
100-000-43208-5130			WATER & SEWAGE SERVICES			
VENDOR: TOWN OF BERRYVILLE						
1	AUGUST	1003900.00 98]	104 N CHURCH STREET	78048	08/15/2013 \$	24.05
100-000-43209-5110			ELECTRICAL SERVICES			
VENDOR: RAPPAHANNOCK ELEC COMPANY						
8	AUGUST	7658188888	225 RAMSBURG LN	4567	08/30/2013 \$	660.21
100-000-43209-5120			HEATING SERVICES			
VENDOR: QUARLES ENERGY SERVICES						
1	AUGUST	69709	LP GAS	78029	08/15/2013 \$	547.62
100-000-43210-5110			ELECTRICAL SERVICES			
VENDOR: RAPPAHANNOCK ELEC COMPANY						
7	AUGUST	0775388888	524 WESTWOOD ROAD	4567	08/30/2013 \$	118.92
100-000-43211-5110			ELECTRICAL SERVICES			
VENDOR: RAPPAHANNOCK ELEC COMPANY						
31	AUGUST	2750088888	225 AL SMITH CIR	4567	08/30/2013 \$	3,490.93
100-000-43211-5120			HEATING SERVICES			
VENDOR: WASHINGTON GAS						
5	AUGUST	3980001204	225 AL SMITH CIR	78176	08/30/2013 \$	29.49
100-000-43211-5130			WATER & SEWAGE SERVICES			
VENDOR: TOWN OF BERRYVILLE						
7	AUGUST	9001300.00 98	REC CENTER	78048	08/15/2013 \$	136.00
100-000-43212-5110			ELECTRICAL SERVICES			
VENDOR: RAPPAHANNOCK ELEC COMPANY						
55	AUGUST	1650088888	225 AL SMITH CIR	4567	08/30/2013 \$	8.49
56	AUGUST	1650088888	225 AL SMITH CIR	4567	08/30/2013 \$	7.88
57	AUGUST	1650088888	225 AL SMITH CIR	4567	08/30/2013 \$	13.50
59	AUGUST	1650088888	225 AL SMITH CIR	4567	08/30/2013 \$	28.10
60	AUGUST	1650088888	225 AL SMITH CIR	4567	08/30/2013 \$	7.64
62	AUGUST	1650088888	225 AL SMITH CIR	4567	08/30/2013 \$	16.04
63	AUGUST	1650088888	225 AL SMITH CIR	4567	08/30/2013 \$	15.64
32	AUGUST	2750088888	225 AL SMITH CIR	4567	08/30/2013 \$	263.34
33	AUGUST	2750088888	225 AL SMITH CIR	4567	08/30/2013 \$	131.04

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Total for 100-000-43212-5110						\$ 491.67
100-000-43212-5130 WATER & SEWAGE SERVICES						
VENDOR: TOWN OF BERRYVILLE						
7	AUGUST	9001200.00 98	LITTLE LEAGUE BASEBALL	78048	08/15/2013 \$	85.00
7	AUGUST	9001500.00 98	ROUTE 7 HOUSE	78048	08/15/2013 \$	183.30
Total for 100-000-43212-5130						\$ 268.30
100-000-43212-6007 REPAIR AND MAINT SUPPLIES						
VENDOR: BB&T FINANCIAL, FSB						
3	AUGUST	1098-08/09	SWING SET MALL	78094	08/30/2013 \$	44.95
VENDOR: BERRYVILLE AUTO PARTS INC						
1	AUGUST	1Z0A87980300058	SHIPPING	4526	08/30/2013 \$	11.61
VENDOR: BERRYVILLE TRUE VALUE HARDWARE						
1	AUGUST	064764	56171 - ROUNDUP	4476	08/15/2013 \$	71.99
1	AUGUST	064833	56171 - TAPE/CLAMPS	4476	08/15/2013 \$	20.23
1	AUGUST	065054	56171 - HITCH PIN	4527	08/30/2013 \$	16.98
Total for 100-000-43212-6007						\$ 165.76
100-000-43213-3310 REPAIR & MAINTENANCE						
VENDOR: THOMAS PLUMBING & HEATING, INC.						
2	AUGUST	PS21878	TRANSPORTED EQUIPMENT	4518	08/15/2013 \$	180.00
3	AUGUST	PS21879	REPAIRED LEAK OUTSIDE3 POO	4518	08/15/2013 \$	1,500.00
4	AUGUST	PS21879	REPAIRED POOL HOUSE LEAK	4518	08/15/2013 \$	1,378.49
2	AUGUST	PS21895	GRADED AND SEEDED DITCH	4518	08/15/2013 \$	386.53
Total for 100-000-43213-3310						\$ 3,445.02
100-000-43213-5110 ELECTRICAL SERVICES						
VENDOR: RAPPAHANNOCK ELEC COMPANY						
58	AUGUST	1650088888	225 AL SMITH CIR	4567	08/30/2013 \$	428.33
35	AUGUST	2750088888	225 AL SMITH CIR	4567	08/30/2013 \$	783.11
Total for 100-000-43213-5110						\$ 1,211.44
100-000-43213-5130 WATER & SEWAGE SERVICES						
VENDOR: TOWN OF BERRYVILLE						
7	AUGUST	9001400.00 98	POOL	78048	08/15/2013 \$	8,682.05
100-000-43213-6007 REPAIR AND MAINT SUPPLIES						
VENDOR: BERRYVILLE TRUE VALUE HARDWARE						
1	AUGUST	064762	56147 - BALL VALVE	4476	08/15/2013 \$	31.98
1	AUGUST	064772	56147 - ADAPTER	4476	08/15/2013 \$	2.58
2	AUGUST	064833	56171 - TAPE/CLAMPS	4476	08/15/2013 \$	38.27
Total for 100-000-43213-6007						\$ 72.83
100-000-43214-5110 ELECTRICAL SERVICES						
VENDOR: RAPPAHANNOCK ELEC COMPANY						
61	AUGUST	1650088888	225 AL SMITH CIR	4567	08/30/2013 \$	204.06
100-000-43214-6007 REPAIR AND MAINT SUPPLIES						
VENDOR: BERRYVILLE TRUE VALUE HARDWARE						
1	AUGUST	064844	56171 - FIELD MARKING LIME	4476	08/15/2013 \$	335.44
100-000-43215-5110 ELECTRICAL SERVICES						
VENDOR: RAPPAHANNOCK ELEC COMPANY.						

