



Clarke County Board of Supervisors Regular Meeting Agenda

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

January 18, 2011

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Afternoon Session 1:00 PM	
1) Call To Order	5
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3) Clarke County School Board Update	7
4) Approval of Minutes	8
– December 21, 2010 Regular Meeting	
5) Consent Agenda	
– Auditor of Public Accounts Report on Annual Audit – Commissioner of the Revenue, Treasurer, Sheriff	50
– Resolution of the Clarke County Board of Supervisors Relating to the Support of the Virginia Sesquicentennial of the American Civil War Commission 11-01R	51
– Proposed Alternative Onsite Sewage System Regulations Letter to Allen Knapp Director, Division of Onsite Sewage and Water Services VDH	53
– Fiscal Agency Agreement between the Town of Berryville and Clarke County for the Berryville Clarke County Government Center	55
6) Citizen's Comment Period	57
7) VDOT	58
8) Energy Management Update by Alison Teetor	59
9) Set Public Hearing TA-10-05	77
The Clarke County Planning Commission recommends the amendment of the County Zoning Ordinance:	
– Section 3-A-1-a, Permitted Uses and Structures in the AOC Zoning District, so as to change the Special Use "Institutional Uses" to "Community Services" and to show "Churches and other places of religious assembly (with a maximum seating capacity of 500 people)" and "Historic Structure Museums" as Special Uses;	
– Section 3-A-2-a, Permitted Uses and Structures in the FOC Zoning District, so as to change the Special Use "Institutional Uses" to "Community Services" and to show "Churches and other places of religious assembly (with a maximum seating capacity of 500 people)" and "Historic Structure Museums" as Special Uses;	
– Section 3-A-3-a, Permitted Uses and Structures in the Rural Residential Zoning District, so as to change the Special Use "Institutional Uses" to "Community Services" and to show "Churches and other places of religious assembly (with a maximum seating capacity of 500 people)" and "Historic Structure Museums" as Special Uses;	
– Section 3-A-12-a, Permitted Uses and Structures in the Neighborhood Commercial Zoning District, so as to change the Principal Use "Institutional Uses" to "Community Services" and to show "Churches and other places of religious assembly" as a Principal Use;	

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

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January 18, 2011

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– Section 3-A-13-a, Permitted Uses and Structures in the Highway Commercial Zoning District, so as to change the Principal Use "Institutional Uses" to "Community Services" and to show "Churches and other places of religious assembly" as a Principal Use;	
– Section 9-B, Definitions, so as to change the term: "Institutional Uses" to "Community Services" and revise the definition of this use and to establish a definition for the terms: "Churches and other places of religious assembly", "Museums of Historic Structures", and "Passive Use Public Parks".	
10) Board of Supervisors Personnel Committee	81
– Expiration of Term for appointments expiring through March 2011. Action: Approve Committee recommendations.	83
– The Economic Disclosure Forms. Action: Information only.	81
– Appointee Information Feedback Update. Action: Information only.	89
– 2011 Board of Supervisor Assignments by Supervisors. Action: The Personnel Committee asked that individual Supervisors review and comment on their continuing interest and availability to represent the Board in their currently assigned positions.	92
11) Board of Supervisors Work Session	95
– Board of Supervisors Organizational Meeting Action: Information Only	95
– Resolution Sesquicentennial of the American Civil War Commission Action: Referred to the Consent Agenda.	51
– 2035 Transportation Plan Action: Chuck Johnston to seek clarification and make revision to position letter and project list and provide update at the regular meeting.	123
– Mosby Boulevard Status Action: Information from the VDOT Public Hearing scheduled for January 12 may be available at the time of the meeting and provided by VDOT and/or CCPS.	
– Fiscal Agency Discussion Action: Referred to the Consent Agenda.	55
– Construction Close Out and Settlement Action: None – agreements approved at the Work Session in the present form and Chairman Hobert and David Ash authorized to execute the documents.	128
12) Board of Supervisors Finance Committee	150
– Supplemental Appropriations: "Be it resolved that the FY 11 General Government Capital Projects budgeted expenditure be increased by \$25,000, and the same appropriated, that revenue from the Commonwealth of Virginia in the amount of \$25,000 be recognized, and that budgeted capital expenditure for economic development in the amount of \$12,100 be transferred to the Double Tollgate Project, all for the purpose of conducting a study." Action: The Finance Committee recommends approval.	150
– Transfer: "Be it resolved that \$1,000 be transferred from the contingency for professional services to the Board of Supervisors professional services line item, for the purpose of assisting VACO in their legislative efforts." Action: Finance Committee took no action on this matter.	151
– FY 12 Budget Calendar. Action: The Finance Committee recommends approval.	153
– Virginia Regional Transit Route Extension. Action: Finance Committee took no action on this	155

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matter.	
– Acceptance of December 2010 Bills and Claims. Action: Finance Committee recommends acceptance.	159
– Standing Reports: Reconciliation of Appropriations, General Fund Balance, General Fund Expenditure Summary, General Fund Bills and Claims. Action: Information only.	180
13) Government Projects Update	197
14) Miscellaneous	198
15) Summary Of Required Action	199
16) Closed Session with Robert Mitchell § 2.2-3711-(A)(7) briefings by staff members or consultants pertaining to actual or probable litigation and consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel.	200
17) Board Member Committee Status Reports	201
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Evening Session 6:30 PM	
18) Citizen's Comment Period	202
19) PH 11-01 TA-10-13	204
– The Clarke County Planning Commission recommends the amendment of the County Zoning Ordinance: - Sect 3-A-12-c, Neighborhood Commercial Yard Setbacks, so as change minimum street setbacks to maximum setbacks on parcels of less than 1.5 acres and no required street setbacks for parcels of 1.5 to 3 acres, - Sect 3-A-12-d, Neighborhood Commercial Maximum Height, so as to limit structure height to two stories, in addition to the current limit of 30 feet, - Sect 3-A-13-e, Highway Commercial Maximum Height, so as to limit structure height to three stories, in addition to the current limit of 40 feet; - Sect 3-C-2, Supplementary Regulations for Uses in Various Districts, so as to modify the regulations for Country Inns, so as that the maximum number of guest rooms is increased from 12 to 15;- Section 9-B, Definitions, so as to delete a portion of the definition of "Country Inns", transferring this text to Supplementary Regulations.	
20) PH 11-02 "Be it resolved that public hearing be set on the question as to whether \$151,447 unspent by the School Board in FY10 should be appropriated to the School Board for capital expenditure in FY11."	208
21) Adjournment	210
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Reports in January Packet:	211
1. Clarke County Administration 2010 Annual Report	212

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

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3. Commissioner of the Revenue	259
4. Cooperative Extension – 4-H	266
5. Virginia Transit Report	271
Annual Distribution of Statutorily Required Information: <i>Provided in pdf/electronic format</i>	272
– 2.2-3100 – State and Local Government Conflict of Interests Act	
– 2.2-3700 – The Virginia Freedom of Information Act and 2010 Update by FOIA Council	
– 42.1 - Public Records Act	

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Clarke County Board of Supervisors

Call To Order

Clarke County Board of Supervisors

Adoption of Agenda

Clarke County Board of Supervisors

Clarke County Public Schools School Board Update

CLARKE COUNTY BOARD OF SUPERVISORS
December 21, 2010 Regular Meeting
Main Meeting Room

1:00 p.m.

At a regular meeting of the Board of Supervisors of Clarke County, Virginia, held in the Main Meeting Room, 2nd Floor Berryville Clarke County Joint Government Center, 101 Chalmers Court, 2nd Floor, Berryville, Virginia on Tuesday, December 21, 2010.

Board Members Present

Barbara Byrd; John Staelin; David Weiss

Board Members Absent

A. R. Dunning, Jr.; J. Michael Hobert

Staff Present

David Ash, Chuck Johnston, Tom Judge, Tony Roper, Lora B. Walburn

Others Present

Robina Rich Bouffault, Mike Murphy, Chris Carey, Gem Bingol, Jeanne Abigail Custis Marcy, Lauren McKay, Ed Leonard, Val Van Meter and other citizens

Wilson Kirby; Jay Arnold; Lawrence Russell, III; H. Allen Kitselman, III; Mary Daniel; David L. Tollett; Keith Dalton

Call to Order

Vice Chairman Weiss called the meeting to order at 1:03 p.m.

Adoption of Agenda

- Add award presentation to immediately follow adoption of agenda.

Supervisor Staelin moved to adopt the agenda as modified. The motion was approved by the following vote:

J. Michael Hobert, Chair	- Absent
David S. Weiss, Vice Chair	- Aye
Barbara J. Byrd	- Aye
A.R. Dunning, Jr.	- Absent
John R. Staelin	- Aye

Resolution of Appreciation of Service

John Staelin, explaining that the Supervisor had postponed presentation until it could be awarded in person, presented to Val Van Meter the following resolution:

**Resolution in Appreciation of Service
10-07R**

WHEREAS, Val Van Meter has been reporting events in Clarke County for more than twenty-seven years, eighteen years as a journalist and editor with the Clarke Times Courier; and nine years as a reporter with The Winchester Star; and,

WHEREAS, throughout the years, Val. Van Meter, faithfully reported the news, consistently putting forth the effort to ensure that not just the facts alone but the meanings of the events were conveyed accurately to the public; and,

WHEREAS, Val. Van Meter is also well known for her love of horses and history making her a kindred spirit to many in Clarke County.

NOW THEREFORE BE IT RESOLVED, by the Clarke County Board of Supervisors that Val Van Meter, be recognized and warmly congratulated for her many years of dedication and journalistic integrity.

BE IT FURTHER RESOLVED, that her dedication, loyalty, and service to the Citizens of Clarke County be hereby memorialized and that a suitable copy of this resolution be presented to Mrs. Van Meter as a small token of the respect and high esteem in which she is held by the Clarke County Board of Supervisors, Constitutional Officers, and the staff of Clarke County.

APPROVED AND ORDERED ENTERED in the official records by the unanimous vote of the members of the Clarke County Board of Supervisors assembled in regular session on the 20th day of April 2010.

Attest:

J. Michael Hobert, Chairman

Mrs. Van Meter thanked the Supervisors stating that covering Clarke County was always a pleasure.

Clarke County Public Schools Update

Dr. Murphy appeared before the Supervisors to provide the monthly update from the Clarke County public schools. Highlights include:

- Kids . .
 - Holiday concerts at all grade levels; singers and musicians abound
 - SB serenade last night by members of the high school chamber choir
 - Fourth grade Cooley student featured artist at the Fire Hall Gallery this month
 - Cooley and Boyce both participated in the district chorus – 20 kids total
 - High school students raised over \$400 dollars for United Way

- Staff...
 - Continued emphasis on staff development and training and the use of DATA
 - Boyce faculty provided Christmas gifts and food to seven needy families
 - Staff are collaborating with the Barns to bring featured artists to Clarke County
 - Primary and Cooley staff recently held a “team building” activity and made cookies for the residents of the Josephine Street Apartments
 - Two elementary teachers were recognized for innovative instruction in the area of American history

- Budget...
 - Still holding on to the Job Funds
 - Still waiting for word on what VRS and the Governor will do
 - Still under enrolled but doing OK budget wise due to ARRA payments
 - Still working on staffing issues for next year; reduction in force (RIF) more than likely.
 - Still keeping the \$470K plus in the bank
 - Anxious about approval for the expenditure of \$151K in carryover for capital projects
 - Supervisor Staelin commented that fluctuating school populations are part of a natural cycle and asked School personnel to emphasize that fact with parents and staff.

- Educational Program...
 - o Lots of news in the press...
 - Family Life
 - Gifted and Talented
 - Bears are eating ham sandwiches at Nalls Farm Store
 - o We are working on reading
 - o We are working on master schedules
 - o We are working on curriculum at all levels
 - o We are changing the way we do business, one (sometimes painful) day at a time

- New High School
 - o Work continues and is looking good.
 - o Robina Rich Bouffault provided the following construction update.
 - At this juncture, the project is under budget and slightly ahead of schedule in spite of the inclement weather.
 - Have credit on some electrical items that have helped hold down cost of several change orders.
 - Had a good presentation from Milestone Communications, a wireless provider that installs and maintains poles on school property, offering a potential revenue source for the Schools, as well as general government can participate as well. It is cost free to the Schools and they further look into the offer.
 - VDOT meeting with Jerry Copp, Ed Carter, and Jeff Lineberry went well and considered by all in attendance to have been very productive. VDOT appears to understand concerns and will make alterations limiting space behind the school, stormwater concessions, repositioning the roundabout, etc. VDOT hopes to have the revised drawings by January 5. The Schools would like Jeff Lineberry to stay on until project end.
 - David Weiss added that he had attended the meeting and had observed the cooperative spirit.
 - Ed Carter, VDOT, echoed Ms. Bouffault stating that he was pleased with the cooperative effort of all the stakeholders. He expressed his belief that VDOT now had the ability to move forward.
 - Supervisor Byrd commented that her concerns over the stormwater pond had been addressed during the VDOT meeting.

Approval of Minutes

Supervisor Byrd requested the following change:

- FY11 Budget Supplemental Book 20 Page 413 change Supervisor Barbara Byrd from absent to aye.

Supervisor Staelin moved to approve the minutes of November 16, 2010 Regular Meeting as revised. The motion was approved by the following vote:

J. Michael Hobert, Chair	- Absent
David S. Weiss, Vice Chair	- Aye
Barbara J. Byrd	- Aye
A.R. Dunning, Jr.	- Absent
John R. Staelin	- Aye

Consent Agenda

Request for Easement Donation Approval

MEMORANDUM

TO: Board of Supervisors, David Ash

FROM: Chuck Johnston

DATE: December 21, 2010

SUBJECT: Request for Easement Donation approval

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

DUR DONATION

Tector: The parcel is 54.94 acres and located on the west side of Salem Church Road, at 939 Salem Church Rd., approximately ¼ mile south of the intersection of Pyletown Road. The Property Resource Score is 47.58, one of the three remaining DUR's are being extinguished, and the parcel is adjacent to an existing easement, and is larger than 40 acres in size. Of the 54+ acres approximately 15 are pasture the rest is wooded. The parcel has a barn with an apartment under 600 square feet. The Deed allows for construction of two additional single family residences with one subdivision not to exceed 4.9 acres.

Authorize Status of Blue Ridge Volunteer Fire Company, Inc. Loan

CHIEF ELECTED OFFICER'S APPROVAL
Pursuant to Section 147 (f) of the
Internal Revenue Code of 1986, As Amended

Chief Elected Executive Officer's Name: Michael Hobert

Chief Elected Executive Officer's Title: Chairman, Board of Supervisors

Political Subdivision: Clarke County

Volunteer Fire Department: Blue Ridge Volunteer Fire Company, Incorporated

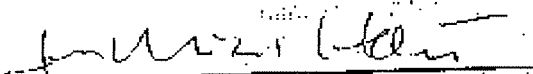
Under Section 147 (f) of the Internal Revenue Code of 1986, as amended, the undersigned hereby certifies that:

1. I am the Chief Elected Executive Officer, as such term is used in section 147 (f) of the Code, of the above Political Subdivision.
2. The Volunteer Fire Department is required by written agreement with the Political Subdivision or by an ordinance, resolution, or other law adopted by the Political Subdivision (the "Service Agreement") to furnish firefighting and rescue services in an area which is within jurisdiction of the Political Subdivision and which is not provided with any other firefighting and rescue services and the Service Agreement is, and is expected to remain, in full force and effect.
3. I hereby approve the Volunteer Fire Department entering into a loan agreement ("Loan") for the principal amount stated below to finance the equipment described below.

Amount to be Financed: \$ 80,000.00
 Equipment: None
 Location: N/A

This approval is given following a public hearing held at the time, date, and place stated on the attached copy of a Notice of Public Hearing and is solely for the purpose of satisfying the requirements of Section 147 (f) of the Code. I hereby inform all recipients of this Approval that the Political Subdivision has no obligation (as lessee or otherwise) to pay any rent/interest or to observe any agreement under the Loan.

IN WITNESS WHEREOF, I have duly executed and delivered this instrument as of the date set forth below.


 (Signature of Chief Elected Executive Officer)

December 25, 2010
 (Date)

Response to Equine Alliance Guidelines Letter Authorization

December 13, 2010

Ms. Robina Rich Bouffault, President
Clarke County Equine Alliance
P. O. Box 208
Boyce, Virginia 22620

Dear Ms. Bouffault:

Thank you for your letter of October 25, 2010, providing information and guidelines on dealing with cases of potential abuse or neglect of horses and alerting us to the very real possibility that the combination of this summer's drought and a continuing stagnant economy may result in an increase in the number of neglect/abuse incidents that the county is asked to investigate. We know that the costs of investigating, prosecuting, and providing temporary care for some of these animals can easily exceed budgeted funding.

We appreciate the guidelines provided as well as the alert that many in Clarke County are providing rescue/retirement homes for neglected/older animals, and that we should insure that residents providing this service not be unfairly accused of the very act they are attempting to remedy.

County policy is to act cautiously and to carefully document the facts on any animal abuse/neglect complaint. Many times the information available in the initial complaint is incomplete or inaccurate even though well intended. Frequently, the complaints report borderline instances in which the level of abuse or neglect has not yet reached the level that would be considered a violation of law. Often the exact location or possible owner is inaccurately identified.

For these reasons, all complaints will be investigated to some level by either the animal control staff or Sheriff's Office simply to verify the information reported. Should an employee determine that a reported instance rises to the level of potential neglect or abuse, the investigation will be shifted to the Sheriff's Office for a more formal review, with veterinary assistance in making a determination of abuse/neglect.

In order to insure that errors of judgment are minimized, the County has retained a licensed veterinarian to assist in determining if animal abuse or neglect can be documented and thereafter support the county with expert testimony in court should the need arise. To avoid any appearance of impropriety, this veterinarian will not offer to provide veterinary services to the owner of any animal determined to be abused or neglected. If the owner does not or cannot provide required services, the County will direct necessary intervention to save the animals life or end it humanely and will seek restitution from the animal's owner or keeper.

In the event the county must take custody of any animal, the preferred option is to impound the animal in place. If adequate shelter, food and water can be provided onsite, the cost of transporting or boarding animals can be avoided.

If the animals must be seized and removed, the County will try and use the most economical alternative. As you know, there were no responses to the county's efforts to secure contracts for transportation or boarding of animals. Relocation of any animals, should that be necessary, will be subject to the nature of the neglect/abuse and the facilities available at that time.

I understand that there may be some emerging interest in the community to provide boarding services for animals that may be seized, however, we do not have a commitment from any potential boarder at this time. Anything that the Equine Alliance can do to encourage interest would be appreciated. Interested persons should call Mike Legge at 540-955-5185 to discuss their interest. As there were no responses to the county's request for proposals, we have the ability to negotiate with providers individually and will use the provider that best matches the county's needs for any seizure that requires relocation.

Thank you for your continuing interest and assistance in this matter.

Sincerely,

Michael Hobert, Chair
Clarke County Board of Supervisors

2011 Legislative Priorities Approval of 3rd Draft Revisions

- Issue: Water Supply Planning
 - Clarke County believes that science, rather than power politics, should govern the approval of the local and regional water supply plans (due 2011). Moreover, it is important that the Commonwealth honor the targets set in the minimum in-stream flow studies of the Shenandoah River so as to protect both the aquatic life in the river and the recreational use of the river.

- Issue: Chesapeake Bay TMDL
 - Clarke County believes there must be a way to have clean rivers, a clean Bay and a viable agricultural community. Clarke recognizes that the Commonwealth is still negotiating with EPA on this issue so it is difficult to make specific comments. However, Clarke wants to see a supportable plan with "teeth" that will protect the Bay at a reasonable cost to farmers, **towns and citizens**.
 - Clarke County supports continued state funding of programs that will protect our groundwater, rivers and the Bay.

- Issue: Groundwater Quality
 - Clarke County supports legislation that would allow counties to exempt areas within their jurisdiction from installing alternative onsite sewage systems due to environmental conditions. **Moreover, Clarke believes the inspectors (operators) of alternative systems (AOSS) should be required to both sample the effluent of their AOSS and**

submit a written report to the Health Department annually. In addition, each local Health Department should be required to make an annual random sample of 10% of the AOSS in their area.

- **Clarke County is very concerned about the environmental hazards associated with natural gas drilling in Marcellus Shale. Clarke believes that localities should have some control over natural gas drilling and believes state regulations with regard to drilling in Marcellus Shale should be strengthened.**

Issue: Cost Shifting

- Clarke County is opposed to the gradual shifting of costs that has taken place over the past several years, especially the large cost shifting that occurred in the FY 2011-12 biennium budget with the reduction in aid to localities. With each passing year the County has been required to incrementally subsidize a variety of traditionally state funded (or state shared) costs (Compensation Board, Registrar, Cooperative Extension, Social Services and the court system). This cost shifting places a tremendous burden on a regressive real estate tax system. Cost shifting must stop and/or the tax system must be reformed to reduce the burden on the Real Estate tax.
- **Clarke County calls on the Commonwealth to fully fund state mandated retirement and employment benefits, including VRS and Line of Duty costs.**
- Clarke County opposes any reduction in aid to localities unless the tax system is reformed to reduce the burden on the Real Estate tax.

Issue: Education

- Clarke County asks the Commonwealth to take steps to fully fund its share of the true cost of K-12 public education without reducing other parts of the budget affecting local government or shifting costs from the Commonwealth to localities.
- Clarke County supports a change to the Composite Index, which would cause it to reflect land use values. Additionally, the income figure used to calculate the Composite Index should be average median income, not total countywide income.
- Clarke County supports legislation that would give Clarke County equal treatment with regard to “cost of competing” funds. At this time Clarke County gets 25% of the amount given to our neighbors to the east.

- Issue: Transportation
- Clarke County believes that transportation improvements should be funded by user fees, not the General Fund. General Fund revenues should not be used for transportation as doing so will undoubtedly take away from the funding of education, natural resources, etc.
 - Clarke County does not support the devolution or cost shifting of transportation responsibilities to counties, especially smaller counties, like Clarke, that do not have the scale of work to allow for the efficient provision of services.
 - Clarke County supports the concept of Urban Development Areas (UDAs) to better control the cost of transportation but believes that the creation of UDAs should be tied to mandatory development restrictions (e.g. downzoning) in areas outside of the UDA.
- Issue: Biosolids
- Clarke County supports changes to biosolids regulations that would give localities more control over how and where Biosolids are spread within their jurisdiction. Moreover, the funding the County receives for biosolids monitoring does not cover our costs and should be increased.
- Issue: Broadband Access
- Clarke County asks the Commonwealth to find ways to encourage private vendors to provide rural universal access to broadband Internet services in rural communities with hilly terrain.
- Issue: Growth Management
- **Clarke County believes that the** authority to plan and regulate land use should remain with local governing bodies and Clarke County opposes any legislation that would weaken that authority. Further the General Assembly should grant localities the tools necessary to adequately meet citizens' increasing, education, public safety and other vital public infrastructure needs that are driven by development. Such additional tools may include broad impact fee authority for all counties, adequate public facilities provisions in subdivision ordinances, state funds for purchase of development rights and a real estate transfer tax.
 - Clarke County supports full funding of the purchase of Development Rights Program as has been suggested by the Virginia Department of Agriculture and the Farm Bureau.
 - Clarke County supports increasing the caps on the Commonwealth's tax credit program for the donation of

easements as well as increased sanctions and penalties for fraudulent appraisals.

- Issue: County Control and Rights
- Clarke County opposes legislation that exempts agricultural lands from local regulation of non-ag business activities such as restaurants, entertainment, festivals, etc.
 - Clarke County believes the Dillon Rule should be abandoned or modified and opposes any legislation that would reduce county rights.
- Issue: Waste and Litter Control
- Clarke County asks the Commonwealth to devolve to local governments the power to control the commercial use of throw-away plastic bags. The major economic and environmental costs resulting from the nearly universal use of throwaway plastic bags are numerous. They adversely impact wildlife and livestock, clog storm drains, pollute waterways, and litter roadways, fields and forests. Clarke County joins with other local jurisdictions in requesting the power to manage and control the commercial use of plastic bags in accordance with local needs.
 - Clarke County supports a Beverage Container Bill.
- Issue: Power Lines
- Clarke County supports legislation that would require all or part of new transmission lines to be placed underground if economic and environmental studies show that undergrounding is a viable alternative to overhead. Moreover, Clark believes that any such economic analysis consider the cost impact on adjacent property owners and that the environmental studies consider the health hazards from EMF, the impact on wildlife and historic sites, the visual impact, etc.
 - Clarke County opposes the construction of power lines that do not benefit the region through which the line will traverse.
- Issue: Tax Reform
- Clarke County supports tax reform as long as:
 - it ends up reducing Clarke's dependence on the real estate tax.
 - any change that reduces or eliminates an existing local funding source is offset by a new or expanded source.
 - it gives equal taxing authority to cities and counties.
 - it protects the Commonwealth's General Fund. The General Fund should be used for core government

functions such as public education (K-12 and higher education), health and human services, public safety, natural resources and environmental services. Transportation maintenance and improvements should be paid by user fees.

- **Clarke County supports reform of the BPOL tax as long as it meets the above criterion.**
- **Clarke County opposes repeal of the Machinery and Tools tax.**
- **Clarke County supports passage of the Streamlined Sales Tax Project agreement (SST) by both the Federal and State governments so as to compel all out-of-state vendors to collect and remit sales taxes due by Virginia citizens to the Commonwealth and its localities.**
- Clarke County supports the implementation of a local option transfer tax for all property sales.
- Clarke County supports increased federal and state funding and appropriate incentives to encourage the provision of affordable housing.
- Clarke County opposes any unreasonable restriction that would limit the ability of citizens to hunt with hounds.
- Clarke County supports legislative measures to increase the efficient use of energy throughout the Commonwealth, both for governmental operations and for the private sector.

Issue: Affordable Housing

Issue: Hunting With Hounds

Issue: Energy Efficiency and Conservation

CCEA Application to NRCS Farm & Ranch Lands Protection Program

December 21, 2010

Mr. John A. Bricker, State Conservationist
USDA/NRCS
1606 Santa Rosa Road, Suite 209
Richmond, VA 23229

Dear Mr. Bricker:

The Clarke County Easement Authority is applying for funds through the Natural Resource Conservation Service (NRCS) Farm and Ranch Lands Protection Program to purchase conservation easements on a farm with a high percentage of soils of prime and statewide importance. The Clarke County Board of Supervisors is submitting this letter to indicate its

endorsement of the application. In addition we have tentatively approved the County funds needed to match the NRCS funds for purchase should the grant be approved.

Protection of important farmland has been and remains a primary goal of the Counties Comprehensive Plan. Receipt of these types of grant funds enables the limited County resources to go farther to protect agricultural lands in our County.

Please contact me if I made provide any additional information regarding this endorsement.

Sincerely,

J. Michael Hobert
Chairman, Clarke County Board of Supervisors

Supervisor Byrd moved to approve the items on the Consent Agenda. The motion carried by the following vote:

- J. Michael Hobert, Chair - Absent
- David S. Weiss, Vice Chair - Aye
- Barbara J. Byrd - Aye
- A.R. Dunning, Jr. - Absent
- John R. Staelin - Aye

Citizens Comment Period

Jeanie Abigail Custis Marcy, Berryville: suggested seeking alternate power generation in our area opining that this might help delay building the proposed power plant. She further suggested educating citizens on the proper care of animals. She asked the Supervisor for the coming year to work toward increasing job opportunities for residents.

David Weiss explained that the Board of Supervisors had recently approved construction of a solar field in the County, as well as actively encouraging the use of alternative energy. He opined that while the Board of Supervisors supported these activities, alternate energy sources and uses, as well as creation of job opportunities were private sector goals. He further commented that Cooperative Extension and the Equine Alliance were doing an excellent job of educating citizens.

VDOT

Jerry Copp – Maintenance and Operations Items and Residency Administrator; and Ed Carter – Six-Year Plan Programs and Enhancement, Recreational Access; with Charlie Monroe – Area Maintenance Superintendent; appeared before the Supervisors to provide the monthly update.

- Maintenance work completed in November –
 - Conducted shoulder rehab on Rts. 761 and 661;
 - Conducted boom-axe operations on Rt. 655;
 - Performed flood repairs on Rts. 604, 605, 606 and the bridge approach on Rt. 761;
 - Graded various non-hard surfaced roads in the County;
 - Conducted brush-trimming operations on Rt. 340 North and Hazardous tree removal on various routes in the County.

- Maintenance work planned for December –
 - Perform pipe replacements at Rt. 606 and Rt. 605 at Radford's;
 - Conduct ditching operations in Northeast quadrant of County on Rts. 603, 608, 610, 611 and 612;
 - Continue brush cutting and hazardous tree removal on various secondary routes in the County.

- Other Projects:
 - Route 604 Ebenezer Road - Currently under construction. New box culvert is scheduled for placement in the spring.
 - Route 636 Mosby Road - The Public Hearing has been advertised for January 12, 2010. All issues and concerns resulting from the comments received will be addressed before final plans are completed. Public Hearing will be conducted at the Government Center and will be a “come and go” session with VDOT staff on hand to take comment and answer questions.
 - Route 723 Town of Boyce - District Location & Design has assigned a Project Manager to begin design of sidewalk/curb and gutter replacement on the south side of the street between the Town Hall and the railroad tracks.

- Supervisor Comments and Requests:
 - Supervisor Byrd complimented VDOT on the placement of chevrons that are working to aid in reducing incidents.
 - Vice Chairman Weiss asked VDOT about sizeable potholes in the dirt section of Lockes Mill Road. Mr. Monroe indicated that this area was on his repair list.

Status Update on Transfer of Cost from Unfunded State Program Line of Duty Benefit Coverage by Chris Carey, VACo

Chris Carey provided background information on the line-off duty program advising that the act goes back to 1966 and initiated to provide a death benefit for officers killed in the line of duty. The act required that the Commonwealth pay all benefits. Some highlights of the presentation and discussion include:

- Right now public safety official injured in the line of duty that cannot return to their regular duties qualifies for the benefit.
- State has set forth that counties will be responsible on a going-forward basis, as well as past liability.
- Mr. Carey stated that he had a fundamental problem with the manner in which this matter was enacted.
- Actual cost is unknown. However, he had submit a freedom of information request for the list that goes back 40 years; and he is projecting an annual liability of \$30 to \$40 million with about 70% of the costs to fall back on localities.
- Our county could expect to pay, on a go forward basis – for paid staff, something in the neighborhood of \$300 to \$400 per person.
- If volunteers are included, it gets more complicated. The act will require localities to negotiate with any jurisdiction that assists in providing public safety services.
- VACo has already done an actuarial report and have projected all the costs out.
- It is VACo's preference to partner with VML and other lobbies for public safety that do not want this shifted to localities.
- Should have answers by February 1.
- Mr. Carey is concerned with the case monitoring noting that there appear to be no rules, no case law, and no established criteria.
- He opined that the oversight of the program should be moved to workers compensation while the state retains control of the program.
- Sheriff Tony Roper commented that it was still very early and his association held that cost of this benefit should remain with the state.
- Vice Chairman Weiss expressed appreciation to Mr. Carey on behalf of the Supervisors.
- John Staelin added that the Supervisors would speak to local state legislators about this matter.

Presentation of FY 10 Financial Report by Matthew McLearn, CPA of Robinson, Farmer, Cox Associates

Matthew McLearn, CPS, Robinson, Farmer, Cox Associates, reviewed required audit items:

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- Auditors encountered no difficulties accessing data.
- Auditors had no disagreements with management.
- Audit adjustments were immaterial, accepted and made by management.
- No external opinion was sought for another agency regarding audit findings.
- Audits are performed to specific federal requirements and no violations were found during the audit.
- Assets, as well as general fund balance, have increased over last year.
- Hope to have trend analysis with comparisons to other jurisdictions ready in January once all audits are complete.
- In response to queries whether the County was financially sound, it was noted that the County's general fund balance had increased while most others had not suggesting a very stable position.
- In response to queries on staff, it was noted that the staff stability lends itself to the audit report.
- Tom Judge commented that
- Vice Chairman Weiss thanked Mr. McLearn, Tom Judge and the Joint Administrative Services staff, the Finance Committee, as well as those that had helped.
- Tom Judge added that a good audit and fiscally sound practice involves everyone particularly department managers and supervisors, who stayed within budget and who had followed procurement rules.

Reconsideration of Motion from November 16, 2010 Regular Meeting Pertaining To Planning Commission Fee Adjustment

Supervisor Byrd read into the record, **“Having voted with the prevailing side at the November 16th Board of Supervisors meeting on the matter regarding the adjustment of Planning Commission Fees, the specific motion being one made by Supervisor Staelin proposing to approve Planning Commission Fee Adjustment Option 2, as presented at that time, to reduce the Special Use fees by 67% and leave the Site Plan fee unchanged: Special Use \$825 + Site Plan \$2,500 with \$250/required parking space = \$3,575, I move to reconsider the vote on this matter.”**

Vice Chairman Weiss responded, Supervisor Byrd, having voted with the prevailing side on this motion at the previous regular meeting of the Board of Supervisors, has made a timely and proper motion to reconsider the action voted upon at the last regular meeting of the Board of Supervisors on November 16, specifically identified as the vote on the motion to approve Option 2 to reduce the Special Use fees by 67% and leave the Site Plan fee

unchanged: Special Use \$825 + Site Plan \$2,500 with \$250/required parking space = \$3,575.

Mr. Weiss called for discussion on the motion to reconsider the previous action. There being no discussion, he called the motion to reconsider the previous action to approve Option 2 to reduce the Special Use fees by 67% and leave the Site Plan fee unchanged: Special Use \$825 + Site Plan \$2,500 with \$250/required parking space = \$3,575, all as detailed in the minutes of the prior meeting and contained in the supporting documents in the agenda package on pages 61 through 69. He advised all in favor of reconsideration signify by saying "Aye" and those opposed signify by saying "Nay".

The motion was carried by the following vote:

J. Michael Hobert, Chair	- Absent
David S. Weiss, Vice Chair	- Aye
Barbara J. Byrd	- Aye
A.R. Dunning, Jr.	- Absent
John R. Staelin	- Aye

Vice Chairman Weiss then stated that the matter now before us is the motion made by Supervisor Staelin at the November 16, 2010 Regular Meeting of the Board of Supervisors, specifically identified as the vote on the motion to approve Option 2 to reduce the Special Use fees by 67% and leave the Site Plan fee unchanged: Special Use \$825 + Site Plan \$2,500 with \$250/required parking space = \$3,575, all as detailed in the minutes of the prior meeting and contained in the supporting documents in the agenda package on pages 61 through 69.

Mr. Weiss called for discussion on the motion to reconsider the previous action.

There being no discussion, **Vice Chairman Weiss called the motion to approve Option 2 to reduce the Special Use fees by 67% and leave the Site Plan fee unchanged: Special Use \$825 + Site Plan \$2,500 with \$250/required parking space = \$3,575, all as detailed in the minutes of the prior meeting and contained in the supporting documents in the agenda package on pages 61 through 69.**

The motion carried by the following vote:

J. Michael Hobert, Chair	- Absent
David S. Weiss, Vice Chair	- Aye
Barbara J. Byrd	- Aye
A.R. Dunning, Jr.	- Absent
John R. Staelin	- Aye

TO: Michael Hobert, Chair BOS

FROM: Chuck Johnston, Planning Director
RE: Fees for Kennels
DATE: 2010 November 10

This is an update to the October 15 memo you requested of options for Board consideration to reduce the planning application fees charged for Kennels. Just to reiterate, a request for approval of Special Use (in the AOC and FOC Zoning Districts) for a kennel for more than 15 canines currently would have the following fees for a kennel of 16 dogs:

Special Use application » \$2,500 + Site Plan » \$2,500 with \$250/required parking space = \$5,500 (1 space required for every 4 canine runs – max of 2 dogs per run).

The SU and SP application fees for properties in AOC, FOC, or RR are currently discounted from the fees charged for properties zoned commercial or industrial. Currently, a SU fee for AOC/FOC/RR properties is a flat \$2500, while for commercial properties \$2500 is per acre. The base SP fee for AOC/FOC/RR properties currently is 50% the base SP fee for commercial properties, while there is no reduction in the parking space fee.

I understand that of the four options presented in the October 15 memo, the Board focused on options 2 and 4:

Option 2: reduce the SU fees by 67% and leave the SP fee unchanged:

SU» \$825 + Site Plan» \$2,500 with \$250/required parking space = \$3,575

This adjustment follows the pattern in Fauquier and Frederick Counties where the charge for a Special Use application is much lower than Clarke, while the charge for a Site Plan app is similar to Clarke.

Option 4: reduce all fees by 50% for all properties zoned AOC, FOC, or Rural Residential from the fee charged for commercial or industrially zoned properties

SU» \$1,250 + Site Plan» \$1,250 with \$125/required parking space = \$2,750

or reduce all fees by **60%** for all properties zoned AOC, FOC, or Rural Residential from the fee charged for commercial or industrially zoned properties

SU» \$1,500 + Site Plan» \$1,500 with \$150/required parking space = \$3,500

The Board requested a justification for fees. The following shows the relationship of Planning revenue to expenditures:

Fiscal Years	7/05–6/06	7/06-6/07	7/07–6/08	7/08-6/09	7/09-6/10
Total Expenditures	\$533,061	\$601,041	\$643,657	\$527,347	\$494,624
Total Revenue	\$248,063	\$250,607	\$414,900	\$122,611	\$ 86,289
	(47% of revenue)	(42% of revenue)	(64% of revenue)	(23% of revenue)	(17% of revenue)

Set Public Hearing TA-10-13

The Clarke County Planning Commission recommends the amendment of the County Zoning Ordinance:

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- Section 3-A-12-c, Neighborhood Commercial Yard Setbacks, so as change minimum street setbacks to maximum setbacks on parcels of less than 1.5 acres and no required street setbacks for parcels of 1.5 to 3 acres,
- Section 3-A-12-d, Neighborhood Commercial Maximum Height, so as to limit structure height to two stories, in addition to the current limit of 30 feet,
- Section 3-A-13-e, Highway Commercial Maximum Height, so as to limit structure height to three stories, in addition to the current limit of 40 feet;
- Section 3-C-2, Supplementary Regulations for Uses in Various Districts, so as to modify the regulations for Country Inns, so as that the maximum number of guest rooms is increased from 12 to 15;
- Section 9-B, Definitions, so as to delete a portion of the definition of “Country Inns”, transferring this text to Supplementary Regulations.

Chuck Johnston reviewed the proposed text amendment.

Supervisor Staelin moved to set for public hearing on January 18, 2011 at 6:30 pm or as soon thereafter as the matter might be heard the following matters:

The motion carried by the following vote:

J. Michael Hobert, Chair	- Absent
David S. Weiss, Vice Chair	- Aye
Barbara J. Byrd	- Aye
A.R. Dunning, Jr.	- Absent
John R. Staelin	- Aye

Double Tollgate Community Development Planning Grant/Project

Chuck Johnston advised that an update to the Comprehensive Plan required addition of water and sewer in the Double Tollgate area. He briefed the board on the plan developed to community development block grant standards; a draft letter to the Virginia Department of Corrections; project budget of approximately \$41,000 to develop the plan less CDBG grant funds, as well as other potential funding. Mr. Johnston stated that his goal was to bring a phase I capital grant application to the Board of Supervisors in March 2011. He cautioned that the deadline for submission was the end of March; and if missed, the County would have to delay action until next year.

Supervisor Staelin Move to adopt the recommendations for the project management plan, endorse the proposed letter to the Department of Corrections and authorize the County Administrator to sign, and approve the task order to Chester Engineers. The motion carried by the following vote:

J. Michael Hobert, Chair	- Absent
David S. Weiss, Vice Chair	- Aye

Barbara J. Byrd - Aye
A.R. Dunning, Jr. - Absent
John R. Staelin - Aye

December 21, 2010

*Virginia Department of Corrections
P.O. Box 26963
Richmond, VA 23261*

Attention: Harold W. Clarke, Director

Earlier this year, Clarke County was awarded funding to conduct a planning project to identify the economic development potential and related infrastructure needs in the area known as Double Tollgate. The planning project is funded in part by the Virginia Department of Housing and Community Development (DHCD) and includes an assessment of existing and needed infrastructure such as water and sewer service and road access, development of a market analysis for potential economic growth opportunities in the area over the next ten to fifteen years, and an overall implementation plan and budget for installation of necessary infrastructure and business development and recruitment. The Project Management Team is currently working to advance all three activities simultaneously.

Currently, there is insufficient water and sewer service to accommodate potential development opportunities in the Double Tollgate area. The County and its engineers have identified three options for providing sufficient sewer service. At this time, the preferred option identified is to work with the Virginia Department of Corrections (DOC) to utilize the existing sewer treatment facility adjacent to the project area. Based on preliminary analysis of the three options, we believe this is both the most cost-effective and potentially mutually beneficial of each of the options.

In order to move forward with our planning project, the County is working to develop an implementation plan that will include application for construction funding from the DHCD Community Development Block Grant (CDBG) Program. We would like to request your consideration of commitment of access to up to 10,000 gallons of capacity at the existing facility to facilitate the identified development objectives for the Double Tollgate project area. Your commitment would allow us to proceed in developing a pro forma project budget and initiate the necessary agreements and approvals needed to engage in a partnership arrangement with the DOC.

Should you have any questions regarding this project or our request, please feel free to contact me.

Regards,

Rural Long Range 2035 Transportation Plan

Chuck Johnston explained the rural long-range transportation plan reminding the Supervisor of a public meeting to be held at the Samuels Library in Front Royal.

Supervisor Staelin suggested amendments to the proposed letter.

Supervisor Byrd noted that the Supervisor wanted a Park and Ride located by the Opequon.

Vice Chairman Weiss suggested presenting the list at the Regional Commission meeting.

Supervisor Staelin moved to authorize Chuck Johnston to forward the letter as a draft subject to modification based upon what is learned at the January 3 meeting. The motion carried by the following vote:

J. Michael Hobert, Chair	-	Absent
David S. Weiss, Vice Chair	-	Aye
Barbara J. Byrd	-	Aye
A.R. Dunning, Jr.	-	Absent
John R. Staelin	-	Aye

2010 December 21

*Christopher Price, Executive Director
Northern Shenandoah Valley Regional Commission
103 East Sixth Street
Front Royal, VA*

RE: Proposed 2035 VDOT Rural Long Range Transportation Plan

Thank you for the opportunity to comment on VDOT's 2035 draft plan for this region, which includes Clarke County.

The County Board of Supervisors understands that the recommendations in this Plan were based on the Comprehensive Plans for each jurisdiction and extrapolation of the number of vehicle trips.

The Board does not believe that the Comprehensive Plan of Clarke County, which goes to great effort to limit rural residential development and focus development where access is already available, justifies the major projects recommended, particularly the proposed widening of Route 7 to six lanes, Route 340 to four and six lanes, and Route 723 to three lanes. The lack of any proposals to provide for shared ridership, through projects such as a Park and Ride facility on Route 7 in Frederick County, is a major deficiency.

The Board acknowledges the need for intersection improvements and the judicious addition of turn lanes. The Board also strongly supports road improvements for the roads adjacent to the new Clarke County High School on the west side of Berryville. However, the wholesale reconstruction of Routes 7, 340, and 723 for additional lanes is simplistic, short sighted, and financially unrealistic. Further, most of the Secondary Road improvements are only necessary, in our view, to meet a general standard and due not reflect local conditions.

The following attached provides the Board's draft comments on each specific proposal. These comments may be revised after the January 3rd public meeting.

Again thank you for this opportunity. The Board looks forward to working with VDOT on this issue.

Regards,
David L. Ash, County Administrator

	<u>Location</u>	<u>Project Description</u>	<u>Position</u>
County			
1.	Rts 340 and 657 – Lord Fairfax Hwy / Senseny Rd intersection:	add turn lanes (no light)	Support
2.	Rts 7 and 612 – Harry Byrd Hwy / Shepherds Mill Rd:	close some driveways, reconstruct/ widen lanes, lengthen turn lanes, add light	<u>Support</u>
3.	Rts 340 and 611 – Lord Fairfax Hwy and Summit Point Rd intersection:	deficient design w/ low priority: monitor	No comment
4.	Rts 7 Bypass and Business – Harry Byrd Hwy and West Main intersection:	deficient design w/ low priority: monitor	No comment
5.	Rts 7 and 653 – Harry Byrd Hwy and Kimble Rd intersection:	deficient design w/ low priority: monitor	No comment
6.	Rts 7 and 632 – Harry Byrd Hwy and Triple J/Crums Church Rds intersection:	deficient design w/ low priority: monitor	No comment
7.	Rts 50 and 601 – John Mosby Hwy and Blue Ridge Mtn Rd intersection:	deficient design w/ low priority: monitor	No comment
8.	Rts 340/522 and 277 – Stonewall Jackson Hwy / Lord Fairfax Hwy intersection:	close some driveways, add thru lanes and turn lanes, modify light timing	Support
9.	Rts 50 and 340 – John Mosby Hwy and Lord Fairfax Hwy intersection:	close some driveways, add thru lanes and turn lanes, modify light timing, monitor to determine is interchange is warranted	Support
10.	Rt 340 – Lord Fairfax Hwy: south leg of Double Tollgate intersection	widen to six lanes	Support
11.	Rt 340 – Lord Fairfax Hwy: from DT intersection to south of Waterloo intersection	widen to six lanes	Oppose
12.	Rt 277 – Lord Fairfax Hwy: west leg of Double Tollgate intersection	widen to four lanes	Support

	<u>Location</u>	<u>Project Description</u>	<u>Position</u>
13.	Rt 340 – Lord Fairfax Hwy: north leg of Waterloo intersection	widen to four lanes	Support
14.	Rt 340 – Lord Fairfax Hwy: from Rt 620 (Pyletown/Browntown Rds) to Rt 255 (Bishop Meade Rd)	widen to four lanes	Oppose
15.	Rt 340 – Lord Fairfax Hwy: from Rt 255 (Bishop Meade Rd) to Rt 657 (Senseny Rd)	widen to four lanes	Oppose
16.	Rt 340 – Lord Fairfax Hwy: from Rt 657 (Senseny Rd) to South corp limits of Berryville	widen to four lanes	Oppose
17.	Rt 7 – Harry Byrd Hwy: from Frederick County line to Rt 7 Business (West Main)	widen to six lanes	Oppose
18.	Rt 7 – Harry Byrd Hwy: from Rt 7 Business (West Main) to Rt 340 (Lord Fairfax Hwy)	widen to six lanes	Oppose
19.	Rt 7 – Harry Byrd Hwy: from Rt 340 (Lord Fairfax Hwy) to Rt 612 (Shepherds Mill Rd)	widen to six lanes	Oppose
20.	Rt 7 – Harry Byrd Hwy: from Rt 612 (Shepherds Mill Rd) to Rt 603 (Castleman Rd)	widen to six lanes	Oppose
21.	Rt 7 – Harry Byrd Hwy: from 603 (Castleman Rd) to Rt 606 (River Rd)	widen to six lanes	Oppose
22.	Rt 7 – Harry Byrd Hwy: from Rt 606 (River Rd) to Loudoun County line	widen to six lanes	Oppose
23.	Rt 601 – Blue Ridge Mtn Rd from Rt 50 (John Mosby Hwy) to 4.5 miles of Rt 50	widen existing lanes	Oppose
24.	Rt 601 – Blue Ridge Mtn Rd from 4.5 miles of Rt 50 to Rt 605 (Morgans Mill Rd)	widen existing lanes	Oppose
25.	Rt 601 – Blue Ridge Mtn Rd from Rt 605 (Morgans Mill Rd) to Loudoun County line	widen existing lanes	Oppose
26.	Rt 601 – Raven Rocks Rd from Loudoun County line to WVA state line	widen existing lanes	Oppose
27.	Rt 606 – River Road Rd from Rt 607 (Saw Mill Hill Rd) to Rt 7 (Harry Byrd Hwy)	widen existing lanes	Oppose
28.	Rt 723 – Old Winchester Rd from Frederick County line to North corp limits of Boyce	widen existing lanes	Oppose
29.	Rt 723 – Millwood Rd from South corp	widen existing lanes	Oppose

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	<u>Location</u>	<u>Project Description</u>	<u>Position</u>
	limits of Boyce to Rt 255 (Bishop Meade Rd)		
30.	Rt 657 – Senseny Rd from Frederick County line to Rt 634 (Salem Church Rd)	widen existing lanes	Oppose
31.	Rt 657 – Senseny Rd from Rt 634 (Salem Church Rd) to Rt 340 (Lord Fairfax Hwy)	widen existing lanes	Oppose
32.	Rt 636 – Westwood Rd from Rt 7 Business (West Main) to Rt 657 (Senseny Rd)	widen existing lanes	Support
33.	Rt 611 – Summit Point Rd from Rt 340 (Lord Fairfax Hwy) to WVA state line	widen existing lanes	Oppose
34.	Rt 761 – Old Charlestown Rd from Frederick County line to Rt 632 (Crums Church Rd)	widen existing lanes	Oppose
35.	Rt 632 – Crums Church Rd from Rt 639 (Allen Rd) to Rt 761 (Old Charlestown Rd)	widen existing lanes	Oppose
36.	Rt 636 – Westwood Rd from Rt 7 Business (West Main) to Rt 657 (Senseny Rd)	widen existing lanes	Support
37.	Rt 636 – Westwood Rd from south of Rt 7 Business (West Main)	widen to three lanes	Support
38.	Rt 723 – Millwood Rd, bridge at Page Brook	replace bridge	Support
39.	Rt 604 – Ebenezer Rd from Rt 605 (Morgans Mill Rod to Rt 607 (Saw Mill Hill Rd)	reconstruct/pave road	Support
40.	Rt 340 – Lord Fairfax Hwy thru Waterloo Tollgate intersection	widen to four lanes (rural)	Support
41.	Rt 7 Business – West Main from Rt 7 (Harry Byrd Hwy) to West corp limits of Berryville	widen to three lanes (urban)	Support
Berryville			
42.	Rts 340 and 7 Business – Buckmarsh St / Main St intersection	deficient design w/ low priority: monitor	No comment
43.	Rt 340 – Buckmarsh St from South corp limits of Berryville to Rt 7 Business (Main St)	widen to four lanes (w/ median)	Oppose
44.	Rt 616 – Bundy/Church Sts from Rt 1005 (Liberty St) to Rt 340 (Buckmarsh St)	build/widen lanes	Support
45.	Rt 7 Business – West Main St from West	widen to three lanes (urban)	Support

<u>Location</u>	<u>Project Description</u>	<u>Position</u>
corp limit to Buckmarsh St		
46. Rt 7 Business – East Main St from Rt 340 (Buckmarsh St) to Rt 7 (Harry Byrd Hwy)	widen to three lanes (urban)	Support
Boyce		
47. Rt 340/723 intersection	add stop bars/ add left turn lanes on Main/ signalize	Support
48. Rt 723 – Main St	widen to three lanes (urban)	Oppose
49. Rt 340 – Greenway Ave	widen to four lanes (with median)	Oppose

Convenience Center – Recommendation to Proceed with Design

David Ash put forth that during their December 13 Work Session the Supervisors delayed action on this item to the regular meeting; however, Chester Engineering was still not able to provide the requested information,

Supervisor Staelin moved to forward the item to the January Work Session agenda should the information be available by that time. The motion carried by the following vote:

J. Michael Hobert, Chair	- Absent
David S. Weiss, Vice Chair	- Aye
Barbara J. Byrd	- Aye
A.R. Dunning, Jr.	- Absent
John R. Staelin	- Aye

Committee Action

Personnel Committee

Expiration of Term for appointments expiring through February 2011

<i>Committee/Board</i>	<i>Appointee</i>	<i>Expiration Date</i>
Lord Fairfax Emergency Medical Services Council	Julie Wagaman	6/30/2013
<i>Ms. Wagaman is appointed to serve an initial three-year term.</i>		
Northwestern Community Services Board	Lucille Harris	12/31/2012

<i>Committee/Board</i>	<i>Appointee</i>	<i>Expiration Date</i>
Ms. Harris is appointed to fill the remainder of the unexpired term of Kathleen Ruffo.		
Clarke County Industrial Development Authority <i>Mr. Juday is reappointed to serve a four-year term.</i>	David Juday	10/30/2014
Conservation Easement Authority <i>Mrs. Thomas is appointed to fill the remainder of the unexpired term of Pat McKelvy beginning 1/1/2011.</i>	Walker Thomas	12/31/2012
Conservation Easement Authority <i>Mrs. MacKay-Smith is re-appointed to serve a three-year term.</i>	Wingate Mackay-Smith	12/31/2013
Conservation Easement Authority <i>Mr. Buckley is reappointment to serve a three-year term.</i>	Randy Buckley	12/31/2013
Economic Development Advisory Committee <i>Dr. Myer is reappointment to serve a four-year term.</i>	Eric Myer	12/31/2014
Economic Development Advisory Committee <i>Mr. Conrad is reappointment to serve a four-year term.</i>	Bryan Conrad	12/31/2014
Parks and Recreation Advisory Board <i>Mr. Jones is reappointment to serve a four-year term.</i>	Paul Jones	12/31/2014

Supervisor Byrd moved to confirm the appointments as presented. The motion was approved as follows:

J. Michael Hobert, Chair	- Absent
David S. Weiss, Vice Chair	- Aye
Barbara J. Byrd	- Aye
A.R. Dunning, Jr.	- Absent
John R. Staelin	- Aye

2011 Conflict of Interest Filing

December 13, 2010: The Economic Disclosure forms have been distributed to those required to file them. The filing requirement is listed on the Criteria list. Potential

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appointees should be made aware that serving in certain positions or on some committees requires completion of the economic disclosure forms in order to qualify and remain in the position.

The committee asked that they be provided with an update should any required disclosure forms not be provided as required.

This item was not discussed at the regular meeting.

Appointee Information Feedback Update

December 13, 2010: The Committee has asked staff to suggest a method to facilitate gathering information from appointees about the activities of the boards to which they are appointed and their level of participation and satisfaction in the process. Attached is a draft questionnaire that could be either sent to participants or used to facilitate individual discussions.

The committee asked that the Appointee Questionnaire be revised to include a request for updated contact information, and to inquire about the appointee's view of the current and future most important challenges faced by the boards on which they serve. The committee also recommended that the questionnaires be mailed in January to keep them out of the holiday mail.

The Committee chair reported that he has initiated contact with members of the Board of Supervisors seeking comment for inclusion in the County Administrator's evaluation.

This item was not discussed at the regular meeting.

Work Session

Joint Government Center Issues—Closed Session

December 13, 2010: The Board anticipates convening in closed session pursuant to 2.2-3711(A)(7) to consult with its attorney and staff on issues related to negotiation and probable litigation regarding the Joint Government Center. A copy of the engineering report prepared by Potomac Engineering Group is attached. Mr. Mitchell will be prepared to discuss and recommend specific action at the meeting.

Summary: Following Closed Session, the Board of Supervisors took no action on this item.

This item was not discussed at the regular meeting.

Board of Zoning Appeals Decision –Mt. Airy Kennel—Closed Session

December 13, 2010: The Board anticipates convening in closed session pursuant to 2.2-3711(A)(7) to consult with its attorney and staff on issues related to the Board of Zoning Appeals decision on the Mt. Airy Kennel decision.

Summary: Following Closed Session, the Board of Supervisors took no action on this item.

This item was not discussed at the regular meeting.

Change Order—Circuit Courthouse Project

December 13, 2010: A proposed change order for the Circuit Courthouse project was provided. This change order represents a change in the scope of the project as it includes replacement of the HVAC systems in the renovated wing and the second story levels of the building and upgrading of controls dampers on the remaining system. This work also includes replacement of the ceiling tiles and grids and updating most of the lighting to more energy efficient fixtures. This pushes the project to the top of the current budget. > (\$436,500) The Board of Supervisors must approve change orders in excess of \$50,000. Although our architect was present at the progress meeting at which this change order was discussed, his recent correspondence raises a question regarding the correct process for approving this change order. Jim Allen, from RDA has been contacted, however, he has not been available to provide further guidance on this matter as of the time of agenda preparation.

Closed Session 2.2-3711-(A)(7) Items 1, 2, and 3 pertaining to actual or probable litigation and consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel.

Vice Chairman Weiss moved to convene into Closed Session.

<i>J. Michael Hobert, Chair</i>	- Aye
<i>David S. Weiss, Vice Chair</i>	- Aye
<i>Barbara J. Byrd</i>	- Aye
<i>A.R. Dunning, Jr.</i>	- Absent
<i>John R. Staelin</i>	- Aye

*The members of the Board of Supervisors being assembled within the designated meeting place, with open doors and in the presence of members of the public and/or the media desiring to attend, **Supervisor Staelin moved to reconvene in open session.***
The motion carried as follows:

<i>J. Michael Hobert, Chair</i>	- Aye
<i>David S. Weiss, Vice Chair</i>	- Aye
<i>Barbara J. Byrd</i>	- Aye

A.R. Dunning, Jr. - Absent
John R. Staelin - Aye

Supervisor Staelin moved to execute the following Certification of Closed Session:

CERTIFICATION OF CLOSED SESSION

WHEREAS, the Board of Supervisors of the County of Clarke, Virginia, has convened a closed meeting on the date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

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

NOW, THEREFORE BE IT RESOLVED, that the Board of Supervisors of the County of Clarke, Virginia, hereby certifies that, to the best of each members knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which the certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Board of Supervisors of the County of Clarke, Virginia.

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

J. Michael Hobert, Chair - Aye
David S. Weiss, Vice Chair - Aye
Barbara J. Byrd - Aye
A.R. Dunning, Jr. - Absent
John R. Staelin - Aye

Summary: Following Closed Session:

No action was taken on Items 1 and 2.

On Item 3, Vice Chairman Weiss moved to approve the Circuit Courthouse Change Order [Hammerhead Construction P.C.O. No. 019] subject to the process RDA verification and adherence. The motion was approved by the following vote:

J. Michael Hobert, Chair - Aye
David S. Weiss, Vice Chair - Aye
Barbara J. Byrd - Aye
A.R. Dunning, Jr. - Absent
John R. Staelin - Aye

This item was not discussed at the regular meeting.

Response to Equine Alliance Guidelines Letter

December 13, 2010: A letter from the Equine Alliance providing information helpful in determining if horses are suffering from abuse/neglect and outlining the statutory provisions for dealing with such was provided. Also a draft response from the BOS explaining the policy and procedure that the County follows to document and prosecute such matters as well as seeking continuing interest and assistance from the Equine Alliance was provided.

Summary: Chairman Hobert provided a brief summary. David Ash reviewed his response noting that the guidelines developed by the Equine Alliance were good. He advised that the County does proceed with caution in these cases and County policy requires verification by a licensed veterinarian. Sheriff Roper added that these cases were investigated in a deliberative manner.

Barbara Byrd provided an update on Humane Foundation discussions including the suggested addition of a shed for use in emergency situations.

Supervisor Staelin moved to place this item on the December 21, 2010 Regular Meeting Consent Agenda for final action. The motion was approved by the following vote:

<i>J. Michael Hobert, Chair</i>	- Aye
<i>David S. Weiss, Vice Chair</i>	- Aye
<i>Barbara J. Byrd</i>	- Aye
<i>A.R. Dunning, Jr.</i>	- Absent
<i>John R. Staelin</i>	- Aye

This item was acted upon at the regular meeting under the Consent Agenda.

Legislative Priorities

December 13, 2010: The latest version of the Board's priority list was provided. The priority list as revised or approved at this meeting will be on the consent agenda for the December Board meeting.

Summary: Chairman Hobert reviewed the third draft revisions with comment by Supervisor Staelin regarding additions to Groundwater Quality and Tax Reform issues. David Ash provided more detail on the line of duty costs that the state would like to shift to localities.

Supervisor Byrd moved to place this item on the December 21, 2010 Regular Meeting Consent Agenda for final action. The motion was approved by the following vote:

<i>J. Michael Hobert, Chair</i>	- Aye
<i>David S. Weiss, Vice Chair</i>	- Aye

Barbara J. Byrd - Aye
A.R. Dunning, Jr. - Absent
John R. Staelin - Aye

Staff was instructed to leave additions in bold and to forward to all applicable parties subsequent to final action by the Board.

This item was acted upon at the regular meeting under the Consent Agenda.

Double Tollgate Community Development Planning Grant/Project

December 13, 2010: A proposed contract covering planning activities at Double Tollgate was provided. The contract establishes specific activities and milestones regarding the project.

A draft of a letter request to the Department of Corrections asking for a commitment to provide access and sewage treatment is currently being circulated and an affirmative response to that request is necessary before initiating this contract. The requested action is to approve the contract and the letter request (if available at the time of the meeting) in order to allow this project to continue forward.

Summary: Chuck Johnston briefly reviewed the history and scheduled steps. He advised that the focus originally was on sewer and water however the CDBG wants to see a larger development plan that he believes should be mixed use. He stated that staff was meeting on Wednesday morning to discuss the contract. Chairman Hobert requested review at the December 21 regular meeting of staff recommendations and the draft correspondence to the Department of Corrections.

This item was acted upon as a separate agenda item at the regular meeting.

Rural Long Range Transportation Plan

December 13, 2010: According an email, a presentation on the Rural Long Range Transportation Plan is scheduled for Monday, January 3, 2011 at the Samuels Library in Front Royal beginning at 5:30 PM. The Regional Plan was distributed earlier via email.

Summary: Chuck Johnston distributed and reviewed a synopsis of the 49 projects in Clarke County that he had prepared for the Supervisors. He said that the plan covers the period through 2035.

Chairman Hobert asked Chuck Johnston to provide a draft comment letter on the County's position to be reviewed at the December 21, 2010 meeting. He further asked that Mr. Johnston identify and question assumptions and methodology used, as well as solicit input on the pros and cons of three-lane and four lane roadways such as those suggested for Route 340.

This item was acted upon as a separate agenda item at the regular meeting.

Convenience Center Update

December 13, 2010: Summary: *By consensus, this item was added to the Work Session agenda. David Ash advised that Chester Engineering had provided a non-engineered estimate of \$425,000 to construct the convenience center. This estimate was forwarded to Ed Strawsnyder, Director Frederick County Public Works, who reviewed and commented that with value engineering and working with the local quarry, he believed the cost could be further reduced.*

David Weiss put forth that Wingate MacKay-Smith and Bill Johnston, Litter Committee members, had some ideas on facility use and would like to be involved in the conversation.

David Ash reminded that the County has a two-year option to exercise its lease.

Supervisor Staelin moved to place the recommendation to proceed with the Convenience Center design on the December 13, 2010 Regular Meeting agenda. The motion was approved by the following vote:

<i>J. Michael Hobert, Chair</i>	-	<i>Aye</i>
<i>David S. Weiss, Vice Chair</i>	-	<i>Aye</i>
<i>Barbara J. Byrd</i>	-	<i>Aye</i>
<i>A.R. Dunning, Jr.</i>	-	<i>Absent</i>
<i>John R. Staelin</i>	-	<i>Aye</i>

This item was acted upon as a separate agenda item at the regular meeting.

Finance Committee

Tom Judge appeared before the Supervisors to review the Finance Committee recommendations.

Supplemental Appropriations.

Sheriff's Cruiser Replacement: "Be it resolved that the FY11 General Government Capital Projects Budget be amended to increase expenditure by \$12,400, to appropriate the same, and to recognize revenue in the form of an insurance claim in the amount, all for the purpose of replacing a Sheriff's Cruiser damaged in a deer collision."

Software for Septage Tracking: "Be it resolved that the FY11 Planning Department expenditure budget be increased by \$3,538, and the same appropriated, and be it further resolved that the fund balance designation for

government savings be decreased in the same amount, all for the purpose of purchasing software for tracking of septage.

FY10 School Carryover: "Be it resolved that public hearing be set on the question as to whether \$151,447 unspent by the School Board in FY10 should be appropriated to the School Board for capital expenditure in FY11."

Review of Bills and Claims

"Be it resolved that authority for approval of bills and claims be delegated to the County Administrator, and be it further resolved that a report of all approved bills and claims be included in agendas of the Board of Supervisors for their regular meetings."

Distribution Procedure:

- a) The County Administrator will approve bills and claims by signature on the monthly bills and claims report.
- b) Each month, Government Bills and Claims reports will be provided to the Finance Committee for review and recommendation of acceptance to the Board of Supervisors.
- c) Government Expenditure Summary Reports will be provided to the Finance Committee and Board of Supervisors monthly for information and questioning.
- d) School Bills and Claims are separately approved by the School Board, and will be available for review in the Board of Supervisors conference room after approval by the School Board.
- e) School Expenditure Summary reports will likewise be provided in the conference room for review after approval by the School Board.
- f) All of the aforementioned reports will be distributed to all Board of Supervisors members via email.

Acceptance of November Bills and Claims.

The Finance Committee recommends acceptance of the November 2010 Bills and Claims report.

Standing Reports

Reconciliation of Appropriations; General Fund Balance; General Fund Expenditure Summary were provided for information

Supervisor Staelin moved to approve the Finance Committee recommendations for all items before the Board for consideration. The motion carried by the following vote:

J. Michael Hobert, Chair	- Absent
David S. Weiss, Vice Chair	- Aye
Barbara J. Byrd	- Aye
A.R. Dunning, Jr.	- Absent
John R. Staelin	- Aye

Government Projects Update

David Ash provided the following highlights:

- Circuit Courthouse
 - Courthouse renovations continue, but much depends upon pending decisions on HVAC.
 - Waiting for recommendations from RDA on a suitable level of review with regard to pending HVAC changes.
 - Chester Engineering is reviewing the proposed HVAC change order.

Summary Of Required Action

<u>Item</u>	<u>Description</u>	<u>Responsibility</u>
1.	Revise and process approved 11/16/2010 minutes.	Lora B. Walburn
2.	Provide notice of authorization of status of Blue Ridge Volunteer Fire Company, Inc. loan.	David Ash
3.	Provide response to Equine Alliance Guidelines letter.	David Ash
4.	Provide Legislative Priorities 3 rd draft to interested parties.	David Ash
5.	Process public hearing notice for TA-10-13.	Lora B. Walburn
6.	Process letter to the Department of Corrections.	David Ash
7.	Process Rural Long Range 2035 Transportation Plan letter.	Chuck Johnston
8.	Carry forward to the January agenda Convenience Center – Recommendation to Proceed with Design item.	David Ash
9.	Process board appointments.	Lora B. Walburn
10.	Process public hearing notice for FY10 School Carryover.	Lora B. Walburn

<u>Item</u>	<u>Description</u>	<u>Responsibility</u>
11.	Process ordinance for TA-10-09.	Chuck Johnston / Lora B. Walburn
12.	CCEA Application to NRCS Farm & Ranch Lands Protection Program letter.	Alison Teetor

Closed Session with Robert Mitchell § 2.2-3711-(A)(7) briefings by staff members or consultants pertaining to actual or probable litigation and consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel.

Berryville Town Council Wilson Kirby - Mayor; Jay Arnold - Recorder; Lawrence Russell, III; H. Allen Kitselman, III; Mary Daniel; David L. Tollett; and Keith Dalton joined the Board of Supervisors to conduct a joint Closed Session with attorney Robert Mitchell.

Supervisor Staelin moved to convene into Closed Session.

J. Michael Hobert, Chair	- Absent
David S. Weiss, Vice Chair	- Aye
Barbara J. Byrd	- Aye
A.R. Dunning, Jr.	- Absent
John R. Staelin	- Aye

The members of the Board of Supervisors being assembled within the designated meeting place, with open doors and in the presence of members of the public and/or the media desiring to attend, **Supervisor Staelin moved to reconvene in open session. The motion carried as follows:**

J. Michael Hobert, Chair	- Absent
David S. Weiss, Vice Chair	- Aye
Barbara J. Byrd	- Aye
A.R. Dunning, Jr.	- Absent
John R. Staelin	- Aye

Supervisor Staelin moved to execute the following Certification of Closed Session:

CERTIFICATION OF CLOSED SESSION

WHEREAS, the Board of Supervisors of the County of Clarke, Virginia, has convened a closed meeting on the date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

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

NOW, THEREFORE BE IT RESOLVED, that the Board of Supervisors of the County of Clarke, Virginia, hereby certifies that, to the best of each members knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which the certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Board of Supervisors of the County of Clarke, Virginia.

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

J. Michael Hobert, Chair	- Absent
David S. Weiss, Vice Chair	- Aye
Barbara J. Byrd	- Aye
A.R. Dunning, Jr.	- Absent
John R. Staelin	- Aye

The Berryville Town Council reconvened in open session following the Board of Supervisors.

Supervisor Staelin moved that the agreement between Brechbill and Helman Construction Company, Inc. dated December 21, 2010, be approved, subject to the Joint Building Committee having the authority to modify paragraph 5.e. of the Agreement as to the obtaining and payment for an “as is” air flow test.

Robert Mitchell summarized the difficulties encountered and actions taken to redress matters specific to the construction issues in the Berryville Clarke County Government Center.

Following Mr. Mitchell’s review, Vice Chairman Weiss called for vote on the motion.

The motion was approved by the following vote:

J. Michael Hobert, Chair	- Absent
David S. Weiss, Vice Chair	- Aye
Barbara J. Byrd	- Aye
A.R. Dunning, Jr.	- Absent
John R. Staelin	- Aye

Berryville Town Council Recorder Jay Arnold, seconded by Mary Daniel, moved the same action. The motion was unanimously approved.

Following this action, the Berryville Town Council adjourned at 3:58.

Closed Session with Robert Mitchell §2.2.3711-A3 Acquisition or Sale of Property and § 2.2-3711-(A)(7) briefings by staff members or consultants pertaining to actual or probable litigation and consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel.

Supervisor Staelin moved to convene into Closed Session.

J. Michael Hobert, Chair	- Absent
David S. Weiss, Vice Chair	- Aye
Barbara J. Byrd	- Aye
A.R. Dunning, Jr.	- Absent
John R. Staelin	- Aye

The members of the Board of Supervisors being assembled within the designated meeting place, with open doors and in the presence of members of the public and/or the media desiring to attend, **Supervisor Staelin moved to reconvene in open session. The motion carried as follows:**

J. Michael Hobert, Chair	- Absent
David S. Weiss, Vice Chair	- Aye
Barbara J. Byrd	- Aye
A.R. Dunning, Jr.	- Absent
John R. Staelin	- Aye

Supervisor Staelin moved to execute the following Certification of Closed Session:

CERTIFICATION OF CLOSED SESSION

WHEREAS, the Board of Supervisors of the County of Clarke, Virginia, has convened a closed meeting on the date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and

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

NOW, THEREFORE BE IT RESOLVED, that the Board of Supervisors of the County of Clarke, Virginia, hereby certifies that, to the best of each members knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which the certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed

meeting were heard, discussed or considered by the Board of Supervisors of the County of Clarke, Virginia.

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

J. Michael Hobert, Chair	-	Absent
David S. Weiss, Vice Chair	-	Aye
Barbara J. Byrd	-	Aye
A.R. Dunning, Jr.	-	Absent
John R. Staelin	-	Aye

Following Closed Session, the Supervisors took no action.

Board Member Committee Status Reports

Clarke County Industrial Development Authority by John Staelin

- Considering hiring a consultant to provide advise on more specific economic development opportunities.

Clarke County Library Advisory Committee by Barbara Byrd

- Would like to include a library board member on the Barns of Rose Hill Board.

Social Services by Barbara Byrd

- Director doing a fine job.
- Charitable donations have been lower this season.

Conservation Easement Authority by David Weiss

- December was Pat McKelvy's last meeting as a member however she had indicated her willingness to assist with projects.
- Considering several properties.

Meals On Wheels by Barbara Byrd

- She delivered 23 meals last week with Meals on Wheels.
- The volunteers did a wonderful job and the recipients were very grateful.

At 3:50 pm Vice Chairman Weiss recessed the meeting until 6:30 pm.

At 6:31 pm Vice Chairman Weiss reconvened the meeting.

Citizens Comment Period

No persons appeared to address the Supervisors.

PH 10-31 TA-10-09

The Clarke County Board of Supervisors will consider the amendment of the County Zoning Ordinance:

- Section 4-I-2, Signs Prohibited, so as to prohibit signs that change displays frequently and that move, revolve, twirl, rotate, or flash and to state that no prohibited sign may be illuminated;
- Section 4-I-5, Nonconforming Signs and Removal, so as to state that no nonconforming sign shall be replaced; and
- Section 4-I-9, Sign Definitions, so as to establish definitions for the terms: 'Animated Signs', 'Changeable Message Signs', 'Electronic Display Signs', and 'Time & Temperature Signs'.

Chuck Johnston summarized the proposed text amendment. He recommended that the Board of Supervisors not make the changes provided in brackets regarding explaining that there was some confusion in the interpretation of prohibited and non-conforming signs.

Chuck Johnston responding to a query from Supervisor Byrd stated that he had received no feedback from local businesses.

Supervisor Staelin advised that the owner of a billboard he would abstain from the vote.

At 6:35 pm Vice Chairman Weiss opened the public hearing for public comment. There being no persons present desiring to address the Board the public comment portion of the public hearing was closed.

Supervisor Byrd moved to approve TA-10-09 not including the phrases shown in brackets as recommended by Chuck Johnston, Planning Administrator. The motion was approved by the following vote:

J. Michael Hobert, Chair	-	Absent
David S. Weiss, Vice Chair	-	Aye
Barbara J. Byrd	-	Aye
A.R. Dunning, Jr.	-	Absent
John R. Staelin	-	Abstain

Chuck Johnston informed the Supervisors that, when information was available, he would be bringing additional regulations specific to sign brightness. Supervisor Byrd suggested Susan Nelson, A Sign Place, as a possible contact regarding brightness of signs.

ORDINANCE
10-15ORD
(Approved 2010 December 21)

At a regular meeting of the Board of Supervisors of Clarke County, Virginia, held at the Town/County Government Center on 2010 December 21 at 6:30 p.m. On motion by Supervisor Byrd, the Board of Supervisors (Byrd-Aye; Dunning-Absent; Hobert-Absent; Staelin-Abstain; Weiss-Aye) approved the proposed Text Amendment of the Clarke County Zoning Ordinance.

WHEREAS, the Clarke County Zoning Ordinance is established to protect the health, safety, and welfare of the community;

WHEREAS, signs with the ability to easily change the messages they display, and therefore attract the attention of consumers and other persons desiring to have such information immediately available to them, have the potential, without strict regulation of certain of such characteristics, to unreasonably distract motorists and to significantly and adversely affect the appearance of the County; and

WHEREAS, limiting the frequency of message changes and requiring messages to remain static for extended periods of time, rather than animated or intermittent, is of paramount importance in ensuring that signs are not garish, unattractive and unreasonably distracting to motorist; and

WHEREAS, the regulation of electronic display signs provided by this Ordinance will substantially protect and advance the interests in traffic safety and community appearance of the County, its residents and its businesses by limiting the frequency of message changes, and

WHEREAS, a limitation on the illumination of prohibited signs and explicitly prohibiting the replacement of prohibited signs minimizes the impact of such signs and better provides for their permanent removal;

NOW THEREFORE BE IT ORDAINED THAT, the following section of the County Zoning Ordinance be amended:

- Section 4-1-2, Signs Prohibited, so as to prohibit signs that change displays frequently and that move, revolve, twirl, rotate, or flash and to state that no prohibited sign may be illuminated;
- Section 4-1-5, Nonconforming Signs and Removal, so as to state that no nonconforming sign shall be replaced; and

- Section 4-I-9, Sign Definitions, so as to establish definitions for the terms: 'Animated Signs', 'Changeable Message Signs', 'Electronic Display Signs', and 'Time & Temperature Signs'.

Attest:
TA-10-09

David L. Ash, County
Administrator

See the following for the specific changes.

ZONING ORDINANCE
TEXT AMENDMENT

Text to added showed *in bold Italics* Text to be deleted showed ~~struck through~~

4 GENERAL REGULATIONS
4-I SIGN REGULATIONS

4-I-2 Signs Prohibited

Signs with any of the following characteristics are prohibited:

4-I-2-h *No prohibited sign shall be internally or externally illuminated.*

4-I-2-i *Changeable message signs (except time and temperature signs): Any sign on which the display or message changes more rapidly than once every five minutes and the display, message and/or background changes color.*

4-I-2-j *Moving Signs or displays: Any sign and/or its display/message that moves, revolves, twirls, rotates, flashes, including animated signs, multi-prism signs, floodlights and beacon lights except when required by the Federal Aviation Agency or other governmental agency.*

4-I-2-k *Time and temperature signs: Any sign displaying time and temperature in which such message changes more rapidly than once every five seconds.*

4-I-5 Nonconforming Signs and Removal

4-I-5-c Repairs to a nonconforming sign shall not exceed 50 percent of the assessed valued of the sign at the time of the initial permit for repairs is granted. ***No nonconforming sign shall be replaced.***

4-I-9 Definitions

4-I-9- *SIGN, ANIMATED: Any sign which includes action, motion, or color changes, or the optical illusion of action, motion, or color changes, including signs set in motion by movement of the atmosphere, or made up of a series of sections that turn.

4-I-9-* *SIGN, CHANGEABLE MESSAGE: A sign or portion of a sign where the message copy is changed manually or automatically through the utilization of attachable, reflective or illuminated letters, numbers, symbols, images and other similar characteristics, including electronic reader boards or electronic display signs.*

4-I-9-* *SIGN, TIME AND TEMPERATURE: Any sign whose only function is the display of information about current time and/or temperature.*

4-I-9* *SIGN, ELECTRONIC DISPLAY: A sign containing light emitting diodes (LEDs), fiber optics, plasma display screen, or other similar electronic illumination.*

Adjournment

There being no further business to be brought before the Board at 6:41 pm Chairman Hobert adjourned the Board of Supervisors meeting.

Next Regular Meeting Date

The next regular meeting of the Board of Supervisors is set for Tuesday, January 18, 2011 at 1:00 p.m. in the Main Meeting Room, 101 Chalmers Court, 2nd Floor, Berryville, Virginia.

ATTEST: December 21, 2010

David S. Weiss, Vice Chair

David L. Ash, County Administrator

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



Commonwealth of Virginia

Auditor of Public Accounts
P.O. Box 1295
Richmond, Virginia 23218

Walter J. Kucharski, Auditor

November 5, 2010

J. Michael Hobert
Chairman
102 N. Church Street
Berryville, VA 22611

County of Clarke

Dear Mr. Hobert:

We have reviewed the Commonwealth collections and remittances of the Treasurer, Commissioner of the Revenue, and Sheriff of the locality indicated for the year ended June 30, 2010. Our primary objectives were to determine that the officials have maintained accountability over Commonwealth collections, established internal controls, and complied with state laws and regulations.

The results of our tests found the Treasurer, the Commissioner of the Revenue and the Sheriff complied, in all material respects, with state laws, regulations and other procedures relating to the receipt, disbursement, and custody of state funds, except as follows.

The Treasurer did not comply with state laws and regulations as described below.

Properly Input and Calculate Penalty and Interest

The Treasurer did not update penalty and interest information in the automated system for income taxes. The last entry for penalty and interest was for the 2007 state income tax year. The Treasurer's failure to use the correct rates resulted in taxpayers paying higher penalty and interest fees than authorized by the Code of Virginia. The Treasurer should immediately implement procedures to update the automated system promptly with correct penalty and interest rates whenever the Department of Taxation notifies Treasurers of the new rates.

We discussed this comment with the Treasurer on September 22, 2010 and we acknowledge the cooperation extended to us during this review.

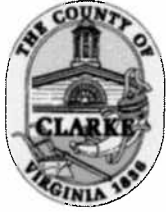
Sincerely,


Auditor of Public Accounts

WJK:shs

cc: David L. Ash, County Administrator
Sharon E. Keeler, Treasurer
Warren A. Arthur, Commissioner of the Revenue
Anthony W. Roper, Sheriff

Clarke County Board of Supervisors



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

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

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

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

White Post Voting District
A.R. Dunning
(540) 837-1719

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

Resolution of the Clarke County Board of Supervisors Relating to the Support of the Virginia Sesquicentennial of the American Civil War Commission 11-01R

WHEREAS, the Clarke County Board of Supervisors supports the inclusion of all of its citizens in learning about the county's history and its relationship to the present and opportunities for the future, as well as supporting the promotion of economic development and heritage tourism in Clarke County; and

WHEREAS, the Virginia Sesquicentennial of the American Civil War Commission [the Commission] was created in 2006 by the General Assembly of Virginia for the purpose of preparing for and commemorating the 150th anniversary of Virginia's participation in the American Civil War; and,

WHEREAS, the Commission has requested that each locality in Virginia form a Sesquicentennial Committee to aid in planning and implementation of local activities for the commemoration period of 2011-2015; and,

WHEREAS, the Clarke County Board of Supervisors wishes to undertake this endeavor with the Commission, and with its regional planning partner the Shenandoah Valley Battlefields National Historic District [of which Clarke County is one of the eight constituent counties as determined by Congress], to promote and commemorate this important historic milestone.

NOW, THEREFORE, BE IT RESOLVED, by the Clarke County Board of Supervisors, that:

1. The Board of Supervisors hereby desires to support the Virginia Sesquicentennial of the American Civil War Commission and its efforts to commemorate the 150th anniversary of Virginia's participation in the American Civil War during the period 2011 through 2015.
2. Clarke County will be represented in the activities of the Commission by the Clarke County Committee on the Sesquicentennial of the Civil War and Emancipation [the 150th Committee], whose purposes will include:
 - a. To commemorate the 150th anniversary of the American Civil War and Emancipation as they happened in Clarke County, Virginia acknowledging the

diversity of local historic positions concerning the War, the “home front” struggles during wartime, and the legacies of the War for county people.

- b. To enable all citizens of Clarke County to participate in the regional, state, and national commemorations, while learning more about the history of their own country.
 - c. To make Clarke County better known and more accessible to people interested in its history.
 - d. To leave an enriched record of this local history for future citizens of the county.
3. Membership of the 150th Committee shall include:
- One member of, or appointed by, the Clarke County Board of Supervisors;
 - One member of or appointed by the Clarke County Historic Preservation Commission;
 - One member of or appointed by the Clarke County Historical Association;
 - One member of or appointed by the Clarke County African-American Cultural Center / Josephine Community Museum;
 - One representing the administration of the Clarke County Public Schools; and one member representing the Shenandoah Valley Battlefields Foundation.
 - Other members, representative of the diversity of the community, shall be recruited by the Committee.
 - The organizing chairman, pending elections by the Committee, is Robert Stieg, Jr., with existing initial volunteers on the organizing committee including Adeela Al-Khalili, Charles Johnston, Maral Kalbian, Jennifer Lee, Howard Means, Michael Murphy, Jesse Russell, and John Sours.
4. The Clarke County Board of Supervisors shall be periodically kept informed of the activities of the Clarke County Civil War Sesquicentennial Committee.

Adopted this 18th day of January 2011

Attest:

J. Michael Hobert, Chair

Clarke County Board of Supervisors



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

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

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

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

White Post Voting District
A.R. Dunning
(540) 837-1719

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

January 11, 2011

Allen L. Knapp
Director, Division of Onsite Sewage and Water Services
Virginia Department of Health
109 Governor Street
Richmond, VA 23219

RE: Proposed Alternative Onsite Sewage System Regulations

Dear Mr. Knapp:

The Clarke County Board of Supervisors appreciates the opportunity to comment on the proposed Final Regulations for Alternative Onsite Sewage Systems (AOSS).

As you know, Clarke County is one of several counties in Virginia that has adopted a local septic ordinance and placed limits on the installation of alternative septic systems. The County has taken these steps in an effort to protect our ground-water resources. Seventy percent of the County is underlain by karst terrain, which has been scientifically proven to be more susceptible to contamination than other geologic regions in the State. History has shown that many of the alternative systems that were installed in the past ended up polluting the groundwater because they were not properly maintained.

The County strongly opposed the approval of HB1788, which denied the Counties right to prohibit alternative systems. After reviewing the final regulations the County believes that they are not nearly strong enough with regards to maintenance and monitoring. We are particularly concerned as localities do not appear to have any oversight over the ongoing maintenance of alternative systems. Annual inspections are to be made by a licensed operator but that operator is only required to submit a report to the State Health Department **upon request**. Sampling results are required to be submitted to the Health Department every five years but there is no requirement to submit the annual inspection reports.

The regulations do not give localities any power or oversight over the inspections and the law states that localities cannot create stricter rules or requirements. Local officials will not receive copies of the reports submitted by the licensed operator and Clarke cannot have its own personnel make any inspections. Our local Health Department tells us that they will probably summarize and file the inspection reports and their goal is to also make some random inspections on their own. However, their time is limited and they cannot promise what they will do.

101 Chalmers Court, Suite B
Berryville, VA 22611

www.clarkecounty.gov
P:\admin\Lora B\Correspondence\Hobert, J Michae\2011-01-
11_Onsite_Sewage_Water_Sves_Allen_Knapp.doc

Telephone: [540] 955-5175
Fax: [540] 955-5180

Clarke would recommend that all AOSS be inspected **and sampled annually** and that the licensed operator be **required to submit** a written report of both the inspection and the test results to the local Health Department. This would provide at least a minimal amount of oversight to ensure these systems were being maintained and inspected as required. Then if problems were identified, the local environmental health specialists could inspect as needed. If annual testing is seen as unacceptable we request that, at a minimum, the licensed operator be required to submit the results of the inspection to the Health Department and that the Health Department be required to create an annual summary of the inspection reports, complete on-site inspections of at least 10% of the systems each year and forward all the information gathered about all AOSS to the locality.

The Clarke County Board of Supervisors appreciates the opportunity to comment on the proposed Final Regulations for Alternative Onsite Sewage Systems (AOSS). We remain hopeful that our concerns will be addressed in the adopted regulations.

Sincerely,

Michael Hobert
Chair, Clarke Board of Supervisors

**AGREEMENT FOR
FISCAL AGENT FOR JOINT GOVERNMENT CENTER**

This AGREEMENT (“Agreement”), dated the _____ day of _____, 2011, by and between the TOWN OF BERRYVILLE, VIRGINIA (“Town”), a Virginia municipal corporation, and the COUNTY OF CLARKE, VIRGINIA (“County”), provides as follows.

WHEREAS, by agreement dated October 10, 2006, the Town and the County agreed that the County would serve as fiscal agent for the financing of the cost of the construction of the Joint Government Center; and

WHEREAS, the construction of the Joint Government Center has been completed, and the Town and the County desire that the County, through its Joint Administrative Services, serve as fiscal agent with respect to the costs related to the occupancy, use, and operation of the Joint Government Center.

NOW, THEREFORE, the Town and the County hereby agree as follows:

1. The County, through its Joint Administrative Services, shall serve as fiscal agent for the Town and the County with respect to the costs related to the occupancy, use, and operation of the Joint Government Center, pursuant to the agreement referenced in Paragraph 2, below.

2. The method for allocation of costs between the Town and the County for utilities, insurance, repair and maintenance, and other costs related to the occupancy, use, and operation of the Joint Government Center shall be established by a separate written agreement between the Town and the County, which agreement shall also provide for a budget estimate to be provided to the Town and the County in advance of each fiscal year, for the timing of payments for allocated costs, and for related matters.

3. This Agreement may be terminated by the Town or the County by thirty (30) days written notice to the other.

WITNESS the following signatures and seals:

TOWN OF BERRYVILLE, VIRGINIA

Date: _____

By: _____ (SEAL)
_____, Mayor

COUNTY OF CLARKE

Date: _____

By: _____ (SEAL)
_____, Chairman, Board
of Supervisors

Clarke County Board of Supervisors

Citizen Comment Period

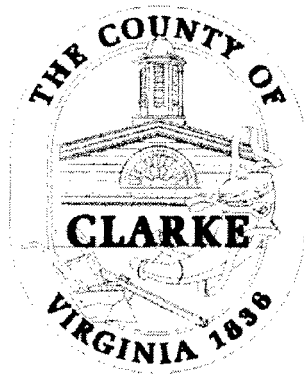
Clarke County Board of Supervisors

VDOT

Energy Management Update

Energy Use in 10 County Buildings

July 1, 2007 to June 30, 2010



Prepared by: Alison Teetor
January 7, 2011

Executive Summary

The Board of Supervisors adopted a resolution establishing Energy & Resource Management Policies on January 19th, 2010. Policy 3 under Energy Efficiency requires the County to routinely monitor its energy usage in order to determine the greatest opportunities for increasing the efficiency of its operations, and to measure effective implementation of efficiency programs.

In order to monitor utility use, the Energy Star Portfolio Manager was selected. Portfolio Manager is an online interactive energy database and management tool that allows the County to track and assess energy and water consumption of County buildings. The program is free and can be made available to all Departments.

Utility bills, for fiscal years 08, 09, and 10 were entered into the database for 11 County buildings. These include the Animal Shelter, Circuit Court, District Court, Government Center, Joint Administrative Services, Maintenance Facility, Park Office, Pool, Recreation Center, Sheriffs Department, and Social Service. The buildings used for the analysis were selected based on continuous use patterns that would lend themselves to energy use monitoring and analysis over time. A detailed analysis was not completed for the Government Center, as only one year's data was available.

Two main parameters were assessed, energy use and cost. Cost was evaluated to identify actual financial savings and energy use to identify energy savings independent from rising energy costs. The analysis of the past 3 fiscal years energy use data provides baseline and current trend information that can be used to:

- monitor consumption changes
- identify savings opportunities
- justify capital expenditures
- gain management support
- show results of conservation
- track utility costs.

Annual Energy Cost

Of the 10 buildings the Circuit Court building was consistently the most expensive to operate annually. The majority of occupants moved out in March 2009 in the third quarter of FY09. The building has been used only for Court and the office for the Clerk of the Court. Approximately 80% of the building has been empty since March 2009. This building was built in 1979 and is the largest of the 10 buildings analyzed. The current renovation does include some energy conservation measures and therefore energy cost should be lower in the future. Cost savings were most significant for the Joint Services building with a 26% reduction in energy costs between FY09 and FY10.

In general the County spends about \$125,000 per year for energy (electricity, heating oil, natural gas, propane) and water for the 10 buildings. The County energy expenses for the 10 buildings has decreased by more than \$2,000 over the last 3 years, perhaps indicating that employee behavior changes have had an impact.

Analysis – Energy Use (kBtu)

Evaluating building through Energy Use Intensity data is helpful as it places all buildings on an equal playing field by equating different energy types to one standard, kBtu, or British Thermal Unit (BTU). In addition, dividing buildings energy consumption by square footage provides an energy usage measure that allows buildings of different sizes to be compared. This type of data can be used to target energy use improvement strategies to those buildings using the largest amount of energy in this case, the Animal Shelter, Sheriff's Department, and District Court buildings.

Analysis - Water Use (gallons)

As might be expected, the pool and Park Office are the largest water users. The Park Office usage includes the hydrants at the various shelters and the bathroom at the baseball field. Water use is fairly consistent within all of the buildings and decreased more than 12% between FY09 and FY10. Several leaks occurred in 2009 that led to the increased usage.

Conclusion

Energy costs and usage can be reduced through changes in employee behavior and completing energy efficiency retrofits of existing buildings. Behavioral changes are working and can probably continue to be improved upon. An energy audit was completed on both the District Court Building and Sheriff's Department.

Recommendations

Behavioral: Make one person in each building or department responsible for energy management in each building. This person would continually encourage all employees in the building to reduce energy use by ensuring equipment is turned off when not in use and limiting heating and cooling. This position could rotate among employees if desired.

Retrofits: Target funding expenditures on the two least efficient buildings, the Sheriff's Department and District Court building. The following tables summarize the recommended energy conservation measures (ECMs) for the two buildings as based on the energy audits.

Table 1: ECM Summary - Sheriff's Department

ECM #	ECM Description	Initial Costs	Annual Commodity Savings	Annual Cost Savings	Simple Payback
Low Cost/No Cost Measures					
1	Low Flow Faucets	\$70	1,400 kWh 14,000 gallons	\$330	0.2 years
2	Occupancy Sensors	\$430	450 kWh	\$30	14.3 years
3	Insulate Steam Boiler Piping	\$240	10 kWh 80 therms	\$110	2.2 years
Lighting Upgrades					
4	Upgrade T12 Lighting	\$1,780	18,100 kWh	\$1,070	1.7 years
5	Replace Incandescent with CFL	\$60	500 kWh	\$30	2 years
Equipment Upgrades					
6	Interior Storm Windows	\$4,130	11,700 kWh 230 therms	\$1,210	3.4 years
7	DHW Heat Blanket	\$80	150 kWh	\$10	8.0 years
8	Boiler Fuel Economizer	\$3,350	410 therms	\$560	6.0 years
9	Weatherstrip Doors	\$670	90 kWh 110 therms	\$150	4.5 years
	Total Cost	\$10,810		\$3,500	

Table2: ECM Summary – District Court

ECM #	ECM Description	Initial Costs	Annual Commodity Savings	Annual Cost Savings	Simple Payback
Low Cost/No Cost Measures					
1	Low Flow Faucets	\$60	1,300 kWh 13,700 gallons	\$320	0.2 years
2	Occupancy Sensors	\$610	8,000 kWh	\$160	3.8 years
3	Program Thermostats	\$40	3,300 kWh 1,200 therms	\$2,440	0.0 years
4	Insulate Heating Hot Water Boiler Piping	\$240	60 therms	\$80	3.0 years
Lighting Upgrades					
5	Upgrade T12 Lighting	\$1,540	3,700 kWh	\$230	6.7 years
Equipment Upgrades					
6	DHW Heat Blanket	\$60	110 kWh	\$10	6.0 years
7	Boiler Fuel Economizer	\$3,350	490 therms	\$670	5.0 years
8	Weatherstrip Doors	\$1,430	3,400 kWh 100 therms	\$337	4.2 years

Background

The Energy and Resource Management Plan, adopted on April 20, 2010, provides context for implementing this policy.

Issue: The County needs to develop a system to track and evaluate utility usage in order to monitor the success of its efficiency practices.

Recommended Policy: Clarke County shall routinely monitor its utility usage in order to determine the greatest opportunities for increasing the efficiency of its operations, and to measure effective implementation of efficiency programs.

Indicated Actions:

1. Determine a baseline of the energy and water used by each County facility and operation. Ideally, this baseline use should cover the most recent three operational years.
2. Modify the Maintenance database to record the ongoing monthly energy and water usage for each County facility, to include energy units for each. The design of this database should facilitate its use for its intended purpose, including ready access to, and transparency of, its data.

Responsible Party: Maintenance, Energy Manager

Methodology

In order to monitor utility use, the Energy Star Portfolio Manager was selected. Portfolio Manager is an interactive energy management tool that allows the County to track and assess energy and water consumption of County buildings in a secure online environment. The program is free and can be made available to all Departments.

http://www.energystar.gov/index.cfm?c=evaluate_performance.bus_portfoliomanager

There are a variety of tools available within the Portfolio Manager. This initial evaluation uses some of the basic reporting options. As more data is entered and actual energy savings initiatives installed more a detailed analysis can be completed.

Utility bills were entered into the database for 11 County buildings. These include the Animal Shelter, Circuit Court, District Court, Government Center, Joint Administrative Services, Maintenance Facility, Park Office, Pool, Recreation Center, Sheriffs Department, and Social Service. Individual meters for lighting at the park or generators are not included. Also not monitored is the old Library and Museum. A detailed analysis was not completed for the Government Center, as only one year's data was available. The buildings used for the analysis were selected based on continuous use patterns that would lend themselves to energy use monitoring and analysis over time. The bills were obtained from the Maintenance Department. The data was cross-checked against the Maintenance database and in some circumstances data was obtained directly from the utility providers.

It should be noted that some of the County government is and has been in transition for the last 2 years. The Government Center is new but has had extreme problems with regards to the heating

and cooling systems and the Circuit Court building has been all but vacant for 18 months and renovations are planned but not completed. As a result energy use for those buildings is erratic and may not accurately reflect trends or energy conservation efforts by employees.

Two main parameters were assessed, energy use and cost. Cost was evaluated to identify actual financial savings and energy use to identify energy savings independent from rising energy costs.

- 1) Overall energy performance: These graphs were created in the Portfolio Manager and look at the EUI, or *energy use intensity*, to describe a building's energy use. EUI represents the energy consumed by a building relative to its size. A building's EUI is calculated by taking the total energy consumed in one year (measured in kBtu) and dividing it by the total floor space of the building. Energy consumption is expressed in Btu to allow for consumption comparisons among fuels that are measured in different units. The lower the EUI the better.
- 2) The Utility Cost Report describes the annual energy expenses for a 12-month period. For this analysis, the end of the fiscal year for FY08, FY09, & FY10 were selected. So, for example, the annual energy usage for FY08, is the sum of the energy used from July 1, 2007 to June 30, 2008.
- 3) The cost per square foot of the building also incorporates all types of energy and was evaluated as to percent change for the between FY08-09 and FY09-10.

Factors Affecting Energy Use

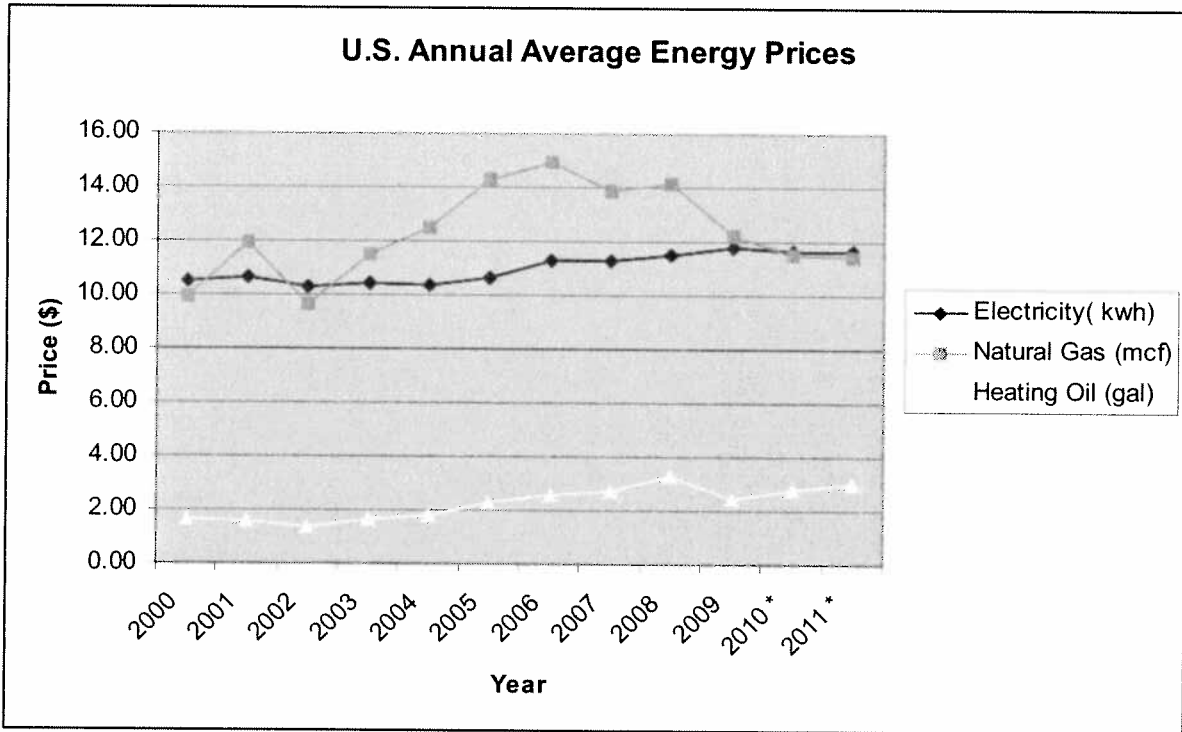
1) Fuel Type

The following table shows the approximate cost per unit (varies each year) and MBTU for the 4 fuel types used in the County office buildings. As shown, electricity is the most expensive followed by propane and fuel oil. Natural gas is less than 1/2 the cost of electricity and the most efficient fuel type.

Fuel Type	Fuel Unit	Fuel Price Per Unit (dollars)	Fuel Heat Content Per Unit (Btu)	Fuel Price Per Million Btu (dollars)
Electricity	KiloWatt-hour	\$0.090	3,412	\$26.38
Propane	Gallon	\$1.55	91,333	\$16.97
Fuel Oil (#2)	Gallon	\$2.20	138,690	\$15.86
Natural Gas	Therm	\$1.10	100,000	\$11.00

Source: www.eia.doe.gov/ncic/experts/heatcalc.xls

The following table details energy price trends for the nation. The County became concerned with energy management when gas prices hit an all time high in 2006. Other energy costs for the past 3 years prices have decreased since that time and generally stabilized.



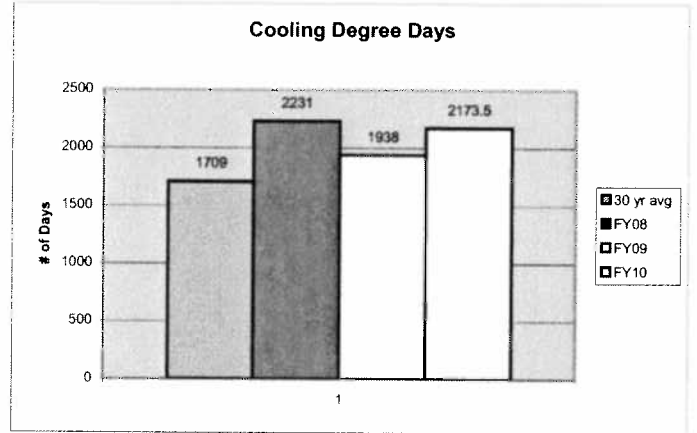
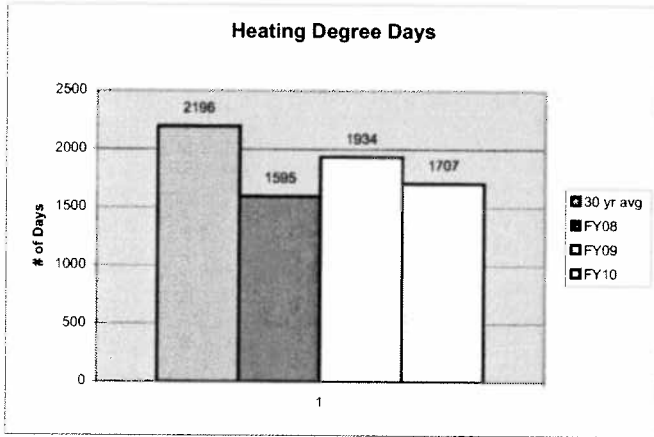
Source: <http://www.eia.doe.gov/EMEU/sto/realprices/index.cfm>

* Projected expenses

2) Weather

Weather can have a significant influence on a buildings energy use. A very hot summer for example will likely result in increased air conditioning use than a cooler summer. The number of days requiring heating or cooling can be calculated based on temperature and are described as heating degree days (HDD) and cooling degree days (CDD). The higher the number of these degree days in any given year provides an indication of how much energy was needed to keep the building comfortable.