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34	AUGUST	2750088888	225 AL SMITH CIR	4567	08/30/2013 \$	70.82
100-000-43215-6007 REPAIR AND MAINT SUPPLIES						
VENDOR: BSN SPORTS, INC.						
1	AUGUST	95441529	SOCCER NETS	77990	08/15/2013 \$	553.46
100-000-43232-3310 REPAIR & MAINTENANCE						
VENDOR: WINCHESTER TREE SERVICE						
1	AUGUST	024	SERVICES	78063	08/15/2013 \$	400.00
100-000-43236-5130 WATER & SEWAGE SERVICES						
VENDOR: TOWN OF BERRYVILLE						
7	AUGUST	1004800.00 98	36 E MAIN STREET	78078	08/19/2013 \$	26.46
100-000-43237-5110 ELECTRICAL SERVICES						
VENDOR: RAPPAHANNOCK ELEC COMPANY						
7	AUGUST	0801388888	313 E MAIN ST	4567	08/30/2013 \$	125.85
7	AUGUST	4980388888	311 E MAIN ST	4567	08/30/2013 \$	639.10
Total for 100-000-43237-5110						\$ 764.95
100-000-43237-5130 WATER & SEWAGE SERVICES						
VENDOR: TOWN OF BERRYVILLE						
7	AUGUST	2010600.00 98	313 E MAIN STREET	78048	08/15/2013 \$	20.00
7	AUGUST	2010700.00 98	311 E MAIN ST	78048	08/15/2013 \$	24.05
Total for 100-000-43237-5130						\$ 44.05
100-000-51200-5699 CIVIC CONTRIBUTIONS						
VENDOR: OUR HEALTH, INC.						
1	AUGUST	44	FUNDING FOR FULL YEAR	78025	08/15/2013 \$	4,875.00
100-000-71100-3320 MAINTENANCE SERVICE CONTRACT						
VENDOR: DDL BUSINESS SYSTEMS LLC						
1	AUGUST	53670	OVERAGES	4486	08/15/2013 \$	167.27
100-000-71100-5210 POSTAL SERVICES						
VENDOR: POSTMASTER						
1	AUGUST	3084	MAIL SERVICES AT PRESORTED	78027	08/15/2013 \$	200.00
100-000-71100-5230 TELECOMMUNICATIONS						
VENDOR: VERIZON						
147	AUGUST	00002726889534Y	PHONE BILL	78057	08/15/2013 \$	125.27
100-000-71100-5400 LEASES AND RENTALS						
VENDOR: GREEN'S SEPTIC SERVICE						
1	AUGUST	08012013	RENTAL	4492	08/15/2013 \$	75.00
1	AUGUST	08032013	RENTAL	4492	08/15/2013 \$	75.00
VENDOR: SHENANDOAH VALLEY WATER & COFFEE CO.						
1	AUGUST	H13100000-13	WATER	78038	08/15/2013 \$	172.19
2	AUGUST	H13100000-13	WATER	78038	08/15/2013 \$	172.19-
Total for 100-000-71100-5400						\$ 150.00
100-000-71100-5810 DUES & MEMBERSHIPS						
VENDOR: DEPARTMENT OF STATE POLICE						
1	AUGUST	08132013	CRIMINAL BACKGROUND	78121	08/30/2013 \$	20.00
1	AUGUST	08142013	CRIMINAL BACKGROUND	78122	08/30/2013 \$	20.00