The flowing charts describe the 30-year average number of HDD and CDD as compared with the fiscal years analyzed (FY08, 09 and 10).



In general, the winters of 07/08, 08/09 and 09/10 were warmer than average. The summers were hotter than average. Hotter summers are going to be reflected in higher electric bills. Oil and gas usage would be higher in colder winters. For this analysis no statistically valid correlation between weather and building use could be identified.

(Source: TMY2 (typical meteorological year) data sets produced by the National Renewable Energy Laboratory's (NREL's) Analytic Studies Division under the Resource Assessment Program, which is funded and monitored by the U.S. Department of Energy's Office of Solar Energy Conversion.)

2) Building Size and age

Building Name/ Building Address	Year Built	Area in Sq ft	Electric	Lp Gas	Oil	Natural Gas	Water
Sheriffs Department 100 N. Church St.	1905	4,766	Yes	No	No	Yes	Public w/ admin
Administration 102 N. Church St.	1979	14,976	Yes	No	No	No	Public w/ sheriff
General District Court 104 N. Church St.	1837	5,407	Yes	No	No	Yes	Public
Social Services 311 & 313 E. Main St.	1995	6,012	Yes	No	No	No	Public
Maintenance 129 Ramsburg Ln	2002	9,000	Yes	Yes	No	No	Sewer
Animal Shelter 225 Ramsburg Ln	2004	5,000	Yes	Yes	No	No	Well
Joint Adm. Services 524 Westwood Rd.	1960	1,770	Yes	No	Yes	No	Well
Recreation Center 225 Al Smith Circle	1992	13,200	Yes	No	No	No	Public
Park Office 225 Al Smith Circle	1860	3,244	Yes	No	Yes	No	Public
Pool		1,632	Yes	No	No	No	Public
Government Center 101 Chalmers Ct.	2008	32,000	Yes	No	No	Yes	Public

Older buildings like the Park Office and Sheriffs Department may not be efficient due to poor insulation, drafty windows, and older heating and air conditioning systems.

Summary of Energy Use

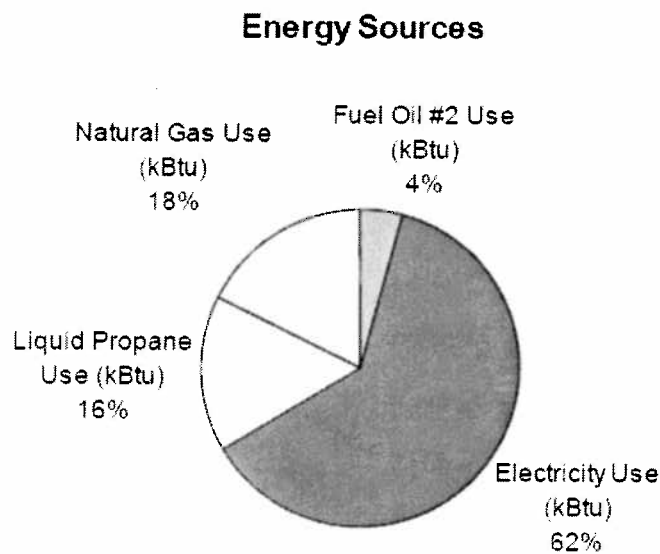
The following charts serve to compare the energy cost and use for the last 3 fiscal years for the buildings analyzed, both by an annual total and then the square footage use. The data are sorted by the FY10 usage to highlight the most recent patterns. Detailed charts for each building are located in the appendix at the end of the report.

Efforts to reduce energy use began in 2008 when the County Administrator asked employees to reduce energy use by turning off equipment when not in use and reducing heating and cooling needs when buildings are unoccupied. The employee efforts are noticeable in the following charts and graphs as energy use is lower in most buildings particularly between FY08 and FY09.

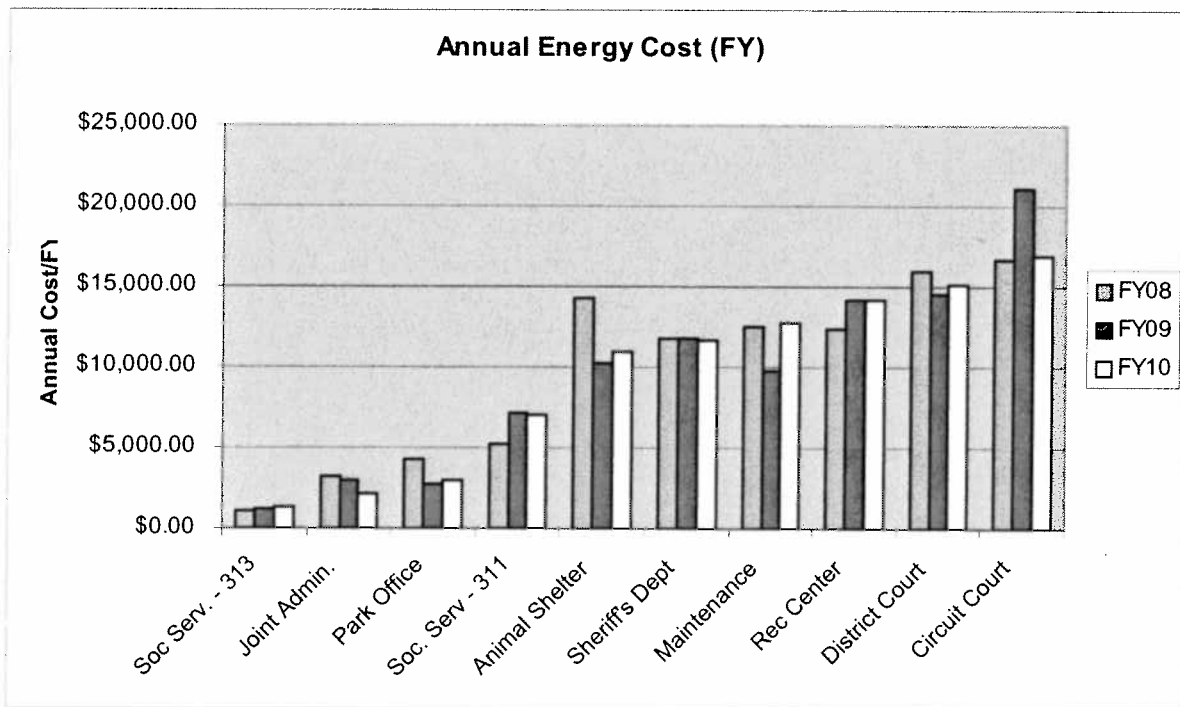
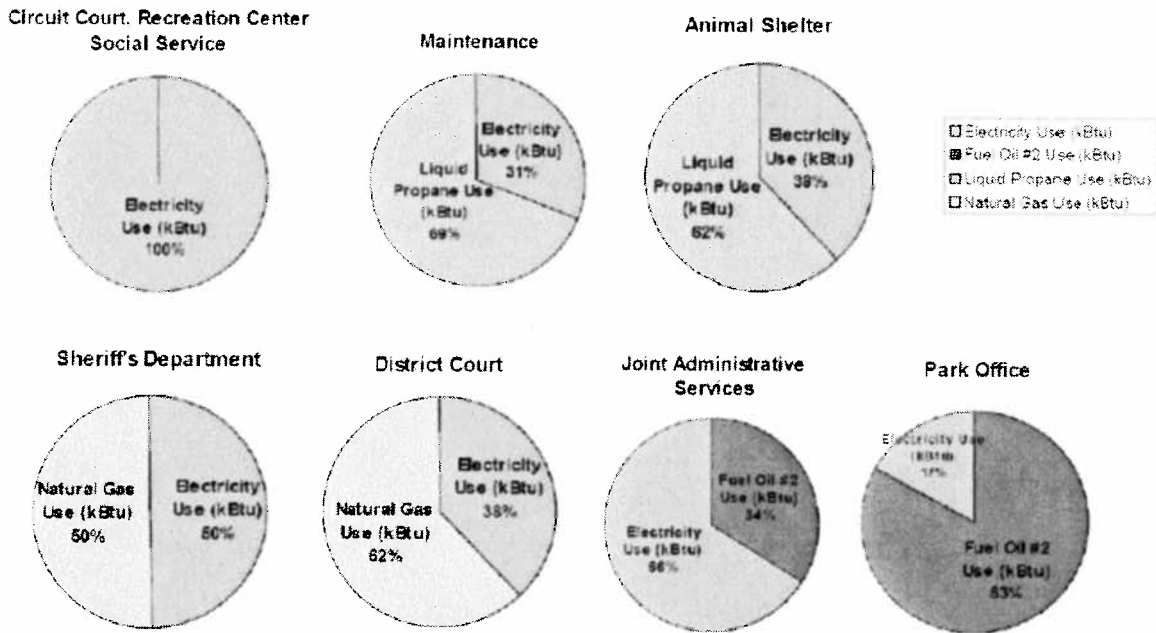
Annual Energy Cost

Cost data is provided to give a context for how much money the County is spending on energy. However, measuring the energy actually consumed, rather than its total dollar cost, to analyze a building's efficiency is important. The value of a unit of energy remains constant even while the price of that unit (e.g. a gallon of heating oil) changes over time. While factors affecting price cannot be controlled (such as inflation and government policies), factors affecting consumption can. These include peoples' habits in the building and the efficiency of the building's equipment and design. The following chart and graph describe the annual cost of energy for buildings. The pool was not included in the energy use analysis as water was identified as the most important factor to monitor for that facility. Costs include bills associated with electricity, heating oil, propane and natural gas use. The buildings on the right side of the chart cost more than those on the left. The color bars represent the fiscal years. Cost savings were most significant for the Joint Services building with a 26% reduction in energy costs between FY09 and FY10.

In general the County spends about \$125,000 per year for energy (electricity, heating oil, natural gas, propane) and water for the 10 buildings. The pie chart details the percentage of each energy source used (excluding water).

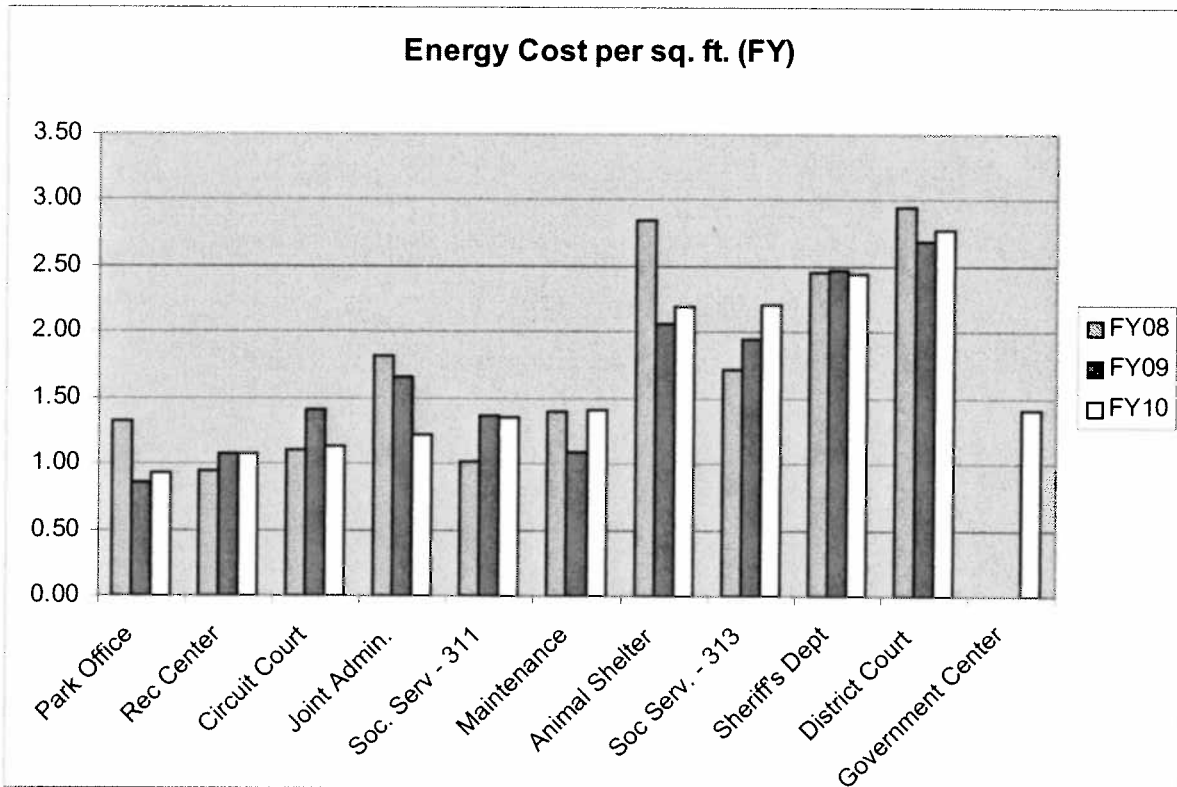


The following charts detail the percent energy use for each building during the last 3 fiscal years. The brown shades detail heating fuel usage, and therefore indicate the relative amount of energy used for heating needs as opposed to cooling. Most building using more than one energy source show similar utilization of electricity versus petroleum. The notable exception is the Park Office that had significantly higher heating needs than the other buildings. This may be caused by the age of the building and exceptionally drafty windows.



Facility	FY08	FY09	FY10
Soc Serv. - 313	\$1,029.26	\$1,168.85	\$1,325.15
Joint Admin.	\$3,212.68	\$2,946.32	\$2,167.10
Park Office	4,278.87	2,770.87	3,015.25
Soc. Serv - 311	\$5,272.15	\$7,135.34	\$7,042.56
Animal Shelter	\$14,232.68	\$10,286.96	\$10,937.56
Sheriff's Dept	\$11,739.98	\$11,790.57	\$11,646.92
Maintenance	\$12,502.61	\$9,774.54	\$12,693.00
Rec Center	\$12,370.32	\$14,122.20	\$14,128.70
District Court	\$15,950.16	\$14,540.93	\$15,144.53
Circuit Court	\$16,613.29	\$21,074.62	\$16,902.45
Total Cost/year	\$97,202.00	\$95,611.20	\$95,003.22

The County energy expenses for the 10 buildings has decreased by more than \$2,000 over the last 3 years, perhaps indicating that employee behavior changes has had an impact.

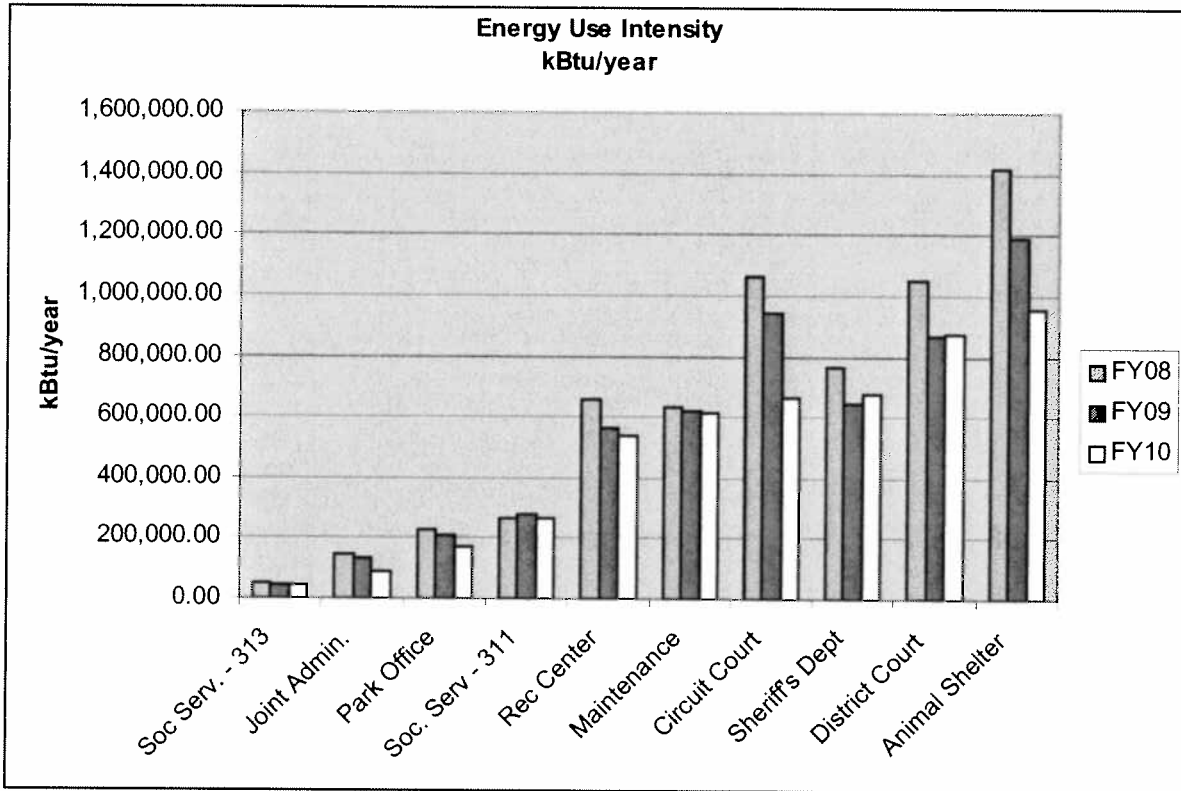


Facility	FY08	FY09	FY10
Park Office	1.32	0.85	0.93
Rec Center	\$0.94	\$1.07	\$1.07
Circuit Court	\$1.11	\$1.41	\$1.13
Joint Admin.	\$1.82	\$1.66	\$1.22
Soc. Serv - 311	\$1.01	\$1.37	\$1.35
Maintenance	\$1.39	\$1.09	\$1.41
Animal Shelter	\$2.85	\$2.06	\$2.19
Soc Serv. - 313	\$1.72	\$1.95	\$2.21
Sheriff's Dept	\$2.46	\$2.47	\$2.44
District Court	\$2.95	\$2.68	\$2.77
Government Center			\$1.41

Energy Cost per square foot is provided for comparison between buildings. Again like annual energy cost data it does not reflect energy efficiency, as different fuel types will cause one building to cost more than another regardless of efficiency.

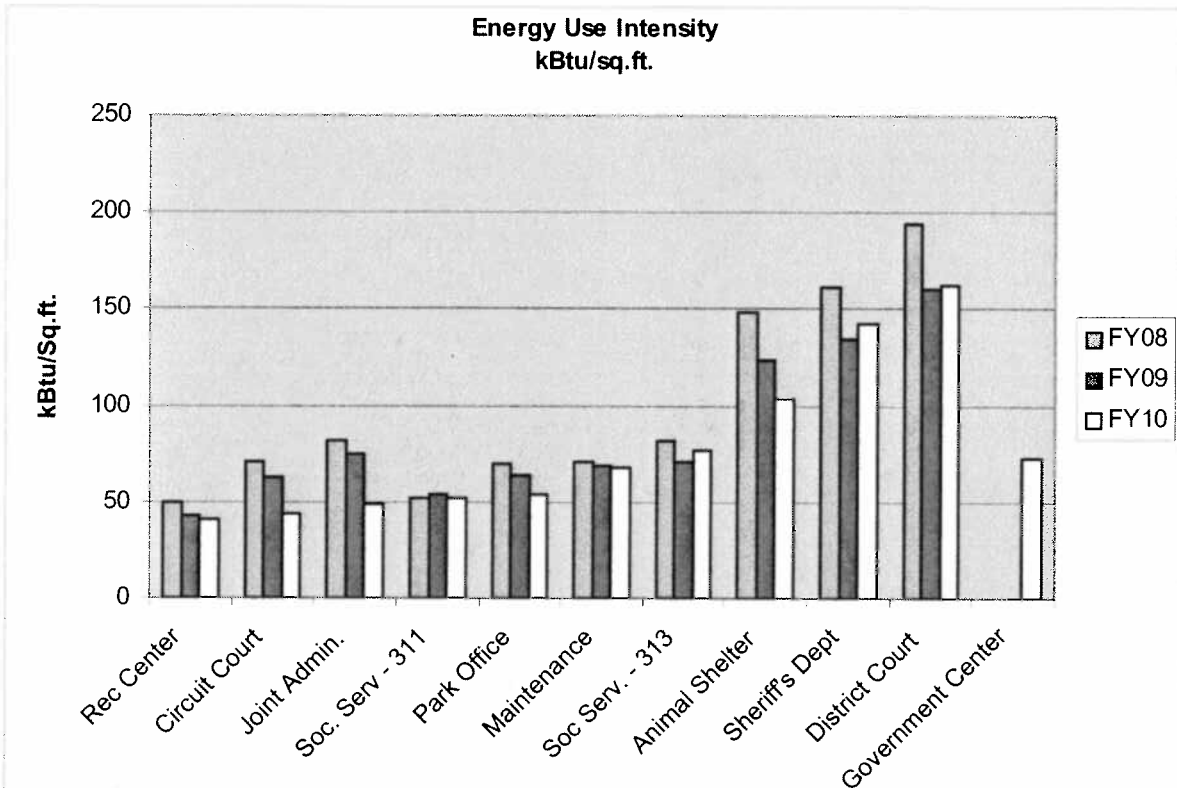
Analysis

Energy costs overall have decreased by more than \$2,000 in the 10 buildings used in this analysis. Looking at the bottom line is not however an accurate representation of cost savings. This is due to the movement of the majority of County employees from the Circuit Court building to the new government center, which is not included in the analysis. For FY10 the government center utility bills for electricity and natural gas were 44,966.51 or \$1.41 per square foot. The percentage the County will pay is estimated at 65% or \$29,228. The Government Center will be included in subsequent analysis as more data is available. It is interesting to note that at 32,000 square feet it is the largest of all government buildings and has had significant issues with the HVAC systems not working properly, and yet at least in FY10 had an average energy cost equivalent to or less than substantially smaller buildings.



EUI - kBtu/year

Facility	FY08	FY09	FY10
Soc Serv. - 313	48,853.90	42,451.40	46,044.70
Joint Admin.	144,544.90	132,125.10	85,901.30
Park Office	225,812.80	206,867.90	173,602.70
Soc. Serv - 311	266,733.90	278,208.80	267,875.00
Rec Center	655,582.20	560,236.30	537,483.10
Maintenance	633,878.40	619,870.20	612,537.60
Circuit Court	1,063,125.00	940,219.80	662,473.90
Sheriff's Dept	767,166.00	642,843.80	677,831.50
District Court	1,051,687.00	869,482.80	875,735.60
Animal Shelter	1,413,859.80	1,188,685.30	952,662.00



EUI - kBtu/sq. ft.

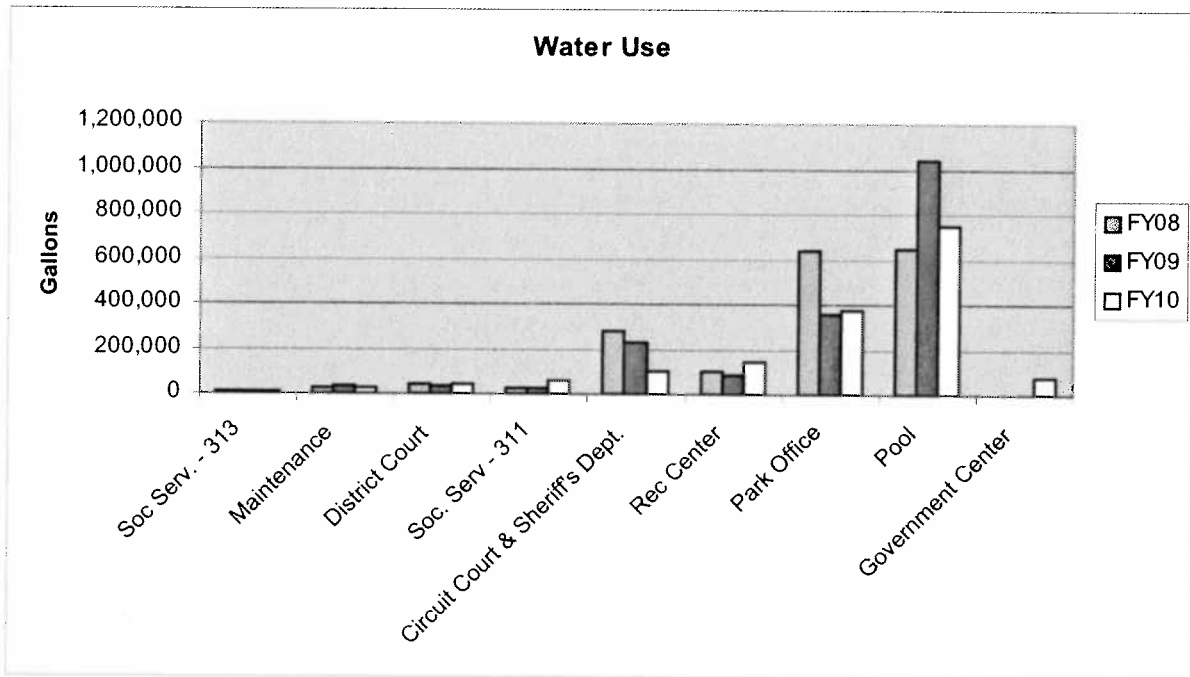
Facility	FY08	FY09	FY10
Rec Center	49.7	42.4	40.7
Circuit Court	71.0	62.8	44.2
Joint Admin.	81.7	74.6	48.5
Soc. Serv - 311	51.3	53.5	51.5
Park Office	69.6	63.8	53.5
Maintenance	70.4	68.9	68.1
Soc Serv. - 313	81.4	70.8	76.7
Animal Shelter	148.5	123.4	103.5
Sheriff's Dept	161	134.9	142.2
District Court	194.5	160.8	162.0
Government Center			73.1

Analysis

A more useful analysis for determining energy savings than cost analysis is the Energy Use Intensity data. This is helpful as it places all buildings on an equal playing field by equating different energy types to one standard, kBtu, or British Thermal Unit (BTU). In addition, dividing buildings energy consumption by square footage provides an energy usage measure that allows buildings of different sizes to be compared. This type of data can be used to target energy use improvement strategies to those buildings using the largest amount of energy in this case, the Animal Shelter, Sheriff's Department, and District Court buildings.

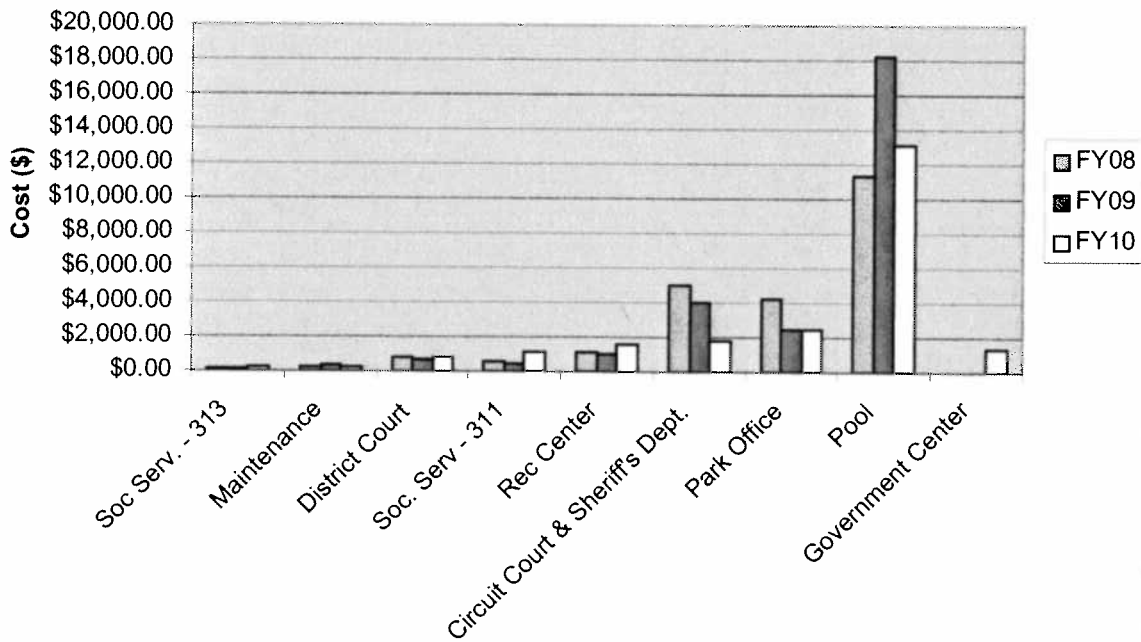
Water

Nine of the 11 buildings utilize some form of public water and sewer. The remaining buildings, Joint Administration and the Animal Shelter have wells. Town water rates are \$6.57 per 1,000 gallons. Sewer fees during the analysis period were \$11.00/1,000 gallons. All buildings with the exception of the Maintenance Facility, Park Office, and Recreation Center are billed for both water and sewer \$17.50/1,000 gallons. The Maintenance Facility and Recreation Center are billed for sewer only and the Park Office is billed for water only.



Water Use (gallons)			
Facility	FY08	FY09	FY10
Soc Serv. - 313	6,000	8,000	10,000
Maintenance	24,000	32,000	24,000
District Court	44,000	35,000	46,000
Soc. Serv - 311	29,000	27,000	63,000
Circuit Court & Sheriff's Dept.	282,000	227,000	101,000
Rec Center	103,000	87,000	143,000
Park Office	637,000	359,000	378,000
Pool	644,000	1,039,000	746,000
Government Center			75,000
Total	1,769,000	1,814,000	1,586,000

Water Expense



Water Use (cost)			
Facility	FY08	FY09	FY10
Soc Serv. - 313	\$105.42	\$140.56	\$184.49
Maintenance	\$264.00	\$352.00	\$264.00
District Court	\$773.08	\$614.95	\$808.22
Soc. Serv - 311	\$507.91	\$473.85	\$1,106.91
Rec Center	\$1,133.00	\$946.00	\$1,562.00
Circuit Court & Sheriff's Dept.	\$4,954.74	\$3,988.39	\$1,754.41
Park Office	\$4,185.09	\$2,437.47	\$2,483.46
Pool	\$11,315.08	\$18,265.16	\$13,134.72
Government Center			\$1,324.33
Total	\$23,238.32	\$27,218.38	\$22,622.54

Water Use per Year				
Year	Total kGal/year	Total Cost	% change/year (kGal)	% change/year (cost)
FY08	1,769,000	\$23,238.32		
FY09	1,814,000	\$27,218.38	2.54	17.13
FY10	1,586,000	\$22,622.54	-12.57	-16.89

Analysis

As might be expected, the pool and Park Office are the largest water users. The Park Office usage includes the hydrants at the various shelters and the bathroom at the baseball field. Water use is fairly consistent within all of the buildings and decreased more than 12% between FY09 and FY10. Several leaks occurred in 2009 that led to the increased usage.

**BOARD OF SUPERVISORS
REGULAR MEETING
ZONING ORDINANCE TEXT AMENDMENT**

**2011 JANUARY 18
SET PUBLIC HEARING**

The Clarke County Planning Commission recommends the amendment of the County Zoning Ordinance:

Section 3-A-1-a, Permitted Uses and Structures in the AOC Zoning District, so as to change the Special Use “Institutional Uses” to “Community Services” and to show “Churches and other places of religious assembly (with a maximum seating capacity of 500 people)” and “Historic Structure Museums” as Special Uses;

Section 3-A-2-a, Permitted Uses and Structures in the FOC Zoning District, so as to change the Special Use “Institutional Uses” to “Community Services” and to show “Churches and other places of religious assembly (with a maximum seating capacity of 500 people)” and “Historic Structure Museums” as Special Uses;

Section 3-A-3-a, Permitted Uses and Structures in the Rural Residential Zoning District, so as to change the Special Use “Institutional Uses” to “Community Services” and to show “Churches and other places of religious assembly (with a maximum seating capacity of 500 people)” and “Historic Structure Museums” as Special Uses;

Section 3-A-12-a, Permitted Uses and Structures in the Neighborhood Commercial Zoning District, so as to change the Principal Use “Institutional Uses” to “Community Services” and to show “Churches and other places of religious assembly” as a Principal Use;

Section 3-A-13-a, Permitted Uses and Structures in the Highway Commercial Zoning District, so as to change the Principal Use “Institutional Uses” to “Community Services” and to show “Churches and other places of religious assembly” as a Principal Use;

Section 9-B, Definitions, so as to change the term: “Institutional Uses” to “Community Services” and revise the definition of this use and to establish a definition for the terms: “Churches and other places of religious assembly”, “Museums of Historic Structures”, and “Passive Use Public Parks”. TA-10-05

After a public hearing at which no one spoke, the Commission voted (Yes: Brumback, Caldwell [second], McFillen, and Nelson [moved]; No: Ohrstrom, Steinmetz, and Thuss; Absent: Dunning, McKay, and Wade; one vacancy) to recommend that the Board adopts the proposed changes. In the Commission discussion, Commissioner Steinmetz said he did not believe there was a problem that made these amendments necessary. Mr. Johnston said that members of the Board of Supervisors were concerned that additional retreat centers like the recently approved Georgetown University facility would negatively affect agricultural activities and the character of the rural areas of the County. Commissioner Thuss said that the impact of retreat centers should be evaluated on a case-by-case basis. After the meeting, it was suggested that provision for one single-family residence for caretakers of park property or for clergy or caretakers of church property would be appropriate. In addition, it was suggested that cemeteries be added as an accessory use to churches. The proposed amendment shows such additional text.

RECOMMENDATION

Set public hearing on the proposed Zoning Ordinance amendments for the next regular meeting of the Board on February 15th.

Comments to PC – Jan 7

No additional comments.

RECOMMENDATION

Recommend to the Board of Supervisors the approval of the proposed amendments to the County Zoning Ordinance.

Comments to PC – Dec 3

The above amendments are intended to address issues related to different types of institutional uses in the rural areas of the county. Currently, the zoning regulations for the AOC and FOC Zoning Districts allow a variety of institutional uses. In order to limit such uses in the rural areas of the County the following ordinance amendments are proposed:

1. Change the Special Use: “Institutional Uses” in the AOC and FOC Zoning Districts to “Community Services” and redefine this use so as to only allow governmental entities or non-profit or not for profit entities to operate community centers, fire and/or rescue squads facilities, government offices, libraries, museums, passive use parks, playgrounds/parks/ recreational facilities, schools for day students serving grades K4 through 12, and visitor centers. Permanent overnight sleeping facilities may be provided as an accessory activity only for the employees/staff of fire and/or rescue squad facilities. Such sleeping facilities shall not have more than 150 square feet per person.

**BOARD OF SUPERVISORS
REGULAR MEETING
ZONING ORDINANCE TEXT AMENDMENT**

**2011 JANUARY 18
SET PUBLIC HEARING**

2. "Churches and other places of religious assembly" and "Historic Structure Museums", would be listed separately as Special Uses in these Zoning Districts. The provision for churches would limit them to a maximum seating capacity of 500 people. Such a limit is proposed so that undue concentrations of traffic, activity, and water/sewer usage are not allowed. Note that "Waterworks and Sewage System & Treatment Works (that are consistent with provisions of the Clarke County Comprehensive Plan)" is currently listed as a Special Use, would continue to be allowed as such.
3. To provide consistency with the revised AOC and FOC regulations, the regulations for the Rural Residential Zoning district are also revised so that the Special Use: "Institutional Uses" is changed to "Community Services" and "Churches and other places of religious assembly (with a maximum seating capacity of 500 people)" and "Historic Structure Museums" are identified separately as Special Uses.
4. Also for consistency the Neighborhood Commercial and Highway Commercial Zoning Districts are also proposed to be amended so that the reference to "Institutional Uses" in the list of Principal Permitted Uses is changed to "Community Service Uses" and "Churches and other places of religious assembly" (with no maximum seating capacity) is identified separately as a Principal Use.
5. Lastly, a series of amendments to the Definitions section is proposed to define new terms used in the above described changes. New definitions of the following are proposed: "Churches and other places of religious assembly", "Museums of Historic Structures", "Passive Use Public Parks", and "Community Services".

RECOMMENDATION

Set public hearing on the proposed Zoning Ordinance amendments for the next regular meeting of the Commission on January 7th.

ZONING ORDINANCE TEXT AMENDMENT

Text to added showed *in bold Italics* Text to be deleted showed ~~struck through~~

Additional text showed *in bold Arial Italics*

3 DISTRICT REGULATIONS

3-A SCHEDULE OF DISTRICT REGULATIONS

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

3-A-1-a Permitted Uses and Structures

3. Special Uses and Structures

*. *Churches and other places of religious assembly (with a maximum seating capacity in the main assembly area of 500 people)*

~~j. Institutional Uses, such as community centers, community operated playgrounds, parks or similar recreational facilities, fire and/or rescue squads, government, schools (public and private), places of worship, libraries, and museums~~

*. *Community Services*

*. *Historic Structure Museums*

t. Waterworks and Sewage System & Treatment Works (if consistent with provisions of the Clarke County Comprehensive Plan)

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

3-A-2-a Permitted Uses and Structures

3. Special Uses and Structures

*. *Churches and other places of religious assembly (with a maximum seating capacity in the main assembly area of 500 people)*

~~h. Institutional Uses, such as community centers, community operated playgrounds, parks or similar recreational facilities, fire and/or rescue squads, government, schools (public and private), places of worship, libraries, and museums~~

*. *Community Services*

*. *Historic Structure Museums*

p. Waterworks and Sewage System & Treatment Works (if consistent with provisions of the Clarke County Comprehensive Plan)

3-A-3 Rural Residential District (RR)

3-A-3-a Permitted Uses and Structures

3. Special Uses and Structures

*. *Churches and other places of religious assembly (with a maximum seating capacity in the main assembly area of 500 people)*

~~d. Institutional Uses, such as community centers, community operated playgrounds, parks or similar recreational facilities, fire and/or rescue squads, government, schools (public and private), places of worship, libraries, and museums~~

*. *Community Services*

*. *Historic Structure Museums*

3-A-12 Neighborhood Commercial District (CN)

3-A-12-a Permitted Uses and Structures

1. Principal Uses and Structures

*. *Churches and other places of religious assembly*

~~e. Institutional Uses, such as community centers, community operated playgrounds, parks or similar recreational facilities, fire and/or rescue squads, government, schools (public and private), places of worship, libraries, and museums~~

*. *Community Services*

3-A-13 Highway Commercial District (CH)

3-A-13-a Permitted Uses and Structures

1. Principal Uses and Structures

*. **Churches and other places of religious assembly**

i. Institutional Uses, such as community centers, community operated playgrounds, parks or similar recreational facilities, fire and/or rescue squads, government, schools (public and private), places of worship, libraries, and museums

*. **Community Services**

9 DEFINITIONS

9-B DEFINITIONS

9-B-99 ~~INSTITUTIONAL USES~~ **COMMUNITY SERVICES:** *The following uses that are owned and/or operated by public governmental entities or quasi-public entities that are non-profit or not for profit: such as community centers, fire and/or rescue squads facilities, community operated governmental activities offices, libraries, museums, passive use parks, playgrounds/parks or similar recreational facilities, schools (private and public) for day students serving grades K4 through 12, places of worship, and visitor centers. Permanent overnight sleeping facilities may be provided as an accessory activity only for the employees/staff of fire and/or rescue squad facilities. Such sleeping facilities shall not have more than 150 square feet per person.*

9-B-## **CHURCHES AND OTHER PLACES OF RELIGIOUS ASSEMBLY:** *A structure where persons regularly assemble for religious purposes and related social events, which is maintained and controlled by a religious entity, qualified for tax-exempt status under §501(c)(3) of the Internal Revenue Code, that is organized to sustain public worship. This term includes synagogue, temple, mosque, or other such places of worship and religious activities. This term includes the following related facilities: administrative offices, assembly hall, cemeteries, meeting rooms, playgrounds, day-care schools, day schools serving grades K4-12, social halls, and communal living accommodations for religious organizations of groups of men or women living in accordance with a common rule and owing obedience to a single superior. This term does not include permanent facilities for overnight sleeping except for communal living accommodations for such religions organizations. This use includes as an accessory use one single-family residence for occupancy by clergy, watchman, or caretaker of the church and their family. In the AOC and FOC Zoning Districts, such a residence shall use a dwelling unit right or be a house that existed on the property on October 17, 1980. This use includes cemeteries as an accessory use.*

9-B-## **PASSIVE USE PUBLIC PARKS:** *Parks for passive recreation pursuits, which are owned and/or operated by a governmental entity or an entity that is non-profit or not for profit. Such passive recreation pursuits shall include educational and interpretive programs as well as trail systems that take advantage of geological, biological, or scenic resources located within the park and shall not include active recreational facilities such as swimming pools, gyms, or playing fields. This use includes as an accessory use one single-family residence for occupancy by watchman or caretaker of the park, and their family. In the AOC and FOC Zoning Districts, such a residence shall use a dwelling unit right or be a house that existed on the property on October 17, 1980.*

9-B-## **HISTORIC STRUCTURE MUSEUMS:** *Structures listed on the Virginia Landmarks Registry or National Register of Historic Places (individually or as a contributing structure) that are arranged, intended, and designed to be viewed by the public with or without an admission charged, and which may include retail sales as an accessory and secondary use.*



Personnel Committee Meeting

January 10 2011, 9:30 AM

Second Floor, Conference Rooms A & B

Berryville/Clarke County Government Center

101 Chalmers Court

Berryville, Virginia 22611

1. Expiration of Term for appointments expiring through March 2011.

Attached is a list of all appointments expiring within the next 90 days along with the complete list of appointees and agencies, boards and committees to which the Board appoints members.

Summary: The Personnel Committee recommends:

- **Old Dominion Alcohol Safety Action Policy Board and Division of Court Services: Reappointment Jerry Johnson; expires 12/31/2013**
 - **Old Dominion Community Criminal Justice Board: Reappointment Jerry Johnston; expires 12/31/2013**
 - **Board of Zoning Appeals: Recommendation to the Clarke County Circuit Court to Reappoint Howard Means – subject to his consent that had not yet been obtained at the time of the meeting; expires 2/15/2016**
2. The Economic Disclosure forms have been distributed to those required to file them. The filing requirement is listed on the Criteria list. Potential appointees should be made aware that serving in certain positions or on some committees requires completion of the economic disclosure forms in order to qualify and remain in the position.

12/13/2010: The committee asked that they be provided with an update should any required disclosure forms not be provided as required.

01/04/2011: Received 21 of 49

Summary: The Personnel Committee instructed staff to keep them apprised of progress and to continue to provide deadline reminders to appointees who have not yet filed.

3. Appointee Information Feedback Update

The Committee has asked staff to suggest a method to facilitate gathering information from appointees about the activities of the boards to which they are appointed and their level of participation and satisfaction in the process. Attached is a draft questionnaire that could be either sent to participants or used to facilitate individual discussions.

12/13/2010: The committee asked that the Appointee Questionnaire be revised to include a request for updated contact information, and to inquire about the appointee's view of the current and future most important challenges faced by the boards on which they serve. The committee also recommended that the questionnaires be mailed in January to keep them out of the holiday mail.

12/27/2011: Updated draft attached. FYI: Solicitation of Appointees - Boards and Commission web page updated for 2011.

Summary: The Personnel Committee approved the questionnaire as presented. Staff was instructed to distribute following completion of the Conflict of Interest filing.

4. 2011 Board of Supervisor Assignments by Supervisors

Consideration for upcoming calendar year appointments.

Summary: The Personnel Committee asked that individual Supervisors review and comment on their continuing interest and availability to represent the Board in their currently assigned positions.

Appointments by Expiration Thru March 2011

			Appt Date	Exp Date	Orig Appt Date:
<i>September 2010</i>					
Clarke County Planning Commission		4 Yr	Appointed by BOS; Oath of Office Required - Clerk of Circuit Court		
Batterton	Barbara	Buckmarsh / Battletown	4/15/2008	9/28/2010	10/21/2003
Resigned 9/28/2010 Term Expires 4/30/2012: 1st full began 3/16/04					
<i>December 2010</i>					
Clarke County Library Advisory Council		1 Yr	Appointed by BOS		
Byrd	Barbara J.	BOS - Liaison	1/19/2010	12/31/2010	1/19/2010
Old Dominion Alcohol Safety Action Policy Board & Division of Court Services		3 Yr			
Johnson	Jerry L.		12/18/2007	12/31/2010	8/21/2007
Old Dominion Community Criminal Justice Board					
Johnson	Jerry L.		12/18/2007	12/31/2010	8/15/2006
<i>February 2011</i>					
Board of Zoning Appeals		5 Yr	Appointed by Circuit Court; BOS letter of recommendation to Clerk. One member of Zoning Appeals may be on the Planning Commission Pg 1114 Supv Manual; Oath of Office Required - Clerk of Circuit Court		
Means	Howard		12/14/2009	2/15/2011	11/17/2009

Clarke County Committee Listing

			<i>Appt Date</i>	<i>Exp Date</i>
<i>Berryville Area Development Authority</i>				3 Yr
Boyles	Jerry	White Post	8/17/2010	3/31/2012
Dunning, Jr.	A.R.	BOS - Appointed Member	12/16/2008	3/31/2011
Ohrstrom, II	George	Russell	3/16/2010	3/31/2013
<i>Board of Supervisors</i>				4 Yr
Byrd	Barbara J.	Russell	1/1/2008	12/31/2011
Dunning, Jr.	A.R.	White Post	1/1/2008	12/31/2011
Hobert	J. Michael	Chair, Berryville District	1/1/2008	12/31/2011
Staelin	John	Millwood/Pine Grove	1/1/2008	12/31/2011
Weiss	David	Vice Chair - Buckmarsh/Blue Ridge	1/1/2008	12/31/2011
<i>Board of Supervisors Finance Committee</i>				1 Yr
Byrd	Barbara J.	BOS - Alternate	1/19/2010	12/31/2010
Dunning, Jr.	A.R.	BOS - Alternate	1/19/2010	12/31/2010
Hobert	J. Michael	BOS - Appointed Member	1/19/2010	12/31/2010
Staelin	John	BOS - Appointed Member	1/19/2010	12/31/2010
Weiss	David	BOS - Alternate	1/19/2010	12/31/2010
<i>Board of Supervisors Personnel Committee</i>				1 Yr
Byrd	Barbara J.	BOS - Appointed Member	1/19/2010	12/31/2010
Dunning, Jr.	A.R.	BOS - Alternate	1/19/2010	12/31/2010
Hobert	J. Michael	BOS - Appointed Member	1/19/2010	12/31/2010
Staelin	John	BOS - Alternate	1/19/2010	12/31/2010
Weiss	David	BOS - Alternate	1/19/2010	12/31/2010
<i>Board of Well & Septic Appeals</i>				4 Yr
Blatz	Joseph	Citizen Member	1/15/2008	2/15/2012
Dunning, Jr.	A.R.	BOS - Appointed Member	1/19/2010	12/31/2010
McKay	Beverly	Planning Commission Chair		
Teetor	Alison	Staff Rep		
<i>Board of Zoning Appeals</i>				5 Yr
Borel	Alain F.	White Post	1/20/2009	2/15/2014
Caldwell	Anne	Millwood	1/19/2010	2/15/2015
Kackley	Charles	Russell	2/12/2008	2/12/2013
Means	Howard		12/14/2009	2/15/2011
Volk	Laurie	Russell	1/20/2009	2/15/2014
<i>Clarke County Historic Preservation Commission</i>				4 Yr
Baker	H.M.	Russell	5/19/2009	5/31/2013

			<i>Appt Date</i>	<i>Exp Date</i>
Bieschke	John K.	White Post	4/21/2009	5/31/2013
Carter	Paige	White Post	5/20/2008	5/31/2012
Fields	Betsy		4/20/2010	5/31/2012
Gilpin	Thomas T.	White Post	5/18/2010	5/31/2014
Hiatt	Marty	Buckmarsh/Blue Ridge	6/19/2007	5/31/2011
Nelson	Clifford	Russell/Planning Commission Rep	4/20/2010	4/30/2011

Clarke County Industrial Development Authority

4 Yr

Armbrust	Wayne	Secretary/Treasurer	8/19/2008	10/30/2012
Frederickson	Allan		12/15/2009	10/30/2013
Hillerson	Jay		8/18/2009	10/30/2013
Jones	Paul	Russell District	9/18/2007	10/30/2011
Juday	David	Vice Chair	12/21/2010	10/30/2014
Pierce	Rodney	Chair	8/19/2008	10/30/2012
Staelin	John	BOS - Liaison	1/19/2010	12/31/2010

Clarke County Library Advisory Council

4 Yr

Al-Khalili	Adeela		1/16/2007	4/15/2011
Badanes	Joyce		4/20/2010	4/15/2014
Byrd	Barbara J.	BOS - Liaison	1/19/2010	12/31/2010
Curran	Christopher		5/16/2006	4/15/2013
Foster	Nancy		4/15/2008	4/15/2012
Hudson	Kathy		4/20/2010	4/15/2013
Kalblian	Maral		3/20/2007	4/15/2011
Meeks	Robert B.		3/20/2007	4/15/2011
Wolk	Susan		6/16/2009	4/15/2012
Zinman	Maxine		3/20/2007	4/15/2011

Clarke County Planning Commission

4 Yr

Batterton	Barbara	Buckmarsh / Battletown	4/15/2008	9/28/2010
Brumback	Clay	White Post / Greenway	6/15/2010	4/30/2014
Caldwell	Anne	Millwood / Chapel; Vice Chair	4/21/2009	4/30/2013
Dunning, Jr.	A.R.	BOS - Appointed Member	1/19/2010	12/31/2010
McFillen	Thomas	Berryville / Berryville	5/1/2010	4/30/2014
McKay	Beverly	White Post / Greenway	3/18/2008	4/30/2012
Nelson	Clifford	Russell / Longmarsh	3/17/2009	4/30/2013
Ohrstrom, II	George	Russell / Longmarsh; Chair	3/20/2007	4/30/2011
Staelin	John	BOS - Alternate	1/19/2010	12/31/2010
Steinmetz, II	William	Berryville / Berryville	4/30/2008	4/30/2012
Thuss	Richard	Buckmarsh / Battletown	4/20/2010	4/30/2014
Wade	Robert	Millwood / Chapel	3/20/2007	4/30/2011

Clarke County Sanitary Authority

4 Yr

Tuesday, December 28, 2010

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			<i>Appt Date</i>	<i>Exp Date</i>
Dunning, Jr.	A.R.	BOS - Authority Member	12/15/2009	1/5/2014
Jones	Harry C.	Secretary/Treasurer	6/17/2008	6/30/2012
Mackay-Smith, Jr.	Alexander	Vice Chair	11/16/2004	1/5/2013
Myer	Joe	Town of Boyce	9/15/2009	12/31/2011
Staelin	John	BOS - Alternate	1/19/2010	12/31/2010
Williams	Ian R.	Chair	11/18/2008	1/5/2013
<i>Conservation Easement Authority</i>				3 Yr
Buckley	Randy	White Post	1/1/2011	12/31/2013
Engel	Peter		12/15/2009	12/31/2012
Mackay-Smith	Wingate E.	Chair	1/1/2011	12/31/2013
Ohrstrom, II	George	Planning Commission Rep	4/20/2010	4/30/2013
Radford	Jane		11/18/2008	12/31/2012
Teetor	Alison	Clerk - Staff Liaison		
Thomas	Walker	Fills unexpired term of Pat McKelvy	1/1/2011	12/31/2012
Weiss	David	BOS - Appointed Member	1/19/2010	12/31/2010
<i>Constitutional Officer</i>				
Arthur	Warren	Commissioner of the Revenue	1/1/2008	12/31/2011
Butts	Helen	Clerk of the Circuit Court	1/1/2008	12/31/2015
Keeler	Sharon	Treasurer	1/1/2008	12/31/2011
Perka	Suzanne	Commonwealth Attorney	1/1/2008	12/31/2011
Roper	Anthony	Sheriff	1/1/2008	12/31/2011
<i>County Administrator</i>				
Ash	David L.	County Administrator	3/19/1991	
<i>County Assessor</i>				
Peake	Donna	County Assessor	7/1/2003	
<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 Rep	7/17/2007	8/31/2011
Dunning, Jr.	A.R.	BOS Rep, SA Rep, Business Owner	1/19/2010	12/31/2010
Hillerson	Jay	IDA Rep, Business Owner	9/15/2009	12/31/2013
Myer	Dr. Eric	Agriculture Rep, Business Owner	1/1/2011	12/31/2014
Pritchard	Elizabeth	Hospitality Industry	8/17/2010	8/31/2012
Staelin	John	BOS - Appointed Member	1/19/2010	12/31/2010
<i>Handley Regional Library Board</i>				4 Yr
Myer	Tamara	Town of Boyce	9/15/2009	11/30/2013
<i>Legislative Liaison and High Growth Coalition</i>				1 Yr
Hobert	J. Michael	BOS - Liaison	1/19/2010	12/31/2010

Tuesday, December 28, 2010

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			<i>Appt Date</i>	<i>Exp Date</i>
<i>Lord Fairfax Community College Board</i>				4 Yr
Lee	Barbara	Millwood / Pine Grove	3/18/2008	6/30/2012
<i>Lord Fairfax Emergency Medical Services Council</i>				3 Yr
Burns	Jason		5/19/2009	6/30/2012
Coffelt	Lee	Career Representative	11/30/2008	11/30/2011
<i>Northern Shenandoah Valley Regional Commission</i>				1 Yr
Byrd	Barbara J.	BOS - Appointed Member	2/17/2009	12/31/2009
Johnston	Charles	Citizen Representative	1/23/2010	1/23/2013
Staelin	John	BOS - Alternate	1/19/2010	12/31/2010
Weiss	David	BOS - Appointed Member	1/19/2010	12/31/2010
<i>Northwestern Community Services Board</i>				3 Yr
Harris	Lucille		12/21/2010	12/31/2012
Stieg	Bob		11/28/2008	12/31/2012
<i>Northwestern Regional Jail Authority</i>				4 Yr
Ash	David L.	County Administrator	1/19/2010	12/31/2010
Byrd	Barbara J.	BOS - Liaison Alternate	1/19/2010	12/31/2010
Roper	Anthony	Sheriff	9/18/2007	12/31/2011
Wyatt	James		12/18/2007	12/31/2011
<i>Northwestern Regional Juvenile Detention Center Commission</i>				
Byrd	Barbara J.	BOS - Liaison	1/19/2010	12/31/2010
Wyatt	James		11/18/2008	12/20/2012
<i>Old Dominion Alcohol Safety Action Policy Board & Division of Court Services</i>				3 Yr
Johnson	Jerry L.		12/18/2007	12/31/2010
<i>Old Dominion Community Criminal Justice Board</i>				3 Yr
Johnson	Jerry L.		12/18/2007	12/31/2010
<i>Our Health</i>				3 Yr
Shipe	Diane		3/15/2010	3/15/2013
<i>Parks & Recreation Advisory Board</i>				4 Yr
Allison	Janelle	Millwood Rep	1/19/2010	12/31/2013
Heflin	Dennis	White Post Rep	9/16/2008	12/31/2012
Hobert	J. Michael	BOS - Liaison	1/19/2010	12/31/2010
Huff	Ronnie	Town of Berryville Rep	12/31/2007	12/31/2011
Jones	Paul	At-Large	1/1/2011	12/31/2014
Lichliter	Gary	Russell Rep	11/18/2008	12/31/2012
Sheetz	Daniel A.	Berryville	5/18/2010	12/31/2013
White	Lawrence	Buckmarsh	12/18/2007	12/31/2011

			<i>Appt Date</i>	<i>Exp Date</i>
Wisecarver	Steve	Appointed by Town of Boyce	2/2/2010	12/31/2013
<i>People Inc. of Virginia</i>				3 Yr
Hillerson	Colleen	Clarke County Rep Board of Directors	8/17/2010	7/31/2013
<i>Regional Airport Authority</i>				4 Yr
Ash	David L.	County Administrator	1/29/2010	12/31/2010
Crawford	John		5/20/2008	6/30/2012
Weiss	David	BOS - Liaison	1/19/2010	12/31/2010
<i>Shenandoah Area Agency on Aging, Inc.</i>				4 Yr
Hudson	John		8/17/2010	9/30/2014
Roper	Anthony	Sheriff	9/18/2007	9/30/2011



County of Clarke DRAFT 12/27/2010
Personnel Committee – Appointee Questionnaire

This questionnaire is being provided to appointees of boards/committee/commissions/authorities to enlist your aid in better serving you, the appointee, and our constituents, as well as an effort to improve efficiencies and enhance participation with local and regional entities.