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Total for 100-000-71100-5810						\$ 40.00
100-000-71100-6008	VEHICLE AND EQUIP FUEL					
VENDOR: MANSFIELD OIL COMPANY						
6	AUGUST	SQLCD/00059298	FUEL 07/16-07/31	4498	08/15/2013	\$ 94.91
6	AUGUST	SQLCD/00060024	FUEL PURCHASES 08/01 - 08/	4556	08/30/2013	\$ 14.35
Total for 100-000-71100-6008						\$ 109.26
100-000-71100-6014	OTHER OPERATING SUPPLIES					
VENDOR: AHOLD FINANCIAL SERVICES						
1	AUGUST	296273	SUPPLIES/FOOD FOR PICNIC	77975	08/15/2013	\$ 10.99
VENDOR: BERRYVILLE TRUE VALUE HARDWARE						
1	AUGUST	064734	55140 - HORNET SPRAY	4476	08/15/2013	\$ 12.98
1	AUGUST	65006	55140 - GLUE TRAP/HORNET S	4527	08/30/2013	\$ 22.26
VENDOR: SHENANDOAH VALLEY WATER & COFFEE CO.						
3	AUGUST	H13100000-13	WATER	78038	08/15/2013	\$ 172.19
Total for 100-000-71100-6014						\$ 218.42
100-000-71320-5810	DUES & MEMBERSHIPS					
VENDOR: SHENANDOAH VALLEY SWIM LEAGUE						
1	AUGUST	SWIM TEAM DUES	SWIM TEAM MEMBERSHIP DUES	78037	08/15/2013	\$ 870.00
100-000-71320-6013	EDUCATIONAL AND RECREATIONAL SUPPLIE					
VENDOR: CROWN TROPHY						
1	AUGUST	5536	TROPHY	78119	08/30/2013	\$ 159.35
VENDOR: KIEFER						
1	AUGUST	324300	FLAGS	78142	08/30/2013	\$ 556.50
Total for 100-000-71320-6013						\$ 715.85
100-000-71320-6014	OTHER OPERATING SUPPLIES					
VENDOR: BB&T FINANCIAL, FSB						
4	AUGUST	6723-08/09	STAPLES	78094	08/30/2013	\$ 12.58
VENDOR: BERRYVILLE TRUE VALUE HARDWARE						
1	AUGUST	64846	55140 - NOZZLES	4476	08/15/2013	\$ 18.48
1	AUGUST	64924	55140 - NUTS/WASHERS	4527	08/30/2013	\$ 10.64
VENDOR: CLEAN H2O CENTER						
2	AUGUST	81719	POOL SUPPLIES	77994	08/15/2013	\$ 22.58
VENDOR: MOORE MEDICAL, LLC						
1	AUGUST	97818398 I	MEDICAL SUPPLIES	78023	08/15/2013	\$ 91.79
Total for 100-000-71320-6014						\$ 156.07
100-000-71320-6026	POOL CHEMICALS					
VENDOR: CLEAN H2O CENTER						
1	AUGUST	83006	CHEMICALS	77994	08/15/2013	\$ 76.48
1	AUGUST	83065	CHEMICALS	77994	08/15/2013	\$ 218.59
VENDOR: HARPER AND COMPANY INC						
1	POST YEAR	0084687-IN	POOL CHEMICALS	4494	08/15/2013	\$ 3,210.00
1	AUGUST	0086278-IN	KNOB/BOLTS	4494	08/15/2013	\$ 511.35
1	AUGUST	0086655-IN	CHEMICALS	4494	08/15/2013	\$ 1,525.00
Total for 100-000-71320-6026						\$ 5,541.42
100-000-71330-6015	MERCHANDISE FOR RESALE					

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VENDOR:	COCA-COLA REFRESHMENTS					
1	AUGUST	1256098317	DRINKS	77996	08/15/2013 \$	482.44
VENDOR:	FUN COUNTRY KETTLE CORN					
1	AUGUST	801013	KETTLE CORN	78008	08/15/2013 \$	148.50
VENDOR:	GARBER ICE CREAM CO INC					
1	AUGUST	263589	ICE CREAM	78009	08/15/2013 \$	526.24
1	AUGUST	263894	ICE CREAM	78009	08/15/2013 \$	271.44
VENDOR:	HUNT BROTHERS PIZZA					
1	AUGUST	225014038	FOOD	78014	08/15/2013 \$	790.90
Total for 100-000-71330-6015						\$ 2,219.52
100-000-71350-3100 PROFESSIONAL SERVICES						
VENDOR:	ALL ABOUT LEARNING INC					
1	AUGUST	CAMPS JULY13	ENGINEERING CAMP	77977	08/15/2013 \$	2,071.00
VENDOR:	CLARK, WAYNE DBA LOCUST HILL GOLF COURSE					
1	AUGUST	JUNIOR GOLF CAM	JUNIOR GOLF CAMP	78103	08/30/2013 \$	105.00
VENDOR:	CLARKE COUNTY HEALTH DEPARTMENT					
5	AUGUST	133401488	PROFESSIONAL SERVICES	78105	08/30/2013 \$	360.67
VENDOR:	COSSETTE, JENNIFER DBA PONY TO GO					
1	AUGUST	ANIMALCAMP/FAMI	FAMILY NIGHT/ANIMAL CAMP	78115	08/30/2013 \$	14.00
2	AUGUST	ANIMALCAMP/FAMI	FAMILY NIGHT/ANIMAL CAMP	78115	08/30/2013 \$	691.00
VENDOR:	MONTGOMERY, CHRISTEL DBA CHEER ERUPTIONS					
1	AUGUST	08012013	GYMNASTICS	4503	08/15/2013 \$	1,219.40
VENDOR:	OPUS OAKES, AN ART PLACE, INC.					
1	AUGUST	ART CLASSESJULY	FY 2014 ART CLASSES	4507	08/15/2013 \$	1,452.00
VENDOR:	WAMPLER, JERRY					
1	AUGUST	GOLF JR. CAMP	JR GOLF CAMP	78199	08/30/2013 \$	550.00
Total for 100-000-71350-3100						\$ 6,463.07
100-000-71350-3500 PRINTING AND BINDING						
VENDOR:	WINCHESTER PRINTERS, INC.					
1	AUGUST	27465	PRINTING OF THE CORE	4584	08/30/2013 \$	2,008.00
100-000-71350-5560 GROUP TRIPS						
VENDOR:	ALAMO DRAFTHOUSE					
1	AUGUST	CAMP	CAMP EVENT	77976	08/15/2013 \$	100.00
2	AUGUST	LUNCH&MOVIE	LUNCH & MOVIE	77976	08/15/2013 \$	360.00
VENDOR:	BB&T FINANCIAL, FSB					
2	AUGUST	6723-08/09	HAGERSTOWN ICE RINK	78094	08/30/2013 \$	300.00
3	AUGUST	6723-08/09	LAKE FAIRFAX PARK	78094	08/30/2013 \$	320.00
Total for 100-000-71350-5560						\$ 1,080.00
100-000-71350-5830 REFUNDS						
VENDOR:	AIMEE BARKER					
1	AUGUST	174999	REFUND	77985	08/15/2013 \$	68.00
VENDOR:	AUDREY BOGERT					
1	AUGUST	174670	REFUND	77987	08/15/2013 \$	28.00
VENDOR:	SUSAN BROWNING					
1	AUGUST	174603	CANCELLATION	77989	08/15/2013 \$	85.00
VENDOR:	ASHLEY EDWARDS					
1	AUGUST	175126	REFUND	78002	08/15/2013 \$	148.00