Name: _____ Entity: _____

Please verify information on file and correct/provide as necessary:

Address	City	State	Zip
Email Address(es)	Home / Cell Phone Number		

Question	Yes	No
<p>The Local Government Officials' Guide to the Virginia Freedom of Information Act booklet provided upon your [re]appointment provides general information on legal requirements set forth in §§ 2.2-3700 through 2.2-3714 of the Code of Virginia.</p>		
– Do you need another copy of the Virginia Freedom of Information Act?	<input type="checkbox"/>	<input type="checkbox"/>
– Do you believe that you understand the legal requirements?	<input type="checkbox"/>	<input type="checkbox"/>
– Do you believe that a training session would be beneficial?	<input type="checkbox"/>	<input type="checkbox"/>
<p>How often does your group meet?: _____</p>		
– Do you believe this to be adequate?	<input type="checkbox"/>	<input type="checkbox"/>
o Should they meet more often?	<input type="checkbox"/>	<input type="checkbox"/>
o Should they meet less often?	<input type="checkbox"/>	<input type="checkbox"/>
o Should the meetings be longer?	<input type="checkbox"/>	<input type="checkbox"/>
o Should the meetings be shorter?	<input type="checkbox"/>	<input type="checkbox"/>
– Is leadership clearly defined?	<input type="checkbox"/>	<input type="checkbox"/>
– Have you been provided a copy of bylaws or procedures from that entity?	<input type="checkbox"/>	<input type="checkbox"/>
– Is meeting information, such as an agenda, provided prior to the meeting with sufficient time to review?	<input type="checkbox"/>	<input type="checkbox"/>
– Are goals and objectives clearly defined?	<input type="checkbox"/>	<input type="checkbox"/>
<p>If you would, please explain your answer: _____</p> <p>_____</p>		
– Do you feel that the meetings are productive?	<input type="checkbox"/>	<input type="checkbox"/>
<p>If you would, please explain your answer: _____</p> <p>_____</p>		
<p>Where does your group meet?: _____</p>		
– Do you feel that the meeting location is appropriate?	<input type="checkbox"/>	<input type="checkbox"/>
– If a regional board, do you believe the location is convenient to all members?	<input type="checkbox"/>	<input type="checkbox"/>
<p>If you would, please explain your answer: _____</p> <p>_____</p>		
<p>What are the current and future most important challenges faced by the entity upon which you serve? _____</p> <p>_____</p> <p>_____</p>		

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The Clarke County Board of Supervisors welcomes participation on boards, committees and is currently seeking to create a pool of interested individuals willing to serve as citizen wide variety of local advisory boards, commissions and committees.

In the coming year 2011, the Board shall make appointments to the following entities:

- Board of Zoning Appeals
- Clarke County Planning Commission
- Clarke County Sanitary Authority
- Conservation Easement Authority
- Economic Development Advisory Committee
- Historic Preservation Committee
- Industrial Development Authority
- Library Advisory Council
- Lord Fairfax Emergency Medical Svcs Council
- Northwestern Regional Jail Authority
- Old Dominion Alcohol Safety Action Policy Board
- Old Dominion Community Criminal Justice Board
- Parks & Recreation Advisory Board
- Shenandoah Area Agency on Aging, Inc.

For more information, click on the links provided below. If the entity is not listed, contact Clar Administration at 540-955-5175 or your district Supervisor.

Persons interested in serving on any of the above listed entities should submit a letter of inter completed Information Data Sheet for Board of Supervisors Appointees [F1211-16](#) to:

Clarke County Administration
101 Chalmers Court, Suite B
Berryville, Virginia 22611

Display #

- 1 [Board of Zoning Appeals](#)
- 2 [Planning Commission](#)
- 3 [Conservation Easement Authority](#)
- 4 [Board of Septic and Well Appeals](#)
- 5 [Historic Preservation Commission](#)
- 6 [Berryville Area Development Authority](#)
- 7 [Economic Development Advisory Committee](#)
- 8 [Industrial Development Authority](#)
- 9 [Sanitary Authority](#)
- 10 [Parks and Recreation Advisory Board](#)
- 11 [Board of Supervisors](#)

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2010 BOS Assignments By Supervisor

	Position	Appt Date	Exp Date
David L. Ash			
Joint Administrative Services Board	County Administrator		
Joint Committee of the Joint Government Center	BOS - Appointed Member	1/19/2010	12/31/2010
Northwestern Regional Jail Authority	County Administrator	1/19/2010	12/31/2010
Regional Airport Authority	County Administrator	1/19/2010	12/31/2010
Barbara J. Byrd			
Board of Social Services	BOS - Appointed Member	1/19/2010	12/31/2010
Board of Supervisors Finance Committee	BOS - Alternate	1/19/2010	12/31/2010
Board of Supervisors Personnel Committee	BOS - Appointed Member	1/19/2010	12/31/2010
Clarke County Humane Foundation	BOS - Liaison	1/19/2010	12/31/2010
Clarke County Library Advisory Board	BOS - Liaison	1/19/2010	12/31/2010
Clarke County School Board	BOS - Liaison	1/19/2010	12/31/2010
Northwestern Regional Jail Authority	BOS Liaison - Alternate	1/19/2010	12/31/2010
Northwestern Regional Juvenile Detention Center Commission	BOS - Liaison	1/19/2010	12/31/2010
The Barn Projects	BOS - Liaison	1/19/2010	12/31/2010
Towns and Villages: Berryville	BOS - Liaison	2/17/2009	12/31/2009
A.R. Dunning, Jr.			
Berryville Area Development Authority	BOS - Appointed Member	12/16/2008	3/31/2011
Board of Supervisors Finance Committee	BOS - Alternate	1/19/2010	12/31/2010
Board of Supervisors Personnel Committee	BOS - Alternate	1/19/2010	12/31/2010
Board of Well & Septic Appeals	BOS - Appointed Member	1/19/2010	12/31/2010
Clarke County Planning Commission	BOS - Appointed Member	1/19/2010	12/31/2010
Clarke County Sanitary Authority	BOS - Authority Member	1/5/2010	1/5/2014

Tuesday, December 28, 2010

Page 1 of 3

	<i>Position</i>	<i>Appt Date</i>	<i>Exp Date</i>
Economic Development Advisory Committee	BOS - Appointed Member	1/19/2010	12/31/2010
Towns and Villages: Boyce	BOS - Liaison	1/19/2010	12/31/2010
Water Resources Policy Committee	BOS - Alternate	1/19/2010	12/31/2010
J. Michael Hobert			
Board of Supervisors	Chair	1/1/2010	12/31/2010
Board of Supervisors Finance Committee	BOS - Appointed Member	1/19/2010	12/31/2010
Board of Supervisors Personnel Committee	BOS - Appointed Member	1/19/2010	12/31/2010
Joint Administrative Services Board	BOS - Appointed Member	1/19/2010	12/31/2010
Legislative Liaison and High Growth Coalition	BOS - Liaison	1/19/2010	12/31/2010
Parks & Recreation Advisory Board	BOS - Liaison	1/19/2010	12/31/2010
Towns and Villages: Berryville	BOS - Liaison - Alternate	1/19/2010	12/31/2010
Charles Johnston			
Northern Shenandoah Valley Regional Commission	Citizen Representative	1/23/2010	1/23/2013
John Staelin			
Board of Supervisors Finance Committee	BOS - Appointed Member	1/19/2010	12/31/2010
Clarke County Industrial Development Authority	BOS - Liaison	1/19/2010	12/31/2010
Clarke County Litter Committee	BOS - Liaison	1/19/2010	12/31/2010
Clarke County Planning Commission	BOS - Alternate	1/19/2010	12/31/2010
Clarke County Sanitary Authority	BOS - Alternate	1/19/2010	12/31/2010
Economic Development Advisory Committee	BOS - Appointed Member	1/19/2010	12/31/2010
Emergency Services	BOS - Liaison	1/19/2010	12/31/2010
Northern Shenandoah Valley Regional Commission	BOS - Alternate	1/19/2010	12/31/2010
Towns and Villages: Boyce	BOS - Alternate	1/19/2010	12/31/2010
Towns and Villages: Millwood	BOS - Liaison	1/19/2010	12/31/2010
Towns and Villages: Pine Grove	BOS - Liaison	1/19/2010	12/31/2010

Tuesday, December 28, 2010

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	<i>Position</i>	<i>Appt Date</i>	<i>Exp Date</i>
Water Resources Policy Committee	BOS - Appointed Member	1/19/2010	12/31/2010
Alison Teetor			
Water Resources Policy Committee	Staff Representative	1/19/2010	12/31/2010
David Weiss			
Board of Supervisors	Vice Chair	1/1/2020	12/31/2010
Board of Supervisors Finance Committee	BOS - Alternate	1/19/2010	1/19/2010
Board of Supervisors Personnel Committee	BOS - Alternate	1/19/2010	12/31/2010
Building and Grounds	BOS - Appointed Member	1/19/2010	12/31/2010
Clarke County Agricultural Advisory Committee	BOS - Appointed Member	2/19/2010	12/31/2010
Clarke County School Board	BOS - Alternate	1/19/2010	12/31/2010
Conservation Easement Authority	BOS - Appointed Member	1/19/2010	12/31/2010
Housing and Community Services Board	BOS - Appointed Member	1/19/2010	12/31/2010
Joint Administrative Services Board	BOS - Alternate	1/19/2010	12/31/2010
Joint Committee of the Joint Government Center	BOS - Appointed Member	1/19/2010	12/31/2010
Northern Shenandoah Valley Regional Commission	BOS - Appointed Member	2/19/2010	12/31/2010
Regional Airport Authority	BOS - Liaison	1/19/2010	12/31/2010
Towns and Villages: Pine Grove	BOS - Liaison	1/19/2010	12/31/2010



Board of Supervisors Work Session

January 10, 2011 10:00 Am

Second Floor, Conference Rooms A & B

Berryville/Clarke County Government Center

101 Chalmers Court

Berryville, Virginia 22611

1. Board of Supervisors Organizational Meeting

a. Election of Chair

David Ash, Clerk to the Board of Supervisors, called for nominations for Board of Supervisors Chair.

Supervisor Byrd moved to nominate J. Michael Hobert to continue as chair for 2011.

Being no other names put forth for consideration, **Supervisor Byrd moved to close the nominations. The motion carried as follows:**

J. Michael Hobert	- Aye
David S. Weiss	- Aye
Barbara J. Byrd	- Aye
A.R. Dunning, Jr.	- Absent
John R. Staelin	- Aye

The motion to nominate J. Michael Hobert to serve as Chair for the ensuring calendar year 2011 carried as follows:

J. Michael Hobert	- Aye
David S. Weiss	- Aye
Barbara J. Byrd	- Aye
A.R. Dunning, Jr.	- Absent
John R. Staelin	- Aye

Immediately following the vote, David Ash turned the meeting over to Chairman Hobert.

b. Election of Vice-Chair

Chairman Hobert called for nominations for Vice Chair.

Supervisor Byrd moved to nominate David Weiss to continue as Vice Chair.

Being no other names put forth for consideration, **Supervisor Staelin moved to close the nominations. The motion carried as follows:**

J. Michael Hobert	- Aye
David S. Weiss	- Aye
Barbara J. Byrd	- Aye
A.R. Dunning, Jr.	- Absent
John R. Staelin	- Aye

The motion to nominate David S. Weiss to serve as Vice Chair for the ensuing calendar year 2011 carried as follows:

J. Michael Hobert	- Aye
David S. Weiss	- Aye
Barbara J. Byrd	- Aye
A.R. Dunning, Jr.	- Absent
John R. Staelin	- Aye

c. Set Date, Place and Time of Regular Meeting

Supervisor Staelin moved to approve the current schedule for date, place and time of regular meeting as the 3rd Tuesday of each month beginning at 1 pm in the Main Meeting Room, Berryville Clarke County Government Center, 101 Chalmers Court, Berryville, VA and fixing the following Thursday as the day on which a regular meeting shall be continued should the Chair later declare that weather or other conditions make it hazardous for members to attend. Further, the Monday the week preceding the regular meeting shall be set for committee meetings. The motion carried as follows:

J. Michael Hobert	- Aye
David S. Weiss	- Aye
Barbara J. Byrd	- Aye
A.R. Dunning, Jr.	- Absent
John R. Staelin	- Aye

d. Adopt Rules of Procedure

Proposed modifications to Rules of Procedure: Section 3.3 change from www.co.clarke.va.us to www.clarkecounty.gov; Section 3.4 change from ~~the Public Library~~ to **official County website**; **add** Individuals desiring complete **paper** copies . . .

Supervisor Byrd moved to approve the Rules of Procedure with the proposed modifications. The motion carried as follows:

J. Michael Hobert	- Aye
David S. Weiss	- Aye

Barbara J. Byrd	- Aye
A.R. Dunning, Jr.	- Absent
John R. Staelin	- Aye

2. Resolution Sesquicentennial of the American Civil War Commission

A draft resolution in support of the Virginia Sesquicentennial of the American Civil War Commission as suggested by Robert Stieg, Clarke County Historic Preservation Commission was provided with the Committee packet.

Summary: Robert Stieg addressed the Supervisors regarding the Sesquicentennial of the American Civil War. He advised that the General Assembly was urging the participation of all localities in the 150th anniversary commemoration. He summarized points from his proposed resolution, as well as planned activities on the state and local level. Mr. Stieg concluded that to receive grant funding the governing body must endorse the local committee.

Supervisor Byrd moved to refer the resolution to the January 18, 2011 Consent Agenda. The motion carried as follows:

J. Michael Hobert, Chair	- Aye
David S. Weiss, Vice Chair	- Aye
Barbara J. Byrd	- Aye
A.R. Dunning, Jr.	- Absent
John R. Staelin	- Aye

By consensus, nominations to the sesquicentennial committee were forwarded to the Personnel Committee for recommendation. Vice Chairman Weiss expressed interest in serving on this committee. Chairman Hobert requested periodic updates from the sesquicentennial committee.

At 11 am, Chairman Hobert called for a moment of silence to reflect upon the recent tragedy in Arizona.

3. 2035 Transportation Plan

A position letter drafted by Chuck Johnston in response to the proposed 2035 VDOT Rural Long Range Transportation plan was provided with the meeting material.

Summary: Chuck Johnston reviewed the draft letter provided in the meeting materials. He advised that he had received confirmation of specific points from Chris Price NSVRC. Highlights of review include:

- Item 32: change to oppose widening Westwood lanes to 22 feet or 11 feet each.

- **Item 37: Chuck Johnston noted that no indication of length is provided. Supervisor Staelin asked to include statement of support for widening the road as far as Ramsburg Lane.**
- **Cross through project 35.**
- **Item 36 will become 35.**
- **Old Charlestown Road – oppose widening lanes to 24 feet.**
- **Item 45 - widening to three lanes is not supported. Chuck Johnston instructed to seek opinion from the Town of Berryville.**
- **Item 46: Chuck Johnston will clarify.**
- **Boyce issues were discussed at the most recent Town Council meeting and a resolution has been drafted in support of Item 47 and opposed to Items 48 and 49. Chuck Johnston shall add to the Board of Supervisors position “addition of a light over time as warranted.”**
- **Before the next regular meeting, Chuck Johnston was instructed to seek clarification and make revision to letter and project list.**

4. Mosby Boulevard Status

The VDOT Public Hearing is scheduled for Wednesday, January 12, 2011, from 4 to 8 pm in the Berryville Clarke County Government Center, 2nd Floor, Main Meeting Room. The most recent version of the plans available shows that most, if not all, of the issues and concerns raised earlier have been addressed. The complete schematics, including drainage and other temporary easements, will be available on the date of the public hearing.

Summary: David Ash provided the Board with the most current map provided by VDOT reflecting the most recent modification to the Mosby Boulevard project. He noted:

- **This revision of VDOT project map will be the one available to the public during the VDOT public hearing.**
- **Water lines were not shown on the most recent project map however he had been assured that there were no conflicts.**
- **Drainage/stormwater changes including ditch lines, drainage, drop inlets, storage, etc. advising that the Schools must maintain access to the ponds by VDOT.**
- **Relocation of a stormwater pond impacted a neighboring property.**
- **Greenhouse is closely located to a VDOT drainage easement.**
- **Changes to the bicycle path.**

5. A. Fiscal Agency Discussion

A draft of the Agreement for Fiscal Agent for Joint Government Center prepared by Robert Mitchell was provided for review. At its January 5, 2011 meeting, the Joint Building Committee unanimously approved recommending acceptance of this agreement to the respective governing bodies.

Summary: David Ash advised that the Joint Building Committee had met and reviewed the Fiscal Agency agreement drafted by Robert Mitchell and had recommended improvement.

Tom Judge responded to the Supervisor's queries covering expense tracking, factors to determine cost division, maintenance fees, grounds maintenance, charge for fiscal agency – amount to be determined pending on the agreement, inclusion of Central Reception in the shared costs, clarified that the Library is not a shared cost, etc.

David Weiss advised that David Ash would be continuing as Joint Building Committee Chair and Building Manager.

David Ash stated that the first priority for the Joint Building Committee was to move forward the fiscal agency agreement then move on to the other matters of cost division.

By consensus, the matter was referred to the January 18, 2011 Consent Agenda.

5. B. Construction Close Out and Settlement

It is anticipated that the Construction Close Out and Settlement document will be available at the meeting.

Summary: Robert Mitchell distributed the revised, executed documents advising that outstanding issues at the time the Supervisors previously approved a settlement agreement with Brechbill and Helman Construction had been resolved. Highlights of his review included:

- The agreement has been executed by Brechbill and Helman.**
- Distributed of extended warranty from Miller and Anderson.**
- Brechbill and Helman is looking specifically to the engineer for direction on how to reverse coils.**
- Written confirmation of installation of vapor barrier was provided.**
- Affidavit and Indemnity agreement executed with out change by Brechbill and Helman.**

Supervisor Staelin moved to approve the agreements in present form and authorize Chairman Hobert and David Ash to execute the documents. The motion carried as follows:

J. Michael Hobert, Chair	- Aye
David S. Weiss, Vice Chair	- Aye
Barbara J. Byrd	- Aye
A.R. Dunning, Jr.	- Absent
John R. Staelin	- Aye

6. Clarke County Sheriff's Office Leave Liability

Summary: This item was added at the Work Session. Sheriff Tony Roper appeared before the Supervisors to address the matter of leave liability for his department. He distributed and reviewed a prepared memorandum including current leave policy, Virginia Code, current leave liability figures and minutes of administrative staff meetings. Highlights include:

- Sheriff's Department overtime is paid in compensation time however limited staff impairs the ability to reduce leave levels.
- Over the past five years, it has been difficult to reduce leave.
- Limited staff requires replacement coverage adding overtime and build up of comp time.
- Reducing scheduled hours or paying out excess leave could resolve leave liability.
- Leave payouts were given by the previous Sheriff and recently authorized by Warren County to address their leave issue.
- The Sheriff is opposed to reducing coverage.
- Would like to annually devote funds to address such situations.
- The matter was referred to the Finance Committee.

Clarke County Board of Supervisors

Supervisors
Millwood Voting District
John Staelin
Chair
(540) 837-1903

Berryville Voting District
J. Michael Hobert
Vice Chair
(540) 955-4720

Buckmarsh Voting District
David Weiss
(540) 955-2151



www.clarkecounty.gov

Supervisors
White Post Voting District
A.R. Dunning
(540) 837-1719

Russell Voting District
Barbara Byrd
(540) 955-1215

County Administrator
David L. Ash
(540) 955-5175
Fax: (540) 955-5180

County of Clarke, Virginia

Rules of Procedure

Record of Revision

<i>Revision No.</i>	<i>Revision Date</i>	<i>Description of Change</i>	<i>Approval Initials</i>
New	01/15/02	New Document	
1	01/21/03	For consistent language, use Chair and Vice Chair throughout document. Information map and add attachment section: Closed Meetings Procedure, Sample Sign-in Sheets Citizen Comments and Public Hearing	
N/A	1/12/04	Reviewed and adopted as written – no change	
2	1/18/05	Page 13, Article IV Conduct of Business, Section 4-1. Order of Business, Item J Public Hearings be moved to G; Item I Scheduled Presentations moved to H, and the section renumbered accordingly	
3	1/17/06	2006 date set for Board meetings is the third Tuesday of each month beginning at 2:00 pm; The alternate date for meetings for 2006 was set for 2:00 pm on the Thursday following the regularly-scheduled Tuesday; Page 12 Conduct of Business move Item (g) Public Hearings to Item (n) and list Item (e) Citizens' Comment in afternoon and evening session as Item (m)	
4	3/20/07	2007 regular meeting date and alternate remain unchanged. Start time changed from 2:00 pm to 1:00 pm. Section 4-5 Scheduled Presentations add bullet "The bias of the Board is that the Chair . . . rest of the Board at the meeting."	
5	01/12/2009	Amend Section 1-1. Annual Meeting; Schedule of Regular Meetings Main Meeting Room, Berryville Clarke County Joint Government Center, Board of Supervisors' Meeting Room of the Circuit Courthouse, Berryville, Virginia; Amend Section 3-3. Posting and Notice and included with the calendars mailed pursuant to § 2-2-3707(E) of the Code of Virginia, as amended. ; Amend Section 5-6. Order of Speaking; Remove Attachment C	
6	01/01/2010	Amend 1-8 Reconsideration of Motions, Etc., Upon Which Vote Has Been: Remove At any meeting of the Board, ... Add - A motion to reconsider may only be made at the meeting at which the vote was taken, or at the next succeeding regular meeting of the Board or at any intervening meeting of the Board before the next succeeding regular meeting of the Board. Announced 4-1 Order of Business: Add School Board Update after Adoption of Agenda, Add Board Member Committee Status Reports after Closed Session [when necessary]	
7	01/01/2011	3.3 change from www.co.clarke.va.us to <u>www.clarkecounty.gov</u> ; 3.4 change from the Public Library to official County website ; add Individuals desiring complete paper copies . . . ;	

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Article I—Meetings

Section 1-1. Annual Meeting; Schedule of Regular Meetings

On the third Tuesday of January of each year, or on such other date in the month of January as it may designate, the Board shall assemble in the Main Meeting Room, Berryville Clarke County Joint Government Center or such other public place as it may designate, in regular session and conduct its annual or organizational meeting.

During the course of such meeting, the Board shall fix the date, time, and place of all of its regular meetings during the ensuing calendar year, and shall fix the day on which a regular meeting shall be continued should the Chair later declare that weather or other conditions make it hazardous for members to attend.

Thereafter, no changes shall be made to the schedule of regular meetings and continued dates of same unless the requirements of Section 15.2-1416 of the Code of Virginia, 1950, as amended, are first met.

Section 1-2. Special Meetings

The Board of Supervisors may hold such special meetings as it deems necessary and at such times and places as it may find convenient.

A special meeting can only be called pursuant to the requirements imposed by Sections 15.2-1417 and 15.2-1418 of the Code of Virginia, 1950, as amended.

Section 1-3. Adjourned Meetings

Upon majority vote of the members attending, the Board may continue its meetings, regular or special, from time to time as it may find convenient or necessary with no requirement to further advertise or announce.

Section 1-4. Quorum and Method of Voting

At any meeting, a majority of the Supervisors shall constitute a quorum.

All questions submitted to the Board for decision shall be determined by a majority vote of the Supervisors present and voting on any such question, unless otherwise provided by law or these Rules of Procedure.

The name of each member voting and how he or she voted will be recorded for each action taken by the Board of Supervisors.

The Board of Supervisors has elected not to have a tiebreaker, as provided for by the Code of Virginia, 1950, as amended.

Section 1-5. Motions Subject to limitations imposed hereafter in these rules, discussion of items on the agenda shall be permitted for purposes of clarifying the issues and/or the options available for consideration.

No call for a vote shall be allowed until a member of the Board moves a specific action with reasonable clarity and each member of the Board has thereafter had an opportunity to speak to the specific motion. Motions shall not require a second.

When possible, Board members making complex, multi-part, or lengthy motions are requested to provide the clerk with a written copy of the motion at the time the motion is made.

Section 1-6. Motion to Adjourn At a meeting of the Board, a motion to adjourn shall always be in order and shall be decided without debate, provided each member of the Board is given a reasonable opportunity to be heard.

Section 1-7. Motions While a Question is Under Debate When a motion is under debate at a meeting of the Board no motion shall be received unless it is one:

- To amend,
- To commit,
- To postpone,
- For the previous question,
- For a substitute motion to lay on the table,
- Or to adjourn.

Section 1-8. Reconsideration of Motions, Etc., Upon Which Vote Has Been Announced When any vote upon any motion, resolution, ordinance, or question has been previously announced, it may not be reconsidered unless and until a motion to that effect is presented by a member of the Board who previously voted with the prevailing side when such motion, resolution, ordinance, or question was considered. A motion to reconsider may only be made at the meeting at which the vote was taken, or at the next succeeding regular meeting of the Board or at any intervening meeting of the Board before the next succeeding regular meeting of the Board.

Any such motion to reconsider shall be decided by a majority vote of the members present at the time such motion to reconsider is presented.

*Section 1-9. Robert's
Rules of Order;
Suspending Rules*

The proceedings of the Board of Supervisors, except as otherwise provided in these rules and by applicable State law, shall be governed by Robert's Rules of Order.

These Rules of Procedure of the Board may only be suspended on presentation of a motion to that effect, which is carried by unanimous vote of the members present and voting.

*Section 1-10. Board
to Sit with Open Doors*

The Board of Supervisors shall sit with open doors, and all persons conducting themselves in an orderly manner may attend the meetings. However, the Board may hold closed meetings as permitted by law.

Closed meetings may be placed on the agenda, or may be requested by any member of the Board. However, no closed meeting shall be convened unless and until the Board has favorably acted on a motion to so convene, and, then, only if such motion accurately states a lawful reason for such closed meeting as permitted by and outlined in Section 2.2-3701344 of the Code of Virginia, 1950, as amended.

For additional detail, refer to Attachment A – Closed Meetings Procedure of this document.

*Section 1-11.
Limitations on duration
and hour of meetings;
Adjournment*

Meetings of the Board of Supervisors shall not continue for more than three [3] consecutive hours or later than 10:00 pm without the consent of a majority of the members present.

Should it appear to the Chair that the matter or matters before the Board cannot be heard within the time remaining, the Chair shall poll the members of the Board to determine the desire of the members.

The Chair shall adjourn or recess the meeting upon final action on the current agenda item unless a majority of the members agree to exceed the limits established by this section.

Any items not taken up by the Board of Supervisors prior to adjourning will be added to the agenda of the next meeting without further action of the Board.

Article II—Officers

*Section 2-1. Chair
and Vice Chair*

At the annual or organizational meeting of the Board of Supervisors, as described in Section 1-3 hereof, the Board shall elect from its membership a

Chair and a Vice Chair, each of whom shall serve for a one-year term expiring on December 31st of the same year in which he or she is elected, provided however, that unless the term of office has expired and the member has not been re-elected, the Chair and Vice-Chair shall serve until their respective successor(s) shall have been elected and qualify.

In the event that the Chair is absent from any meeting the Vice Chair shall assume the authority and duties of the Chair.

In the event the Chair and Vice Chair are absent from any meeting of the Board, then, the members present at such meeting shall choose one of their number as temporary Chair by majority vote of the members present and voting.

*Section 2-2. Authority
of the Chair*

The efficient and dignified conduct of public business is the ultimate concern of the Board. Accordingly, it is the policy of the Board that its meetings be conducted with the highest degree of order and decorum, and the Board will permit no behavior, which is not in keeping with this policy.

The Chair shall preserve order and decorum at all meetings.

- He shall recognize persons desiring to speak and shall ensure that speaker's comments are limited to the issue before the Board for consideration and that any limitations on time are observed.
- The Chair shall ensure that all persons entitled and desiring to speak are permitted to do so without interruption or comment during their presentation.
- The Chair shall determine if statements are demeaning, inappropriate, or out of order, and shall have the authority to revoke the speaker's right to continue.

*Section 2-2 Authority
of the Chair
Continued*

The Chair may order the expulsion of any person for violation of rules, disruptive behavior, or any words or action that incite violence or disorder, subject to appeal to the Board.

- Any person so expelled shall not be readmitted for the remainder of the meeting from which he was expelled.
- Any person who has been so expelled and who at a later meeting again engages in words or actions justifying expulsion may be barred from attendance at future meetings of the Board for a specified and reasonable period of time not to exceed six months or upon a still subsequent expulsion, a period not to exceed one year, either by the Chair, subject to appeal to the board, or by motion passed by the Board.

The Chair shall have the power to administer an oath of honesty to any person concerning any matter submitted to the Board, or, connected with its powers

and duties. The power to administer an oath granted to the Chair in this section shall be no greater than the same power authorized by Section 15.2-1410 of the Code of Virginia, 1950, as amended.

Section 2-3. Clerk

The Clerk of the Board shall be the County Administrator, and the duties and responsibilities of that position shall be as specified in Sections 15.2-407 and 15.2-1539 of the Code of Virginia, 1950, as amended.

At the discretion of the Board, any County employee can be designated as Deputy Clerk, or Temporary Clerk, as the circumstances may require, and said employee shall have the same powers and duties outlined herein for the duration of said appointment.

Article III—Agenda

*Section 3-1.
Preparation*

The Clerk shall prepare an Agenda for each meeting of the Board of Supervisors, conforming to the order of business specified in Section 4-1 under Order of Business.

- Supporting information for every item to be placed on the Regular Meeting Agenda shall be received in the Office of the County Administrator before the close of the working day on the Monday that falls in the week immediately prior to the regularly scheduled Board meeting.
 - Agendas for special meetings shall be prepared as far in advance as the circumstances necessitating the special meeting allow.
 - The clerk shall include on the agenda all matters for which a written request and supporting information have been received in advance of the deadline herein established.
-

Section 3-2. Delivery

Each member of the Board shall receive the Regular Meeting Agenda, along with the supporting information available to staff, on the Friday of the week prior to the regular meeting to be held on the third Tuesday of each month.

Special meeting Agendas and supporting information will be delivered as far in advance as the circumstances necessitating the special meeting allow.

*Section 3-3. Posting
and Notice*

A copy of the Meeting Agendas shall be available in the Office of the County Administrator as of the date and time the information is distributed to members of the Board.

Agendas will also be posted on the County Web page at www.clarkecounty.gov.

Section 3-4. Copies The Clerk or Deputy Clerk of the Board shall prepare or cause to be prepared extra copies of the Agenda and supporting information, and shall make the same available to the public in the Office of the County Administrator and official County website at the same time that the Agenda is posted pursuant to Section 3-3, above.

Individuals desiring complete paper copies of Agenda packages shall arrange with the Clerk for the delivery and cost of the information desired.

The Clerk or Deputy Clerk shall also have a copy of agenda packet available at each meeting.

Article IV—Conduct Of Business

Section 4-1. Order of Business At meetings of the Board, the order of business should be as follows:

- (a) Call to Order
- (b) Adoption of Agenda
- (c) School Board Update
- (d) Approval of Minutes
- (e) Approval of Consent Agenda
- (f) Citizens' Comment
- (g) Department of Transportation Matters
- (h) Scheduled Presentations
- (i) Ratification of Committee Action
- (j) Project Update
- (k) Miscellaneous Items
- (l) Summary of Required Action
- (m) Closed Session (when required)
- (n) Board Member Committee Status Reports

When public hearings are scheduled, there will be a recess at this point until 6:30 pm and Items (m), (n), and (o) shall be conducted.

- (o) Citizens' Comment
 - (p) Public Hearings (when required)
 - (q) Adjournment
-

Section 4-2. Adoption of Agenda The Agenda presented for adoption shall be the agenda prepared and delivered as required in Article III.

Additions, deletions, or modifications to the agenda shall require the consent of a majority of the members of the Board present at the meeting.

Section 4-3. Consent Agenda

The Consent Agenda shall be introduced by a motion “to approve the Consent Agenda”, and shall be considered by the Board as a single item. There shall be no debate or discussion by any member of the Board regarding any item on the Consent Agenda, beyond asking questions for simple clarification.

On objection by any member of the Board of Supervisors to inclusion of any item on the Consent Agenda, that item shall be removed from the Consent Agenda forthwith.

- Such objection may be recorded at any time prior to completing the taking of a vote on the motion to approve the Consent Agenda.
- Items, which have been objected to and removed from the Consent Agenda, shall be moved to the Miscellaneous Item on the agenda and be considered individually and in the order in which they were objected to.

Approval of the motion to approve the Consent Agenda shall constitute approval, adoption, or enactment of each motion, resolution, or other item of business thereon, exactly as if each had been acted upon individually.

Section 4-4. Citizen Comment Period.

Any person desiring to address the Board of Supervisors at the Citizen Comment period shall be required to abide by the rules governing such presentations as set forth in these rules in Article VI—Citizen Responsibilities.

A register for persons desiring to address the Board of Supervisors during the Citizen Comment Period shall be furnished prior to the beginning of every regular meeting of the Board of Supervisors. [For sample, refer to Attachment B – Citizen Comment Period – Sign-In Sheet of this document.] Citizens desiring to address the Board of Supervisors during this period shall provide their name, the issue they want to address, and their place of residence on the register provided.

Each speaker at a Citizen’s Comment Period shall be limited to one appearance at each regular meeting of the Board and only issues that are not scheduled for future Public Hearings may be addressed. Individuals speaking during the Citizens’ Comment Period shall be subject to a five-minute time limitation.

Members of the Board shall neither engage in debate with, nor shall they be expected to answer questions posed by individuals speaking during the Citizen Comment period.

Should a review of the register indicate that more than two persons desire to speak on the same issue during the Citizen Comment Period the Chair may ask those desiring to speak to pick two people to represent their views.

- If those desiring to speak cannot agree on two representative speakers the Chair shall let the first two citizens speak for up to 5 minutes each but may limit subsequent speakers to the time required to present different opinions or new information.
- In lieu of the above, a majority of the Board of Supervisors present and voting at the meeting may direct the matter be scheduled for public comment at the next regular meeting of the Board, and defer public comment until that time.

*Section 4-5.
Scheduled
Presentations*

Any person desiring to address the Board of Supervisors at a Scheduled Presentation period of a Board of Supervisors meeting shall be required to abide by the rules governing such presentations as set forth in these rules in Article VI—Citizen Responsibilities.

Any citizen or staff member who desires to address the Board during the “Scheduled Presentations” portion of the Agenda at a Regular Meeting shall submit a written request to the Clerk, or his/her designee, identifying, with reasonable certainty, the subject matter of the presentation.

- Such request must be in the Clerk’s hands not later than the Agenda deadline specified in Section 3-1 hereof.
- The bias of the Board is that the Chair should honor all such requests and the person making the request should be allowed at least five [5] minutes of meeting time to address the Board. However, the Chair may delay the request to a future meeting or decline the request entirely if the meeting schedule is full or the topic is deemed to be inappropriate. Any such action on the part of the Chair must be reported to the rest of the Board at the meeting.
- Only the person requesting to make the presentation may do so, unless otherwise permitted by the Chair, and every such speaker shall be subject to a five minute time limit for the presentation itself, which limit can be extended with agreement of the Chair.
- Board Member questions and discussion of the material presented shall not be subject to any time limit.
- Persons making presentations should be prepared to answer questions and provide detailed information in response to questions from members of the Board.

Article V – Public Hearings

Section 5-1. Format for Public Hearings

It is the purpose and objective of the Board of Supervisors to give each citizen an opportunity to express his/her views on the issue(s) at hand at public hearings and to give all speakers equal treatment and courtesy.

While it is often necessary to have a presentation by an applicant and staff, it is the desire of the Board to hear from the public, and therefore, the applicant and staff presentations will be as brief as possible.

In order to accomplish this objective it is necessary that certain rules of order prevail at all hearings of the Board of Supervisors as follows:

Section 5-2. Order of Business

At public hearings, the order of business will be as follows:

- (a) Identification of Issue and Verification of Notice
 - (b) Staff and/or Applicant Presentation
 - (c) Public Comment
 - (d) Board Member Questions
 - (e) Staff, Applicant or Public Response
 - (f) Close of Public Hearing
 - (g) Board discussion and/or consideration
-

Section 5-3. Identification of Issue and Verification of Required Notice

The Chair shall call upon the appropriate County Staff member to verify that any required notice has been given and to read or summarize the notice for the benefit of those attending the public hearing.

Section 5-4. Staff and/or applicant presentation

The Chair will call upon the appropriate County staff and/or applicant to present such information as is necessary to explain the action requested of the Board of Supervisors.

Presentations will be brief, concise summaries for the Supervisor's and the public's information and understanding, provided that sufficient time will be allowed to present, properly and fairly, the subject matter.

When written information has been provided prior to the hearing, that information should be summarized and only new information should be

presented in detail.

*Section 5-5. Public
Comment*

Any person desiring to address the Board of Supervisors at a Public Hearing conducted by the Board of Supervisors shall be required to abide by the rules governing such presentations as set forth in these rules in Article VI—Citizen Responsibilities.

Prior to permitting public comment, the Chair shall determine, to the best of his ability, the approximate number of persons desiring to comment at the public hearing and shall establish the manner in which speakers are recognized and the length of time each may speak.

Should the Chair determine that the likely number of persons desiring to speak is 10 or more in number, he may direct that individuals desiring to speak register with staff, providing their name and the district in which they reside. Should registration be required, the Chair shall verify that all such registration has been completed before beginning the hearing begins.

*Section 5-6. Order of
Speaking*

Members of the public shall be permitted to speak as the Chair recognizes each, provided that no member of the public shall be recognized to speak a second time until all persons desiring to speak have had an opportunity to do so. In the event the number of persons desiring to speak necessitates a register, speakers shall be recognized in the order in which they have registered.

In the event the number of speakers results in the continuation of a public hearing, any persons registered but not heard at the initial Public Hearing will be the first given an opportunity to speak at the continued hearing.

*Section 5-7.
Presentation of
Comments*

Each person may address the Board as many times as the Chair, in his or her discretion, may allow, but no speaker shall exceed the total time limit set by the Chair regardless of the number of times recognized.

*Section 5-8.
Supervisors'
Questions*

Upon completion of a presentation by staff, applicant or member of the public, any Member of the Board may ask questions to enhance their understanding of the issue, verify information presented or clarify the action or actions requested.

Members of the Board shall not engage in debate with the person or persons making the presentation.

Section 5-9. Close of Hearing When the Chair of the Board shall have closed a Public Hearing no further public comments shall be received.

At the close of the public hearing, the Board of Supervisors shall, at its discretion, act or defer action upon the matter set for public hearing. In the event the Board defers action to a later date, the record shall be left open to receive written comments up until the time that a vote is taken.

Article VI—Citizen Responsibilities

Section 6-1. Application of Rules. Any person desiring to address the Board of Supervisors during any portion of a meeting designated for public comment shall be required to abide by the rules governing such presentations as hereafter set forth in these rules.

Section 6-2. Addressing the Board. All persons speaking at a meeting of the Board during any portion of a meeting designated for public comment shall address their comments to the Board of Supervisors and shall limit their comments to the matter before the Board of Supervisors. Speakers shall not engage in debate with other speakers or members of the public.

Questions shall not be asked of other speakers, but may be directed to the Chair of the Board for consideration by the Board in later deliberating the matter.

Section 6-3. Conduct while Speaking Persons speaking at a meeting of the Board of Supervisors shall do so in a courteous manner.

- Cursing or other obscene language or gestures; threats; insults; or other actions intended to harass, provoke or incite a fight, brawl, or other such disorderly response will not be permitted.
- Any person whose conduct is contrary to this section will be removed as provided for in section 2-2. of these rules.

Section 6-4. Name and place of residence. Individuals addressing the Board during any portion of a meeting designated for public comment shall clearly state their name and place of residence prior to making any further comments. Should a person be recognized to speak more than once, they shall identify themselves each time before speaking.

Section 6-5. Any person speaking at any portion of a meeting designated for public

*Organizational
Representation*

comment, who represents himself as being an officer or representative of an organization, group, association, corporation, or other entity, shall, upon request of a member of the Board,

- (a) Disclose for the organization, group, association, corporation, or other entity,
- (b) The history,
- (c) Size,
- (d) Dues,
- (e) Structure,
- (f) Date of creation,
- (g) Requirements for membership,
- (h) Tax status; and
- (i) Shall reveal the organizations method of determining its official position, and
- (j) The speaker's authority to represent the organization.

Unreasonable failure to provide this information to the satisfaction of the Board of Supervisors shall bar the speaker from speaking on behalf of the organization.

*Section 6-6. Order of
Speaking*

Persons speaking during any portion of a meeting designated for public comment shall do so in the order in which they are recognized and called upon by the Chair.

*Section 6-7. Time
Limits*

All persons speaking during any portion of a meeting designated for public comment shall observe all time limits established by the board and shall yield the floor when informed their time has expired.

*Section 6-8.
Registration.*

Should registration of speakers be required, all persons desiring to speak shall sign the register, providing their name and place of residence.

*Section 6-9. Written
copy of comments*

Speakers are requested, but not required, to leave written statements and/or comments with the Clerk or Deputy Clerk of the Board to be incorporated into the written record of the meeting.

*Section 6-10.
Information sources*

No person who speaks or otherwise presents information during any portion of a meeting designated for public comment shall knowingly present false or untrue

information to the Board of Supervisors, and shall, upon request of any Board Member, provide the source of any information presented.

**Article VII—
Appointments**

*Section 7-1.
Appointments*

Subject to ratification of a majority of the members of the Board of Supervisors, the Chair shall appoint members of the Board to such authorities, boards, commissions, committees or other organizations or positions as the Board shall so authorize.

**Article VIII—
Amendments**

*Section 8-1.
Amendments*

These Rules of Procedure may, from time to time, be revised, repealed, or otherwise amended upon an affirmative vote by a majority of the members of the Board of Supervisors present and voting.

Attachments

- A. Closed Meetings Procedure
 - B. Citizen Comment Sign-in Sheet
-

Attachment A – Closed Meetings Procedure

Closed Meetings Procedure

Closed Meetings can be held only for discussion of certain limited topics and can be entered only from a properly convened public meeting upon motion of a member of the Board of Supervisors.

Most frequently, the Board of Supervisors convenes a closed session to discuss one of the following:

- Specific Employees or appointees of the Board - §2.2.3711-A1
- Acquisition or Sale of Property - §2.2.3711-A3
- Privacy of individuals in personal matters - §2.2.3711-A4
- Discussion of unannounced business location - §2.2.3711-A5
- Discussion of the investment of public funds where competition or bargaining is involved - §2.2.3711-A6
- Consultation with legal counsel - §2.2.3711-A7

To convene a closed session, a member of the Board of Supervisors should:

“Move to convene a closed session pursuant to Section (see section number above), of the Code of Virginia, as amended, to discuss (identify to extent possible).”

To reconvene in public session after a closed session, the Board of Supervisors should readmit the public and only then a member of the Board should:

“Move to reconvene in open session.” With the vote taken immediately thereafter.

Next, a member of the Board should:

“Move to certify that to the best of the member’s knowledge (i) only public business matters lawfully exempted from open meeting requirements under Chapter 2.2-3700, et sec, of the Code of Virginia, as amended, and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the Board.”

A roll-call vote is required. Any member of the Board who believes that there was a departure from the requirements of the certifications in the above motion shall so state prior to the vote, indicating the substance of the departure that, in his judgment, has taken place. That statement shall be recorded in the minutes of the Board.

Revised 01/02

Printed 1/11/2011 at 4:32 PM

Attachment B – Citizen Comment Period – Sign-In Sheet

Citizen Comment Period - Sign-In Sheet

Name (Please Print)	Address	Topic
1.		
2.		
3.		
4.		
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18.		

If you are representing an Organization: Rules of Procedure - Section 6-5. – Organizational Representation

Any person speaking at any portion of a meeting designated for public comment, who represents himself as being an officer or representative of an organization, group, association, corporation, or other entity, shall, upon request of a member of the Board, disclose for the organization, group, association, corporation, or other entity, the history, size, dues, structure, date of creation, requirements for membership, tax status; and shall reveal the organizations method of determining its official position and the speaker's authority to represent the organization. Unreasonable failure to provide this information to the satisfaction of the Board of Supervisors shall bar the speaker from speaking on behalf of the organization.

End of document.

Clarke County Board of Supervisors



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

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

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

White Post Voting District
A.R. Dunning
(540) 837-1719

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

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

Resolution of the Clarke County Board of Supervisors Relating to the Support of the Virginia Sesquicentennial of the American Civil War Commission 11-0_R DRAFT

WHEREAS, the Clarke County Board of Supervisors supports the inclusion of all of its citizens in learning about the county's history and its relationship to the present and opportunities for the future, as well as supporting the promotion of economic development and heritage tourism in Clarke County; and

WHEREAS, the Virginia Sesquicentennial of the American Civil War Commission [the Commission] was created in 2006 by the General Assembly of Virginia for the purpose of preparing for and commemorating the 150th anniversary of Virginia's participation in the American Civil War; and,

WHEREAS, the Commission has requested that each locality in Virginia form a Sesquicentennial Committee to aid in planning and implementation of local activities for the commemoration period of 2011-2015; and,

WHEREAS, the Clarke County Board of Supervisors wishes to undertake this endeavor with the Commission, and with its regional planning partner the Shenandoah Valley Battlefields National Historic District [of which Clarke County is one of the eight constituent counties as determined by Congress], to promote and commemorate this important historic milestone.

NOW, THEREFORE, BE IT RESOLVED, by the Clarke County Board of Supervisors, that:

1. The Board of Supervisors hereby desires to support the Virginia Sesquicentennial of the American Civil War Commission and its efforts to commemorate the 150th anniversary of Virginia's participation in the American Civil War during the period 2011 through 2015.
2. Clarke County will be represented in the activities of the Commission by the Clarke County Committee on the Sesquicentennial of the Civil War and Emancipation [the 150th Committee], whose purposes will include:
 - a. To commemorate the 150th anniversary of the American Civil War and Emancipation as they happened in Clarke County, Virginia acknowledging the

diversity of local historic positions concerning the War, the “home front” struggles during wartime, and the legacies of the War for county people.