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=====						
VENDOR:	CHRISTINE HANNA					
1	AUGUST	175204	REFUND	78012	08/15/2013 \$	45.00
VENDOR:	SETTER, ANGELA					
1	AUGUST	175004	REFUND	78036	08/15/2013 \$	50.00
VENDOR:	GARRETT WALKER					
1	AUGUST	174989	REFUND	78058	08/15/2013 \$	130.00
VENDOR:	SARAH WEISSE					
1	AUGUST	174994	REFUND	78060	08/15/2013 \$	75.00
Total for 100-000-71350-5830						\$ 629.00
100-000-71350-6002 FOOD SUPPLIES & FOOD SERVICE SUPPLIE						
VENDOR:	FOOD LION, INC					
1	AUGUST	281164308198	JUICE	78005	08/15/2013 \$	30.51
VENDOR:	SCHENCK FOODS CO., INC.					
1	AUGUST	5787062	FOOD	78173	08/30/2013 \$	152.75
1	AUGUST	5789812	FOOD	78173	08/30/2013 \$	75.00
1	AUGUST	5793035	FOOD	78034	08/15/2013 \$	83.55
Total for 100-000-71350-6002						\$ 341.81
100-000-71350-6011 UNIFORM AND WEARING APPAREL						
VENDOR:	ATTIC PROMOTIONS, INC.					
1	AUGUST	1604	SHIRTS	4472	08/15/2013 \$	120.00
100-000-71350-6013 EDUCATIONAL AND RECREATIONAL SUPPLIE						
VENDOR:	BB&T FINANCIAL, FSB					
1	AUGUST	6723-08/09	J W PEPPER	78094	08/30/2013 \$	98.48
100-000-71350-6014 OTHER OPERATING SUPPLIES						
VENDOR:	KMART					
1	AUGUST	037090808130013	SHOES	78143	08/30/2013 \$	9.98
VENDOR:	VRPS					
1	AUGUST	KINGS DOM EVENT	KINGS DOMINION TICKETS	78197	08/30/2013 \$	1,279.00
Total for 100-000-71350-6014						\$ 1,288.98
100-000-72600-5699 , CIVIC CONTRIBUTIONS						
VENDOR:	CLARKE COUNTY COMMUNITY BAND					
1	AUGUST	FY2014GRANT	FISCAL YEAR 2014 GRANT FUN	77993	08/15/2013 \$	2,000.00
100-000-81110-3100 PROFESSIONAL SERVICES						
VENDOR:	HALL, MONAHAN, ENGLE, MAHAN & MITCHELL					
2	AUGUST	LEGALSERV AUG6	LEGAL SERVICES	4543	08/30/2013 \$	98.00
100-000-81110-3140 ENGINEERING REVIEW EXPENDITURES						
VENDOR:	PIEDMONT GEOTECHNICAL, INC.					
1	AUGUST	1565VA	PROFESSIONAL SERVICES	4564	08/30/2013 \$	170.00
1	AUGUST	INVOICE NO. 2	PROFESSIONAL SERVICES	4564	08/30/2013 \$	170.00
Total for 100-000-81110-3140						\$ 340.00
100-000-81110-3600 ADVERTISING						
VENDOR:	WINCHESTER STAR					
4	AUGUST	1653410	HEARING ADVERTISEMENTS	4521	08/15/2013 \$	171.60
100-000-81110-5230 TELECOMMUNICATIONS						

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VENDOR: VERIZON						
148	AUGUST	00002726889534Y	PHONE BILL	78057	08/15/2013 \$	15.10
100-000-81110-6001			OFFICE SUPPLIES			
VENDOR: BB&T FINANCIAL, FSB						
1	AUGUST	6715-08/09	AMAZON.COM	78094	08/30/2013 \$	19.85
100-000-81400-3100			PROFESSIONAL SERVICES			
VENDOR: HALL, MONAHAN, ENGLE, MAHAN & MITCHELL						
1	AUGUST	LEGALSERV AUG6	LEGAL SERVICES	4543	08/30/2013 \$	2,756.00
100-000-81400-3160			BOARD SERVICES			
VENDOR: CALDWELL, ANNE						
1	AUGUST	JULY 30 MEETING	ZONING APPEALS MEETING JUL	4481	08/15/2013 \$	25.00
VENDOR: KACKLEY, CHARLES						
1	AUGUST	JULY 30 MEETING	ZONING APPEALS MEETING JUL	4496	08/15/2013 \$	25.00
VENDOR: MEANS, HOWARD						
1	AUGUST	JULY 30 MEETING	ZONING APPEALS MEETING JUL	4502	08/15/2013 \$	25.00
Total for 100-000-81400-3160					\$	75.00
100-000-81400-3600			ADVERTISING			
VENDOR: WINCHESTER STAR						
3	AUGUST	1653410	HEARING ADVERTISEMENTS	4521	08/15/2013 \$	343.20
100-000-81510-3100			PROFESSIONAL SERVICES			
VENDOR: HALL, MONAHAN, ENGLE, MAHAN & MITCHELL						
4	AUGUST	LEGALSERV AUG6	LEGAL SERVICES	4543	08/30/2013 \$	66.00
100-000-81510-3500			PRINTING AND BINDING			
VENDOR: COMMERCIAL PRESS						
1	AUGUST	108869	BROCHURES	4533	08/30/2013 \$	885.40
100-000-81510-5699			CIVIC CONTRIBUTIONS			
VENDOR: PIEDMONT ENVIRONMENTAL COUNCIL						
1	AUGUST	2013-005	DONATION	78161	08/30/2013 \$	750.00
100-000-81510-8202			FURNITURE & FIXTURES			
VENDOR: FROGALE LUMBER SUPPLY						
1	AUGUST	209067	ROAD SIGNS	78007	08/15/2013 \$	1,703.66
1	AUGUST	209068	ROAD SIGNS	78007	08/15/2013 \$	64.68
1	AUGUST	25608	CREDIT MEMO	78007	08/15/2013 \$	1,132.50-
Total for 100-000-81510-8202					\$	635.84
100-000-81800-3100			PROFESSIONAL SERVICES			
VENDOR: KALBIAN, MARAL S.						
1	AUGUST	INVOICE #5	PROFESSIONAL SERVICES	4549	08/30/2013 \$	9,000.00
100-000-81920-5699			CIVIC CONTRIBUTIONS			
VENDOR: WINCHESTER REGIONAL AIRPORT AUTHORITY						
1	AUGUST	13-110189	CAPITAL APPROP	78062	08/15/2013 \$	625.00
100-000-82200-5699			CIVIC CONTRIBUTIONS			
VENDOR: FRIENDS OF THE SHENANDOAH RIVER						
1	AUGUST	FY14DISBURSEMEN	DISBURSEMENT OF FUNDS FY14	78006	08/15/2013 \$	3,000.00