- b. To enable all citizens of Clarke County to participate in the regional, state, and national commemorations, while learning more about the history of their own country.
 - c. To make Clarke County better known and more accessible to people interested in its history.
 - d. To leave an enriched record of this local history for future citizens of the county.
3. Membership of the 150th Committee shall include:
- One member of, or appointed by, the Clarke County Board of Supervisors;
 - One member of or appointed by the Clarke County Historic Preservation Commission;
 - One member of or appointed by the Clarke County Historical Association;
 - One member of or appointed by the Clarke County African-American Cultural Center / Josephine Community Museum;
 - One representing the administration of the Clarke County Public Schools; and one member representing the Shenandoah Valley Battlefields Foundation.
 - Other members, representative of the diversity of the community, shall be recruited by the Committee.
 - The organizing chairman, pending elections by the Committee, is Robert Stieg, Jr., with existing initial volunteers on the organizing committee including Adeela Al-Khalili, Charles Johnston, Maral Kalbian, Jennifer Lee, Howard Means, Michael Murphy, Jesse Russell, and John Sours.
4. The Clarke County Board of Supervisors shall be periodically kept informed of the activities of the Clarke County Civil War Sesquicentennial Committee.

Adopted this ____ day of ____ 2011

Attest:

J. Michael Hobert, Chair

Information for Local Committees

Localities across the state have formed Local Sesquicentennial Committees to work with the state commission, plan events and activities that highlight its ties to the Civil War, and to promote its Civil War history during the commemoration. The following information is provided for those committees.

See the latest list of counties and cities that have established Local Sesquicentennial Committees

**S
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Privacy by

Interactive Map / Administration Sesquicentennial Tourism Marketing Grants

Logo Request Form

Logo Usage Policy

Civil War 150 Legacy Project

To every extent possible, the local sesquicentennial committee should include representatives of:

- Office of the chief administrative official
- Governing body (i.e., City Council or Board of Supervisors)
- Tourism industry organizations
- Convention and Visitors' Bureau or visitors' services office
- Chamber of Commerce or economic development office
- Education community (e.g., Superintendent, teachers, PTA representatives, public libraries, local historical societies, etc.)
- Local battlefields and National Park Service personnel
- Civil War Trails local coordinator
- Civil War museums and facilities
- Public and private nonprofit organizations and agencies engaged in commemorating historical events

Civil War 150 Local Committee Roundtable Meetings

DATE	TIME	LOCATION	DOCUMENTS
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2011 January 18

DRAFT Jan 11 – v 3

Christopher Price, Executive Director
Northern Shenandoah Valley Regional Commission
103 East Sixth Street
Front Royal, VA

RE: Proposed 2035 VDOT Rural Long Range Transportation Plan

Thank you for the opportunity to comment on VDOT's 2035 draft plan for this region, which includes Clarke County. The County Board of Supervisors understands that the recommendations in this Plan were based on the Comprehensive Plans for each jurisdiction and extrapolation of the number of vehicle trips. The Board does not believe that the Comprehensive Plan of Clarke County, which goes to great effort to limit rural residential development and focus development where access is already available, justifies the major projects recommended.

The Board is particularly opposed to:

1. the widening of Route 7 to six lanes. It is the Board's understanding that the 20-year transportation plans in Frederick and Loudoun Counties do not show additional lanes on Route 7, making this proposal illogical. The lack of any specific proposals to provide for shared ridership, through projects such as a Park & Ride facility in the Route 7 corridor close to trip origins, is a major deficiency. The general goal in the Plan in support of ride-sharing/transit facilities has no meaning without specific implementing projects. The Board would support efforts to create turn lanes, and to consolidate median crossover and driveways, where agreed to by property owners.
2. the widening of Route 340 to four and six lanes. The above comments regarding ride sharing, turn lanes, and consolidation of crossovers and driveways are also applicable to this corridor. This project's disruption to the communities of Berryville and Boyce would be devastating and fail cost/benefit analysis.
3. the widening of Route 723 to three lanes in Boyce. Such a project would encourage higher speeds where traffic calming is the goal and devastate the physical and qualitative character of a quintessential small town.
4. the widening of rural road lanes on five secondary routes to 12 feet and on three routes to 11 feet. Rather than making rural road safer, such work would encourage higher speeds making the roads less safe. Interstate highway lanes are 12 foot wide; such a width on rural roads is unnecessary. In most instances, shoulder improvements would improve safety without encouraging higher speeds.

The Board requests these improvements be stricken from the 2035 Plan.

The Board supports the intersection improvements for Rts 7 & 657, Rts 340 & 612, Rts 340 & 50, and Rts 340 & 522. In addition, the Board strongly supports improvements to West Main Street (Rt 7 Bus), Westwood Road (Rt 636), and Mosby Blvd, adjacent to the new Clarke County High School on the west side of Berryville. In the Town of Berryville, the Board supports the North Church Street (Rt 616) improvements if they connect to Fairfax Street (Rt 1016) instead of Bundy Street. The Board also supports an additional project: the extension of Jack Enders Blvd (Rt 613), for .25 miles from the Norfolk Southern Railroad to Rt 340. This connection will complete one of a network of streets designed to relieve congestion of the Main Street (Rt 7 Bus) and Buckmarsh Street (Rt 340) intersection.

In short, the wholesale reconstruction of Routes 7, 340, and 723 for additional lanes is simplistic, short sighted, and financially unrealistic. Further, most of the Secondary Road improvements are only necessary, in our view, to meet a general standard and do not reflect local conditions.

The following attached provides the Board's draft comments on each specific proposal. Again thank you for this opportunity. The Board looks forward to working with VDOT on this issue.

David L. Ash
County Administrator

Comments from Clarke County Board of Supervisors on 2035 Transportation Plan Projects
2011 January 18

- | | |
|--|--|
| 1. Rts 340 and 657 – Lord Fairfax Hwy / Senseny Rd intersection:
<u>Support</u> | add turn lanes (no light) |
| 2. Rts 7 and 612 – Harry Byrd Hwy / Shepherds Mill Rd:
<u>Support</u> | close some driveways, reconstruct/widen lanes, lengthen turn lanes, add light |
| 3. Rts 340 and 611 – Lord Fairfax Hwy and Summit Point Rd intersection:
<i>No comment</i> | deficient design w/ low priority: monitor |
| 4. Rts 7 Bypass and Business – Harry Byrd Hwy and West Main intersection:
<i>No comment</i> | deficient design w/ low priority: monitor |
| 5. Rts 7 and 653 – Harry Byrd Hwy and Kimble Rd intersection:
<i>No comment</i> | deficient design w/ low priority: monitor |
| 6. Rts 7 and 632 – Harry Byrd Hwy and Triple J/Crums Church Rds intersection:
<i>No comment</i> | deficient design w/ low priority: monitor |
| 7. Rts 50 and 601 – John Mosby Hwy and Blue Ridge Mtn Rd intersection:
<i>No comment</i> | deficient design w/ low priority: monitor |
| 8. Rts 340/522 and 277 – Stonewall Jackson Hwy / Lord Fairfax Hwy intersection:
<u>Support</u> | close some driveways, add thru lanes and turn lanes, modify light timing |
| 9. Rts 50 and 340 – John Mosby Hwy and Lord Fairfax Hwy intersection:
<u>Support</u> | close some driveways, add thru lanes and turn lanes, modify light timing, monitor to determine if interchange is warranted |
| 10. Rt 340 – Lord Fairfax Hwy: south leg of Double Tollgate intersection
<u>Support</u> | widen to six lanes |
| 11. Rt 340 – Lord Fairfax Hwy: from DT intersection to south of Waterloo intersection
<i>Oppose</i> | widen to six lanes |
| 12. Rt 277 – Lord Fairfax Hwy: west leg of Double Tollgate intersection
<u>Support</u> | widen to four lanes |
| 13. Rt 340 – Lord Fairfax Hwy: north leg of Waterloo intersection
<u>Support</u> | widen to four lanes |
| 14. Rt 340 – Lord Fairfax Hwy: from Rt 620 (Pyletown/Browntown Rds) to Rt 255 (Bishop Meade Rd)
<i>Oppose</i> | widen to four lanes |
| 15. Rt 340 – Lord Fairfax Hwy: from Rt 255 (Bishop Meade Rd) to Rt 657 (Senseny Rd)
<i>Oppose</i> | widen to four lanes |
| 16. Rt 340 – Lord Fairfax Hwy: from Rt 657 (Senseny Rd) to South corp limits of Berryville
<i>Oppose</i> | widen to four lanes |
| 17. Rt 7 – Harry Byrd Hwy: from Frederick County line to Rt 7 Business (West Main)
<i>Oppose</i> | widen to six lanes |
| 18. Rt 7 – Harry Byrd Hwy: from Rt 7 Business (West Main) to Rt 340 (Lord Fairfax Hwy)
<i>Oppose</i> | widen to six lanes |
| 19. Rt 7 – Harry Byrd Hwy: from Rt 340 (Lord Fairfax Hwy) to Rt 612 (Shepherds Mill Rd)
<i>Oppose</i> | widen to six lanes |
| 20. Rt 7 – Harry Byrd Hwy: from Rt 612 (Shepherds Mill Rd) to Rt 603 (Castleman Rd)
<i>Oppose</i> | widen to six lanes |
| 21. Rt 7 – Harry Byrd Hwy: from 603 (Castleman Rd) to Rt 606 (River Rd)
<i>Oppose</i> | widen to six lanes |
| 22. Rt 7 – Harry Byrd Hwy: from Rt 606 (River Rd) to Loudoun County line
<i>Oppose</i> | widen to six lanes |
| 23. Rt 601 – Blue Ridge Mtn Rd from Rt 50 (John Mosby Hwy to 4.5 miles of Rt 50)
<i>Oppose</i> | widen existing lanes |
| 24. Rt 601 – Blue Ridge Mtn Rd from 4.5 miles of Rt 50 to Rt 605 (Morgans Mill Rd)
<i>Oppose</i> | widen existing lanes |
| 25. Rt 601 – Blue Ridge Mtn Rd from Rt 605 (Morgans Mill Rd) to Loudoun County line
<i>Oppose</i> | widen existing lanes |

26. Rt 601 – Raven Rocks Rd from Loudoun County line to WVA state line
Oppose widen existing lanes
27. Rt 606 – River Road Rd from Rt 607 (Saw Mill Hill Rd) to Rt 7 (Harry Byrd Hwy)
Oppose widen existing lanes
28. Rt 723 – Old Winchester Rd from Frederick County line to North corp limits of Boyce
Oppose widen existing lanes
29. Rt 723 – Millwood Rd from South corp limits of Boyce to Rt 255 (Bishop Meade Rd)
Oppose widen existing lanes
30. Rt 657 – Senseny Rd from Frederick County line to Rt 634 (Salem Church Rd)
Oppose widen existing lanes
31. Rt 657 – Senseny Rd from Rt 634 (Salem Church Rd) to Rt 340 (Lord Fairfax Hwy)
Oppose widen existing lanes
32. Rt 636 – Westwood Rd from Rt 7 Business (West Main) to Rt 657 (Senseny Rd)
Oppose widen existing lanes
33. Rt 611 – Summit Point Rd from Rt 340 (Lord Fairfax Hwy) to WVA state line
Oppose widen existing lanes
34. Rt 761 – Old Charlestown Rd from Frederick County line to Rt 632 (Crums Church Rd)
Oppose widen existing lanes
35. Rt 761 – Old Charlestown Rd from Rt 632 (Crums Church Rd) to WVA state line
Oppose widen existing lanes
36. Rt 632 – Crums Church Rd from Rt 639 (Allen Rd) to Rt 761 (Old Charlestown Rd)
Oppose widen existing lanes
37. Rt 636 – Westwood Rd from south of Rt 7 Business (West Main)
Support to a distance of .45 miles south of Rt 7 Bus widen to three lanes
38. Rt 723 – Millwood Rd, bridge at Page Brook
Support replace bridge
39. Rt 604 – Ebenezer Rd from Rt 605 (Morgans Mill Rod to Rt 607 (Saw Mill Hill Rd)
Support reconstruct/pave road
40. Rt 340 – Lord Fairfax Hwy thru Waterloo Tollgate intersection
Support widen to four lanes (rural)
41. Rt 7 Business – West Main from Rt 7 (Harry Byrd Hwy) to West corp limits of Berryville
Support widen to three lanes (urban)

Berryville

42. Rts 340 and 7 Business – Buckmarsh St / Main St intersection
No comment deficient design w/ low priority: monitor
43. Rt 340 – Buckmarsh St from South corp limits of Berryville to Rt 7 Business (Main St)
Oppose widen to four lanes (w/ median)
44. Rt 616 – Bundy/Church Sts from Rt 1005 (Liberty St) to Rt 340 (Buckmarsh St)
Support if Bundy Street is replaced by Fairfax Street (Rt 1016) build/widen lanes
45. Rt 7 Business – West Main St from West corp limit to Buckmarsh St
Support widen to three lanes (urban)
46. Rt 7 Business – East Main St from Rt 340 (Buckmarsh St) to Rt 7 (Harry Byrd Hwy)
Support widen to three lanes (urban)
- New project: Rt 613 – Jack Enders Blvd: extending two-lane urban section .25 miles from Norfolk Southern RR to Rt 340. This connection will complete one of a network of streets designed to relieve congestion of the Main Street (Rt 7 Bus) and Buckmarsh Street (Rt 340) intersection.***
- Support

Boyce

47. Rt 340/723 intersection
Support with signalization provided when future with increased traffic volumes warrant add stop bars/ add left turn lanes on Main/ signalize
48. Rt 723 – Main St
Oppose widen to three lanes (urban)
49. Rt 340 – Greenway Ave
Oppose widen to four lanes (with median)

**AGREEMENT FOR
FISCAL AGENT FOR JOINT GOVERNMENT CENTER**

This AGREEMENT (“Agreement”), dated the _____ day of _____, 2011, by and between the TOWN OF BERRYVILLE, VIRGINIA (“Town”), a Virginia municipal corporation, and the COUNTY OF CLARKE, VIRGINIA (“County”), provides as follows.

WHEREAS, by agreement dated October 10, 2006, the Town and the County agreed that the County would serve as fiscal agent for the financing of the cost of the construction of the Joint Government Center; and

WHEREAS, the construction of the Joint Government Center has been completed, and the Town and the County desire that the County, through its Joint Administrative Services, serve as fiscal agent with respect to the costs related to the occupancy, use, and operation of the Joint Government Center.

NOW, THEREFORE, the Town and the County hereby agree as follows:

1. The County, through its Joint Administrative Services, shall serve as fiscal agent for the Town and the County with respect to the costs related to the occupancy, use, and operation of the Joint Government Center, pursuant to the agreement referenced in Paragraph 2, below.

2. The method for allocation of costs between the Town and the County for utilities, insurance, repair and maintenance, and other costs related to the occupancy, use, and operation of the Joint Government Center shall be established by a separate written agreement between the Town and the County, which agreement shall also provide for a budget estimate to be provided to the Town and the County in advance of each fiscal year, for the timing of payments for allocated costs, and for related matters.

3. This Agreement may be terminated by the Town or the County by thirty (30) days written notice to the other.

WITNESS the following signatures and seals:

TOWN OF BERRYVILLE, VIRGINIA

Date: _____

By: _____ (SEAL)
_____, Mayor

COUNTY OF CLARKE

Date: _____

By: _____ (SEAL)
_____, Chairman, Board
of Supervisors

AGREEMENT

This **AGREEMENT**, dated the 21st day of December, 2010, by and among the TOWN OF BERRYVILLE, VIRGINIA, a Virginia municipal corporation, and the COUNTY OF CLARKE, VIRGINIA, parties of the first part (collectively, "Owner"), and BRECHBILL & HELMAN CONSTRUCTION COMPANY, INC., party of the second part ("Contractor").

RECITALS:

1. Owner and Contractor entered into a Contract dated March 21, 2007 for Contractor to serve as general contractor in the construction of a government center for the Town of Berryville and the County of Clarke ("Joint Government Center") (said contract together with the general conditions, specifications, and other attachments thereto and amendments thereof being collectively referred to herein as "Contract").
2. Construction of the Joint Government Center has been completed.
3. Issues exist between Owner and Contractor as to (1) determination of the Date of Substantial Completion under the Contract, (2) liquidated damages, and (3) a brick allowance claim.

4. The parties have reached agreement on settlement of the foregoing issues.

AGREEMENT

For and in consideration of the mutual covenants and agreements herein set forth, the parties agree as follows:

1. Date of Substantial Completion. The Date of Substantial Completion under the Contract shall be March 3, 2009, and all warranties required by the Contract shall commence on March 3, 2009, except that the warranty on the carpet shall commence on date of re-installation.
2. Liquidated Damages. Liquidated Damages due by the Contractor under the Contract are \$68,000.00.
3. Brick Allowance Claim. The Owner shall pay Contractor \$12,500.00 on the Brick Allowance Claim.
4. Net Reduction. The Net Reduction of the final amount due Contractor under the Contract is \$55,500.00 (\$68,000.00 less \$12,500.00).
5. Final Payment. The total amount due to Contractor under the Contract, including retainage, and prior to the Net Reduction of \$55,500.00, is \$322,627.07. Therefore, Owner shall pay Contractor a Final

Payment of \$267,627.07 (\$322,627.07 less \$55,500.00), subject to the following:

a. Owner shall submit a payment request for \$242,627.07 to RDA upon the later of (i) full execution of this Agreement, (ii) delivery to Owner of the certification as provided in Paragraph 6, (iii) delivery to Owner of the Affidavit and Indemnity Agreement as provided in Paragraph 7, or (iv) issuance by Architect of Final Certificate of Payment, and shall promptly pay said sum to Contractor upon Owner's receipt thereof from RDA ("Initial Final Payment").

b. Contractor, at the direction of the Owner's reviewing engineer, shall reverse the coil piping in Units FC-9 and FC-10. The sum of \$10,000.00 shall be held by Owner for this work, and shall be paid over to Contractor upon completion of the work and approval of the work by Owner.

c. Contractor shall repair the casing and fan section of Unit FC-9 to alleviate the improper mixing of air and to force the air to be drawn across the cooling coil during operation. The sum of \$5,000.00 shall be held by Owner for this work, and shall be paid over to Contractor upon completion of the work and approval of the work by Owner.

d. Contractor, at the direction of the Owner's reviewing engineer, shall insulate the units and/or the piping and ductwork

appurtenances to the equipment casings for Units FC-2, FC-4, and FC-6 as necessary to prevent damage from condensation from the units. The sum of \$10,000.00 shall be held by Owner for this work, and shall be paid over to Contractor upon completion of the work and approval of the work by Owner.

6. Certification. Contractor shall provide to Owner, prior to payment by Owner of the Initial Final Payment, a written certification that a vapor barrier has been installed in the Joint Government Center.

7. Affidavit and Indemnity Agreement. Contractor shall provide to Owner, prior to payment by Owner of the Initial Final Payment, an executed Affidavit and Indemnity Agreement in the form of the document attached hereto as Exhibit A.

8. Releases.

a. Owner hereby releases any and all claims, liabilities, or causes of action, other than warranty claims, against Contractor arising under the Contract and for work done on the Joint Government Center pursuant to the Contract. Owner retains rights under all warranties.

b. Contractor hereby releases any and all claims, liabilities, or causes of action against Owner arising out of the Contract and for work done by Contractor on the Joint Government Center pursuant to the Contract.

WITNESS the following signatures and seals:

TOWN OF BERRYVILLE, VIRGINIA

Date: _____

By: _____ (SEAL)

COUNTY OF CLARKE

Date: _____

By: _____ (SEAL)

BRECHBILL & HELMAN CONSTRUCTION
COMPANY, INC.

Date: 1/7/11

By: Michael Kessel (SEAL)
MK, Vice President

**AFFIDAVIT AND
INDEMNITY AGREEMENT**

This Affidavit and Indemnity Agreement is provided by Brechbill & Helman Construction Company, Inc. ("Contractor") to the Town of Berryville, Virginia and the County of Clarke, Virginia (collectively, "Owner") with respect to the Berryville-Clarke County Joint Government Center ("Joint Government Center").

Contractor, after having been duly sworn, does certify to Owner that Contractor has paid in full amounts legally due to all subcontractors and suppliers who performed services or supplied material or equipment in the construction of the Joint Government Center.

Contractor further indemnifies and holds harmless Owner from any and all claims, demands, or causes of action by such subcontractors and suppliers, including, without limitation, costs, expenses, and fees, including attorney's fees, incurred by Owner with respect to any such claims, demands, or causes of action.

Brechbill & Helman Construction
Company, Inc.

By: Michael Keen
Michael Keen, Vice President

STATE OF Pennsylvania

County of Franklin, to-wit:

Subscribed and sworn to before me this 6 day of

January, ²⁰¹¹~~2010~~, by Michael Kissel, on behalf of Brechbill &

Helman Construction Company, Inc.

Barbra L Runyon

Notary Public

My commission expires: Nov. 28, 2011

Notary Registration No.: _____

COMMONWEALTH OF PENNSYLVANIA

Notarial Seal

Barbra L. Runyon, Notary Public
Chambersburg Boro, Franklin County
My Commission Expires Nov. 28, 2011

Member, Pennsylvania Association of Notaries



BRECHBILL & HELMAN
CONSTRUCTION COMPANY, INC.

GENERAL CONTRACTORS

MIKE KISSEL
VICE PRESIDENT

1115 SHELLER AVENUE
CHAMBERSBURG PA 17201
PHONE: 717-263-4621
FAX: 717-263-8498

DATE: 1/7/11

E-MAIL: mkissel@brechbillandhelman.com
Visit our website: www.brechbillandhelman.com

TO: Berryville – Clark County Joint Government Center

ATTN:

RE: Vapor Barrier

Brechbill and Helman Construction Company, Inc. have completed the installation of a vapor barrier directly above the acoustical ceiling on the second floor of the facility.

Mike Kissel Vice President
Brechbill and Helman Construction co., Inc.



December 31, 2010

Berryville-Clarke County Government Center
Berryville, Virginia

RE: Extended Limited Warranty Agreement & Terms
Berryville Government Center

'The Contractor's limited warranty on the HVAC system shall be extended until midnight, September 30, 2011, it being specifically agreed by the Owner that this extension of the Contractor's warranty is limited to piping, valves and fittings installation work as performed by the Contractor and its subcontractors, and it does not apply to the design of the HVAC system, modifications by others or the operation of the HVAC system generally,....'

This 'Extended Limited Warranty' is so agreed to by Miller & Anderson, Inc. this 31st day of December, 2010.'

By: 

Thomas J. Dick, Executive Vice President
Miller & Anderson, Inc.



Clarke County Sheriff's Office

INTEROFFICE MEMORANDUM

DATE: January 7, 2011

TO: Mike Hobert
John Staelin
David Ash
Tom Judge

FROM: Anthony Roper, Sheriff

SUBJECT: Leave Liability

The following items are attached

1. Clarke County Sheriff's Office current Leave Policy
2. Copy of the Code of Virginia referring to Annual Leave and Holiday
3. Current leave liability numbers
4. Minutes from Clarke County Sheriff's Office Administrative Staff Meeting

CLARKE COUNTY SHERIFF'S OFFICE

LEAVE POLICIES AND BENEFITS RULES AND REGULATIONS 02

Directives are for internal use only and do not enlarge an employee's civil liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violation of this directive, if proven, can only form the basis of a complaint by this Department, and then only in a non-judicial administrative setting.

This standard operating procedure applies to all Clarke County Sheriff's Office personnel.

Approved by: *s/s Anthony W. Roper*

Title: Sheriff

Effective Date: March 9, 2009

Review Date	Section Changed	Change	Reviewed by	Approved by
10/28/2009	III.A.1.b.	Corrected hours from 168 to 164, 264 to 260 hours per year, and 20.5 to 20 hours per pay period.	A Feltner	A Roper
08/11/2010	III.F.	Added FMLA information	McWilliams	A Roper
09/02/2010	III.E.	Added Overtime and renumbered bullet	McWilliams	A Roper

I. POLICY

The standards by which the department operates can only be achieved if employees are perceived as competent professionals. Maintaining performance standards depends on a fair and equitable working environment in which the conditions of employment are made clear. To this end, this order outlines the benefits afforded by Clarke County Sheriff's Office.

In addition, it is the policy of the Clarke County Sheriff's Office to establish and maintain a system of record maintenance that will ensure that all employee leave records accurately reflect the amount of leave accrued and granted.

II. PURPOSE

The purpose of this SOP is to establish the policy and procedures for covering Sheriff's Office employee benefits, including maintenance of employee leave records.

III. LEAVE

A. Annual and Holiday Leave

1. Deputy Sheriffs and Communications personnel annual/holiday leave is awarded using the following calculations:
 - a. Less than 10 years of service
 - 14 Days Annual Leave times 8 hours equals 112 hours per year
 - 12 Days Holiday Leave times 8 hours equals 96 hours per year
 - 112 hours plus 96 hours totals 208 hours per year, or 16 hours per pay period.
 - b. More than 10 years of service
 - 20.5 Days Annual Leave times 8 hours equals 164 hours per year
 - 12 Days Holiday Leave times 8 hours equals 96 hours per year
 - 164 hours plus 96 hours totals 260 hours per year, or 20 hours per pay period.
 - c. Full-time deputies and Communications personnel begin accruing annual leave as of their first pay period.
 - d. If the County of Clarke adds additional holiday hours to its schedule, that holiday time will be factored in to the deputy's and Communications personnel's annual leave during the pay period the added holiday takes place.
 - e. Requests for Annual Leave
 - (i) Leave requests should be submitted to the supervisor in writing at least 14 days prior to the requested date(s). A copy of the request, and the supervisor's response to the request, will be attached to the monthly time sheet.

- (ii) Leave will not be approved for more than two tours of duty or a combination of 16 days of leave and regular time off during a 28-day period without written approval from the Sheriff.
- (iii) Leave requests that include scheduled County holidays will not be approved without written approval from the Sheriff.
- (iv) Annual leave is granted on a first come first serve basis and will be denied if another deputy from the same tour of duty or for Communications personnel from the same shift has already been approved for leave. Annual leave may also be denied if a deputy or Communications personnel from the same tour of duty or shift is attending scheduled training.

2. Administrative/Investigative staff annual/holiday leave is awarded as follows:

- a. Annual leave is accrued at 9 hours per pay period for employees with less than 10 years of service and 13 hours per pay period for employees with more than 10 years of service.
- b. Full-time regular administrative/investigative staff begins accruing annual leave as of their first pay period.
- c. Holiday leave is taken in accordance with the Clarke County holiday schedule set each year by the Board of Supervisors, the Governor of Virginia, and the President of the United States. The schedule is available from the Clarke County Administration Office and usually, though not always, includes the following holidays:

New Year's Day	Labor Day
Lee-Jackson's Day	Columbus Day
Martin Luther King, Jr. Day	Veteran's Day
Presidents' Day	Thanksgiving Day
Memorial Day	Day After Thanksgiving
Independence Day	Christmas Day

- d. Occasionally, the County of Clarke will add to the holiday schedule. Administrative/Investigative staff will be made aware of the additional days when the Sheriff's office is notified of the change.
- e. Requests for annual leave should be submitted in writing to the employee's supervisor at least 14 days prior to the requested date(s). A copy of the request, and the supervisor's response to the request, will be attached to the monthly time sheet.
- f. Annual leave will not be approved for more than two weeks for a combination of 14 days of leave during a 28-day period without written approval from the Sheriff.

- g. The employee's supervisor has the right to deny requests for annual leave if the leave creates a hardship in running the office or performance of day-to-day duties.

B. Sick Leave

1. All Sheriff's Office employees shall be credited with sick leave at the rate of 4.5 hours per pay period. An employee begins accruing sick leave as of their first pay period. An unlimited amount of sick leave can be accrued.
2. The employee must notify his/her immediate supervisor that he/she will be out sick as soon as possible.
3. If an employee is absent for three or more consecutive days, he/she is required to provide a doctor's slip.
4. If a supervisor suspects that an employee is abusing sick leave, the supervisor may require the employee to provide a doctor's slip for each occurrence of sick leave use, no matter the duration.

C. Military and Civil Leave

1. Employees who are members of the organized forces of the United States Armed Services, Naval Militia, or National Guard shall be entitled to leaves of absence from their respective duties, without loss of seniority, accrued leave, or efficiency rating, on all days during which they are engaged in federally funded military training duty, or when called forth by the governor pursuant to state law. No loss of pay shall occur during such leaves of absence except that paid leaves of absence for federally funded military training duty shall not exceed 15 workdays per federal fiscal year.
2. Employees shall be granted leave for any absence necessary for serving on a jury or attending court as a witness under subpoena.

D. Compensatory Time

1. If an employee is required to work more than 160 hours in a pay period, the employee will be awarded compensatory time. The rate of award is as follows.
 - a. Exempt employees who have worked between 161 hours and 170 hours will be awarded one hour off per one hour worked. Exempt employees who have worked over 171 hours will be awarded compensatory time at a rate of 1.5 hours to 1 hour worked.
 - b. Non-exempt employees who have worked over 161 hours will be awarded compensatory time at a rate of 1.5 hours to 1 hour worked.
2. Compensatory Time should be used before annual and/or sick leave, and should be requested following the same procedures as for annual/sick leave.

- E. Overtime is available with prior approval. The rate of pay is determined by applicable state and federal codes.
- F. Unauthorized Absence – An unauthorized absence from duty shall be treated as an absence without pay and may be grounds for disciplinary action.
- G. Family Medical Leave Act (FMLA) – The Sheriff’s Office follows the County of Clarke guidelines for FMLA. Any employee who believes he/she will need to utilize FMLA should contact his/her supervisor for further direction.
 - 1. If an employee believes he/she will need to utilize FMLA the following options will be presented:

OPTION 1: FMLA LEAVE WITH PAY	
PLANNED	UNPLANNED
Use Compensation, Vacation, and Sick Leave (in that order)	Use Sick Leave, Compensation, and Vacation (in that order)
OPTION 2: FMLA LEAVE WITHOUT PAY*	
PLANNED	UNPLANNED
12 Weeks – No Deductions	12 Weeks – No Deductions
OPTION 3: LEAVE DEPLETION THEN FMLA LEAVE WITHOUT PAY*	
PLANNED	UNPLANNED
Use Compensation, Vacation, and Sick Leave (in that order) 12 Weeks Unpaid FMLA	Use Sick Leave, Compensation, and Vacation (in that order) 12 Weeks Unpaid FMLA

*If the employee chooses to use leave without pay, that employee is still liable for paying deductions such as medical insurance. Please verify the amount you would owe the County each pay period.

IV. BENEFITS

- A. All full-time regular employees are eligible for all benefits offered by the County. Detailed information about benefits provided is available in the County of Clarke Joint Administrative Services Department.
- B. Part-time employees are not eligible for benefits.

V. LEAVE RECORDS

- A. Leave records will be maintained on a form approved by the Sheriff. The employee and his/her supervisor will sign the forms after the proper computations are completed every pay period.
- B. Leave records will be maintained in accordance with the Virginia Records Retention Schedule.

§ 15.2-1605. **Vacations**; sick leave and compensatory time for certain officers and employees.

A. "Employee," as used in this section, means an employee or deputy of the attorney for the Commonwealth, the treasurer, the commissioner of the revenue, the clerk of the circuit court, and the sheriff and shall also include the officers and employees of all courts whose salaries are paid by the Commonwealth.

B. Every county and city for which such employees work shall annually provide for each employee at least two weeks **vacation** with pay, at least seven days sick leave with pay, and such legal holidays as are provided for in § 2.2-3300. If any employee or deputy is required to work on any legal holiday, he shall receive, in lieu of the holiday, an equal amount of compensatory time with pay in the same calendar year in which such holiday occurs. The county or city may provide that **vacation** or sick leave may be accumulated or shall terminate within a given period of time; however, such **vacation** may not be accumulated in excess of six weeks. The cost of providing such benefits shall be borne in the same manner and on the same basis as the costs of the office are shared or as the excess fees therefrom may be shared.

C. For the purpose of computing the Commonwealth's financial obligations for accumulated **vacation** time of an employee under this section, the Commonwealth shall pay the lesser, and in any event only its proportional share, of the amount due to an employee for such time when computed (i) under the applicable counties' or cities' personnel policies, regulations and rules, or (ii) by treating the employee as a Commonwealth employee, under its applicable personnel policies, regulations and rules.

(1972, c. 562, § 15.1-19.3; 1974, c. 103; 1977, c. 116; 1980, c. 547; 1984, c. 365; 1997, c. 587.)

Legislative Information System

Year	Leave	# of Emplo
Jan-04	4815	12
Dec-04	4578	12
Jan-05	5118	15
Dec-05	5750	15
Jan-06	5417	16
Dec-06	5461	16
Jan-07	5890	16
Dec-07	5700	16
Jan-08	5732	17
Dec-08	6246	17
Jan-09	6159	17
Dec-09	6447	17
Jan-10	6546	17
Nov-10	6503	17

8-Jun	9-Jun	10-Jun	10-Dec
ANNUAL COMP	ANNUAL COMP	ANNUAL COMP	ANNUAL COMP
SICK	SICK	SICK	SICK
340.25	387.75	326	425
0	276.5	0	255.5
388.75			
404.5	282.75	249.75	124
0	24.25	0	0
328	386.5	382	0
1047.5	1164.75	1253.75	1337.75
55.25	0	16	69.5
386	432.5	455.5	478
557.5	784.5	826	899
112	4	18	39
258	276.5	324	322
218.75	312.5	194	232.5
44	0	0	23.5
63	81.5	129	151
0	0	0	0
0	93.5	24	107.75
0	4	0	104
0	50.5	110	132
0	40.5	99	109
140	40.5	256	278.5
52	8	136	214.75
23.5	41.5	46	27.5
52	52	52	14.5
8	23.5	9	9
23.5			
104	0	41	28
51.75	4	114	6.5
81.5	12	137.5	6.5
27	0	27	25
0	0	97	4
0	0.75	47	8
163.5	26	264	
217.5			
52.25			
3566.75	78.25	3541	3717.25
1910.75	84.75	1984.5	320.5
1552			

Clarke County Sheriff's Office
Admin Staff Meeting
November 15, 2010

In Attendance:	Tony Roper	Michael McWilliams
	Alvin Feltner	Janine Rose
	Ken Gall	Brian Rosenberry
	Pam Hess	Travis Sumption
		Dave Tollett
Absent:	Becky White (on leave)	

- 1) The Sheriff thanked staff for their hard work. He advised that morale might be deteriorating among all staff. Though that is not currently reflected in the stats, supervisors should be watching and listening for it. Managing individuals may also be more difficult if the decrease in morale continues. Budget rumors, such as layoffs and lack of raises, will start floating around and should be addressed as necessary.
- 2) Case Review was not devised to “move paper”. As supervisors, if you see something within a report that can be acted upon, direct your staff to do it. Don’t forget to document your instructions. Everyone in attendance responded that they were comfortable with seeing the “next step” in a case and directing staff to move forward with that step.
- 3) Leave liability continues to be an issue; however, the Sheriff has opted to not make any changes to our policies. As supervisors, start managing each individual employee’s leave. Hold the individual accountable for how much leave they have on the books. The following comments were made:
 - a) Supervisors need to remind both the Sheriff and the Chief Deputy that you are on annual leave if called out for service while on annual leave.
 - b) Supervisors can require an individual to take leave if it’s justifiable. To that end, Chief Deputy McWilliams will begin sending out leave accruals to the Sergeants on a monthly basis.
- 4) Annual Leave within this office is considered a benefit. There must be a legitimate reason to deny a request for annual leave. The only reason to deny an individual requested leave shall be due to staffing issues. We do not care what the individual plans to do while on leave.
- 5) Chief Deputy McWilliams advised he would send out an email that includes two new proposed mission statements. He asked that we all review them and then provide him with thoughts, suggestions, comments, and/or revisions. He hopes to have a decision on the change, if it’s decided to change it at all, by the end of the year.
- 6) Sergeant Feltner will schedule a mock assessment for the second week of December, if scheduling permits. Ms. Rose handed out up to date assignment sheets and asked everyone to check for proofs still outstanding, proofs that are out of date, proofs that are currently







MEMORANDUM

TO: Board of Supervisors Finance Committee
CC: David Ash, County Administrator
FR: Thomas Judge, Director of Joint Administrative Services
DT: January 10, 2011
RE: *January Finance Committee Report*

1. **Supplemental Appropriations.** The School Supplemental will be addressed at a public hearing. The Finance Committee recommends the following supplemental appropriations:

“Be it resolved that the FY 11 General Government Capital Projects budgeted expenditure be increased \$25,000, and the same appropriated, that revenue from the Commonwealth of Virginia in the amount of \$25,000 be recognized, and that budgeted capital expenditure for economic development in the amount of \$12,100 be transferred to the Double Tollgate Project, all for the purpose of conducting a study.”

2. **Transfer.** The Virginia Association of Counties is requesting financial assistance in its effort to defeat legislation concerning the appeal of tax assessments. The Finance Committee took no action on this matter.

“Be it resolved that \$1,000 be transferred from the contingency for professional services to the Board of Supervisors professional services line item, for the purpose of assisting VACO in their legislative efforts.”

3. **FY 12 Budget Calendar.** Please find a proposed budget calendar attached. There are dates to schedule additional meetings if necessary, and the schedule can slip one week if tax rate changes are anticipated, and longer if not. The Finance Committee recommends approval of the calendar.
4. **Virginia Regional Transit Route Extension.** Please see the attached email exchange regarding an individual requiring transportation to Purcellville for provision of kidney dialysis. The Finance Committee took no action on this matter.
5. **Acceptance of December Bills and Claims.** The Finance Committee recommends acceptance of the December 2010 Bills and Claims report. Questions were raised about the Legal Services and Victim Witness accounts. JAS is reorganizing these two accounts, and the V-Stop grant, and hopes to eliminate most if not all of the overages without supplemental appropriation.
6. **Standing Reports.** The following are included: Reconciliation of Appropriations. General Fund Balance. General Fund Expenditure Summary.

Virginia Association of Counties



Connecting County Governments since 1934

Virginia Association of Counties

President

Robert R. Adkins
Wise County

President-Elect

Barbara A. Favola
Arlington County

First Vice President

Catherine M. Hudgins
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Second Vice President

John D. Miller
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Secretary-Treasurer

Harrison A. Moody
Dinwiddie County

Immediate Past President

Donald L. Hart, Jr.
Accomack County

Executive Director

James D. Campbell, CAE

General Counsel

Phyllis A. Errico, Esq., CAE

December 21, 2010

RECEIVED DEC 28 2010

RE: Citizens' Appeals of Local Tax Assessments

Dear David,

As we begin to work through the hundreds of bills filed for the 2011 General Assembly, we remind you of a priority issue that was identified by the VACo Board of Directors. That issue is protecting the current burden of proof process in real estate and property assessment appeals. We believe that Delegate laquinto (Virginia Beach) will reintroduce legislation, similar to 2010's HB570, to put the burden of proof in assessment appeals on the locality. Under current law, assessments of real and personal property by the local government are presumed to be correct. Currently, when a taxpayer challenges or appeals his assessment, the burden of proof is upon the taxpayer to prove the assessment is erroneous. The proposed legislation will shift the burden of proof to the locality to prove the assessment is correct. We predict that if the bill passes, many localities may be hit with an onslaught of appeals. We anticipate that many property owners will determine it's in their best interests to appeal, since they no longer would have the burden of proving their case. The additional appeals may require your assessor and/or commissioner of the revenue to add staff to deal with the appeals. In addition, you may be forced to hire additional attorneys to handle the cases that go to court. Rural and smaller localities will not be immune from impact. Localities that contract for assessment services or conduct multi-year assessments may be forced to conduct annual assessments based on appeal results and court rulings.

VACo and VML have pooled resources to fight this proposed legislation that will significantly alter the assessment and appeals process. We have contracted with some of the best tax, real estate and property assessment consultants to assist us in fighting this legislation during the 2011 session. Needless to say, this effort will benefit all of the counties in the Commonwealth and can be very expensive. A number of counties have already recognized the importance of defeating this legislation and offered VACo assistance with funding for this matter. Therefore, we ask your county to consider a special assessment of at least \$1000 to help us protect the current standard of proof in real estate and property assessment.

Enclosed you will find an invoice for this special assessment. Thank you for your consideration.

Sincerely,

James D. Campbell, CAE
Executive Director

Enclosure

1207 E. Main St., Suite 300
Richmond, Va. 23219-3627

Phone: 804.788.6652
Fax: 804.788.0083

E-mail: mail@vaco.org
Web site: www.vaco.org



VACO exists to support county officials and to effectively represent, promote and protect the interests of counties to better serve the people of Virginia.

Invoice

Date: December 21, 2010
Invoice # GA2011-022

To

Clarke County
David L. Ash, County Administrator
101 Chalmers Court, Suite B
Berryville, VA 22611

Category	Population Category
Special Assessment	14,471

Description	Total
Special Assessment Request / General Assembly Session 2011	\$1000.00
Total Due	\$1000.00

Make all checks payable to: Virginia Association of Counties

Thank you for your consideration!

Virginia Association of Counties 1207 E. Main Street, Suite 300, Richmond, VA 23219
Phone 804-788-6652 Fax 804-788-0083 www.vaco.org

FY 12 BUDGET CALENDAR

Date	Time	Location	Event
Wednesday, January 19, 2011	02:00 PM	JGC	Staff Revenue Review
Tuesday, January 25, 2011	05:00 PM	JGC	Finance Committee: Revenue Review
Tuesday, February 01, 2011	05:00 PM	JGC	Finance Committee: Agency presentations
Thursday, February 03, 2011	05:00 PM	JGC	Finance Committee: Agency presentations
Monday, February 07, 2011	10:00 AM	JGC	BOS Worksession: presentation by County Administrator
Tuesday, February 15, 2011	01:00 PM	JGC	BOS Direction to County Administrator
Tuesday, February 22, 2011	05:00 PM	JGC	Finance Committee
Tuesday, March 01, 2011	07:00 PM	JGC	BOS Worksession: SB presentation
Thursday, March 03, 2011	05:00 PM	JGC	Finance Committee
Monday, March 07, 2011	10:00 AM	JGC	BOS Worksession
Thursday, March 10, 2011	05:00 PM	JGC	Finance Committee
Tuesday, March 15, 2011	05:30 PM	JGC	BOS Worksession until final number
Tuesday, March 22, 2011	NA	Winchester Star	Advertise
Tuesday, March 29, 2011	NA	Winchester Star	Advertise
Tuesday, April 05, 2011	07:30 PM	JGC	Public Hearing
Tuesday, April 12, 2011	05:30 PM	JGC	BOS Worksession until final numbers; recess, then adopt budget and Appropriations Resolutions.

① and to be held in the new building. Budget meeting for final all budget part. (2)

FY 12 BUDGET CALENDAR

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Thursday, March 10, 2011	05:00 PM	JGC	Finance Committee
Tuesday, March 15, 2011	05:30 PM	JGC	BOS Worksession until final number
Tuesday, March 22, 2011	NA	Winchester Star	Advertise in newspaper, and develop link at Clarke Daily News
Tuesday, March 29, 2011	NA	Winchester Star	Advertise in newspaper, and develop link at Clarke Daily News
Tuesday, April 05, 2011	07:30 PM	JGC	Public Hearing
Tuesday, April 12, 2011	05:30 PM	JGC	BOS Worksession until final numbers: recess, then adopt budget and Appropriations Resolutions.

Clarke

dash@clarkecounty.gov

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RE: Clarke County Resident to Dialysis

From : Pam Forshee <pam@vatransit.org>
Subject : RE: Clarke County Resident to Dialysis
To : 'David Ash' <dash@clarkecounty.gov>
Cc : 'Dave Morgan' <davem@vatransit.org>

Mon, Dec 27, 2010 12:28 PM

Dave,

Thank you for the opportunity to provide additional information for your Finance Committee.

In allowing the Clarke County bus to travel to Purcellville two mornings a week, tentatively Wednesday and Friday, in addition to dropping off the dialysis patient we could also drop off passengers to catch the Purcellville Connector for 50 cents. Understanding that this is an east bound one way trip, twice a week, passengers could then travel eastward into Leesburg, Ashburn, Sterling, or Oranville which would include transferring to buses that would connect with Dulles Town Center and Dulles Airport. We also have a WFC Express bus that provides transportation to West Falls Church Metro for the fare of \$1.75.

Our heaviest ridership is on Monday, travelling into Winchester, with Thursday at a close second as it is Seniors Ride Free day. We have passengers travelling each day of the week, but all are in town (Berryville trips) except for Mondays.

We feel confident that we can continue to accommodate our existing passengers and provide two weekly one-way trips, with immediate returns to Berryville, thus benefiting Clarke County service without any impact on funding.

Happy Holidays!
 Pam Forshee



Virginia Regional Transit
 Transit Manager, Loudoun
 Phone: 540-338-1610
 Toll Free: 877-777-2708
 Fax: 703-777-9370
 Email: pam@vatransit.org

From: David Ash [mailto:dash@clarkecounty.gov]
Sent: Tuesday, December 21, 2010 9:14 AM
To: pam@vatransit.org
Subject: Clarke County Resident to Dialysis

Pam,

It sounds like the request and the proposed response is that VA Transit could accommodate this request two days a week, but not on Monday's as that time is already taken. Could this be structured to benefit others or is this proposed as transportation for a single individual? Is there any interconnection in Purcellville that a potential rider could connect with to travel on east? Does this proposed routine use adversely impact other users on Wednesdays and Fridays? Do you typically have no riders on those days, or are the demands infrequent? As I understand it, the proposal would be to transport the individual to the dialysis center in Purcellville and immediately return to Berryville. There is no expectation of a return trip later in the day, so it would be difficult for others to benefit from the route unless it was for an extended stay with an expected return on a following Wednesday or Friday.

Is there any way that this could be structured to better serve more without increasing the cost or operating mileage without much perceived return or benefit to the riders.

The Finance Committee has looked at this request but has asked that I try and get all the information possible on the cost/benefit of this proposal before making a recommendation to the board.

Dave Ash.

David Ash, County Administrator
101 Chalmers Court
Berryville, Virginia 22611

(540) 955-5100
(540) 955-5175 Fax
dash@clarkecounty.gov

Clarke

dash@clarkecounty.gov

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Clarke County Resident to Dialysis

From : David Ash <dash@clarkecounty.gov>

Tue, Dec 21, 2010 09:13 AM

Subject : Clarke County Resident to Dialysis**To :** pam@vatransit.org

Pam,

It sounds like the request and the proposed response is that VA Transit could accommodate this request two days a week, but not on Monday's as that time is already taken. Could this be structured to benefit others or is this proposed as transportation for a single individual? Is there any interconnection in Purcellville that a potential rider could connect with to travel on east? Does this proposed routine use adversely impact other users on Wednesdays and Fridays? Do you typically have no riders on those days, or are the demands infrequent? As I understand it, the proposal would be to transport the individual to the dialysis center in Purcellville and immediately return to Berryville. There is no expectation of a return trip later in the day, so it would be difficult for others to benefit from the route unless it was for an extended stay with an expected return on a following Wednesday or Friday.

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The Finance Committee has looked at this request but has asked that I try and get all the information possible on the cost/benefit of this proposal before making a recommendation to the board.

Dave Ash.

David Ash, County Administrator
101 Chalmers Court
Berryville, Virginia 22611

(540) 955-5100
(540) 955-5175 Fax
dash@clarkecounty.gov

Clarke

dash@clarkecounty.gov

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Fwd: Clarke County Resident to Dialysis

From : Lora Walburn <lwalburn@clarkecounty.gov>

Fri, Nov 12, 2010 09:25 AM

Subject : Fwd: Clarke County Resident to Dialysis

To : David Ash <dash@clarkecounty.gov>

For your consideration -

From: "Pam Forshee" <pam@vatransit.org>
To: "Lora Walburn" <lwalburn@clarkecounty.gov>
Sent: Wednesday, November 10, 2010 4:41:17 PM
Subject: Clarke County Resident to Dialysis

Lora,

Per our discussion today, I have been contacted by the FISH organization that operates in Clarke County. They have a Clarke County resident that has been driving himself to DaVita dialysis in Purcellville, three times a week, for some time. This resident's social worker at DaVita feels as though he can no longer drive himself and he must find alternative transportation.

In cooperation with FISH, to provide this resident life saving medical treatment, we have been asked if the VRT Clarke County bus can provide morning transportation to Purcellville and FISH will provide him transportation back home.

They have asked for three mornings a week (Monday, Wednesday, and Friday) with Monday being the most important. Wednesday and Friday we can accommodate within our 4 hours of daily service but Monday the bus is always very busy, with not a moment to spare.

Please let us know if Clarke County is willing to provide this transportation service or potentially the permission to travel into Purcellville.