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100-000-82600-5510			TRAVEL MILEAGE			
VENDOR: LAURA NOWELL SHIFFLETT						
1	AUGUST	MILEAGE JULY13	MILEAGE JULY	4514	08/15/2013 \$	321.49
100-000-83100-5230			TELECOMMUNICATIONS			
VENDOR: VERIZON						
149	AUGUST	00002726889534Y	PHONE BILL	78057	08/15/2013 \$	35.71
TOTAL DEFINITION TYPE 0 :						\$ 169,181.79
TOTAL EXPENDITURES :						\$ 169,181.79
TOTAL for FISCAL YEAR 2014 :						\$ 169,181.79
=====						
TOTAL PAYMENTS :						\$ 210,266.69

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 Fiscal Year: 2013

EXPENDITURES

DEFINITION TYPE 0

225-129-31200-7000 JOINT OPERATIONS

VENDOR: FREDERICK COUNTY SHERIFF'S OFFICE
 1 POST YEAR 2010DDBX0690 GRANT APR-JUN EXPENSES 78131 08/30/2013 \$ 26,704.31

VENDOR: PAGE COUNTY SHERIFF'S OFFICE
 1 POST YEAR 2010DDBX0690 GRANT APR-JUN EXPENSES 78158 08/30/2013 \$ 10,007.16

VENDOR: SHENANDOAH COUNTY SHERIFF'S OFFICE
 1 POST YEAR 2010DDBX0690 GRANT APR-JUN EXPENSES 78175 08/30/2013 \$ 14,130.16

VENDOR: WARREN COUNTY SHERIFF'S OFFICE
 1 POST YEAR 2010DDBX0690 GRANT APR-JUN EXPENSES 78200 08/30/2013 \$ 16,241.77

VENDOR: WINCHESTER POLICE DEPARTMENT
 1 POST YEAR 2010DDBX0690 GRANT APR-JUN EXPENSES 78202 08/30/2013 \$ 17,600.33

Total for 225-129-31200-7000 \$ 84,683.73

235-000-82700-3100 PROFESSIONAL SERVICES

VENDOR: HALL, MONAHAN, ENGLE, MAHAN & MITCHELL
 1 POST YEAR LEGAL SERV AUG6 LEGAL SERVICES 4543 08/30/2013 \$ 66.00

301-800-94299-8207 EDP EQUIPMENT

VENDOR: DALY COMPUTERS, INC.
 2 POST YEAR PSI0961672 EDP EQUIPMENT 4485 08/15/2013 \$ 7,135.00

TOTAL DEFINITION TYPE 0 : \$ 91,884.73

TOTAL EXPENDITURES : \$ 91,884.73

TOTAL for FISCAL YEAR 2013 : \$ 91,884.73

Fiscal Year: 2014

EXPENDITURES

DEFINITION TYPE 0

231-000-31200-5530 TRAVEL SUBSISTANCE & LODGING

VENDOR: BB&T FINANCIAL, FSB

1	AUGUST	2074-08/06	SPECIAL RUN - DOUBLETREE L	77970	08/06/2013 \$	407.90
2	AUGUST	2074-08/06	SPECIAL RUN - WAWA 8/2	77970	08/06/2013 \$	8.65
3	AUGUST	2074-08/06	SPECIAL RUN - CHEESECAKE F	77970	08/06/2013 \$	30.70
4	AUGUST	2074-08/06	SPECIAL RUN - CAPITAL ALE	77970	08/06/2013 \$	30.00
5	AUGUST	2074-08/06	SPECIAL RUN - PLAZA AZTECA	77970	08/06/2013 \$	23.68
6	AUGUST	2074-08/06	SPECIAL RUN - RED ROBIN 7/	77970	08/06/2013 \$	24.00
7	AUGUST	2074-08/06	SPECIAL RUN - CARRABBAS 7/	77970	08/06/2013 \$	27.68
8	AUGUST	2074-08/06	SPECIAL RUN - MARTINS 7/28	77970	08/06/2013 \$	7.94
9	AUGUST	2074-08/06	SPECIAL RUN - 7-ELEVEN 7/2	77970	08/06/2013 \$	4.64
10	AUGUST	2074-08/06	SPECIAL RUN - HOLIDAY INN	77970	08/06/2013 \$	154.00
11	AUGUST	2074-08/06	SPECIAL RUN - DOUBLETREE 7	77970	08/06/2013 \$	165.79
13	AUGUST	2074-08/06	SPECIAL RUN - WOOD GRILL B	77970	08/06/2013 \$	16.30
14	AUGUST	2074-08/06	SPECIAL RUN - HARDEES 7/22	77970	08/06/2013 \$	4.41
15	AUGUST	2074-08/06	SPECIAL RUN - FAMOUS DAVE'	77970	08/06/2013 \$	18.00
16	AUGUST	2074-08/06	SPECIAL RUN - DOUBLETREE 7	77970	08/06/2013 \$	326.32
17	AUGUST	2074-08/06	SPECIAL RUN - HARDEES 7/19	77970	08/06/2013 \$	6.10
18	AUGUST	2074-08/06	SPECIAL RUN - BRICK HOUSE	77970	08/06/2013 \$	19.00
19	AUGUST	2074-08/06	SPECIAL RUN - CARRABBAS 7/	77970	08/06/2013 \$	25.00
20	AUGUST	2074-08/06	SPECIAL RUN - HARDEES 7/15	77970	08/06/2013 \$	8.16
21	AUGUST	2074-08/06	SPECIAL RUN - CHICKEN FIES	77970	08/06/2013 \$	10.27
22	AUGUST	2074-08/06	SPECIAL RUN - KROGER 7/15	77970	08/06/2013 \$	12.35
23	AUGUST	2074-08/06	SPECIAL RUN - DOUBLETREE L	77970	08/06/2013 \$	407.90
24	AUGUST	2074-08/06	SPECIAL RUN - HARDEES 7/12	77970	08/06/2013 \$	8.72

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26	AUGUST	2074-08/06	SPECIAL RUN - BUFFALO WILD	77970	08/06/2013 \$	19.86
27	AUGUST	2074-08/06	SPECIAL RUN - DOTS BACK IN	77970	08/06/2013 \$	19.00
28	AUGUST	2074-08/06	SPECIAL RUN - MCALISTER'S	77970	08/06/2013 \$	13.87
29	AUGUST	2074-08/06	SPECIAL RUN - TRIPPS RESTA	77970	08/06/2013 \$	21.00
30	AUGUST	2074-08/06	SPECIAL RUN - HARDEES 7/8	77970	08/06/2013 \$	5.99
31	AUGUST	2074-08/06	SPECIAL RUN - KROGER 7/8	77970	08/06/2013 \$	7.82
32	AUGUST	2074-08/06	SPECIAL RUN - RED ROBIN 7/	77970	08/06/2013 \$	16.00
33	AUGUST	2074-08/06	SPECIAL RUN - TEXAS ROADHO	77970	08/06/2013 \$	28.25
1	AUGUST	2074-08/09	HOOTERS	78094	08/30/2013 \$	25.00
2	AUGUST	2074-08/09	OLIVE GARDEN	78094	08/30/2013 \$	22.00
3	AUGUST	2074-08/09	HARDEES	78094	08/30/2013 \$	7.85
4	AUGUST	2074-08/09	MELLOW MUSHROOM	78094	08/30/2013 \$	5.82
5	AUGUST	2074-08/09	RED ROBIN ALREADY PAID LAS	78094	08/30/2013 \$	16.00-
6	AUGUST	2074-08/09	KROGER ALREADY PAID LAST S	78094	08/30/2013 \$	7.82-
7	AUGUST	2074-08/09	HARDEES ALREADY PAID LAST	78094	08/30/2013 \$	5.99-
Total for 231-000-31200-5530						\$ 1,910.16
231-000-31200-6000 MATERIAL AND SUPPLIES						
VENDOR: BB&T FINANCIAL, FSB						
1	AUGUST	6558-08/09	RUBY TUESDAY	78094	08/30/2013 \$	38.33
VENDOR: BERRYVILLE AUTO PARTS INC						
1	AUGUST	10064620	GARMIN GPS	4475	08/15/2013 \$	129.99
Total for 231-000-31200-6000						\$ 168.32
231-128-31200-5800 MISCELLANEOUS						
VENDOR: ANYTIME FITNESS						
1	AUGUST	JUNE 10 2013	JULY AND AUGUST PAYMENT	77978	08/15/2013 \$	150.00
231-128-31200-6001 MATERIALS AND SUPPLIES						
VENDOR: BB&T FINANCIAL, FSB						
3	AUGUST	6632-08/09	HOUSE OF LIGHT	78094	08/30/2013 \$	90.95
235-000-82700-3100 PROFESSIONAL SERVICES						
VENDOR: HALL, MONAHAN, ENGLE, MAHAN & MITCHELL						
2	AUGUST	LEGAL SERV AUG6	LEGAL SERVICES	4543	08/30/2013 \$	296.00
301-800-94294-8103 COMMUNICATIONS EQUIPMENT						
VENDOR: CAROUSEL INDUSTRIES						
1	AUGUST	1252952r	PHONE SYSTEM REMAIN OF BIG	77992	08/15/2013 \$	115,130.92
TOTAL DEFINITION TYPE 0 :						\$ 117,746.35
TOTAL EXPENDITURES :						\$ 117,746.35
TOTAL for FISCAL YEAR 2014 :						\$ 117,746.35
TOTAL PAYMENTS :						\$ 209,631.08