Thank you,
Pam Forshee



Virginia Regional Transit
 Transit Manager, Loudoun
 Phone: 540-338-1610
 Toll Free: 877-777-2708
 Fax: 703-777-9370
 Email: pam@vatransit.org

Lora B. Walburn
 Deputy Clerk to the Board Supervisors
 Executive Assistant - County Administration
 County of Clarke
 101 Chalmers Court, Suite B
 Berryville, Virginia 22611
 [540] 955-5175

CLARKE COUNTY
 December 2010 Vendor Payments
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VOUCH#	Fis Month	Invoice ID	DESCRIPTION	CK/EFT #	CK/EFT Date	Amount
Fiscal Year: 2011						
EXPENDITURES						
DEFINITION TYPE 0						
100-000-11010-3600 ADVERTISING						
VENDOR: WINCHESTER STAR						
12	DECEMBER	1651188	HEARING AD	69797	12/15/2010 \$	531.85
100-000-11010-5540 TRAVEL CONVENTION & EDUCATION						
VENDOR: BB&T FINANCIAL, FSB						
1	DECEMBER	0000 9766	TRAVEL	69811	12/23/2010 \$	1,338.83
100-000-11010-6001 OFFICE SUPPLIES						
VENDOR: LAB SAFETY SUPPLY INC						
1	DECEMBER	1016424976	FIRST AID KITS	69714	12/15/2010 \$	96.42
VENDOR: SCHENCK FOODS CO., INC.						
1	DECEMBER	5392223	COFFEE FILTERS/CREAMER	69757	12/15/2010 \$	91.93
Total for 100-000-11010-6001						\$ 188.35
100-000-12110-5230 TELECOMMUNICATIONS						
VENDOR: AT&T MOBILITY						
4	DECEMBER	12012010	COUNTY ADMIN CRLL PHONE ES	69639	12/15/2010 \$	98.92
VENDOR: TREASURER OF VIRGINIA						
7	DECEMBER	T227769	MONTHLY PHONE CHARGES	69669	12/15/2010 \$	2.70
VENDOR: VERIZON						
399	DECEMBER	00002726889534Y	MONTHLY PHONE CHARGES	69785	12/15/2010 \$	6.81
Total for 100-000-12110-5230						\$ 108.43
100-000-12110-5810 DUES & ASSOCIATION MEMBERSHIPS						
VENDOR: VMCA REGION III						
1	DECEMBER	RENEWAL	REGION III RENEWAL	69787	12/15/2010 \$	30.00
100-000-12110-6008 VEHICLE AND EQUIP FUEL						
VENDOR: QUARLES FUEL NETWORK						
1	DECEMBER	1093034CT	FUEL	702	12/15/2010 \$	110.13
VENDOR: FLEET SERVICES						
2	DECEMBER	24658639	FUEL	69869	12/23/2010 \$	21.60
Total for 100-000-12110-6008						\$ 131.73
100-000-12110-6012 BOOKS AND SUBSCRIPTIONS						
VENDOR: MATTHEW BENDER & CO., INC.						
1	DECEMBER	1084635	VA CODE RULES	69715	12/15/2010 \$	15.22
100-000-12210-3100 PROFESSIONAL SERVICES						
VENDOR: HALL, MONAHAN, ENGLE, MAHAN & MITCHELL						
23	DECEMBER	GENERAL FILE	LEGAL SERVICES	676	12/15/2010 \$	1,820.00

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VOUCH#	Fis Month	Invoice ID	DESCRIPTION	CK/EFT #	CK/EFT Date	Amount

100-000-12310-3320	MAINTENANCE SERVICE CONTRACTS					
VENDOR: CINTAS DOCUMENT MANAGEMENT						
1	DECEMBER	DJ94014071	ONSITE SERV	69826	12/23/2010 \$	20.00
1	DECEMBER	DJ94015298	ONSITE SERV	69826	12/23/2010 \$	20.00
Total for 100-000-12310-3320						\$ 40.00
100-000-12310-5230	TELECOMMUNICATIONS					
VENDOR: VERIZON						
400	DECEMBER	00002726889534Y	MONTHLY PHONE CHARGES	69785	12/15/2010 \$	0.66
401	DECEMBER	00002726889534Y	MONTHLY PHONE CHARGES	69785	12/15/2010 \$	4.54
402	DECEMBER	00002726889534Y	MONTHLY PHONE CHARGES	69785	12/15/2010 \$	25.73
Total for 100-000-12310-5230						\$ 30.93
100-000-12310-6001	OFFICE SUPPLIES					
VENDOR: GENERAL SALES OF VIRGINIA						
1	DECEMBER	21012817	MAT	737	12/23/2010 \$	80.00
100-000-12410-5230	TELECOMMUNICATIONS					
VENDOR: VERIZON						
403	DECEMBER	00002726889534Y	MONTHLY PHONE CHARGES	69785	12/15/2010 \$	2.27
100-000-12410-6001	OFFICE SUPPLIES					
VENDOR: CINTAS DOCUMENT MANAGEMENT						
1	DECEMBER	DJ94014072	ONSITE EXEC	69657	12/15/2010 \$	20.00
1	DECEMBER	DJ94015299	ONSITE SERV	69826	12/23/2010 \$	20.00
Total for 100-000-12410-6001						\$ 40.00
100-000-12510-3100	PROFESSIONAL SERVICES					
VENDOR: MATSCH SYSTEMS						
1	DECEMBER	1161	NET PHACS CALL ACCOUNT/ARC	691	12/15/2010 \$	150.00
100-000-12510-3320	MAINTENANCE SERVICE CONTRACT					
VENDOR: AVAYA, INC.						
1	DECEMBER	2730616516	ANNUAL PHONE SYSTEM SUPPOR	69640	12/15/2010 \$	1,172.19
VENDOR: JUST IN TIME DESIGN						
1	DECEMBER	1042	WEBSITE MAINTANCE/SUPPORT	69709	12/15/2010 \$	540.00
Total for 100-000-12510-3320						\$ 1,712.19
100-000-12510-5230	TELECOMMUNICATIONS					
VENDOR: AT&T MOBILITY						
6	DECEMBER	12012010	GOV TECH CELL PHONE ESTIMA	69639	12/15/2010 \$	12.43
VENDOR: COMCAST						
1	DECEMBER	17850506	INTERNET SERVICES - GOVERN	69663	12/15/2010 \$	587.50
VENDOR: TREASURER OF VIRGINIA						
19	DECEMBER	T227769	MONTHLY PHONE CHARGES	69669	12/15/2010 \$	1,829.73
VENDOR: VERIZON						

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404	DECEMBER	00002726889534Y	MONTHLY PHONE CHARGES	69785	12/15/2010	\$ 388.32
Total for 100-000-12510-5230						\$ 2,817.98
100-000-12510-8207 EDP EQUIPMENT						
VENDOR: HEWLETT PACKARD						
1	DECEMBER	48322504	HP COMPAQ 8100	69699	12/15/2010	\$ 1,736.01
VENDOR: TML COPIERS & DIGITAL SOLUTIONS						
1	DECEMBER	112530	W5675PT (W/3 HOLE PUNCH XI	754	12/23/2010	\$ 325.25
Total for 100-000-12510-8207						\$ 2,061.26
100-000-13100-3000 PURCHASED SERVICES						
VENDOR: ELECTION SYSTEMS & SOFTWARE, INC.						
1	DECEMBER	764843	LAYOUT CHARGE	69678	12/15/2010	\$ 60.00
1	DECEMBER	764844	BASE CHARGE	69678	12/15/2010	\$ 969.05
1	DECEMBER	764845	AUDIO CODING SVC	69678	12/15/2010	\$ 470.10
Total for 100-000-13100-3000						\$ 1,499.15
100-000-13100-6000 MATERIAL AND SUPPLIES						
VENDOR: BOSSERMAN, BARBARA						
1	DECEMBER	REIMB ELEC CARD	ELECTION CARDS REIMBURSEME	729	12/23/2010	\$ 6.00
100-000-13200-5230 TELECOMMUNICATIONS						
VENDOR: VERIZON						
405	DECEMBER	00002726889534Y	MONTHLY PHONE CHARGES	69785	12/15/2010	\$ 2.27
100-000-13200-5810 DUES & SUBSCRIPTIONS						
VENDOR: VOTER REGISTRARS ASSOCIATION OF VA						
1	DECEMBER	043	DUES	69788	12/15/2010	\$ 140.00
100-000-21200-5230 TELECOMMUNICATIONS						
VENDOR: TREASURER OF VIRGINIA						
11	DECEMBER	T227769	MONTHLY PHONE CHARGES	69669	12/15/2010	\$ 113.33
VENDOR: VERIZON						
406	DECEMBER	00002726889534Y	MONTHLY PHONE CHARGES	69785	12/15/2010	\$ 28.33
Total for 100-000-21200-5230						\$ 141.66
100-000-21300-5230 TELECOMMUNICATIONS						
VENDOR: FREDERICK COUNTY FINANCE DEPARTMENT						
2	DECEMBER	VIDEO LINE	VIDEO LINE	69689	12/15/2010	\$ 23.15
100-000-21500-5230 TELECOMMUNICATIONS						
VENDOR: TREASURER OF VIRGINIA						
12	DECEMBER	T227769	MONTHLY PHONE CHARGES	69669	12/15/2010	\$ 3.22
VENDOR: VERIZON						
407	DECEMBER	00002726889534Y	MONTHLY PHONE CHARGES	69785	12/15/2010	\$ 50.39
Total for 100-000-21500-5230						\$ 53.61

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VOUCH#	Fis Month	Invoice ID	DESCRIPTION	CK/EFT #	CK/EFT Date	Amount
100-000-21600-1100			Salaries - Regular			
VENDOR: CLARKE COUNTY CIRCUIT COURT						
3	DECEMBER	OP EXPENSES	OPERATIONAL EXP FY11	69660	12/15/2010 \$	4,000.00
100-000-21600-2100			FICA BENEFITS			
VENDOR: BANK OF CLARKE COUNTY						
1	DECEMBER	20101222	DECEMBER 2010 FY11 PAYROLL	11868	12/22/2010 \$	1,062.41
100-000-21600-2210			VRSR BENEFITS			
VENDOR: TREASURER OF VIRGINIA - VRSR-O						
1	DECEMBER	20101222	DECEMBER 2010 FY11 PAYROLL	11870	12/22/2010 \$	1,916.48
100-000-21600-2300			HEALTH INSURANCE BENEFITS			
VENDOR: ANTHEM BLUE CROSS/BLUE SHIELD						
1	DECEMBER	20101222	DECEMBER 2010 FY11 PAYROLL	11867	12/22/2010 \$	847.14
100-000-21600-2400			LIFE INSURANCE			
VENDOR: TREASURER OF VIRGINIA - INS - O						
1	DECEMBER	20101222	DECEMBER 2010 FY11 PAYROLL	11869	12/22/2010 \$	38.89
100-000-21600-5210			POSTAL SERVICES			
VENDOR: U.S. POSTAL SERVICE						
4	DECEMBER	STAMPS	STAMPS	69738	12/15/2010 \$	176.00
100-000-21600-5230			TELECOMMUNICATIONS			
VENDOR: TREASURER OF VIRGINIA						
18	DECEMBER	T227769	MONTHLY PHONE CHARGES	69669	12/15/2010 \$	5.18
VENDOR: VERIZON						
408	DECEMBER	00002726889534Y	MONTHLY PHONE CHARGES	69785	12/15/2010 \$	58.74
			Total for 100-000-21600-5230		\$	63.92
100-000-21600-6001			OFFICE SUPPLIES			
VENDOR: B-K OFFICE SUPPLY, INC.						
1	DECEMBER	6855-1	RUBBERANDS/AG REFILLS	651	12/15/2010 \$	17.43
VENDOR: BANK OF CLARKE COUNTY						
2	DECEMBER	1106899	CHECKS	69805	12/23/2010 \$	87.54
VENDOR: COMMERCIAL PRESS						
1	DECEMBER	99684	ENVELOPES	664	12/15/2010 \$	98.63
VENDOR: MATHEW BENDER & CO., INC.						
1	DECEMBER	10768521	OFF DUI HDBK	69715	12/15/2010 \$	29.47
			Total for 100-000-21600-6001		\$	233.07
100-000-21900-5230			TELECOMMUNICATIONS			
VENDOR: TREASURER OF VIRGINIA						
20	DECEMBER	T227769	MONTHLY PHONE CHARGES	69669	12/15/2010 \$	2.70
VENDOR: VERIZON						
409	DECEMBER	00002726889534Y	MONTHLY PHONE CHARGES	69785	12/15/2010 \$	2.27

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Total for 100-000-21900-5230						\$ 4.97
100-000-21900-5540			TRAVEL CONVENTION & EDUCATION			
VENDOR: MARPLE, BETH						
1	DECEMBER	TRAVEL REIMB	TRAVEL REIMB	650	12/15/2010	\$ 398.21
100-000-22100-3320			MAINTENANCE SERVICE CONTRACT			
VENDOR: DDL BUSINESS SYSTEMS LLC						
1	DECEMBER	41974	MAINT CONTRACT	69664	12/15/2010	\$ 55.82
100-000-22100-5230			TELECOMMUNICATIONS			
VENDOR: TREASURER OF VIRGINIA						
6	DECEMBER	T227769	MONTHLY PHONE CHARGES	69669	12/15/2010	\$ 5.85
VENDOR: VERIZON						
410	DECEMBER	00002726889534Y	MONTHLY PHONE CHARGES	69785	12/15/2010	\$ 29.84
Total for 100-000-22100-5230						\$ 35.69
100-000-22100-5810			DUES & MEMBERSHIPS			
VENDOR: NATIONAL DISTRICT ATTORNEYS ASSOC.						
1	DECEMBER	1676	MEMBERSHIP DUES	69727	12/15/2010	\$ 95.00
100-000-31200-3100			PROFESSIONAL SERVICES			
VENDOR: PATLAN, CARLOS LOPEZ						
1	DECEMBER	SERVICES	INTERPRETER	690	12/15/2010	\$ 70.00
VENDOR: TREASURER OF VIRGINIA						
1	DECEMBER	198678	CALIBRATION FEE	69875	12/23/2010	\$ 13.90
VENDOR: ZAMITIZ, NOHEMY						
1	DECEMBER	INTERPRETOR FEE	INTERPRETOR	756	12/23/2010	\$ 47.50
Total for 100-000-31200-3100						\$ 131.40
100-000-31200-3310			REPAIR & MAINTENANCE			
VENDOR: FCC.LCC						
1	DECEMBER	16841	MIC BATTERY	69846	12/23/2010	\$ 63.00
100-000-31200-3350			INSURED REPAIRS			
VENDOR: VALLEY TWO-WAY INC						
1	DECEMBER	95226	REMOVE ALL RADIO EQUIP FRO	69780	12/15/2010	\$ 200.00
100-000-31200-5210			POSTAL SERVICES			
VENDOR: BB&T FINANCIAL, FSB						
1	DECEMBER	0000 1190	POSTAGE	69811	12/23/2010	\$ 6.32
3	DECEMBER	0000 9782	POSTAGE	69811	12/23/2010	\$ 5.70
VENDOR: PITNEY BOWES INC						
1	DECEMBER	425717	POSTAGE	69736	12/15/2010	\$ 83.80
VENDOR: RESERVE ACCOUNT						
3	DECEMBER	36060309	POSTAGE	69737	12/15/2010	\$ 300.00

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VOUCH#	Fis Month	Invoice ID	DESCRIPTION	CK/EFT #	CK/EFT Date	Amount

VENDOR:	SHERIFF, PETTY CASH					
26	DECEMBER	PETTY CASH	POSTAGE	69767	12/15/2010	\$ 11.20
		Total for 100-000-31200-5210				\$ 407.02
100-000-31200-5230 TELECOMMUNICATIONS						
VENDOR:	AT&T MOBILITY					
9	DECEMBER	12012010	SHERIFF CELL PHONE ESTIMAT	69639	12/15/2010	\$ 372.96
VENDOR:	TREASURER OF VIRGINIA					
16	DECEMBER	T227769	MONTHLY PHONE CHARGES	69669	12/15/2010	\$ 6.36
VENDOR:	NEXTEL PARTNERS					
1	DECEMBER	663202086-104	CELL PHONES - SHERIFF	69854	12/23/2010	\$ 46.41
VENDOR:	VERIZON					
411	DECEMBER	00002726889534Y	MONTHLY PHONE CHARGES	69785	12/15/2010	\$ 225.85
		Total for 100-000-31200-5230				\$ 651.58
100-000-31200-5530 TRAVEL SUBSISTANCE & LODGING						
VENDOR:	BB&T FINANCIAL, FSB					
3	DECEMBER	0000 9790	TRAVEL	69811	12/23/2010	\$ 12.31
100-000-31200-5540 TRAVEL CONVENTION & EDUCATION						
VENDOR:	BB&T FINANCIAL, FSB					
2	DECEMBER	0000 9774	TRAVEL/FOOD	69811	12/23/2010	\$ 20.11
VENDOR:	SHERIFF, PETTY CASH					
27	DECEMBER	PETTY CASH	TRAINING	69767	12/15/2010	\$ 10.00
28	DECEMBER	PETTY CASH	PARKING	69767	12/15/2010	\$ 5.00
		Total for 100-000-31200-5540				\$ 35.11
100-000-31200-5800 MISCELLANEOUS CHARGES						
VENDOR:	DEPARTMENT OF VIRGINIA STATE POLICE					
11	DECEMBER	A2735	CRIMINAL RECORDS	69833	12/23/2010	\$ 264.00
100-000-31200-5810 DUES & MEMBERSHIPS						
VENDOR:	BB&T FINANCIAL, FSB					
2	DECEMBER	0000 9782	RENEWAL	69811	12/23/2010	\$ 82.00
VENDOR:	FRATERNAL ORDER OF POLICE					
1	DECEMBER	2011 FOP DUES	DUES	69687	12/15/2010	\$ 180.00
		Total for 100-000-31200-5810				\$ 262.00
100-000-31200-6001 OFFICE SUPPLIES						
VENDOR:	BB&T FINANCIAL, FSB					
2	DECEMBER	0000 9790	LATTA BOOK	69811	12/23/2010	\$ 42.90
1	DECEMBER	0000 9808	BATTERIES/VIDEOS/INKING ST	69811	12/23/2010	\$ 121.48
VENDOR:	BERRYVILLE AUTO PARTS INC					
1	DECEMBER	10053776	BATTERIES	69645	12/15/2010	\$ 22.89
VENDOR:	DEHAVEN / BERKSLEY SPRINGS WATER					
1	DECEMBER	77788	WATER	69665	12/15/2010	\$ 9.00

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1	DECEMBER	78556	WATER	69832	12/23/2010 \$	32.00
VENDOR: SHERIFF, PETTY CASH						
29	DECEMBER	PETTY CASH	STAPLES	69767	12/15/2010 \$	5.24
Total for 100-000-31200-6001						\$ 233.51
100-000-31200-6007 REPAIR AND MAINTENANCE SUPPLIES						
VENDOR: BERRYVILLE AUTO PARTS INC						
1	DECEMBER	SHRF 5370-41821	AUTO REPAIRS/SHERIFF'S VEH	69645	12/15/2010 \$	31.10
1	DECEMBER	SHRF 5370-41826	AUTO REPAIRS/SHERIFF'S VEH	69645	12/15/2010 \$	12.00
1	DECEMBER	SHRF 5370-42016	AUTO REPAIRS/SHERIFF'S VEH	69814	12/23/2010 \$	7.19
1	DECEMBER	SHRF 5370-42056	AUTO REPAIRS/SHERIFF'S VEH	69814	12/23/2010 \$	92.59
1	DECEMBER	SHRF 5370-42057	AUTO REPAIRS/SHERIFF'S VEH	69814	12/23/2010 \$	127.03
1	DECEMBER	SHRF 5370-42061	AUTO REPAIRS/SHERIFF'S VEH	69814	12/23/2010 \$	90.90
1	DECEMBER	SHRF 5370-42207	AUTO REPAIRS/SHERIFF'S VEH	69814	12/23/2010 \$	425.73
1	DECEMBER	SHRF 5370-42288	AUTO REPAIRS/SHERIFF'S VEH	69814	12/23/2010 \$	32.78
1	DECEMBER	shrf 5370-41575	AUTO REPAIRS/SHERIFF'S VEH	69645	12/15/2010 \$	15.00
1	DECEMBER	shrf 5370-41720	AUTO REPAIRS/SHERIFF'S VEH	69645	12/15/2010 \$	62.78
VENDOR: DUNCAN BROS. TIRE CO						
1	DECEMBER	640025	TIRES	69675	12/15/2010 \$	308.88
1	DECEMBER	640888	TIRES	69834	12/23/2010 \$	514.80
Total for 100-000-31200-6007						\$ 1,720.78
100-000-31200-6008 VEHICLE AND EQUIP FUEL						
VENDOR: BB&T FINANCIAL, FSB						
3	DECEMBER	0000 9774	FUEL	69811	12/23/2010 \$	142.81
1	DECEMBER	0000 9790	FUEL	69811	12/23/2010 \$	46.63
VENDOR: QUARLES FUEL NETWORK						
1	DECEMBER	1093039CT	FUEL	702	12/15/2010 \$	5,309.42
VENDOR: FLEET SERVICES						
1	DECEMBER	24658639	FUEL	69869	12/23/2010 \$	16.50
VENDOR: SHERIFF, PETTY CASH						
30	DECEMBER	PETTY CASH	FUEL	69767	12/15/2010 \$	49.00
Total for 100-000-31200-6008						\$ 5,564.36
100-000-31200-6010 POLICE SUPPLIES						
VENDOR: GALLS, AN ARARMARK CO., LLC						
1	DECEMBER	510957978	GLVOES	69691	12/15/2010 \$	49.00
1	DECEMBER	510997813	MOUTH PIECES	69840	12/23/2010 \$	65.40
1	DECEMBER	511000186	BATTERY STICK	69840	12/23/2010 \$	70.06
VENDOR: SHERIFF, PETTY CASH						
31	DECEMBER	PETTY CASH	EARPIECES	69767	12/15/2010 \$	80.00
Total for 100-000-31200-6010						\$ 264.46
100-000-31200-6011 UNIFORM AND WEARING APPAREL						
VENDOR: BB&T FINANCIAL, FSB						
1	DECEMBER	0000 9774	DRY CLEANING	69811	12/23/2010 \$	11.00
VENDOR: GALLS, AN ARARMARK CO., LLC						
1	DECEMBER	510884979	SAFETY VEST	69691	12/15/2010 \$	23.69

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Total for 100-000-31200-6011						\$ 34.69
100-000-32100-5230	TELECOMMUNICATIONS					
VENDOR: 8	TREASURER OF VIRGINIA DECEMBER	T227769	MONTHLY PHONE CHARGES	69669	12/15/2010	\$ 4.11
VENDOR: 412	VERIZON DECEMBER	00002726889534Y	MONTHLY PHONE CHARGES	69785	12/15/2010	\$ 51.76
Total for 100-000-32100-5230						\$ 55.87
100-000-32100-6008	VEHICLE AND EQUIP FUEL					
VENDOR: 1	QUARLES FUEL NETWORK DECEMBER	1094725CT	FUEL	702	12/15/2010	\$ 125.50
100-000-33300-5230	TELECOMMUNICATIONS					
VENDOR: 15	TREASURER OF VIRGINIA DECEMBER	T227769	MONTHLY PHONE CHARGES	69669	12/15/2010	\$ 5.40
VENDOR: 413	VERIZON DECEMBER	00002726889534Y	MONTHLY PHONE CHARGES	69785	12/15/2010	\$ 24.12
Total for 100-000-33300-5230						\$ 29.52
100-000-34100-5230	TELECOMMUNICATIONS					
VENDOR: 7	AT&T MOBILITY DECEMBER	12012010	BUILDING DEPT CELL PHON ES	69639	12/15/2010	\$ 24.86
VENDOR: 3	TREASURER OF VIRGINIA DECEMBER	T227769	MONTHLY PHONE CHARGES	69669	12/15/2010	\$ 2.70
VENDOR: 414	VERIZON DECEMBER	00002726889534Y	MONTHLY PHONE CHARGES	69785	12/15/2010	\$ 26.39
Total for 100-000-34100-5230						\$ 53.95
100-000-34100-6008	VEHICLE AND EQUIP FUEL					
VENDOR: 1	QUARLES FUEL NETWORK DECEMBER	1093037CT	FUEL	702	12/15/2010	\$ 270.76
100-000-34100-6012	BOOKS AND SUBSCRIPTIONS					
VENDOR: 1	INTERNATIONAL CODE COUNCIL, INC. DECEMBER	1260108	COMMENTARY COMBO	69848	12/23/2010	\$ 328.00
100-000-35100-3100	PROFESSIONAL SERVICES					
VENDOR: 2	CLARKE COUNTY HEALTH DEPARTMENT DECEMBER	133401529	SERVICES	69827	12/23/2010	\$ 223.15
VENDOR: 1	HILLSIDE VETERINARY HOSPITAL DECEMBER	261116	SERVICES	69702	12/15/2010	\$ 23.94
1	DECEMBER	261594	SERVICES	69702	12/15/2010	\$ 23.94
1	DECEMBER	262088	SERVICES	69702	12/15/2010	\$ 11.97
1	DECEMBER	262908	SERVICES	69702	12/15/2010	\$ 23.94
1	DECEMBER	262953	SERVICES	69702	12/15/2010	\$ 23.94
1	DECEMBER	262979	SERVICES	69702	12/15/2010	\$ 11.97

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1	DECEMBER	263392	SERVICES	69702	12/15/2010 \$	17.10
VENDOR: WINCHESTER ANIMAL HOSPITAL						
1	DECEMBER	8032	SERVICES	69795	12/15/2010 \$	89.00
Total for 100-000-35100-3100						\$ 448.95
100-000-35100-5230 TELECOMMUNICATIONS						
VENDOR: AT&T MOBILITY						
3	DECEMBER	12012010	ANIMAL CONTROL CELL PHONE	69639	12/15/2010 \$	24.86
VENDOR: TREASURER OF VIRGINIA						
2	DECEMBER	T227769	MONTHLY PHONE CHARGES	69669	12/15/2010 \$	3.67
VENDOR: VERIZON						
415	DECEMBER	00002726889534Y	MONTHLY PHONE CHARGES	69785	12/15/2010 \$	76.05
Total for 100-000-35100-5230						\$ 104.58
100-000-35100-6008 VEHICLE AND EQUIP FUEL						
VENDOR: QUARLES FUEL NETWORK						
1	DECEMBER	1093036CT	FUEL	702	12/15/2010 \$	54.00
100-000-35100-6014 OTHER OPERATING SUPPLIES						
VENDOR: COMMERCIAL PRESS						
1	DECEMBER	99744	CALL LOG/FORMS	664	12/15/2010 \$	342.40
VENDOR: KV VET SUPPLY CO						
1	DECEMBER	4254135	NEEDLES	69713	12/15/2010 \$	8.76
1	DECEMBER	629363	NEEDLES	69713	12/15/2010 \$	51.24
VENDOR: VALLEY VET SUPPLY						
1	DECEMBER	183817	FEL-0-VAX	69781	12/15/2010 \$	234.00
Total for 100-000-35100-6014						\$ 636.40
100-000-35300-3100 PROFESSIONAL SERVICES						
VENDOR: TREASURER OF VIRGINIA						
4	DECEMBER	EXAMINER	MEDICAL EXAMINER	69775	12/15/2010 \$	40.00
100-000-35600-5230 TELECOMMUNICATIONS						
VENDOR: AT&T						
7	DECEMBER	0590826049001	MONTHLY CHARGES	69804	12/23/2010 \$	41.22
VENDOR: AT&T MOBILITY						
8	DECEMBER	12012010	E911 CELL PHONE ESTIMATE	69639	12/15/2010 \$	106.56
VENDOR: TREASURER OF VIRGINIA						
1	DECEMBER	T227769	MONTHLY PHONE CHARGES	69669	12/15/2010 \$	368.98
VENDOR: LANGUAGE LINE SERVICES, INC.						
1	DECEMBER	2650802	PHONE INTERPRETOR	69850	12/23/2010 \$	8.19
VENDOR: VERIZON						
1	DECEMBER	000012241519338	MONTHLY CHARGES	69879	12/23/2010 \$	1,230.01
416	DECEMBER	00002726889534Y	MONTHLY PHONE CHARGES	69785	12/15/2010 \$	46.08
417	DECEMBER	00002726889534Y	MONTHLY PHONE CHARGES	69785	12/15/2010 \$	102.65
10	DECEMBER	00081080039332Y	MONTHLY CHARGES	69879	12/23/2010 \$	24.92

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Total for 100-000-35600-5230						\$ 1,928.61
100-000-35600-5420			TOWER LEASE			
VENDOR: SHEN. VALLEY TELEVISION TOWER						
13	DECEMBER	TOWER LEASE	TOWER LEASE/JAN	706	12/15/2010	\$ 1,800.00
100-000-35600-6001			OFFICE SUPPLIES			
VENDOR: CDW GOVERNMENT, INC.						
2	DECEMBER	VLP1860	PLATRONICS VOICE TUBE	69823	12/23/2010	\$ 82.13
3	DECEMBER	VLP1860	EAR CUSHIONS	69823	12/23/2010	\$ 12.55
Total for 100-000-35600-6001						\$ 94.68
100-000-35600-6014			OTHER OPERATING SUPPLIES			
VENDOR: CDW GOVERNMENT, INC.						
1	DECEMBER	VLP1860	PLATRONICS	69823	12/23/2010	\$ 300.00
100-000-42400-3840			PURCHASED SERVICES			
VENDOR: TREASURER, FREDERICK COUNTY						
1	DECEMBER	2105-0012	CLARKE BRUSH	69776	12/15/2010	\$ 492.72
1	DECEMBER	80001-0012	CLARKE RESID	69776	12/15/2010	\$ 76.80
Total for 100-000-42400-3840						\$ 569.52
100-000-42600-6014			OTHER OPERATING SUPPLIES			
VENDOR: ALLIED WASTE SERVICES #976						
1	DECEMBER	0976000241498	MULTI-RECYCLING LITTER PRO	69802	12/23/2010	\$ 454.97
100-000-43200-3100			PROFESSIONAL SERVICES			
VENDOR: DOLI/BOILER SAFETY						
1	DECEMBER	954048211	INISPECTION	69674	12/15/2010	\$ 40.00
100-000-43200-3310			REPAIR & MAINTENANCE			
VENDOR: BOYER LANDSCAPES, INC.						
1	DECEMBER	9554	WINTERIZE IRRIG SYS	69651	12/15/2010	\$ 200.00
VENDOR: CRAWFORD ELECTRONICS INC						
1	DECEMBER	08106	ANIMAL SHELTER	666	12/15/2010	\$ 216.00
1	DECEMBER	08107	GOVT CENTER	666	12/15/2010	\$ 216.00
VENDOR: E. R. NEFF EXCAVATING, INC.						
1	DECEMBER	69754	HAUL AWAY CONCRETE	69676	12/15/2010	\$ 641.00
VENDOR: GREEN'S SEPTIC SERVICE						
8	DECEMBER	PARKS/REC	SERVICE	675	12/15/2010	\$ 72.00
VENDOR: HAROLD WHITACRE						
1	DECEMBER	COURTHOUSE	STUMP REMOVAL	69843	12/23/2010	\$ 250.00
VENDOR: REYES CONCRETE CO., LLC						
1	DECEMBER	1404	REPLACE CURB	69753	12/15/2010	\$ 360.00
VENDOR: THOMAS PLUMBING & HEATING, INC.						
5	DECEMBER	CCPARK	MISC. PLUMBING/HEATING EST	714	12/15/2010	\$ 515.50

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VENDOR: THYSSENKRUPP ELEVATOR COMPANY INC						
1	DECEMBER	297605	SERVICE AT COURTHOUSE	69874	12/23/2010 \$	1,496.00
VENDOR: WINCHESTER SPRINKLER, LLC						
1	DECEMBER	4557	GOVT CENTER	723	12/15/2010 \$	170.00
Total for 100-000-43200-3310						\$ 4,136.50
100-000-43200-3320 MAINTENANCE SERVICE CONTRACT						
VENDOR: ALLIED WASTE SERVICES #976						
1	DECEMBER	0976000241406	GOVT DUMPSTERS-ANNUAL ESTI	69638	12/15/2010 \$	958.91
VENDOR: C T CLEANING SERVICE						
1	DECEMBER	1131	CLEANING SERVICES - ESTIMA	730	12/23/2010 \$	2,170.02
1	DECEMBER	1134	CLEANING SERVICES - ESTIMA	659	12/15/2010 \$	7,010.75
1	DECEMBER	1135	CLEANING SERVICES - ESTIMA	730	12/23/2010 \$	896.10
Total for 100-000-43200-3320						\$ 11,035.78
100-000-43200-3600 ADVERTISING						
VENDOR: NORTHERN VIRGINIA DAILY						
1	DECEMBER	924	MAINT TECH AD	69729	12/15/2010 \$	221.88
VENDOR: WINCHESTER STAR						
13	DECEMBER	1651188	MAINT AD	69797	12/15/2010 \$	181.50
Total for 100-000-43200-3600						\$ 403.38
100-000-43200-5110 ELECTRICAL SERVICES						
VENDOR: RAPPAHANNOCK ELEC COMPANY						
3	DECEMBER	0775388888	524 WESTWOOD	69750	12/15/2010 \$	292.24
5	DECEMBER	1650088888	POOL	69750	12/15/2010 \$	35.44
5	DECEMBER	2048188888	104 N CHURCH	69750	12/15/2010 \$	827.17
6	DECEMBER	2048188888	104 N CHURCH	69750	12/15/2010 \$	827.17
6	DECEMBER	2362088888	102 N CHURCH	69750	12/15/2010 \$	1,651.77
6	DECEMBER	2750088888	CONCESSION STAND	69750	12/15/2010 \$	157.51
6	DECEMBER	3148188888	100 N CHURCH	69750	12/15/2010 \$	691.68
6	DECEMBER	3565488888	TENNIS COURTS	69750	12/15/2010 \$	176.17
5	DECEMBER	3750088888	PARKS/REC	69750	12/15/2010 \$	25.37
11	DECEMBER	4455288888	129 RAMSBURG	69750	12/15/2010 \$	205.54
6	DECEMBER	5565488888	REC CENTER	69750	12/15/2010 \$	1,053.79
6	DECEMBER	7557488888	SOCCER FLD	69750	12/15/2010 \$	29.46
6	DECEMBER	7658188888	225 RAMSBURG	69750	12/15/2010 \$	311.92
3	DECEMBER	8894188888	1531 SPRINGSBERRY RD	69750	12/15/2010 \$	274.47
Total for 100-000-43200-5110						\$ 6,559.70
100-000-43200-5120 HEATING SERVICES						
VENDOR: QUARLES ENERGY SERVICES						
1	DECEMBER	20810	LP GAS	69744	12/15/2010 \$	207.63
2	DECEMBER	33189	524 WESTWOOD	69860	12/23/2010 \$	452.08
1	DECEMBER	33190	ANIMAL SHELTER	69861	12/23/2010 \$	1,688.04
1	DECEMBER	919168	PARKS/REC	69860	12/23/2010 \$	924.82
1	DECEMBER	919267	36 E MAIN	69860	12/23/2010 \$	184.96
1	DECEMBER	919333	524 WESTWOOD	69860	12/23/2010 \$	199.90
VENDOR: WASHINGTON GAS						
11	DECEMBER	7002802606	104 N CHURCH	69763	12/15/2010 \$	413.35

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Total for 100-000-43200-5120						\$ 4,070.78
100-000-43200-5130 WATER & SEWAGE SERVICES						
VENDOR: DEHAVEN / BERKELEY SPRINGS WATER						
1	DECEMBER	77787	WATER	69665	12/15/2010	\$ 11.00
1	DECEMBER	77789	WATER	69665	12/15/2010	\$ 9.00
VENDOR: TOWN OF BERRYVILLE						
11	DECEMBER	1003900.0098	104 N CHURCH	69774	12/15/2010	\$ 76.28
11	DECEMBER	1004000.0098	100 N CHURCH	69774	12/15/2010	\$ 762.80
12	DECEMBER	1004800.0098	36 E MAIN	69774	12/15/2010	\$ 9.54
13	DECEMBER	2010600.0098	313 E MAIN	69774	12/15/2010	\$ 19.07
10	DECEMBER	2010700.0098	311 E MAIN	69774	12/15/2010	\$ 38.14
6	DECEMBER	9001300.0098	REC CENTER	69774	12/15/2010	\$ 75.00
12	DECEMBER	9001400.0098	POOL	69774	12/15/2010	\$ 19.07
12	DECEMBER	9001500.0098	PARK OFFICE	69774	12/15/2010	\$ 262.80
22	DECEMBER	9001800.0098	MAINT FAC	69774	12/15/2010	\$ 12.50
Total for 100-000-43200-5130						\$ 1,295.20
100-000-43200-5230 TELECOMMUNICATIONS						
VENDOR: AT&T MOBILITY						
2	DECEMBER	12012010	GOV MAINT CELL PHONE ESTIM	69639	12/15/2010	\$ 139.68
VENDOR: TREASURER OF VIRGINIA						
13	DECEMBER	T227769	MONTHLY PHONE CHARGES	69669	12/15/2010	\$ 5.57
VENDOR: VERIZON						
418	DECEMBER	00002726889534Y	MONTHLY PHONE CHARGES	69785	12/15/2010	\$ 87.40
Total for 100-000-43200-5230						\$ 232.65
100-000-43200-5410 EQUIPMENT RENTAL						
VENDOR: WINCHESTER RENTAL						
1	DECEMBER	24599	SCISSOR LIFT	69886	12/23/2010	\$ 211.20
100-000-43200-6003 AGRICULTURAL SUPPLIES						
VENDOR: VALLEY FERTILIZER & CHEMICAL CO						
1	DECEMBER	32683	CALCIUM DRY SPREAD	69779	12/15/2010	\$ 134.75
1	DECEMBER	32685	LIQUID SPRAY	69779	12/15/2010	\$ 378.15
1	DECEMBER	32686	LIQUID SPRAY	69779	12/15/2010	\$ 379.74
1	DECEMBER	32774	CREDIT ON ACCOUNT	69779	12/15/2010	\$ 387.77-
Total for 100-000-43200-6003						\$ 504.87
100-000-43200-6005 LAUNDRY, HOUSEKEEPING, & JANITORIAL						
VENDOR: GENERAL SALES OF VIRGINIA						
1	DECEMBER	21011917		674	12/15/2010	\$ 64.00
1	DECEMBER	21012577		737	12/23/2010	\$ 38.20
1	DECEMBER	21012591		737	12/23/2010	\$ 4.00
1	DECEMBER	21012818		737	12/23/2010	\$ 1,381.39
Total for 100-000-43200-6005						\$ 1,487.59
100-000-43200-6007 REPAIR AND MAINTENANCE SUPPLIES						
VENDOR: BANNERMAN						
2	DECEMBER	7664	BLADE	69642	12/15/2010	\$ 251.62

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VENDOR: BB&T FINANCIAL, FSB						
68	DECEMBER	0014 9832	FRAME	69811	12/23/2010 \$	367.86
69	DECEMBER	0014 9832	TRIMBOARD	69811	12/23/2010 \$	100.00
36	DECEMBER	0014 9840	FILTER CARTRIDGE	69811	12/23/2010 \$	204.00
VENDOR: BERRYVILLE TRUE VALUE HARDWARE						
1	DECEMBER	050680	ANCHORS/SCREWS	69648	12/15/2010 \$	3.39
1	DECEMBER	050715	TOOLBOX	69648	12/15/2010 \$	31.99
1	DECEMBER	050719	ANTIFREEZE	69648	12/15/2010 \$	9.98
1	DECEMBER	050837	GLOVES/TAPE	69816	12/23/2010 \$	15.28
1	DECEMBER	050887	NUTS/WASHERS	69816	12/23/2010 \$	25.70
1	DECEMBER	050893	DRILL BIT/STRAW	69816	12/23/2010 \$	43.77
1	DECEMBER	050921	PRIMER	69816	12/23/2010 \$	19.98
1	DECEMBER	50957	GLOVES	69817	12/23/2010 \$	9.87
VENDOR: CERTIFIED LABORATORIES						
1	DECEMBER	673478	MATS	69656	12/15/2010 \$	489.33
VENDOR: FREDERICK BLOCK BRICK & STONE						
1	DECEMBER	1384008-000	CEMENT/COVERS/CORNERS	69688	12/15/2010 \$	580.70
1	DECEMBER	1384009-000	SAND	69688	12/15/2010 \$	157.00
1	DECEMBER	1384329-000	ANCHOR STRAP	69688	12/15/2010 \$	1.36
VENDOR: GENERAL SALES OF VIRGINIA						
1	DECEMBER	21011918		674	12/15/2010 \$	585.55
VENDOR: MID ATLANTIC TURF EQUIPMENT						
1	DECEMBER	201407	TINES-RYAN	69722	12/15/2010 \$	416.25
VENDOR: NORVAC LOCK TECHNOLOGY INC						
1	DECEMBER	116047	KEYS	747	12/23/2010 \$	102.50
1	DECEMBER	116048	KEY	747	12/23/2010 \$	49.00
Total for 100-000-43200-6007						\$ 3,465.13
100-000-43200-6008 VEHICLE AND EQUIP FUEL						
VENDOR: QUARLES FUEL NETWORK						
1	DECEMBER	1093035CT	FUEL	702	12/15/2010 \$	496.29
100-000-43200-6009 VEHICLE AND EQUIPMENT SUPPLIES						
VENDOR: BERRYVILLE AUTO PARTS INC						
1	DECEMBER	ADMN 5370-42204	OIL/OIL FILTERS/WASHERFLUI	69814	12/23/2010 \$	52.40
1	DECEMBER	ADMN 5370-42209	OIL/OIL FILTERS	69814	12/23/2010 \$	56.48
1	DECEMBER	ADMN 5370-42271	OIL/OIL FILTERS	69814	12/23/2010 \$	54.60
2	DECEMBER	ADMN 5370-42271	OIL/OIL FILTERS/WASHERFLUI	69814	12/23/2010 \$	58.95
1	DECEMBER	ADMN 5370-42289	FILTERS/WINDSHIELD WASHSER	69814	12/23/2010 \$	52.82
1	DECEMBER	ADMN 5370-42326	OIL FILTERS/WIPER BLADES	69814	12/23/2010 \$	88.92
1	DECEMBER	ADMN 5370-42349	OIL/OIL FILTERS	69814	12/23/2010 \$	58.30
Total for 100-000-43200-6009						\$ 422.47
100-000-71100-3320 MAINTENANCE SERVICE CONTRACT						
VENDOR: DDL BUSINESS SYSTEMS LLC						
1	DECEMBER	42094	COPIER MAINTENANCE RENEWAL	69664	12/15/2010 \$	165.97
100-000-71100-5230 TELECOMMUNICATIONS						
VENDOR: TREASURER OF VIRGINIA						
14	DECEMBER	T227769	MONTHLY PHONE CHARGES	69669	12/15/2010 \$	3.67

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VENDOR: VERIZON						
419	DECEMBER	00002726889534Y	MONTHLY PHONE CHARGES	69785	12/15/2010 \$	104.67
Total for 100-000-71100-5230						108.34
100-000-71100-5800 MISCELLANEOUS CHARGES						
VENDOR: CLARKE COUNTY HEALTH DEPARTMENT						
1	DECEMBER	133879340	SERVICES	69658	12/15/2010 \$	13.62
100-000-71100-5810 DUES & MEMBERSHIPS						
VENDOR: VIRGINIA DEPT OF SOCIAL SVC						
3	DECEMBER	CENTRAL REGISTR	CENTRAL REGISTRY	69880	12/23/2010 \$	7.00
VENDOR: VIRGINIA STATE POLICE						
1	DECEMBER	CRIMINAL HISTOR	CRIMINAL HISTORY RECORDS	69882	12/23/2010 \$	15.00
Total for 100-000-71100-5810						22.00
100-000-71100-6008 VEHICLE AND EQUIP FUEL						
VENDOR: QUARLES FUEL NETWORK						
1	DECEMBER	1093038CT	FUEL	702	12/15/2010 \$	101.61
100-000-71100-6014 OTHER OPERATING SUPPLIES						
VENDOR: BB&T FINANCIAL, FSB						
24	DECEMBER	0014 9865	DESK NAMEPLATE	69811	12/23/2010 \$	25.45
100-000-71310-6002 FOOD SUPPLIES & FOOD SERVICE SUPPLIE						
VENDOR: FOX'S PIZZA DEN						
1	DECEMBER	666896	PIZZA'S	69839	12/23/2010 \$	109.00
VENDOR: WALMART COMMUNITY BRC						
55	DECEMBER	0056 0731	FOOD SUPPLIES	69790	12/15/2010 \$	137.00
Total for 100-000-71310-6002						246.00
100-000-71310-6013 EDUCATIONAL AND RECREATIONAL SUPPLIE						
VENDOR: LOWE'S OF WINCHESTER						
1	DECEMBER	28900	OMNI BOX/TRAPS/MEDIA BOX	69718	12/15/2010 \$	3.48
100-000-71310-6014 OTHER OPERATING SUPPLIES						
VENDOR: BERRYVILLE TRUE VALUE HARDWARE						
1	DECEMBER	50629	GLUE BOARD	69649	12/15/2010 \$	11.16
1	DECEMBER	50819	PLATES/GLUEBOARDS	69817	12/23/2010 \$	7.57
1	DECEMBER	50870	HOOKS/CLIPS	69817	12/23/2010 \$	19.65
VENDOR: LOWE'S OF WINCHESTER						
2	DECEMBER	28900	OMNI BOX/TRAPS/MEDIA BOX	69718	12/15/2010 \$	65.76
VENDOR: ROBERTS OXYGEN COMPANY, INC						
1	DECEMBER	123617	HELIUM	69755	12/15/2010 \$	158.73
1	DECEMBER	F34957	HELIUM	69755	12/15/2010 \$	9.00
VENDOR: WALMART COMMUNITY BRC						
53	DECEMBER	0056 0731	FOOD SUPPLIES	69790	12/15/2010 \$	181.81

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Total for 100-000-71310-6014						\$ 453.68
100-000-71310-6015			MERCHANDISE FOR RESALE			
VENDOR: COCA-COLA ENTERPRISES						
1	DECEMBER	1296095323	DRINKS	69830	12/23/2010	\$ 488.79
VENDOR: WALMART COMMUNITY BRC						
52	DECEMBER	0056 0731	FOOD SUPPLIES	69790	12/15/2010	\$ 20.75
54	DECEMBER	0056 0731	FOOD SUPPLIES	69790	12/15/2010	\$ 31.68
Total for 100-000-71310-6015						\$ 541.22
100-000-71350-3100			PROFESSIONAL SERVICES			
VENDOR: CHATMAN, STACEY						
4	DECEMBER	CAMP	ADDITIONAL CARDIO FITNESS	69824	12/23/2010	\$ 233.10
100-000-71350-5830			REFUNDS			
VENDOR: BOURDEAU, MARTINE						
1	DECEMBER	BALANCE ON ACCT	BALANCE ON ACCT	69821	12/23/2010	\$ 15.00
VENDOR: CAMPBELL, MARK						
1	DECEMBER	PROGRAM REFUND	PROGRAM REFUND	69652	12/15/2010	\$ 40.00
Total for 100-000-71350-5830						\$ 55.00
100-000-71350-6002			FOOD SUPPLIES & FOOD SERVICE SUPPLIE			
VENDOR: COSTCO MEMBERSHIP						
1	DECEMBER	CCPR 11/18	FOOD SUPPLIES	69831	12/23/2010	\$ 333.64
VENDOR: FOOD LION, INC						
1	DECEMBER	281164467221	ICE	69684	12/15/2010	\$ 7.98
1	DECEMBER	281164477223	FOOD SUPPLIES	69684	12/15/2010	\$ 12.55
1	DECEMBER	281164497237	FOOD SUPPLIES	69838	12/23/2010	\$ 56.41
Total for 100-000-71350-6002						\$ 410.58
100-000-71350-6013			EDUCATIONAL AND RECREATIONAL SUPPLIE			
VENDOR: SCHELDE NORTH AMERICA, L.L.C.						
1	DECEMBER	275095L	ANTENNA WITH SIDELINE MARK	69868	12/23/2010	\$ 215.00
VENDOR: WALMART COMMUNITY BRC						
56	DECEMBER	0056 0731	RODS	69790	12/15/2010	\$ 14.85
57	DECEMBER	0056 0731	PITCHER	69790	12/15/2010	\$ 3.16
Total for 100-000-71350-6013						\$ 233.01
100-000-81110-3100			PROFESSIONAL SERVICES			
VENDOR: CHESTER ENGINEERS						
1	DECEMBER	34095	MEADOW VEIW CONST	731	12/23/2010	\$ 552.37
1	DECEMBER	34096	WATERLOO COMM CENTER	731	12/23/2010	\$ 2,026.02
1	DECEMBER	34098	ROSEVILLE DOWNS CONTS	731	12/23/2010	\$ 157.82
Total for 100-000-81110-3100						\$ 2,736.21
100-000-81110-3600			ADVERTISING			
VENDOR: WINCHESTER STAR						

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2	DECEMBER	1651380	HEARING ADV	69887	12/23/2010 \$	543.16
100-000-81110-5230 TELECOMMUNICATIONS						
VENDOR: VERIZON						
420	DECEMBER	00002726889534Y	MONTHLY PHONE CHARGES	69785	12/15/2010 \$	11.35
100-000-81110-5510 TRAVEL MILEAGE						
VENDOR: JOHNSTON, CHUCK						
18	DECEMBER	MILEAGE REIMB	MILEAGE REIMB	682	12/15/2010 \$	24.00
VENDOR: OLIN, NANCY						
1	DECEMBER	MILEAGE REIMB	MILEAGE REIMB	700	12/15/2010 \$	51.00
						75.00
Total for 100-000-81110-5510						\$ 75.00
100-000-81110-6001 OFFICE SUPPLIES						
VENDOR: BB&T FINANCIAL, FSB						
1	DECEMBER	0000 9857	SUPPLIES	69811	12/23/2010 \$	220.00
VENDOR: COMMERCIAL PRESS						
1	DECEMBER	099908	NAME PLATE	733	12/23/2010 \$	6.54
1	DECEMBER	99743	LETTERHEAD	664	12/15/2010 \$	44.75
1	DECEMBER	99795	NAME PLATE	664	12/15/2010 \$	6.00
						277.29
Total for 100-000-81110-6001						\$ 277.29
100-000-81400-3100 PROFESSIONAL SERVICES						
VENDOR: HALL, MONAHAN, ENGLE, MAHAN & MITCHELL						
22	DECEMBER	GENERAL FILE	LEGAL SERVICES	676	12/15/2010 \$	1,690.00
100-000-81400-3160 BOARD SERVICES						
VENDOR: BOREL, ALAIN						
1	DECEMBER	ZONING APPEALS	ZONING APPEALS MEET/NOV	69650	12/15/2010 \$	25.00
VENDOR: CONSERVATION EASEMENT						
1	DECEMBER	BRD ZONE APPEAL	MEETING/NOV	660	12/15/2010 \$	25.00
VENDOR: KACKLEY, CHARLES						
1	DECEMBER	BD ZONE APPEAL	MEETING/NOV	683	12/15/2010 \$	25.00
VENDOR: MEANS, HOWARD						
1	DECEMBER	BRD ZON APPEALS	BOARD OF ZONING APPEALS/ME	69721	12/15/2010 \$	25.00
VENDOR: VOLK, LAURIE						
1	DECEMBER	BD ZONE APPEAL	BAORD OF ZONING	719	12/15/2010 \$	25.00
2	DECEMBER	BD ZONE APPEAL	VOID VOUCHER TRANSACTION B	719	12/15/2010 \$	25.00
3	DECEMBER	BD ZONE APPEAL	BOARD OF ZONING APPEAL MEE	69883	12/23/2010 \$	25.00
						125.00
Total for 100-000-81400-3160						\$ 125.00
100-000-81400-3600 ADVERTISING						
VENDOR: WINCHESTER STAR						
4	DECEMBER	1679513	HEARING ADV	69797	12/15/2010 \$	380.80
100-000-81520-3160 BOARD SERVICES						
VENDOR: BOYLES, JERRY L						

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1	DECEMBER	BADA MEET	BADA MEETING/DEC	69822	12/23/2010	\$ 25.00
VENDOR: CONSERVATION EASEMENT						
5	DECEMBER	BADA	BADA MEETING/DEC	748	12/23/2010	\$ 25.00
Total for 100-000-81520-3160						\$ 50.00
100-000-81600-3160 BOARD SERVICES						
VENDOR: BRUMBACK, CLAY						
6	DECEMBER	PLAN COMM MEET	PLAN COMM MEET/DEC	658	12/15/2010	\$ 100.00
VENDOR: CONSERVATION EASEMENT						
12	DECEMBER	PLAN COMM MEET	PLAN COMM MEET/DEC	660	12/15/2010	\$ 100.00
VENDOR: MCFILLEN, THOMAS						
8	DECEMBER	PLAN COMM MEET	PLAN COMM MEET/DEC	692	12/15/2010	\$ 100.00
VENDOR: NELSON, CLIFF						
12	DECEMBER	PLAN COMM MEET	PLAN COMM MEET/DEC	696	12/15/2010	\$ 100.00
VENDOR: CONSERVATION EASEMENT						
10	DECEMBER	PLAN COMM MEET	PLAN COMM MEET/DEC	699	12/15/2010	\$ 50.00
VENDOR: STEINMETZ, WILLIAM A.						
10	DECEMBER	PLAN COMM MEET	PLAN COMM MEET/DEC	711	12/15/2010	\$ 100.00
VENDOR: THUSS, RICHARD						
12	DECEMBER	PLAN COMM MEET	PLAN COMM MEET/DEC	715	12/15/2010	\$ 100.00
Total for 100-000-81600-3160						\$ 650.00
100-000-81600-3600 ADVERTISING						
VENDOR: WINCHESTER STAR						
20	DECEMBER	1653410	HEARING ADV	69797	12/15/2010	\$ 571.20
100-000-81800-3100 PROFESSIONAL SERVICES						
VENDOR: KALBIAN, MARAL S.						
4	DECEMBER	HIST PRESV COMM	HIST PRESV COMM SERVICES	684	12/15/2010	\$ 687.50
100-000-81800-3160 BOARD SERVICES						
VENDOR: BAKER, H.M.						
3	DECEMBER	HIST PRESV COMM	HISTORIC PRESV COMM	652	12/15/2010	\$ 25.00
4	DECEMBER	HIST PRESV COMM	HISTORIC PRESV COMM/NOV	652	12/15/2010	\$ 25.00
VENDOR: CONSERVATION EASEMENT						
6	DECEMBER	HIST PRESV COMM	MEETING/NOV	654	12/15/2010	\$ 25.00
7	DECEMBER	HIST PRESV COMM	MEETING/OCT	654	12/15/2010	\$ 25.00
VENDOR: CARTER, PAIGE						
3	DECEMBER	HIST PRESV COMM	MEETING/OCT	662	12/15/2010	\$ 25.00
4	DECEMBER	HIST PRESV COMM	MEETING/NOV	662	12/15/2010	\$ 25.00
VENDOR: FIELDS, BETSY						
4	DECEMBER	HIST PRESV COMM	MEETING/OCT	669	12/15/2010	\$ 25.00
5	DECEMBER	HIST PRESV COMM	MEETING/NOV	669	12/15/2010	\$ 25.00
VENDOR: GILPIN, THOMAS T						
3	DECEMBER	HIST PRESV COMM	PRESV COMM MEET/OCT	69692	12/15/2010	\$ 25.00