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Fiscal Year: 2013						
EXPENDITURES						
DEFINITION TYPE 0						
607-000-12530-4300			CENTRAL PURCHASING/STORE			
VENDOR: INDEPENDENT STATIONERS						
1	POST YEAR	CM-000016050	CREDIT	4546	08/30/2013	\$ 156.78-
607-000-12530-5230			TELECOMMUNICATIONS			
VENDOR: TREASURER OF VIRGINIA						
14	POST YEAR	T262316	JUNE 2013 PHONE SERVICE	4487	08/15/2013	\$ 19.22
						TOTAL DEFINITION TYPE 0 : \$ 137.56-
						TOTAL EXPENDITURES : \$ 137.56-
						TOTAL for FISCAL YEAR 2013 : \$ 137.56-

Fiscal Year: 2014						
EXPENDITURES						
DEFINITION TYPE 0						
607-000-12510-3320			MAINTENANCE SERVICE CONTRACT			
VENDOR: RICOH USA INC						
1	AUGUST	5027215314	OVERAGES	78170	08/30/2013	\$ 68.29
607-000-12530-4300			CENTRAL PURCHASING/STORE			
VENDOR: INDEPENDENT STATIONERS						
1	AUGUST	IN-000326663	BINDER	4546	08/30/2013	\$ 118.54
1	AUGUST	IN-000331734	FOLDERS/FILES/STENO BOOK	4546	08/30/2013	\$ 171.84
1	AUGUST	IN-000332990	STAPLER HEAVY DUTY	4546	08/30/2013	\$ 55.72
1	AUGUST	IN-000333798	STAPLER/STAPLES	4546	08/30/2013	\$ 34.04
VENDOR: OFFICE DEPOT						
1	AUGUST	666189376001	INDEX RING/SLEEVES CD/LAMI	78156	08/30/2013	\$ 74.30
1	AUGUST	666189966001	PAPER	78156	08/30/2013	\$ 19.70
VENDOR: QUILL CORPORATION						
1	AUGUST	4350404	TONER	4508	08/15/2013	\$ 347.73
1	AUGUST	4743823	INK/CARTRIDGES	4566	08/30/2013	\$ 443.54
VENDOR: RELIABLE OFFICE SUPPLIES						
1	AUGUST	DTY31000	FILE FOLDERS	78030	08/15/2013	\$ 152.76
VENDOR: SUPPLY ROOM COMPANIES, THE						
1	AUGUST	1949207-0	PENS	4577	08/30/2013	\$ 18.36
Total for 607-000-12530-4300						\$ 1,436.53
607-000-12530-5230			TELECOMMUNICATIONS			
VENDOR: VERIZON						
161	AUGUST	00002726889534Y	PHONE BILL	78057	08/15/2013	\$ 114.37
732-000-12530-3000			PURCHASED SERVICES - TRANSACTION FEE			
VENDOR: WAGE WORKS						
1	AUGUST	125AI0259430	FLEX PLAN ADMIN FEE	78198	08/30/2013	\$ 622.25
						TOTAL DEFINITION TYPE 0 : \$ 2,241.44
						TOTAL EXPENDITURES : \$ 2,241.44
						TOTAL for FISCAL YEAR 2014 : \$ 2,241.44

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TOTAL PAYMENTS : \$						2,103.88