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=====						
VENDOR:	HIATT, MARTY					
3	DECEMBER	HIST PRESV COMM	MEETING/OCT	69700	12/15/2010 \$	25.00
4	DECEMBER	HIST PRESV COMM	MEETING/NOV	69700	12/15/2010 \$	25.00
VENDOR:	NELSON, CLIFF					
5	DECEMBER	HIST PRESV COMM	MEETING/OCT	696	12/15/2010 \$	25.00
6	DECEMBER	HIST PRESV COMM	HIST PRESV COMM/NOV	696	12/15/2010 \$	25.00
Total for 100-000-81800-3160						\$ 325.00
100-000-82600-5230 TELECOMMUNICATIONS						
VENDOR:	WETHERALL, WILLIAM					
6	DECEMBER	PHONE	PHONE REIMB	722	12/15/2010 \$	34.75
100-000-82600-5510 TRAVEL MILEAGE						
VENDOR:	WETHERALL, WILLIAM					
6	DECEMBER	MILEAGE	MILEAGE REIMB	722	12/15/2010 \$	237.50
100-000-83100-5230 TELECOMMUNICATIONS						
VENDOR:	TREASURER OF VIRGINIA					
9	DECEMBER	T227769	MONTHLY PHONE CHARGES	69669	12/15/2010 \$	2.70
VENDOR:	VERIZON					
421	DECEMBER	00002726889534Y	MONTHLY PHONE CHARGES	69785	12/15/2010 \$	26.39
Total for 100-000-83100-5230						\$ 29.09
100-000-92900-5830 REFUNDS						
VENDOR:	CARTER, LEE					
1	DECEMBER	PERMIT REFUND	EVENT PERMIT REFUND	69654	12/15/2010 \$	300.00
VENDOR:	HARRY Z. ISAACS FOUNDATION, INC.					
1	DECEMBER	PERMIT REFUND	EVENT PERMIT REFUND	69696	12/15/2010 \$	800.00
VENDOR:	SHEPHERDS FORD PRODUCTIONS					
1	DECEMBER	PERMIT REFUND	EVENT PERMIT REFUND	69766	12/15/2010 \$	1,600.00
VENDOR:	WARRENTON KENNEL CLUB					
1	DECEMBER	PERMIT REFUND	EVENT PERMIT REFUND	69791	12/15/2010 \$	800.00
Total for 100-000-92900-5830						\$ 3,500.00
TOTAL DEFINITION TYPE 0 :						\$ 87,930.46
TOTAL EXPENDITURES :						\$ 87,930.46
TOTAL for FISCAL YEAR 2011 :						\$ 87,930.46
TOTAL PAYMENTS :						\$ 87,930.46

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Fiscal Year: 2011						
EXPENDITURES						
DEFINITION TYPE 0						
231-000-31200-5800 MISCELLANEOUS						
VENDOR: BB&T FINANCIAL, FSB						
1	DECEMBER	0000 9782	COURT ROOM TV	69811	12/23/2010 \$	354.90
231-128-31200-5530 TRAVEL, SUBSISTENCE AND LODGING						
VENDOR: BB&T FINANCIAL, FSB						
5	DECEMBER	0000 9774	REGISTRATION	69811	12/23/2010 \$	20.00
6	DECEMBER	0000 9774	TRAVEL	69811	12/23/2010 \$	550.65
Total for 231-128-31200-5530						\$ 570.65
231-128-31200-5800 MISCELLANEOUS						
VENDOR: OLDE MASTER ORIGINALS						
1	DECEMBER	3657	PLAQUE	69731	12/15/2010 \$	132.00
231-128-31200-6001 MATERIALS AND SUPPLIES						
VENDOR: BB&T FINANCIAL, FSB						
2	DECEMBER	0000 1190	PIZZA	69811	12/23/2010 \$	35.00
4	DECEMBER	0000 9774	FOOD SUPPLIES	69811	12/23/2010 \$	7.86
4	DECEMBER	0000 9782	FOOD SUPPLIES	69811	12/23/2010 \$	17.39
VENDOR: SHERIFF, PETTY CASH						
32	DECEMBER	PETTY CASH	EMPLOYEE LUNCH	69767	12/15/2010 \$	23.13
Total for 231-128-31200-6001						\$ 83.38
301-800-94202-3100 PROFESSIONAL SERVICES						
VENDOR: HALL, MONAHAN, ENGLE, MAHAN & MITCHELL						
3	DECEMBER	GOVT CENTER	LEGAL SERVICES	676	12/15/2010 \$	879.00
301-800-94202-8112 Construction						
VENDOR: E. R. NEFF EXCAVATING, INC.						
1	DECEMBER	69722	APPROVED ENTRANCE	69676	12/15/2010 \$	4,136.05
301-800-94215-8212 CONSTRUCTION						
VENDOR: WALTERS SWIM SUPPLY, INC.						
1	DECEMBER	30243	#23215, STARTING PLATFORM,	69884	12/23/2010 \$	11,627.33
301-800-94291-8112 CONSTRUCTION						
VENDOR: HAMMERHEAD CONSTRUCTION OF VA, INC.						
1	DECEMBER	APP #4	PER IFB #10-0316 CIRCUIT C	69695	12/15/2010 \$	54,829.98
VENDOR: SUITE OFFICE SYSTEMS, LLC						
1	DECEMBER	1523	COURTHOUSE DATA CABLING (P	712	12/15/2010 \$	5,655.00
2	DECEMBER	1523	ADDITIONAL WORK	712	12/15/2010 \$	1,880.00
1	DECEMBER	1534	COURTHOUSE DATA CABLING (P	752	12/23/2010 \$	700.00
2	DECEMBER	1534	ADDITIONAL CABLING	752	12/23/2010 \$	675.00
Total for 301-800-94291-8112						\$ 63,739.98

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301-800-94314-3140			ENGINEERING & ARCHITECTURAL			
VENDOR: HYDROMAX USA						
1	DECEMBER	4782		69704	12/15/2010 \$	3,400.00
301-800-94321-8112			CONSTRUCTION			
VENDOR: PETER POST RESTORATION						
1	DECEMBER	INV #1	GREENWAY COURT REHABILITAT	724	12/17/2010 \$	9,352.39
301-820-94222-8207			EDP EQUIPMENT			
VENDOR: AT&T MOBILITY						
10	DECEMBER	12012010	LAPTOP DATA PLAN - SHERIFF	69639	12/15/2010 \$	760.22
TOTAL DEFINITION TYPE 0 :						\$ 95,035.90
TOTAL EXPENDITURES :						\$ 95,035.90
TOTAL for FISCAL YEAR 2011 :						\$ 95,035.90
TOTAL PAYMENTS :						\$ 95,035.90

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=====						
Fiscal Year: 2011						
EXPENDITURES						
DEFINITION TYPE 0						
607-000-12510-6001 OFFICE SUPPLIES						
VENDOR: SUPPLY ROOM COMPANIES, THE						
1	DECEMBER	1479619-0	FOLDERS, DESK PAD	713	12/15/2010 \$	52.94
607-000-12530-4300 CENTRAL PURCHASING/STORE						
VENDOR: B W WILSON PAPER CO INC						
1	DECEMBER	1351897		69641	12/15/2010 \$	1,142.40
VENDOR: OFFICE DEPOT						
1	DECEMBER	541600978001	ENVELOPES/CALENDAR REFILLS	69730	12/15/2010 \$	66.30
Total for 607-000-12530-4300						\$ 1,208.70
607-000-12530-5230 TELECOMMUNICATIONS						
VENDOR: TREASURER OF VIRGINIA						
10	DECEMBER	T227769	MONTHLY PHONE CHARGES	69669	12/15/2010 \$	8.50
VENDOR: VERIZON						
432	DECEMBER	00002726889534Y	MONTHLY PHONE CHARGES	69785	12/15/2010 \$	87.59
Total for 607-000-12530-5230						\$ 96.09
607-000-12530-5510 TRAVEL MILEAGE						
VENDOR: SHADE, KAREN						
2	DECEMBER	MILEAGE	MILEAGE	705	12/15/2010 \$	79.48
TOTAL DEFINITION TYPE 0 :						\$ 1,437.21
TOTAL EXPENDITURES :						\$ 1,437.21
TOTAL for FISCAL YEAR 2011 :						\$ 1,437.21
						=====
TOTAL PAYMENTS :						\$ 1,437.21

Title: General Fund Balance

12/29/10

Source: Clarke County Joint Administrative Services

	<u>Previous</u>	<u>Current</u>	<u>Notes</u>
General Fund Balance Year End FY 2009	14,001,757	14,001,757	
Expenditure FY 10	(24,433,541)	(24,433,541)	
Revenue FY 10	24,586,665	24,586,665	
General Fund Balance (year end FY 10)	14,154,881	14,154,881	

Adjustments and Designations

Designations

Liquidity Designation @ 12% of FY 11 Budgeted Operating Revenue	(\$2,949,252)	(\$2,949,252)	
Stabilization Designation @ 3% of FY 11 Budgeted Operating Revenue	(737,313)	(737,313)	
Continuing Local GF Appropriations for Capital Projects	(4,955,633)	(4,955,633)	
School Capital/Debt	(1,500,000)	(1,500,000)	
Government Construction/Debt	(1,000,000)	(1,000,000)	
Property Acquisition	(265,000)	(265,000)	
Conservation Easements from Government Savings	(153,462)	(153,462)	
Community Facilities	(\$325,000)	(\$325,000)	
Comprehensive Services Act Shortfall	(262,868)	(262,868)	
Senior Center and Park Office	(400,000)	(400,000)	
Parks Master Plan	(100,000)	(100,000)	
School Operating Carryover	(493,718)	(493,718)	School Carryover request 151,447
Government Carryover Requests from Government Savings	(396,462)	(396,462)	Less septage software
Energy Efficiency	(200,000)	(200,000)	
Landfill costs	(50,000)	(50,000)	
FY 11 Original Budget Surplus (Deficit)	354,405	354,405	
TOTAL Designations	(13,434,303)	(13,434,303)	

FY 11 Expenditure Budget Adjustments
 FY 11 Revenue Budget Adjustments

(372,325)
 155,097

Undesignated Fund Balance Projected June 30

503,351

Clark Co.	Reconciliation of Appropriations Year Ending June 30, 2011												29-Dec-10	
	Date	Total	General Fund	Soc Svcs Fund	CSA Fund	Sch Oper Fund	Cafeteria Fund	GG Cap Fund	School Cap Fund	GG Debt Fund	School Debt Fund	Joint Fund		Conservation Fund
05/03/10 Appropriations Resolution: Total														
	36,430,921	8,153,177	1,397,588	1,100,583	18,331,781	759,952	390,491	690,400	364,701	3,636,438	510,810	480,000	15,000	
Adjustments:														
07/20/10 High School Debt Service		1,835					40,150						86,753	
07/20/10 Cooperative Extension		6,000												
07/20/10 Emergency Operations Center		55,290												
07/20/10 Arts Grant		2,118												
08/21/10 NSV Water Study														
11/16/10 Regional Jail														
11/16/10 Swim Blocks														
12/21/10 Sheriff's Vehicle		3,536						151,447						
12/21/10 Septage Tracking Software														
01/18/11 School Carryover														
01/18/11 Double Tollgate Study														
Revised Appropriation	36,828,246	8,221,988	1,397,588	1,100,583	18,931,781	759,952	480,835	841,847	364,701	3,722,191	510,810	480,000	15,000	
Change to Appropriation:	387,325	68,781	0	0	0	0	90,344	151,447	0	86,753	0	0	0	0
Original Revenue Estimate	14,257,237	2,419,087	989,200	453,945	8,943,033	759,952	0	154,000		218,070	0	320,000	0	
Adjustments:														
07/20/10 High School Debt Service		3,000					40,150						86,753	
07/20/10 Emergency Operations Center														
07/20/10 Arts Grant														
11/16/10 Swim Blocks														
12/21/10 Sheriff's Vehicle														
01/18/11 Double Tollgate Study														
Revised Revenue Estimate	14,437,384	2,422,087	989,200	453,945	8,943,033	759,952	90,344	154,000	0	304,823	0	320,000	0	
Change to Revenue Estimate	180,097	3,000	0	0	0	0	90,344	0	0	86,753	0	0	0	0
Original Local Tax Funding	22,173,634	5,734,090	408,388	646,638	9,988,748	0	390,491	536,400	364,701	3,418,368	510,810	160,000	15,000	
Revised Local Tax Funding	22,390,862	5,799,871	408,388	646,638	9,988,748	0	390,491	687,847	364,701	3,418,368	910,810	160,000	15,000	
Change to Local Tax Funding	217,228	65,781	0	0	0	0	0	151,447	0	0	0	0	0	0

Italics = Proposed actions

CLARKE COUNTY
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Code	Description	Appropriations	Outstanding Encumbrances	Expenditures For DECEMBER	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	\$ 6,900.00	\$ 1,150.00	\$ 6,900.00	\$ 0.00	100.00
2100	FICA BENEFITS	\$ 1,056.00	\$ 346.90	\$ 57.82	\$ 346.87	\$ 362.23	65.70
2300	HOSPITAL/MEDICAL PLANS	\$ 10,628.00	\$ 5,314.98	\$ 885.83	\$ 5,314.98	\$ 1.96	100.02
3100	PROFESSIONAL SERVICES	\$ 15,000.00	\$ 0.00	\$ 0.00	\$ 3,407.40	\$ 11,592.60	22.72
3600	ADVERTISING	\$ 5,500.00	\$ 0.00	\$ 531.85	\$ 1,852.10	\$ 3,647.90	33.67
5210	POSTAL SERVICES	\$ 250.00	\$ 0.00	\$ 0.00	\$ 99.06	\$ 150.94	39.62
5307	PUBLIC OFFICIAL LIABILITY INS.	\$ 5,038.00	\$ 0.00	\$ 0.00	\$ 5,873.00	\$ 835.00	116.57
5540	TRAVEL CONVENTION & EDUCATION	\$ 6,000.00	\$ 0.00	\$ 1,338.83	\$ 4,831.92	\$ 1,168.08	80.53
5800	MISCELLANEOUS CHARGES	\$ 2,000.00	\$ 0.00	\$ 0.00	\$ 666.17	\$ 1,333.83	33.31
5810	DUES & ASSOC. MEMBERSHIPS	\$ 4,000.00	\$ 0.00	\$ 0.00	\$ 4,534.00	\$ 534.00	113.35
6001	OFFICE SUPPLIES	\$ 1,000.00	\$ 0.00	\$ 188.35	\$ 188.35	\$ 811.65	18.83
11010	BOARD OF SUPERVISORS	\$ 64,272.00	\$ 12,561.88	\$ 4,152.68	\$ 34,013.85	\$ 17,696.27	72.47
FUNC 12110 COUNTY ADMINISTRATOR							
1100	SALARIES - REGULAR	\$ 184,719.00	\$ 92,359.62	\$ 15,393.23	\$ 92,359.38	\$ 0.00	100.00
1300	SALARIES - PART TIME	\$ 1,000.00	\$ 0.00	\$ 0.00	\$ 412.50	\$ 587.50	41.25
2100	FICA BENEFITS	\$ 14,208.00	\$ 6,637.88	\$ 508.34	\$ 6,071.47	\$ 1,498.65	89.45
2210	VSRS BENEFITS	\$ 25,491.00	\$ 12,745.60	\$ 2,124.27	\$ 12,745.62	\$ 0.22	100.00
2300	HEALTH INSURANCE BENEFITS	\$ 15,717.00	\$ 7,860.78	\$ 1,310.12	\$ 7,860.72	\$ 4.50	100.03
2400	LIFE INSURANCE	\$ 1,884.00	\$ 258.61	\$ 43.10	\$ 258.60	\$ 1,366.79	27.45
2700	WORKERS COMPENSATION INSURANCE	\$ 200.00	\$ 0.00	\$ 0.00	\$ 180.94	\$ 19.06	90.47
3100	PROFESSIONAL SERVICES	\$ 5,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 5,000.00	0.00
3320	MAINTENANCE SERVICE CONTRACT	\$ 800.00	\$ 240.53	\$ 0.00	\$ 291.14	\$ 268.33	66.46
3500	PRINTING AND BINDING	\$ 2,000.00	\$ 0.00	\$ 0.00	\$ 224.00	\$ 1,776.00	11.20
5210	POSTAL SERVICES	\$ 600.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 600.00	0.00
5230	TELECOMMUNICATIONS	\$ 1,500.00	\$ 374.59	\$ 108.43	\$ 691.73	\$ 433.68	71.09
5540	TRAVEL CONVENTION & EDUCATION	\$ 2,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,000.00	0.00
5810	DUES & ASSOCIATION MEMBERSHIPS	\$ 1,500.00	\$ 0.00	\$ 30.00	\$ 500.83	\$ 999.17	33.39
6001	OFFICE SUPPLIES	\$ 1,200.00	\$ 0.00	\$ 0.00	\$ 1,781.65	\$ 581.65	148.47
6008	VEHICLE AND EQUIP FUEL	\$ 1,000.00	\$ 0.00	\$ 131.73	\$ 434.63	\$ 565.37	43.46
6012	BOOKS AND SUBSCRIPTIONS	\$ 1,200.00	\$ 0.00	\$ 15.22	\$ 504.30	\$ 695.70	42.02
12110	COUNTY ADMINISTRATOR	\$ 260,019.00	\$ 120,477.61	\$ 19,664.44	\$ 124,317.51	\$ 15,223.88	94.15
FUNC 12210 LEGAL SERVICES							
1100	SALARIES/WAGES - REGULAR	\$ 29,894.00	\$ 16,376.87	\$ 2,729.48	\$ 15,423.32	\$ 1,906.19	106.38
2100	FICA	\$ 2,287.00	\$ 1,254.21	\$ 209.08	\$ 1,181.41	\$ 148.62	106.50
2210	VSRS	\$ 4,125.00	\$ 2,260.01	\$ 596.09	\$ 2,567.26	\$ 702.27	117.02
2400	LIFE INSURANCE	\$ 305.00	\$ 45.86	\$ 12.09	\$ 52.06	\$ 207.08	32.10
3100	PROFESSIONAL SERVICES	\$ 32,000.00	\$ 0.00	\$ 1,820.00	\$ 8,916.00	\$ 23,084.00	27.86
5810	DUES & ASSOCIATION MEMBERSHIPS	\$ 0.00	\$ 0.00	\$ 0.00	\$ 270.00	\$ 270.00	100.00
12210	LEGAL SERVICES	\$ 68,611.00	\$ 19,936.95	\$ 5,366.74	\$ 28,410.05	\$ 20,264.00	70.47
FUNC 12310 COMMISSIONER OF REVENUE							
1100	SALARIES - REGULAR	\$ 166,090.00	\$ 83,044.50	\$ 13,840.75	\$ 83,044.50	\$ 1.00	100.00
2100	FICA BENEFITS	\$ 12,706.00	\$ 5,906.14	\$ 984.36	\$ 5,851.24	\$ 948.62	92.53
2210	VSRS BENEFITS	\$ 22,920.00	\$ 11,460.10	\$ 1,910.03	\$ 11,460.18	\$ 0.28	100.00
2300	HEALTH INSURANCE BENEFITS	\$ 26,352.00	\$ 11,905.02	\$ 1,984.17	\$ 12,755.06	\$ 1,691.92	93.58
2400	LIFE INSURANCE	\$ 1,694.00	\$ 232.55	\$ 38.75	\$ 232.50	\$ 1,228.95	27.45
2700	WORKERS COMPENSATION INSURANCE	\$ 200.00	\$ 0.00	\$ 0.00	\$ 177.48	\$ 22.52	88.74

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3310	REPAIR & MAINTENANCE	\$ 100.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 100.00	0.00
3320	MAINTENANCE SERVICE CONTRACTS	\$ 500.00	\$ 132.46	\$ 40.00	\$ 180.15	\$ 187.39	62.52
3500	PRINTING AND BINDING	\$ 1,500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,500.00	0.00
4100	DATA PROCESSING	\$ 1,800.00	\$ 0.00	\$ 0.00	\$ 876.56	\$ 2,123.44	29.22
5210	POSTAL SERVICES	\$ 3,000.00	\$ 0.00	\$ 0.00	\$ 278.04	\$ 1,221.96	18.54
5230	TELECOMMUNICATIONS	\$ 1,500.00	\$ 0.00	\$ 30.93	\$ 0.00	\$ 500.00	0.00
5510	TRAVEL MILEAGE	\$ 500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,000.00	0.00
5540	TRAVEL CONVENTION & EDUCATION	\$ 2,000.00	\$ 0.00	\$ 0.00	\$ 290.00	\$ 910.00	24.17
5810	DUES & MEMBERSHIPS	\$ 1,200.00	\$ 0.00	\$ 0.00	\$ 577.00	\$ 523.00	52.45
6001	OFFICE SUPPLIES	\$ 1,100.00	\$ 0.00	\$ 80.00	\$ 0.00	\$ 100.00	0.00
6008	VEHICLE AND EQUIP FUEL	\$ 100.00	\$ 0.00	\$ 0.00	\$ 233.42	\$ 766.58	23.34
6012	BOOKS AND SUBSCRIPTIONS	\$ 1,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 200.00	0.00
8201	MACHINERY & EQUIPMENT	\$ 200.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 200.00	0.00
12310	COMMISSIONER OF REVENUE	\$ 244,462.00	\$ 112,680.77	\$ 18,908.99	\$ 115,956.13	\$ 15,825.10	93.53
	FUNC 12320 ASSESSOR						
1100	SALARIES - REGULAR	\$ 42,460.00	\$ 21,229.50	\$ 3,538.25	\$ 21,229.50	\$ 1.00	100.00
2100	FICA BENEFITS	\$ 3,248.00	\$ 1,366.10	\$ 227.69	\$ 1,366.14	\$ 515.76	84.12
2210	VRSR BENEFITS	\$ 5,859.00	\$ 2,929.66	\$ 488.28	\$ 2,929.68	\$ 0.34	100.01
2300	HEALTH INSURANCE BENEFITS	\$ 8,093.00	\$ 4,048.62	\$ 674.77	\$ 4,048.62	\$ 4.24	100.05
2400	LIFE INSURANCE	\$ 433.00	\$ 59.43	\$ 9.91	\$ 59.46	\$ 314.11	27.46
2700	WORKER'S COMPENSATION	\$ 579.00	\$ 0.00	\$ 0.00	\$ 578.49	\$ 0.51	99.91
3320	MAINTENANCE SERVICE CONTRACT	\$ 3,500.00	\$ 0.00	\$ 0.00	\$ 3,500.00	\$ 0.00	100.00
5210	POSTAL SERVICES	\$ 50.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 50.00	0.00
5510	TRAVEL MILEAGE	\$ 250.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 250.00	0.00
5540	TRAVEL CONVENTION & EDUCATION	\$ 400.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 400.00	0.00
5810	DUES & MEMBERSHIPS	\$ 250.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 250.00	0.00
6001	OFFICE SUPPLIES	\$ 100.00	\$ 0.00	\$ 0.00	\$ 163.40	\$ 63.40	163.40
6012	BOOKS AND SUBSCRIPTIONS	\$ 100.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 100.00	0.00
12320	ASSESSOR	\$ 65,322.00	\$ 29,633.31	\$ 4,938.90	\$ 33,875.29	\$ 1,813.40	97.22
	FUNC 12410 TREASURER						
1100	SALARIES - REGULAR	\$ 177,642.00	\$ 88,821.00	\$ 14,803.50	\$ 86,123.16	\$ 2,697.84	98.48
1300	SALARIES - PART TIME	\$ 3,967.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 3,967.00	0.00
2100	FICA BENEFITS	\$ 13,894.00	\$ 6,505.22	\$ 1,084.23	\$ 6,293.24	\$ 1,095.54	92.12
2210	VRSR BENEFITS	\$ 24,515.00	\$ 12,257.28	\$ 2,042.89	\$ 11,885.04	\$ 372.68	98.48
2300	HEALTH INSURANCE BENEFITS	\$ 23,342.00	\$ 9,131.46	\$ 1,521.91	\$ 9,978.60	\$ 4,231.94	81.87
2400	LIFE INSURANCE	\$ 1,812.00	\$ 248.70	\$ 41.45	\$ 241.14	\$ 1,322.16	27.03
2700	WORKERS COMPENSATION INSURANCE	\$ 210.00	\$ 0.00	\$ 0.00	\$ 189.83	\$ 20.17	90.40
3100	PROFESSIONAL SERVICES	\$ 0.00	\$ 0.00	\$ 0.00	\$ 20.00	\$ 20.00	100.00
3320	MAINTENANCE SERVICE CONTRACT	\$ 400.00	\$ 139.86	\$ 0.00	\$ 112.76	\$ 147.38	63.16
3500	PRINTING AND BINDING	\$ 8,000.00	\$ 0.00	\$ 0.00	\$ 4,287.97	\$ 3,712.03	53.60
3600	ADVERTISING	\$ 1,500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,500.00	0.00
5210	POSTAL SERVICES	\$ 17,000.00	\$ 0.00	\$ 0.00	\$ 6,371.20	\$ 10,628.80	37.48
5230	TELECOMMUNICATIONS	\$ 1,000.00	\$ 0.00	\$ 2.27	\$ 178.82	\$ 821.18	17.88
5306	SURETY BONDS	\$ 110.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 110.00	0.00
5510	TRAVEL MILEAGE	\$ 250.00	\$ 0.00	\$ 0.00	\$ 580.87	\$ 1,419.13	29.04
5540	TRAVEL CONVENTION & EDUCATION	\$ 2,000.00	\$ 0.00	\$ 0.00	\$ 640.00	\$ 360.00	64.00
5810	DUES & MEMBERSHIPS	\$ 1,000.00	\$ 0.00	\$ 40.00	\$ 1,079.34	\$ 3,920.66	21.59
6001	OFFICE SUPPLIES	\$ 5,000.00	\$ 0.00	\$ 0.00	\$ 725.97	\$ 24.03	96.80
6022	SUPPLIES - DOG TAGS	\$ 750.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 750.00	0.00
12410	TREASURER	\$ 282,392.00	\$ 117,103.52	\$ 19,536.25	\$ 128,707.94	\$ 36,580.54	87.05
	FUNC 12510 DATA PROCESSING						
1100	SALARIES & WAGES - REGULAR	\$ 113,282.00	\$ 56,640.98	\$ 9,440.17	\$ 56,641.02	\$ 0.00	100.00
1300	SALARIES - PART TIME	\$ 1,000.00	\$ 0.00	\$ 315.00	\$ 1,395.00	\$ 395.00	139.50

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2100	FICA BENEFITS	\$ 8,743.00	\$ 4,073.02	\$ 702.95	\$ 4,179.81	\$ 490.17	94.39
2210	VSRS	\$ 15,633.00	\$ 7,816.48	\$ 1,302.74	\$ 7,816.44	\$ 0.08	100.00
2300	HOSPITAL/MEDICAL PLANS	\$ 8,093.00	\$ 4,048.62	\$ 674.77	\$ 4,048.62	\$ 4.24	100.05
2400	LIFE INSURANCE	\$ 1,156.00	\$ 158.56	\$ 26.44	\$ 158.64	\$ 838.80	27.44
2700	WORKER'S COMPENSATION	\$ 136.00	\$ 0.00	\$ 0.00	\$ 122.12	\$ 13.88	89.79
3100	PROFESSIONAL SERVICES	\$ 10,000.00	\$ 2,875.00	\$ 150.00	\$ 2,675.00	\$ 4,450.00	55.50
3320	MAINTENANCE SERVICE CONTRACT	\$ 36,500.00	\$ 10,263.37	\$ 1,712.19	\$ 26,245.43	\$ 8.80	100.02
5210	POSTAL SERVICES	\$ 1,000.00	\$ 0.00	\$ 0.00	\$ 1.22	\$ 998.78	0.12
5230	TELECOMMUNICATIONS	\$ 50,000.00	\$ 5,397.64	\$ 2,817.98	\$ 10,690.75	\$ 33,911.61	32.18
5540	TRAVEL CONVENTION & EDUCATION	\$ 500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 500.00	0.00
6001	OFFICE SUPPLIES	\$ 3,000.00	\$ 0.00	\$ 0.00	\$ 727.61	\$ 2,272.39	24.25
6012	BOOKS & SUBSCRIPTIONS	\$ 200.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 200.00	0.00
8201	MACHINERY & EQUIPMENT	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,526.42	\$ 1,526.42	100.00
8207	EDP EQUIPMENT	\$ 10,000.00	\$ 990.70	\$ 2,061.26	\$ 3,850.42	\$ 5,158.88	48.41
12510	DATA PROCESSING	\$ 259,243.00	\$ 92,264.37	\$ 19,203.50	\$ 120,078.50	\$ 46,900.13	81.91
FUNC 13100 ELECTORAL BOARD AND OFFICIALS							
1300	SALARIES - PART TIME	\$ 7,512.00	\$ 0.00	\$ 0.00	\$ 2,504.00	\$ 5,008.00	33.33
2100	FICA	\$ 575.00	\$ 0.00	\$ 0.00	\$ 191.55	\$ 383.45	33.31
2700	WORKER'S COMPENSATION	\$ 10.00	\$ 0.00	\$ 0.00	\$ 8.03	\$ 1.97	80.30
3000	PURCHASED SERVICES	\$ 3,600.00	\$ 0.00	\$ 1,499.15	\$ 1,499.15	\$ 2,100.85	41.64
3160	ELECTORAL BOARD SERVICES	\$ 8,565.00	\$ 0.00	\$ 0.00	\$ 3,475.00	\$ 5,090.00	40.57
3320	MAINTENANCE SERVICE CONTRACT	\$ 4,050.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 4,050.00	0.00
3500	PRINTING AND BINDING	\$ 2,500.00	\$ 0.00	\$ 0.00	\$ 255.00	\$ 2,245.00	10.20
3600	ADVERTISING	\$ 510.00	\$ 0.00	\$ 0.00	\$ 161.20	\$ 348.80	31.61
5210	POSTAL SERVICES	\$ 2,500.00	\$ 0.00	\$ 0.00	\$ 629.64	\$ 1,870.36	25.19
5400	LEASES AND RENTALS	\$ 1,200.00	\$ 0.00	\$ 0.00	\$ 525.00	\$ 675.00	43.75
5510	TRAVEL MILEAGE	\$ 500.00	\$ 0.00	\$ 0.00	\$ 145.92	\$ 354.08	29.18
5540	TRAVEL CONVENTION & EDUCATION	\$ 900.00	\$ 0.00	\$ 0.00	\$ 418.20	\$ 481.80	46.47
5810	DUES, SUBSCRIPTIONS & MEMBERSHIPS	\$ 150.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 150.00	0.00
6000	MATERIAL AND SUPPLIES	\$ 600.00	\$ 0.00	\$ 6.00	\$ 120.61	\$ 479.39	20.10
13100	ELECTORAL BOARD AND OFFICIALS	\$ 33,172.00	\$ 0.00	\$ 1,505.15	\$ 9,933.30	\$ 23,238.70	29.94
FUNC 13200 REGISTRAR							
1100	SALARIES - REGULAR	\$ 43,363.00	\$ 21,681.52	\$ 3,613.58	\$ 21,681.48	\$ 0.00	100.00
1300	SALARIES - PART TIME	\$ 8,840.00	\$ 0.00	\$ 357.50	\$ 2,385.50	\$ 6,454.50	26.99
2100	FICA BENEFITS	\$ 3,994.00	\$ 1,666.13	\$ 305.03	\$ 1,848.63	\$ 479.24	88.00
2210	VSRS BENEFITS	\$ 5,984.00	\$ 2,992.07	\$ 498.67	\$ 2,992.02	\$ 0.09	100.00
2400	LIFE INSURANCE	\$ 442.00	\$ 60.70	\$ 10.12	\$ 60.72	\$ 320.58	27.47
2700	WORKERS COMPENSATION INSURANCE	\$ 70.00	\$ 0.00	\$ 0.00	\$ 55.78	\$ 14.22	79.69
3310	REPAIR & MAINTENANCE	\$ 200.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 200.00	0.00
3320	MAINTENANCE & SERVICE CONTRACT	\$ 0.00	\$ 49.60	\$ 0.00	\$ 38.47	\$ 88.07	100.00
5230	TELECOMMUNICATIONS	\$ 900.00	\$ 0.00	\$ 2.27	\$ 26.40	\$ 873.60	2.93
5510	TRAVEL MILEAGE	\$ 50.00	\$ 0.00	\$ 0.00	\$ 41.30	\$ 8.70	82.60
5540	TRAVEL CONVENTION & EDUCATION	\$ 650.00	\$ 0.00	\$ 0.00	\$ 185.17	\$ 464.83	28.49
5810	DUES & SUBSCRIPTIONS	\$ 150.00	\$ 0.00	\$ 140.00	\$ 140.00	\$ 10.00	93.33
6001	OFFICE SUPPLIES	\$ 700.00	\$ 0.00	\$ 0.00	\$ 78.85	\$ 621.15	11.26
8201	MACHINERY & EQUIPMENT	\$ 150.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 150.00	0.00
13200	REGISTRAR	\$ 65,493.00	\$ 26,450.02	\$ 4,927.17	\$ 29,534.32	\$ 9,508.66	85.48
FUNC 21100 CIRCUIT COURT							
5841	COMPENSATION OF JURORS	\$ 2,000.00	\$ 0.00	\$ 0.00	\$ 420.00	\$ 1,580.00	21.00
5842	JURY COMMISSIONERS	\$ 180.00	\$ 0.00	\$ 0.00	\$ 180.00	\$ 0.00	100.00
7001	SHARED COURT SERVICES	\$ 10,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 10,000.00	0.00
21100	CIRCUIT COURT	\$ 12,180.00	\$ 0.00	\$ 0.00	\$ 600.00	\$ 11,580.00	4.93

CLARKE COUNTY
 FD-PJT-FUNC-OBJ EXPENDITURES SUMMARY REPORT DEFINITION TYPE #0
 for Fiscal Year 2011 (2010-2011 Fiscal Year)
 Posted Only Figures
 Executed By: gilleya

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Code	Description	Appropriations	Outstanding Encumbrances	Expenditures For DECEMBER	Expenditures Year-to-Date	Available Balance	Percent Used

	FUNC 21200 GENERAL DISTRICT COURT						
3150	LEGAL	\$ 0.00	\$ 0.00	\$ 0.00	\$ 157.50	\$ 157.50	100.00
3320	MAINTENANCE SERVICE CONTRACT	\$ 0.00	\$ 273.63	\$ 0.00	\$ 32.37	\$ 306.00	100.00
5210	POSTAL SERVICES	\$ 636.00	\$ 378.00	\$ 0.00	\$ 274.83	\$ 16.83	102.65
5230	TELECOMMUNICATIONS	\$ 2,000.00	\$ 0.00	\$ 141.66	\$ 603.96	\$ 1,396.04	30.20
5810	DUES & MEMBERSHIPS	\$ 85.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 85.00	0.00
6001	OFFICE SUPPLIES	\$ 1,500.00	\$ 0.00	\$ 0.00	\$ 125.50	\$ 1,374.50	8.37
6012	BOOKS AND SUBSCRIPTIONS	\$ 600.00	\$ 0.00	\$ 0.00	\$ 368.99	\$ 231.01	61.50

21200	GENERAL DISTRICT COURT	\$ 4,821.00	\$ 651.63	\$ 141.66	\$ 1,563.15	\$ 2,606.22	45.94

	FUNC 21300 MAGISTRATE						
5230	TELECOMMUNICATIONS	\$ 1,000.00	\$ 0.00	\$ 23.15	\$ 425.49	\$ 574.51	42.55

	FUNC 21500 JUVENILE & DOMESTIC RELATIONS OFFICE						
3320	MAINTENANCE SERVICE CONTRACT	\$ 1,300.00	\$ 1,148.49	\$ 0.00	\$ 72.51	\$ 79.00	93.92
5210	POSTAL SERVICES	\$ 550.00	\$ 0.00	\$ 0.00	\$ 69.30	\$ 480.70	12.60
5230	TELECOMMUNICATIONS	\$ 700.00	\$ 0.00	\$ 53.61	\$ 278.82	\$ 421.18	39.83
5810	DUES & MEMBERSHIPS	\$ 100.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 100.00	0.00
6001	OFFICE SUPPLIES	\$ 2,000.00	\$ 0.00	\$ 0.00	\$ 89.73	\$ 1,910.27	4.49

21500	JUVENILE & DOMESTIC RELATIONS OF	\$ 4,650.00	\$ 1,148.49	\$ 53.61	\$ 510.36	\$ 2,991.15	35.67

	FUNC 21600 CLERK OF THE CIRCUIT COURT						
1100	Salaries - Regular	\$ 20,000.00	\$ 0.00	\$ 4,000.00	\$ 12,000.00	\$ 8,000.00	60.00
2100	FICA BENEFITS	\$ 11,838.00	\$ 0.00	\$ 1,062.41	\$ 6,056.78	\$ 5,781.22	51.16
2210	VSRS BENEFITS	\$ 22,500.00	\$ 0.00	\$ 1,916.48	\$ 10,925.88	\$ 11,574.12	48.56
2300	HEALTH INSURANCE BENEFITS	\$ 10,164.00	\$ 0.00	\$ 847.14	\$ 5,082.84	\$ 5,081.16	50.01
2400	LIFE INSURANCE	\$ 1,566.00	\$ 0.00	\$ 38.89	\$ 221.70	\$ 1,344.30	14.16
2700	WORKER'S COMPENSATION	\$ 202.00	\$ 0.00	\$ 0.00	\$ 169.64	\$ 32.36	83.98
3100	PROFESSIONAL SERVICES	\$ 3,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 3,000.00	0.00
3310	REPAIR & MAINTENANCE	\$ 150.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 150.00	0.00
3320	MAINTENANCE SERVICE CONTRACT	\$ 1,000.00	\$ 402.00	\$ 0.00	\$ 402.00	\$ 196.00	80.40
3500	PRINTING AND BINDING	\$ 300.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 300.00	0.00
3510	MICROFILMING	\$ 9,000.00	\$ 0.00	\$ 0.00	\$ 2,806.10	\$ 6,193.90	31.18
5210	POSTAL SERVICES	\$ 3,000.00	\$ 0.00	\$ 176.00	\$ 1,300.08	\$ 1,699.92	43.34
5230	TELECOMMUNICATIONS	\$ 1,000.00	\$ 0.00	\$ 63.92	\$ 319.98	\$ 680.02	32.00
6001	OFFICE SUPPLIES	\$ 7,000.00	\$ 0.00	\$ 233.07	\$ 2,662.06	\$ 4,337.94	38.03

21600	CLERK OF THE CIRCUIT COURT	\$ 90,720.00	\$ 402.00	\$ 8,337.91	\$ 41,947.06	\$ 48,370.94	46.68

	FUNC 21900 VICTIM/WITNESS PROGRAM						
1300	SALARIES/WAGES - PART TIME	\$ 25,683.00	\$ 15,042.93	\$ 2,507.16	\$ 15,042.96	\$ 4,402.89	117.14
2100	FICA	\$ 1,885.00	\$ 1,136.74	\$ 189.46	\$ 1,039.16	\$ 290.90	115.43
2210	VSRS	\$ 4,847.00	\$ 2,075.92	\$ 401.18	\$ 2,407.08	\$ 364.00	92.49
2300	Health Insurance	\$ 3,565.00	\$ 4,667.56	\$ 423.57	\$ 3,043.81	\$ 4,146.37	216.31
2400	LIFE INSURANCE	\$ 195.00	\$ 42.12	\$ 8.14	\$ 48.84	\$ 104.04	46.65
2700	WORKER'S COMPENSATION	\$ 30.00	\$ 0.00	\$ 0.00	\$ 37.28	\$ 7.28	124.27
5230	TELECOMMUNICATIONS	\$ 0.00	\$ 0.00	\$ 4.97	\$ 80.98	\$ 80.98	100.00
5540	TRAVEL CONVENTION & EDUCATION	\$ 1,212.00	\$ 0.00	\$ 398.21	\$ 410.21	\$ 801.79	33.85
5810	DUES, SUBSCRIPTIONS & MEMBERSHIPS	\$ 0.00	\$ 0.00	\$ 0.00	\$ 95.00	\$ 95.00	100.00
6001	OFFICE SUPPLIES	\$ 1,890.00	\$ 0.00	\$ 0.00	\$ 271.25	\$ 1,618.75	14.35

21900	VICTIM/WITNESS PROGRAM	\$ 39,307.00	\$ 22,965.27	\$ 3,932.69	\$ 22,476.57	\$ 6,134.84	115.61

	FUNC 21920 COURT SERVICES DETOXIFICATION						
3845	PURCHASED SERVICES - DETOX	\$ 2,000.00	\$ 0.00	\$ 0.00	\$ 160.00	\$ 1,840.00	8.00

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Code	Description	Appropriations	Outstanding Encumbrances	Expenditures For DECEMBER	Expenditures Year-to-Date	Available Balance	Percent Used
5699	FUNC 21930 BLUE RIDGE LEGAL SERVICES CIVIC CONTRIBUTIONS	\$ 2,000.00	\$ 0.00	\$ 0.00	\$ 2,000.00	\$ 0.00	100.00
1100	FUNC 22100 COMMONWEALTH'S ATTORNEY SALARIES - REGULAR	\$ 176,623.00	\$ 88,328.52	\$ 14,721.41	\$ 89,282.14	\$ 987.66	100.56
1300	SALARIES - PART TIME	\$ 5,800.00	\$ 0.00	\$ 0.00	\$ 1,617.00	\$ 4,183.00	27.88
2100	FICA BENEFITS	\$ 13,955.00	\$ 7,297.29	\$ 707.04	\$ 6,580.30	\$ 77.41	99.45
2210	VSRS BENEFITS	\$ 24,374.00	\$ 11,826.70	\$ 2,041.91	\$ 13,260.74	\$ 713.44	102.93
2300	HEALTH INSURANCE BENEFITS	\$ 10,072.00	\$ 5,090.37	\$ 847.14	\$ 5,082.84	\$ 101.21	101.00
2400	LIFE INSURANCE	\$ 1,802.00	\$ 239.96	\$ 41.43	\$ 269.06	\$ 1,292.98	28.25
2700	WORKERS COMPENSATION INSURANCE	\$ 200.00	\$ 0.00	\$ 0.00	\$ 188.49	\$ 11.51	94.25
3320	MAINTENANCE SERVICE CONTRACT	\$ 400.00	\$ 0.00	\$ 55.82	\$ 238.87	\$ 161.13	59.72
5210	POSTAL SERVICES	\$ 500.00	\$ 0.00	\$ 0.00	\$ 152.46	\$ 347.54	30.49
5230	TELECOMMUNICATIONS	\$ 600.00	\$ 0.00	\$ 35.69	\$ 181.77	\$ 418.23	30.29
5540	TRAVEL CONVENTION & EDUCATION	\$ 3,000.00	\$ 0.00	\$ 0.00	\$ 2,445.86	\$ 554.14	81.53
5810	DUES & MEMBERSHIPS	\$ 603.00	\$ 0.00	\$ 95.00	\$ 165.00	\$ 438.00	27.36
6001	OFFICE SUPPLIES	\$ 1,000.00	\$ 0.00	\$ 0.00	\$ 56.00	\$ 944.00	5.60
6012	BOOKS AND SUBSCRIPTIONS	\$ 600.00	\$ 0.00	\$ 0.00	\$ 649.52	\$ 49.52	108.25
22100	COMMONWEALTH'S ATTORNEY	\$ 239,529.00	\$ 112,782.84	\$ 18,545.44	\$ 120,170.05	\$ 6,576.11	97.25
1100	FUNC 31200 SHERIFF SALARIES - REGULAR	\$ 910,702.00	\$ 455,831.46	\$ 75,983.94	\$ 455,675.74	\$ 805.20	100.09
1300	SALARIES - PART TIME	\$ 20,000.00	\$ 0.00	\$ 319.55	\$ 4,036.16	\$ 15,963.84	20.18
2100	FICA BENEFITS	\$ 71,199.00	\$ 32,427.84	\$ 5,417.01	\$ 32,685.42	\$ 6,085.74	91.45
2210	VSRS BENEFITS	\$ 125,677.00	\$ 62,914.77	\$ 10,485.76	\$ 62,883.11	\$ 120.88	100.10
2300	HEALTH INSURANCE BENEFITS	\$ 116,796.00	\$ 57,794.46	\$ 9,632.41	\$ 58,218.03	\$ 783.51	99.33
2400	LIFE INSURANCE	\$ 9,289.00	\$ 1,276.52	\$ 212.77	\$ 1,275.98	\$ 6,736.50	27.48
2700	WORKERS COMPENSATION INSURANCE	\$ 9,730.00	\$ 0.00	\$ 0.00	\$ 9,730.11	\$ 0.11	100.00
3100	PROFESSIONAL SERVICES	\$ 3,000.00	\$ 0.00	\$ 131.40	\$ 3,662.69	\$ 662.69	122.09
3310	REPAIR & MAINTENANCE	\$ 1,000.00	\$ 0.00	\$ 63.00	\$ 1,011.00	\$ 11.00	101.10
3320	MAINTENANCE SERVICE CONTRACT	\$ 10,000.00	\$ 2,426.91	\$ 0.00	\$ 1,691.67	\$ 5,881.42	41.19
3350	INSURED REPAIRS	\$ 1,000.00	\$ 0.00	\$ 200.00	\$ 1,565.85	\$ 565.85	156.59
3500	PRINTING AND BINDING	\$ 0.00	\$ 0.00	\$ 0.00	\$ 442.40	\$ 442.40	100.00
5210	POSTAL SERVICES	\$ 3,000.00	\$ 0.00	\$ 407.02	\$ 912.31	\$ 2,087.69	30.41
5230	TELECOMMUNICATIONS	\$ 18,000.00	\$ 3,314.94	\$ 651.58	\$ 3,396.70	\$ 11,288.36	37.29
5305	MOTOR VEHICLE INSURANCE	\$ 11,002.00	\$ 0.00	\$ 0.00	\$ 12,825.00	\$ 1,823.00	116.57
5530	TRAVEL SUBSISTANCE & LODGING	\$ 3,000.00	\$ 0.00	\$ 12.31	\$ 3,847.76	\$ 847.76	128.26
5540	TRAVEL CONVENTION & EDUCATION	\$ 2,000.00	\$ 0.00	\$ 35.11	\$ 996.64	\$ 1,003.36	49.83
5800	MISCELLANEOUS CHARGES	\$ 1,000.00	\$ 0.00	\$ 264.00	\$ 1,398.35	\$ 398.35	139.84
5810	DUES & MEMBERSHIPS	\$ 2,000.00	\$ 0.00	\$ 262.00	\$ 1,720.00	\$ 280.00	86.00
6001	OFFICE SUPPLIES	\$ 3,000.00	\$ 0.00	\$ 233.51	\$ 1,487.77	\$ 1,512.23	49.59
6007	REPAIR AND MAINTENANCE SUPPLIES	\$ 35,000.00	\$ 11,451.70	\$ 1,720.78	\$ 13,694.60	\$ 9,853.70	71.85
6008	VEHICLE AND EQUIP FUEL	\$ 75,000.00	\$ 0.00	\$ 5,564.36	\$ 26,875.17	\$ 48,124.83	35.83
6009	VEHICLE AND EQUIPMENT SUPPLIES	\$ 0.00	\$ 0.00	\$ 0.00	\$ 76.99	\$ 76.99	100.00
6010	POLICE SUPPLIES	\$ 5,000.00	\$ 0.00	\$ 264.46	\$ 2,694.57	\$ 2,305.43	53.89
6011	UNIFORM AND WEARING APPAREL	\$ 2,000.00	\$ 0.00	\$ 34.69	\$ 1,480.00	\$ 520.00	74.00
6017	AMMUNITION	\$ 6,500.00	\$ 5,359.00	\$ 0.00	\$ 6,875.36	\$ 5,734.36	188.22
6024	INSURED REPAIRS	\$ 12,000.00	\$ 0.00	\$ 0.00	\$ 325.00	\$ 11,675.00	2.71
31200	SHERIFF	\$ 1,456,895.00	\$ 632,797.60	\$ 111,895.66	\$ 711,484.38	\$ 112,613.02	92.27
5699	FUNC 31210 CRIMINAL JUSTICE TRAINING CENTER CIVIC CONTRIBUTIONS	\$ 15,500.00	\$ 0.00	\$ 0.00	\$ 15,892.50	\$ 392.50	102.53
5699	FUNC 31220 DRUG TASK FORCE CIVIC CONTRIBUTIONS	\$ 10,500.00	\$ 0.00	\$ 0.00	\$ 2,470.48	\$ 8,029.52	23.53
	FUNC 32100 EMERGENCY MEDICAL SERVICES						

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Code	Description	Appropriations	Outstanding Encumbrances	Expenditures For DECEMBER	Expenditures Year-to-Date	Available Balance	Percent Used
1100	SALARIES - REGULAR	\$ 244,000.00	\$ 120,827.20	\$ 19,020.72	\$ 118,673.77	\$ 4,499.03	98.16
1300	SALARIES - PART TIME	\$ 18,000.00	\$ 0.00	\$ 2,823.60	\$ 13,800.00	\$ 4,200.00	76.67
2100	FICA BENEFITS	\$ 20,043.00	\$ 9,243.28	\$ 1,505.67	\$ 9,143.69	\$ 1,656.03	91.74
2210	VSRS BENEFITS	\$ 33,672.00	\$ 13,914.26	\$ 2,029.15	\$ 12,174.90	\$ 7,582.84	77.48
2300	HEALTH INSURANCE BENEFITS	\$ 31,552.00	\$ 15,686.22	\$ 2,614.37	\$ 15,686.22	\$ 179.56	99.43
2400	LIFE INSURANCE	\$ 2,489.00	\$ 273.56	\$ 41.19	\$ 247.14	\$ 1,968.30	20.92
2700	WORKERS COMPENSATION INSURANCE	\$ 15,515.00	\$ 0.00	\$ 0.00	\$ 15,515.01	\$ 0.01	100.00
5230	TELECOMMUNICATIONS	\$ 700.00	\$ 0.00	\$ 55.87	\$ 272.26	\$ 427.74	38.89
5540	TRAVEL CONVENTION & EDUCATION	\$ 500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 500.00	0.00
6001	OFFICE SUPPLIES	\$ 500.00	\$ 0.00	\$ 0.00	\$ 1.00	\$ 499.00	0.20
6008	VEHICLE AND EQUIP FUEL	\$ 1,500.00	\$ 0.00	\$ 125.50	\$ 605.24	\$ 894.76	40.35
6011	UNIFORM AND WEARING APPAREL	\$ 1,000.00	\$ 0.00	\$ 0.00	\$ 487.90	\$ 512.10	48.79
32100	EMERGENCY MEDICAL SERVICES	\$ 369,471.00	\$ 159,944.52	\$ 28,216.07	\$ 186,607.13	\$ 22,919.35	93.80
	FUNC 32200 VOLUNTEER FIRE COMPANIES						
5697	TWO FOR LIFE DISTRIBUTION	\$ 15,722.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 15,722.00	0.00
5698	FIRE PROGRAMS DISTRIBUTION	\$ 25,183.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 25,183.00	0.00
5699	CIVIC CONTRIBUTIONS	\$ 0.00	\$ 320.00	\$ 0.00	\$ 0.00	\$ 320.00	100.00
32200	VOLUNTEER FIRE COMPANIES	\$ 40,905.00	\$ 320.00	\$ 0.00	\$ 0.00	\$ 40,585.00	0.78
	FUNC 32201 BLUE RIDGE VOLUNTEER FIRE COMPANY						
5699	CIVIC CONTRIBUTIONS	\$ 50,000.00	\$ 0.00	\$ 0.00	\$ 12,500.00	\$ 37,500.00	25.00
	FUNC 32202 BOYCE VOLUNTEER FIRE COMPANY						
5699	CIVIC CONTRIBUTIONS	\$ 50,000.00	\$ 0.00	\$ 0.00	\$ 25,460.00	\$ 24,540.00	50.92
	FUNC 32203 ENDERS VOLUNTEER FIRE COMPANY						
5699	CIVIC CONTRIBUTIONS	\$ 75,000.00	\$ 0.00	\$ 0.00	\$ 21,750.00	\$ 53,250.00	29.00
	FUNC 32204 SHENDANDOAH FARMS VOLUNTEER FIRE COMPANY						
5699	CIVIC CONTRIBUTIONS	\$ 50,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 50,000.00	0.00
	FUNC 32300 LORD FAIRFAX EMERGENCY MEDICAL						
5699	CIVIC CONTRIBUTION	\$ 4,929.00	\$ 0.00	\$ 0.00	\$ 4,929.00	\$ 0.00	100.00
	FUNC 32400 FORESTRY SERVICE						
5699	CIVIC CONTRIBUTION	\$ 2,231.00	\$ 0.00	\$ 0.00	\$ 2,230.65	\$ 0.35	99.98
	FUNC 33100 REGIONAL JAIL						
7000	JOINT OPERATIONS	\$ 483,066.00	\$ 0.00	\$ 0.00	\$ 241,532.70	\$ 241,533.30	50.00
	FUNC 33200 JUVENILE DETENTION						
3840	PURCHASED SERVICES - DETENTION C	\$ 25,884.00	\$ 0.00	\$ 0.00	\$ 6,423.29	\$ 19,460.71	24.82
	FUNC 33300 PROBATION OFFICE						
5210	POSTAL SERVICES	\$ 100.00	\$ 0.00	\$ 0.00	\$ 96.00	\$ 4.00	96.00
5230	TELECOMMUNICATIONS	\$ 500.00	\$ 0.00	\$ 29.52	\$ 149.23	\$ 350.77	29.85
6001	OFFICE SUPPLIES	\$ 300.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 300.00	0.00
33300	PROBATION OFFICE	\$ 900.00	\$ 0.00	\$ 29.52	\$ 245.23	\$ 654.77	27.25
	FUNC 34100 BUILDING INSPECTIONS						
1100	SALARIES - REGULAR	\$ 92,014.00	\$ 46,006.96	\$ 7,667.84	\$ 46,007.04	\$ 0.00	100.00
1300	SALARIES - PART TIME	\$ 1,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,000.00	0.00
2100	FICA BENEFITS	\$ 7,116.00	\$ 3,174.71	\$ 529.12	\$ 3,174.72	\$ 766.57	89.23
2210	VSRS BENEFITS	\$ 12,698.00	\$ 6,348.97	\$ 1,058.16	\$ 6,348.96	\$ 0.07	100.00
2300	HEALTH INSURANCE BENEFITS	\$ 10,628.00	\$ 5,547.12	\$ 924.52	\$ 5,547.12	\$ 466.24	104.39

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2400	LIFE INSURANCE	\$ 939.00	\$ 128.82	\$ 21.47	\$ 128.82	\$ 681.36	27.44
2700	WORKERS COMPENSATION INSURANCE	\$ 831.00	\$ 0.00	\$ 0.00	\$ 830.57	\$ 0.43	99.95
3320	MAINTENANCE SERVICE CONTRACT	\$ 1,900.00	\$ 351.84	\$ 0.00	\$ 1,353.16	\$ 195.00	89.74
3500	PRINTING AND BINDING	\$ 600.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 600.00	0.00
3600	ADVERTISING	\$ 150.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 150.00	0.00
5210	POSTAL SERVICES	\$ 150.00	\$ 0.00	\$ 0.00	\$ 55.66	\$ 94.34	37.11
5230	TELECOMMUNICATIONS	\$ 1,300.00	\$ 332.14	\$ 53.95	\$ 309.76	\$ 658.10	49.38
5510	TRAVEL MILEAGE	\$ 100.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 100.00	0.00
5540	TRAVEL CONVENTION & EDUCATION	\$ 600.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 600.00	0.00
5810	DUES & MEMBERSHIPS	\$ 500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 500.00	0.00
6001	OFFICE SUPPLIES	\$ 1,500.00	\$ 0.00	\$ 0.00	\$ 135.70	\$ 1,364.30	9.05
6008	VEHICLE AND EQUIP FUEL	\$ 2,500.00	\$ 0.00	\$ 270.76	\$ 1,267.17	\$ 1,232.83	50.69
6012	BOOKS AND SUBSCRIPTIONS	\$ 1,000.00	\$ 0.00	\$ 328.00	\$ 575.50	\$ 424.50	57.55
8207	EDP EQUIPMENT	\$ 0.00	\$ 37.67	\$ 0.00	\$ 56.44	\$ 94.11	100.00
34100	BUILDING INSPECTIONS	\$ 135,526.00	\$ 61,928.23	\$ 10,853.82	\$ 65,790.62	\$ 7,807.15	94.24
	FUNC 35100 ANIMAL CONTROL						
1100	SALARIES - REGULAR	\$ 33,500.00	\$ 16,749.98	\$ 2,791.67	\$ 16,750.02	\$ 0.00	100.00
1300	SALARIES - PART TIME	\$ 20,000.00	\$ 0.00	\$ 1,304.25	\$ 6,731.23	\$ 13,268.77	33.66
2100	FICA BENEFITS	\$ 4,093.00	\$ 1,072.59	\$ 278.53	\$ 1,587.50	\$ 1,432.91	64.99
2210	VSRS BENEFITS	\$ 4,623.00	\$ 2,311.50	\$ 385.25	\$ 2,311.50	\$ 0.00	100.00
2300	HEALTH INSURANCE BENEFITS	\$ 5,545.00	\$ 2,773.56	\$ 462.26	\$ 2,773.56	\$ 2.12	100.04
2400	LIFE INSURANCE	\$ 342.00	\$ 46.88	\$ 7.82	\$ 46.92	\$ 248.20	27.43
2700	WORKERS COMPENSATION INSURANCE	\$ 491.00	\$ 0.00	\$ 0.00	\$ 490.71	\$ 0.29	99.94
3100	PROFESSIONAL SERVICES	\$ 6,500.00	\$ 0.00	\$ 448.95	\$ 2,165.76	\$ 4,334.24	33.32
3500	PRINTING AND BINDING	\$ 300.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 300.00	0.00
5210	POSTAL SERVICES	\$ 100.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 100.00	0.00
5230	TELECOMMUNICATIONS	\$ 2,500.00	\$ 332.14	\$ 104.58	\$ 543.85	\$ 1,624.01	35.04
5540	TRAVEL CONVENTION & EDUCATION	\$ 2,500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,500.00	0.00
5810	DUES & MEMBERSHIPS	\$ 100.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 100.00	0.00
6001	OFFICE SUPPLIES	\$ 300.00	\$ 0.00	\$ 0.00	\$ 14.60	\$ 285.40	4.87
6004	MEDICAL AND LABORATORY SUPPLIES	\$ 1,000.00	\$ 0.00	\$ 0.00	\$ 679.60	\$ 320.40	67.96
6005	LAUNDRY, HOUSEKEEPING, & JANITOR	\$ 400.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 400.00	0.00
6008	VEHICLE AND EQUIP FUEL	\$ 1,500.00	\$ 0.00	\$ 54.00	\$ 309.75	\$ 1,190.25	20.65
6011	UNIFORM AND WEARING APPAREL	\$ 500.00	\$ 0.00	\$ 0.00	\$ 150.00	\$ 350.00	30.00
6014	OTHER OPERATING SUPPLIES	\$ 4,500.00	\$ 108.68	\$ 636.40	\$ 2,375.43	\$ 2,015.89	55.20
35100	ANIMAL CONTROL	\$ 88,794.00	\$ 23,395.33	\$ 6,473.71	\$ 36,930.43	\$ 28,468.24	67.94
	FUNC 35300 MEDICAL EXAMINER						
3100	PROFESSIONAL SERVICES	\$ 150.00	\$ 0.00	\$ 40.00	\$ 80.00	\$ 70.00	53.33
	FUNC 35600 COMMUNICATIONS						
1100	Salaries - Regular	\$ 194,882.00	\$ 97,441.46	\$ 16,240.15	\$ 91,493.07	\$ 5,947.47	96.95
2100	FICA Benefits	\$ 14,908.00	\$ 6,938.27	\$ 1,156.39	\$ 6,859.21	\$ 1,110.52	92.55
2210	VSRS Benefits	\$ 26,894.00	\$ 13,446.91	\$ 2,241.15	\$ 12,641.98	\$ 805.11	97.01
2300	Health Insurance Benefits	\$ 25,877.00	\$ 15,712.80	\$ 2,618.80	\$ 14,414.96	\$ 4,250.76	116.43
2400	Life Insurance	\$ 1,988.00	\$ 272.84	\$ 45.47	\$ 256.36	\$ 1,458.80	26.62
2700	Worker's Compensation	\$ 209.00	\$ 0.00	\$ 0.00	\$ 208.25	\$ 0.75	99.64
2800	OTHER BENEFITS - ANNUAL LEAVE PA	\$ 0.00	\$ 0.00	\$ 0.00	\$ 3,892.73	\$ 3,892.73	100.00
3000	PURCHASED SERVICES	\$ 0.00	\$ 0.00	\$ 0.00	\$ 16.24	\$ 16.24	100.00
3310	REPAIR & MAINTENANCE	\$ 2,190.00	\$ 2,190.00	\$ 0.00	\$ 0.00	\$ 0.00	100.00
3320	MAINTENANCE SERVICE CONTRACT	\$ 73,563.00	\$ 0.00	\$ 0.00	\$ 68,843.88	\$ 4,719.12	93.58
5230	TELECOMMUNICATIONS	\$ 25,000.00	\$ 1,048.60	\$ 1,928.61	\$ 11,205.74	\$ 12,745.66	49.02
5420	TOWER LEASE	\$ 24,000.00	\$ 0.00	\$ 1,800.00	\$ 15,131.46	\$ 8,868.54	63.05
5510	TRAVEL MILEAGE	\$ 500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 500.00	0.00
5540	TRAVEL CONVENTION & EDUCATION	\$ 1,500.00	\$ 0.00	\$ 0.00	\$ 256.95	\$ 1,243.05	17.13
5810	DUES & MEMBERSHIPS	\$ 300.00	\$ 0.00	\$ 0.00	\$ 230.00	\$ 70.00	76.67

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6001	OFFICE SUPPLIES	\$ 2,000.00	\$ 0.00	\$ 94.68	\$ 454.08	\$ 1,545.92	22.70
6011	UNIFORM AND WEARING APPAREL	\$ 1,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,000.00	0.00
6014	OTHER OPERATING SUPPLIES	\$ 300.00	\$ 0.00	\$ 300.00	\$ 300.00	\$ 0.00	100.00
35600	COMMUNICATIONS	\$ 395,111.00	\$ 137,050.88	\$ 26,425.25	\$ 226,204.91	\$ 31,855.21	91.94
3840	FUNC 42400 REFUSE DISPOSAL PURCHASED SERVICES	\$ 156,000.00	\$ 0.00	\$ 569.52	\$ 41,425.40	\$ 114,574.60	26.55
6014	FUNC 42600 LITTER CONTROL PROGRAM OTHER OPERATING SUPPLIES	\$ 5,429.00	\$ 4,071.16	\$ 454.97	\$ 3,346.66	\$ 1,988.82	136.63
3840	FUNC 42700 SANITATION PURCHASED SERVICES	\$ 9,000.00	\$ 0.00	\$ 0.00	\$ 2,960.76	\$ 6,039.24	32.90
5699	CIVIC CONTRIBUTIONS (CCSA)	\$ 10,000.00	\$ 0.00	\$ 0.00	\$ 10,000.00	\$ 0.00	100.00
42700	SANITATION	\$ 19,000.00	\$ 0.00	\$ 0.00	\$ 12,960.76	\$ 6,039.24	68.21
	FUNC 43200 GENERAL PROPERTY MAINTENANCE						
1100	SALARIES - REGULAR	\$ 169,457.00	\$ 59,685.80	\$ 9,947.69	\$ 58,357.59	\$ 51,413.61	69.66
1300	SALARIES - PART TIME	\$ 1,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,000.00	0.00
2100	FICA BENEFITS	\$ 13,040.00	\$ 4,193.84	\$ 698.98	\$ 4,136.82	\$ 4,709.34	63.89
2210	VRSR BENEFITS	\$ 23,197.00	\$ 8,206.37	\$ 1,367.74	\$ 8,123.59	\$ 6,867.04	70.40
2300	HEALTH INSURANCE BENEFITS	\$ 20,755.00	\$ 7,302.60	\$ 1,217.12	\$ 7,306.50	\$ 6,145.90	70.39
2400	LIFE INSURANCE	\$ 1,729.00	\$ 167.12	\$ 27.87	\$ 157.98	\$ 1,403.90	18.80
2700	WORKERS COMPENSATION INSURANCE	\$ 4,380.00	\$ 0.00	\$ 0.00	\$ 4,380.08	\$ 0.08	100.00
3100	PROFESSIONAL SERVICES	\$ 0.00	\$ 0.00	\$ 40.00	\$ 40.00	\$ 40.00	100.00
3310	REPAIR & MAINTENANCE	\$ 106,350.00	\$ 30,050.57	\$ 4,136.50	\$ 29,838.37	\$ 46,461.06	56.31
3320	MAINTENANCE SERVICE CONTRACT	\$ 163,400.00	\$ 87,832.02	\$ 11,035.78	\$ 64,038.68	\$ 11,529.30	92.94
3600	ADVERTISING	\$ 250.00	\$ 0.00	\$ 403.38	\$ 403.38	\$ 153.38	161.35
5110	ELECTRICAL SERVICES	\$ 90,000.00	\$ 0.00	\$ 6,559.70	\$ 38,154.57	\$ 51,845.43	42.39
5120	HEATING SERVICES	\$ 35,000.00	\$ 0.00	\$ 4,070.78	\$ 7,979.27	\$ 27,020.73	22.80
5130	WATER & SEWAGE SERVICES	\$ 30,000.00	\$ 0.00	\$ 1,295.20	\$ 9,595.80	\$ 20,404.20	31.99
5230	TELECOMMUNICATIONS	\$ 5,000.00	\$ 1,683.61	\$ 232.65	\$ 1,470.99	\$ 1,845.40	63.09
5301	BOILER INSURANCE	\$ 1,238.00	\$ 0.00	\$ 0.00	\$ 3,183.00	\$ 1,945.00	257.11
5302	FIRE INSURANCE	\$ 16,780.00	\$ 0.00	\$ 0.00	\$ 18,387.00	\$ 1,607.00	109.58
5305	MOTOR VEHICLE INSURANCE	\$ 6,189.00	\$ 0.00	\$ 0.00	\$ 5,643.00	\$ 546.00	91.18
5308	GENERAL LIABILITY INSURANCE	\$ 7,919.00	\$ 0.00	\$ 0.00	\$ 8,578.00	\$ 659.00	108.32
5410	EQUIPMENT RENTAL	\$ 2,500.00	\$ 0.00	\$ 211.20	\$ 1,002.07	\$ 1,497.93	40.08
5420	RENTAL/LEASE OF BUILDINGS	\$ 500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 500.00	0.00
5540	TRAVEL CONVENTION & EDUCATION	\$ 9,500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 9,500.00	0.00
6003	AGRICULTURAL SUPPLIES	\$ 9,500.00	\$ 0.00	\$ 504.87	\$ 504.87	\$ 8,995.13	5.31
6005	LAUNDRY, HOUSEKEEPING, & JANITOR	\$ 18,000.00	\$ 7,198.26	\$ 1,487.59	\$ 6,940.76	\$ 3,860.98	78.55
6007	REPAIR AND MAINTENANCE SUPPLIES	\$ 67,225.00	\$ 4,433.55	\$ 3,465.13	\$ 16,554.49	\$ 46,236.96	31.22
6008	VEHICLE AND EQUIP FUEL	\$ 11,000.00	\$ 0.00	\$ 496.29	\$ 2,616.61	\$ 8,383.39	23.79
6009	VEHICLE AND EQUIPMENT SUPPLIES	\$ 5,000.00	\$ 0.00	\$ 422.47	\$ 1,063.66	\$ 3,936.34	21.27
6014	OTHER OPERATING SUPPLIES	\$ 2,500.00	\$ 0.00	\$ 0.00	\$ 188.80	\$ 2,311.20	7.55
8201	MACHINERY & EQUIPMENT	\$ 2,500.00	\$ 0.00	\$ 0.00	\$ 1,275.65	\$ 1,224.35	51.03
8202	FURNITURE & FIXTURES	\$ 0.00	\$ 0.00	\$ 0.00	\$ 106.00	\$ 106.00	100.00
43200	GENERAL PROPERTY MAINTENANCE	\$ 823,909.00	\$ 210,753.74	\$ 47,620.94	\$ 300,027.53	\$ 313,127.73	61.99
5610	FUNC 51100 LOCAL HEALTH DEPARTMENT CIVIC CONTRIBUTIONS	\$ 199,000.00	\$ 0.00	\$ 0.00	\$ 99,500.00	\$ 99,500.00	50.00
5699	FUNC 51200 OUR HEALTH CIVIC CONTRIBUTIONS	\$ 6,500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 6,500.00	0.00
	FUNC 52500 NORTHWESTERN COMMUNITY SERVICES						

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5620	CIVIC CONTRIBUTIONS	\$ 82,000.00	\$ 0.00	\$ 0.00	\$ 41,000.00	\$ 41,000.00	50.00
	FUNC 52800 CONCERN HOTLINE						
5699	CIVIC CONTRIBUTIONS	\$ 1,000.00	\$ 0.00	\$ 0.00	\$ 1,000.00	\$ 0.00	100.00
	FUNC 52900 NW WORKS						
5699	CIVIC CONTRIBUTIONS	\$ 1,000.00	\$ 0.00	\$ 0.00	\$ 1,000.00	\$ 0.00	100.00
	FUNC 53230 SHENANDOAH AREA AGENCY ON AGING						
5699	CIVIC CONTRIBUTIONS	\$ 35,000.00	\$ 0.00	\$ 0.00	\$ 17,500.00	\$ 17,500.00	50.00
	FUNC 53240 VIRGINIA REGIONAL TRANSIT						
5699	CIVIC CONTRIBUTIONS	\$ 17,639.00	\$ 0.00	\$ 0.00	\$ 4,409.75	\$ 13,229.25	25.00
	FUNC 53500 THE LAUREL CENTER (SHELTER FOR ABUSED WOMEN)						
5699	CIVIC CONTRIBUTIONS	\$ 2,000.00	\$ 0.00	\$ 0.00	\$ 2,000.00	\$ 0.00	100.00
	FUNC 53600 ACCESS INDEPENDENCE						
5699	CIVIC CONTRIBUTIONS	\$ 1,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,000.00	0.00
	FUNC 69100 LORD FAIRFAX COMMUNITY COLLEGE						
5699	CIVIC CONTRIBUTIONS	\$ 15,043.00	\$ 0.00	\$ 0.00	\$ 7,521.50	\$ 7,521.50	50.00
	FUNC 71100 PARKS ADMINISTRATION						
1100	SALARIES - REGULAR	\$ 217,049.00	\$ 108,524.54	\$ 18,087.41	\$ 108,524.46	\$ 0.00	100.00
1300	SALARIES - PART TIME	\$ 13,356.00	\$ 0.00	\$ 346.50	\$ 10,045.94	\$ 3,310.06	75.22
2100	FICA BENEFITS	\$ 17,626.00	\$ 8,040.75	\$ 1,366.63	\$ 8,809.28	\$ 775.97	95.60
2210	VRS BENEFITS	\$ 29,953.00	\$ 14,976.40	\$ 2,496.06	\$ 14,976.36	\$ 0.24	100.00
2300	HEALTH INSURANCE BENEFITS	\$ 20,332.00	\$ 12,707.10	\$ 2,117.85	\$ 12,707.10	\$ 5,082.20	125.00
2400	LIFE INSURANCE	\$ 2,214.00	\$ 303.59	\$ 50.64	\$ 303.84	\$ 1,606.57	27.44
2700	WORKERS COMPENSATION INSURANCE	\$ 4,617.00	\$ 0.00	\$ 0.00	\$ 4,616.45	\$ 0.55	99.99
3320	MAINTENANCE SERVICE CONTRACT	\$ 4,616.00	\$ 1,503.31	\$ 165.97	\$ 1,203.69	\$ 1,909.00	58.64
3500	PRINTING AND BINDING	\$ 1,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,000.00	0.00
3600	ADVERTISING	\$ 1,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,000.00	0.00
5210	POSTAL SERVICES	\$ 6,250.00	\$ 1,389.19	\$ 0.00	\$ 2,936.17	\$ 1,924.64	69.21
5230	TELECOMMUNICATIONS	\$ 3,961.00	\$ 0.00	\$ 108.34	\$ 631.49	\$ 3,329.51	15.94
5400	LEASES AND RENTALS	\$ 530.00	\$ 0.00	\$ 0.00	\$ 482.34	\$ 47.66	91.01
5510	TRAVEL MILEAGE	\$ 100.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 100.00	0.00
5540	TRAVEL CONVENTION & EDUCATION	\$ 2,000.00	\$ 0.00	\$ 0.00	\$ 789.19	\$ 1,210.81	39.46
5800	MISCELLANEOUS CHARGES	\$ 0.00	\$ 0.00	\$ 13.62	\$ 13.62	\$ 13.62	100.00
5810	DUES & MEMBERSHIPS	\$ 1,775.00	\$ 0.00	\$ 22.00	\$ 592.00	\$ 1,183.00	33.35
6001	OFFICE SUPPLIES	\$ 2,500.00	\$ 0.00	\$ 0.00	\$ 843.56	\$ 1,656.44	33.74
6003	AGRICULTURAL SUPPLIES	\$ 1,000.00	\$ 0.00	\$ 0.00	\$ 39.37	\$ 960.63	3.94
6008	VEHICLE AND EQUIP FUEL	\$ 2,000.00	\$ 0.00	\$ 101.61	\$ 581.03	\$ 1,418.97	29.05
6011	UNIFORM AND WEARING APPAREL	\$ 1,000.00	\$ 0.00	\$ 0.00	\$ 148.90	\$ 851.10	14.89
6014	OTHER OPERATING SUPPLIES	\$ 1,650.00	\$ 0.00	\$ 25.45	\$ 433.06	\$ 1,216.94	26.25
71100	PARKS ADMINISTRATION	\$ 334,529.00	\$ 147,444.88	\$ 24,902.08	\$ 168,677.85	\$ 18,406.27	94.50
	FUNC 71310 CLARKE COUNTY RECREATION CENTER						
1100	SALARIES - REGULAR	\$ 40,383.00	\$ 20,191.50	\$ 3,365.25	\$ 20,191.50	\$ 0.00	100.00
1300	SALARIES - PART TIME	\$ 25,809.00	\$ 0.00	\$ 2,575.25	\$ 10,308.06	\$ 15,500.94	39.94
2100	FICA BENEFITS	\$ 5,064.00	\$ 1,528.64	\$ 451.77	\$ 2,317.14	\$ 1,218.22	75.94
2210	VRS BENEFITS	\$ 5,573.00	\$ 2,786.45	\$ 464.40	\$ 2,786.40	\$ 0.15	100.00
2300	HEALTH INSURANCE BENEFITS	\$ 5,083.00	\$ 2,541.42	\$ 423.57	\$ 2,541.42	\$ 0.16	100.00
2400	LIFE INSURANCE	\$ 412.00	\$ 56.55	\$ 9.42	\$ 56.52	\$ 298.93	27.44
2700	WORKERS COMPENSATION INSURANCE	\$ 1,151.00	\$ 0.00	\$ 0.00	\$ 1,151.08	\$ 0.08	100.01
3600	ADVERTISING	\$ 200.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 200.00	0.00
5230	TELECOMMUNICATIONS	\$ 400.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 400.00	0.00

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5830	REFUNDS	\$ 400.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 400.00	0.00
6001	OFFICE SUPPLIES	\$ 200.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 200.00	0.00
6002	FOOD SUPPLIES & FOOD SERVICE SUP	\$ 1,820.00	\$ 0.00	\$ 246.00	\$ 246.00	\$ 1,574.00	13.52
6013	EDUCATIONAL AND RECREATIONAL SUP	\$ 2,500.00	\$ 0.00	\$ 3.48	\$ 892.20	\$ 1,607.80	35.69
6014	OTHER OPERATING SUPPLIES	\$ 2,970.00	\$ 0.00	\$ 453.68	\$ 931.91	\$ 2,038.09	31.38
6015	MERCHANDISE FOR RESALE	\$ 9,000.00	\$ 0.00	\$ 541.22	\$ 1,769.33	\$ 7,230.67	19.66
8202	FURNITURE & FIXTURES	\$ 745.00	\$ 0.00	\$ 0.00	\$ 645.00	\$ 100.00	86.58
71310	CLARKE COUNTY RECREATION CENTER	\$ 101,710.00	\$ 27,104.56	\$ 8,534.04	\$ 43,836.56	\$ 30,768.88	69.75
	FUNC 71320 SWIMMING POOL						
1300	SALARIES - PART TIME	\$ 60,252.00	\$ 0.00	\$ 0.00	\$ 44,746.48	\$ 15,505.52	74.27
2100	FICA BENEFITS	\$ 4,609.00	\$ 0.00	\$ 0.00	\$ 3,423.06	\$ 1,185.94	74.27
2700	WORKERS COMPENSATION INSURANCE	\$ 1,208.00	\$ 0.00	\$ 0.00	\$ 1,207.43	\$ 0.57	99.95
3100	PROFESSIONAL SERVICES	\$ 2,900.00	\$ 0.00	\$ 0.00	\$ 345.00	\$ 2,555.00	11.90
5810	DUES & MEMBERSHIPS	\$ 2,000.00	\$ 0.00	\$ 0.00	\$ 1,050.00	\$ 950.00	52.50
5830	REFUNDS	\$ 500.00	\$ 0.00	\$ 0.00	\$ 101.00	\$ 399.00	20.20
6001	OFFICE SUPPLIES	\$ 0.00	\$ 0.00	\$ 0.00	\$ 12.58	\$ 12.58	100.00
6011	UNIFORM AND WEARING APPAREL	\$ 1,143.00	\$ 0.00	\$ 0.00	\$ 36.00	\$ 1,107.00	3.15
6013	EDUCATIONAL AND RECREATIONAL SUP	\$ 1,000.00	\$ 0.00	\$ 0.00	\$ 312.75	\$ 687.25	31.27
6014	OTHER OPERATING SUPPLIES	\$ 1,700.00	\$ 0.00	\$ 0.00	\$ 770.97	\$ 929.03	45.35
6015	MERCHANDISE FOR RESALE	\$ 2,400.00	\$ 0.00	\$ 0.00	\$ 1,271.00	\$ 1,129.00	52.96
6026	POOL CHEMICALS	\$ 8,000.00	\$ 0.00	\$ 0.00	\$ 2,144.12	\$ 5,855.88	26.80
71320	SWIMMING POOL	\$ 85,712.00	\$ 0.00	\$ 0.00	\$ 55,420.39	\$ 30,291.61	64.66
	FUNC 71330 CONCESSION STAND						
1300	SALARIES/WAGES - PART TIME	\$ 4,400.00	\$ 0.00	\$ 0.00	\$ 2,939.39	\$ 1,460.61	66.80
2100	FICA	\$ 337.00	\$ 0.00	\$ 0.00	\$ 224.86	\$ 112.14	66.72
6015	MERCHANDISE FOR RESALE	\$ 15,440.00	\$ 0.00	\$ 0.00	\$ 5,617.92	\$ 9,822.08	36.39
71330	CONCESSION STAND	\$ 20,177.00	\$ 0.00	\$ 0.00	\$ 8,782.17	\$ 11,394.83	43.53
	FUNC 71350 PROGRAMS						
1100	SALARIES/WAGES - REGULAR	\$ 31,642.00	\$ 15,820.50	\$ 2,636.75	\$ 15,820.50	\$ 1.00	100.00
1300	SALARIES - PART TIME	\$ 94,500.00	\$ 0.00	\$ 1,927.38	\$ 47,939.02	\$ 46,560.98	50.73
2100	FICA BENEFITS	\$ 9,650.00	\$ 1,210.92	\$ 349.24	\$ 4,878.07	\$ 3,561.01	63.10
2210	VRS	\$ 4,366.00	\$ 2,183.24	\$ 363.87	\$ 2,183.22	\$ 0.46	100.01
2400	LIFE INSURANCE	\$ 323.00	\$ 44.31	\$ 7.38	\$ 44.28	\$ 234.41	27.43
2700	WORKERS COMPENSATION BENEFITS	\$ 2,703.00	\$ 0.00	\$ 0.00	\$ 2,702.55	\$ 0.45	99.98
3100	PROFESSIONAL SERVICES	\$ 40,000.00	\$ 41,620.20	\$ 233.10	\$ 17,113.10	\$ 18,733.30	146.83
3500	PRINTING AND BINDING	\$ 9,000.00	\$ 1,731.00	\$ 0.00	\$ 1,730.00	\$ 5,539.00	38.46
3600	ADVERTISING	\$ 1,700.00	\$ 0.00	\$ 0.00	\$ 176.80	\$ 1,523.20	10.40
5210	POSTAL SERVICES	\$ 100.00	\$ 0.00	\$ 0.00	\$ 24.01	\$ 75.99	24.01
5400	LEASES AND RENTALS	\$ 1,500.00	\$ 0.00	\$ 0.00	\$ 324.00	\$ 1,176.00	21.60
5540	TRAVEL CONVENTION & EDUCATION	\$ 500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 500.00	0.00
5560	GROUP TRIPS	\$ 15,000.00	\$ 0.00	\$ 0.00	\$ 812.00	\$ 14,188.00	5.41
5810	DUES & MEMBERSHIPS	\$ 500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 500.00	0.00
5830	REFUNDS	\$ 7,300.00	\$ 0.00	\$ 55.00	\$ 2,732.00	\$ 4,568.00	37.42
6001	OFFICE SUPPLIES	\$ 100.00	\$ 0.00	\$ 0.00	\$ 52.97	\$ 47.03	52.97
6002	FOOD SUPPLIES & FOOD SERVICE SUP	\$ 6,500.00	\$ 0.00	\$ 410.58	\$ 3,385.96	\$ 3,114.04	52.09
6011	UNIFORM AND WEARING APPAREL	\$ 3,000.00	\$ 0.00	\$ 0.00	\$ 532.20	\$ 2,467.80	17.74
6013	EDUCATIONAL AND RECREATIONAL SUP	\$ 6,000.00	\$ 0.00	\$ 233.01	\$ 2,818.95	\$ 3,181.05	46.98
6014	OTHER OPERATING SUPPLIES	\$ 5,000.00	\$ 0.00	\$ 0.00	\$ 301.62	\$ 4,698.38	6.03
6015	MERCHANDISE FOR RESALE	\$ 6,000.00	\$ 0.00	\$ 0.00	\$ 883.97	\$ 5,116.03	14.73
8202	FURNITURE & FIXTURES	\$ 450.00	\$ 0.00	\$ 0.00	\$ 656.76	\$ 206.76	145.95
71350	PROGRAMS	\$ 245,834.00	\$ 62,610.17	\$ 6,216.31	\$ 105,111.98	\$ 78,111.85	68.23

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FUNC 72600 VIRGINIA COMMISSION FOR THE ARTS							
5699	CIVIC CONTRIBUTIONS	\$ 10,000.00	\$ 0.00	\$ 0.00	\$ 10,000.00	\$ 0.00	100.00
FUNC 73200 REGIONAL LIBRARY							
5699	CIVIC CONTRIBUTIONS	\$ 182,119.00	\$ 0.00	\$ 0.00	\$ 91,059.50	\$ 91,059.50	50.00
FUNC 81110 PLANNING ADMINISTRATION							
1100	SALARIES - REGULAR	\$ 270,162.00	\$ 135,080.42	\$ 22,513.43	\$ 135,080.58	\$ 1.00	100.00
1300	SALARIES - PART TIME	\$ 1,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,000.00	0.00
2100	FICA BENEFITS	\$ 20,744.00	\$ 10,289.49	\$ 1,714.93	\$ 10,289.58	\$ 164.93	99.20
2210	VSRS BENEFITS	\$ 37,282.00	\$ 18,641.06	\$ 3,106.86	\$ 18,641.16	\$ 0.22	100.00
2300	HEALTH INSURANCE BENEFITS	\$ 22,875.00	\$ 11,436.36	\$ 1,906.07	\$ 11,436.42	\$ 2.22	99.99
2400	LIFE INSURANCE	\$ 2,756.00	\$ 378.21	\$ 63.04	\$ 378.24	\$ 1,999.55	27.45
2700	WORKERS COMPENSATION INSURANCE	\$ 3,634.00	\$ 0.00	\$ 0.00	\$ 3,634.28	\$ 0.28	100.01
3100	PROFESSIONAL SERVICES	\$ 40,000.00	\$ 0.00	\$ 2,736.21	\$ 4,738.59	\$ 35,261.41	11.85
3140	ENGINEERING REVIEW EXPENDITURES	\$ 0.00	\$ 0.00	\$ 0.00	\$ 670.74	\$ 670.74	100.00
3320	MAINTENANCE SERVICE CONTRACT	\$ 700.00	\$ 604.50	\$ 0.00	\$ 423.25	\$ 327.75	146.82
3500	PRINTING AND BINDING	\$ 3,000.00	\$ 0.00	\$ 0.00	\$ 58.35	\$ 2,941.65	1.94
3600	ADVERTISING	\$ 2,000.00	\$ 0.00	\$ 543.16	\$ 2,705.15	\$ 705.15	135.26
5210	POSTAL SERVICES	\$ 1,500.00	\$ 0.00	\$ 0.00	\$ 376.32	\$ 1,123.68	25.09
5230	TELECOMMUNICATIONS	\$ 600.00	\$ 0.00	\$ 11.35	\$ 129.05	\$ 470.95	21.51
5510	TRAVEL MILEAGE	\$ 2,000.00	\$ 0.00	\$ 75.00	\$ 735.00	\$ 1,265.00	36.75
5540	TRAVEL CONVENTION & EDUCATION	\$ 1,500.00	\$ 0.00	\$ 0.00	\$ 51.00	\$ 1,449.00	3.40
5810	DUES & MEMBERSHIPS	\$ 500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 500.00	0.00
6001	OFFICE SUPPLIES	\$ 3,500.00	\$ 0.00	\$ 277.29	\$ 759.27	\$ 2,740.73	21.69
6012	BOOKS AND SUBSCRIPTIONS	\$ 2,000.00	\$ 0.00	\$ 0.00	\$ 44.00	\$ 1,956.00	2.20

81110	PLANNING ADMINISTRATION	\$ 415,753.00	\$ 176,430.04	\$ 32,947.34	\$ 190,150.98	\$ 49,171.98	88.17
FUNC 81300 HELP WITH HOUSING							
5699	CIVIC CONTRIBUTIONS	\$ 7,200.00	\$ 0.00	\$ 0.00	\$ 3,600.00	\$ 3,600.00	50.00
FUNC 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	\$ 1,690.00	\$ 2,154.00	\$ 154.00	107.70
3160	BOARD SERVICES	\$ 500.00	\$ 0.00	\$ 125.00	\$ 275.00	\$ 225.00	55.00
3600	ADVERTISING	\$ 500.00	\$ 0.00	\$ 380.80	\$ 884.00	\$ 384.00	176.80
5210	POSTAL SERVICES	\$ 200.00	\$ 0.00	\$ 0.00	\$ 18.80	\$ 181.20	9.40
5810	DUES & MEMBERSHIPS	\$ 150.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 150.00	0.00

81400	BOARD OF ZONING APPEALS	\$ 3,620.00	\$ 0.00	\$ 2,195.80	\$ 3,331.80	\$ 288.20	92.04
FUNC 81510 OFFICE OF ECONOMIC DEVELOPMENT							
1100	SALARIES AND WAGES - REGULAR	\$ 30,944.00	\$ 15,471.58	\$ 2,578.57	\$ 15,471.42	\$ 1.00	100.00
2100	FICA	\$ 2,367.00	\$ 1,186.21	\$ 197.69	\$ 1,186.14	\$ 5.35	100.23
2210	VSRS	\$ 4,270.00	\$ 2,135.09	\$ 355.84	\$ 2,135.04	\$ 0.13	100.00
2300	HOSPITAL/MEDICAL PLANS	\$ 2,542.00	\$ 1,270.73	\$ 211.78	\$ 1,270.68	\$ 0.59	99.98
2400	LIFE INSURANCE	\$ 316.00	\$ 43.32	\$ 7.22	\$ 43.32	\$ 229.36	27.42
3600	ADVERTISING	\$ 200.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 200.00	0.00
5210	POSTAGE	\$ 100.00	\$ 0.00	\$ 0.00	\$ 20.00	\$ 80.00	20.00
5230	TELECOMMUNICATIONS	\$ 100.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 100.00	0.00
5540	TRAVEL CONVENTION & EDUCATION	\$ 0.00	\$ 0.00	\$ 0.00	\$ 35.00	\$ 35.00	100.00
5810	DUES & MEMBERSHIPS	\$ 200.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 200.00	0.00
6001	OFFICE SUPPLIES	\$ 400.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 400.00	0.00

81510	OFFICE OF ECONOMIC DEVELOPMENT	\$ 41,439.00	\$ 20,106.93	\$ 3,351.10	\$ 20,161.60	\$ 1,170.47	97.18
FUNC 81520 BERRYVILLE DEVELOPMENT AUTHORITY							

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3100	PROFESSIONAL SERVICES	\$ 10,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 10,000.00	0.00
3160	BOARD SERVICES	\$ 1,000.00	\$ 0.00	\$ 50.00	\$ 75.00	\$ 925.00	7.50
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
5307	PUBLIC OFFICIAL LIABILITY INS.	\$ 200.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 200.00	0.00
81520	BERRYVILLE DEVELOPMENT AUTHORITY	\$ 11,800.00	\$ 0.00	\$ 50.00	\$ 75.00	\$ 11,725.00	0.64
	FUNC 81530 SMALL BUSINESS DEVELOPMENT CENTER						
5699	CIVIC CONTRIBUTIONS	\$ 2,000.00	\$ 0.00	\$ 0.00	\$ 2,000.00	\$ 0.00	100.00
	FUNC 81540 BLANDY EXPERIMENTAL FARM						
5699	CIVIC CONTRIBUTIONS	\$ 4,000.00	\$ 0.00	\$ 0.00	\$ 4,000.00	\$ 0.00	100.00
	FUNC 81600 PLANNING COMMISSION						
1300	SALARIES - PART TIME	\$ 1,500.00	\$ 0.00	\$ 0.00	\$ 200.00	\$ 1,300.00	13.33
2100	FICA	\$ 115.00	\$ 0.00	\$ 0.00	\$ 15.31	\$ 99.69	13.31
2700	Worker's Compensation	\$ 2.00	\$ 0.00	\$ 0.00	\$ 1.60	\$ 0.40	80.00
3100	PROFESSIONAL SERVICES	\$ 10,000.00	\$ 0.00	\$ 0.00	\$ 5,101.75	\$ 4,898.25	51.02
3160	BOARD SERVICES	\$ 13,000.00	\$ 0.00	\$ 650.00	\$ 3,850.00	\$ 9,150.00	29.62
3600	ADVERTISING	\$ 2,000.00	\$ 0.00	\$ 571.20	\$ 826.80	\$ 1,173.20	41.34
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	\$ 250.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 250.00	0.00
6001	OFFICE SUPPLIES	\$ 3,538.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 3,538.00	0.00
81600	PLANNING COMMISSION	\$ 31,005.00	\$ 0.00	\$ 1,221.20	\$ 9,995.46	\$ 21,009.54	32.24
	FUNC 81700 BOARD OF SEPTIC APPEALS						
1300	SALARIES AND WAGES - PART TIME	\$ 500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 500.00	0.00
2100	FICA	\$ 39.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 39.00	0.00
3100	PROFESSIONAL SERVICES	\$ 500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 500.00	0.00
3160	BOARD SERVICES	\$ 500.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 500.00	0.00
3600	ADVERTISING	\$ 1,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,000.00	0.00
5210	POSTAL SERVICES	\$ 200.00	\$ 0.00	\$ 0.00	\$ 0.88	\$ 199.12	0.44
81700	BOARD OF SEPTIC APPEALS	\$ 2,739.00	\$ 0.00	\$ 0.00	\$ 0.88	\$ 2,738.12	0.03
	FUNC 81800 HISTORIC PRESERVATION COMMISSION						
3100	PROFESSIONAL SERVICES	\$ 5,500.00	\$ 0.00	\$ 687.50	\$ 7,727.50	\$ 2,227.50	140.50
3160	BOARD SERVICES	\$ 1,000.00	\$ 0.00	\$ 325.00	\$ 450.00	\$ 550.00	45.00
3600	ADVERTISING	\$ 100.00	\$ 0.00	\$ 0.00	\$ 266.75	\$ 166.75	266.75
5210	POSTAL SERVICES	\$ 200.00	\$ 0.00	\$ 0.00	\$ 30.20	\$ 169.80	15.10
5540	TRAVEL CONVENTION & EDUCATION	\$ 500.00	\$ 0.00	\$ 0.00	\$ 739.80	\$ 239.80	147.96
5810	DUES & MEMBERSHIPS	\$ 200.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 200.00	0.00
81800	HISTORIC PRESERVATION COMMISSION	\$ 7,500.00	\$ 0.00	\$ 1,012.50	\$ 9,214.25	\$ 1,714.25	122.86
	FUNC 81910 NORTHERN SHENANDOAH VALLEY REGIONAL COMM						
5699	CIVIC CONTRIBUTIONS	\$ 10,692.00	\$ 0.00	\$ 0.00	\$ 10,934.92	\$ 242.92	102.27
	FUNC 81920 REGIONAL AIRPORT AUTHORITY						
5699	CIVIC CONTRIBUTIONS	\$ 5,000.00	\$ 0.00	\$ 0.00	\$ 2,500.00	\$ 2,500.00	50.00
	FUNC 82200 FRIENDS OF THE SHENANDOAH						
5699	CIVIC CONTRIBUTIONS	\$ 4,000.00	\$ 0.00	\$ 0.00	\$ 4,000.00	\$ 0.00	100.00
	FUNC 82400 LORD FAIRFAX SOIL AND WATER CONSERV						
5699	CIVIC CONTRIBUTIONS	\$ 9,500.00	\$ 0.00	\$ 0.00	\$ 9,500.00	\$ 0.00	100.00

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	FUNC 82600 BIO-SOLIDS APPLICATION						
1300	PART-TIME SALARIES	\$ 12,229.00	\$ 0.00	\$ 1,406.00	\$ 9,870.50	\$ 2,358.50	80.71
2100	FICA	\$ 935.00	\$ 0.00	\$ 107.56	\$ 755.10	\$ 179.90	80.76
2700	WORKERS COMPENSATION INSURANCE	\$ 172.00	\$ 0.00	\$ 0.00	\$ 166.60	\$ 5.40	96.86
5230	TELECOMMUNICATIONS	\$ 0.00	\$ 0.00	\$ 34.75	\$ 193.79	\$ 193.79	100.00
5510	TRAVEL MILEAGE	\$ 2,705.00	\$ 0.00	\$ 237.50	\$ 1,875.50	\$ 829.50	69.33

82600	BIO-SOLIDS APPLICATION	\$ 16,041.00	\$ 0.00	\$ 1,785.81	\$ 12,861.49	\$ 3,179.51	80.18

	FUNC 83100 COOPERATIVE EXTENSION						
1100	SALARIES - REGULAR	\$ 16,399.00	\$ 8,198.88	\$ 1,366.52	\$ 8,199.12	\$ 1.00	99.99
2100	FICA BENEFITS	\$ 1,254.00	\$ 621.03	\$ 103.51	\$ 621.06	\$ 11.91	99.05
2210	VRSR BENEFITS	\$ 2,263.00	\$ 1,131.45	\$ 188.58	\$ 1,131.48	\$ 0.07	100.00
2300	HEALTH INSURANCE BENEFITS	\$ 2,542.00	\$ 1,270.68	\$ 211.79	\$ 1,270.74	\$ 0.58	99.98
2400	LIFE INSURANCE	\$ 167.00	\$ 22.94	\$ 3.83	\$ 22.98	\$ 121.08	27.50
2700	WORKERS COMPENSATION INSURANCE	\$ 40.00	\$ 0.00	\$ 0.00	\$ 35.05	\$ 4.95	87.62
3320	MAINTENANCE SERVICE CONTRACTS	\$ 1,000.00	\$ 198.40	\$ 0.00	\$ 153.91	\$ 647.69	35.23
3841	VPI EXTENSION AGENT	\$ 21,835.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 21,835.00	0.00
5230	TELECOMMUNICATIONS	\$ 500.00	\$ 0.00	\$ 29.09	\$ 180.81	\$ 319.19	36.16
6014	OTHER OPERATING SUPPLIES	\$ 3,180.00	\$ 0.00	\$ 0.00	\$ 1,170.32	\$ 2,009.68	36.80

83100	COOPERATIVE EXTENSION	\$ 49,180.00	\$ 11,443.38	\$ 1,903.32	\$ 12,785.47	\$ 24,951.15	49.27

	FUNC 83400 4-H CENTER						
5699	CIVIC CONTRIBUTIONS	\$ 3,000.00	\$ 0.00	\$ 0.00	\$ 3,000.00	\$ 0.00	100.00

	FUNC 91600 CONTINGENCIES						
1000	PERSONNEL	\$ 20,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 20,000.00	0.00
3140	ENGINEERING & ARCHITECTURAL	\$ 20,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 20,000.00	0.00
3150	LEGAL	\$ 25,000.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 25,000.00	0.00
8000	MINOR CAPITAL	\$ 12,810.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 12,810.00	0.00

91600	CONTINGENCIES	\$ 77,810.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 77,810.00	0.00

000	NON-CATEGORICAL	\$ 8,040,935.00	\$ 2,344,460.08	\$ 445,937.24	\$ 3,687,902.79	\$ 2,008,572.13	75.02

PJT 111 E911							
	FUNC 35610						
5230	TELECOMMUNICATIONS	\$ 29,507.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 29,507.00	0.00
6032	TRAINING MATERIALS	\$ 9,695.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 9,695.00	0.00

35610		\$ 39,202.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 39,202.00	0.00

111	E911	\$ 39,202.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 39,202.00	0.00

PJT 126 V-STOP GRANT							
	FUNC 22100 COMMONWEALTH'S ATTORNEY						
1100	SALARIES/WAGES - REGULAR	\$ 19,980.00	\$ 9,999.08	\$ 1,665.03	\$ 9,990.06	\$ 9.14	100.05
1300	SALARIES/WAGES - PART TIME	\$ 4,799.00	\$ 2,399.58	\$ 399.92	\$ 2,399.52	\$ 0.10	100.00
2100	FICA	\$ 1,800.00	\$ 946.69	\$ 157.76	\$ 912.31	\$ 59.00	103.28
2300	HEALTH INSURANCE	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.01	\$ 0.01	100.00
5540	TRAVEL - CONVENTION & EDUCATION	\$ 2,115.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 2,115.00	0.00
6001	OFFICE SUPPLIES	\$ 1,726.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 1,726.00	0.00

22100	COMMONWEALTH'S ATTORNEY	\$ 30,420.00	\$ 13,345.35	\$ 2,222.71	\$ 13,301.90	\$ 3,772.75	87.60

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126	V-STOP GRANT	\$ 30,420.00	\$ 13,345.35	\$ 2,222.71	\$	\$ 13,301.90	\$ 3,772.75	87.60
PJT 127 FEDERAL GANG TASK FORCE GRANT								
FUNC 31200 SHERIFF								
1100	SALARIES/WAGES - REGULAR	\$ 44,928.00	\$ 21,911.48	\$ 3,651.92	\$	\$ 21,911.52	\$ 1,105.00	97.54
1300	SALARIES/WAGES - OVERTIME	\$ 1,968.00	\$ 0.00	\$ 0.00	\$	\$ 1,277.37	\$ 690.63	64.91
2100	FICA	\$ 3,587.00	\$ 1,417.16	\$ 236.19	\$	\$ 1,514.85	\$ 654.99	81.74
2210	VSRs	\$ 6,200.00	\$ 3,023.81	\$ 503.96	\$	\$ 3,023.76	\$ 152.43	97.54
2300	HOSPITAL/MEDICAL PLANS	\$ 6,857.00	\$ 4,048.62	\$ 674.77	\$	\$ 4,048.62	\$ 1,240.24	118.09
2400	LIFE INSURANCE	\$ 458.00	\$ 61.33	\$ 10.23	\$	\$ 61.38	\$ 335.29	26.79
2700	WORKER'S COMPENSATION	\$ 555.00	\$ 0.00	\$ 0.00	\$	\$ 554.15	\$ 0.85	99.85
31200	SHERIFF	\$ 64,553.00	\$ 30,462.40	\$ 5,077.07	\$	\$ 32,391.65	\$ 1,698.95	97.37
127	FEDERAL GANG TASK FORCE GRANT	\$ 64,553.00	\$ 30,462.40	\$ 5,077.07	\$	\$ 32,391.65	\$ 1,698.95	97.37
PJT 401 DMV CPSP/ CIOT GRANT								
FUNC 31200 SHERIFF								
1200	OVERTIME	\$ 2,115.00	\$ 0.00	\$ 0.00	\$	\$ 0.00	\$ 2,115.00	0.00
2100	FICA	\$ 162.00	\$ 0.00	\$ 0.00	\$	\$ 0.00	\$ 162.00	0.00
31200	SHERIFF	\$ 2,277.00	\$ 0.00	\$ 0.00	\$	\$ 0.00	\$ 2,277.00	0.00
401	DMV CPSP/ CIOT GRANT	\$ 2,277.00	\$ 0.00	\$ 0.00	\$	\$ 0.00	\$ 2,277.00	0.00
PJT 402 DMV 402 GRANT								
FUNC 31200 SHERIFF								
1300	SALARIES/WAGES - PART TIME	\$ 2,000.00	\$ 0.00	\$ 259.60	\$	\$ 2,733.22	\$ 733.22	136.66
2100	FICA	\$ 153.00	\$ 0.00	\$ 19.86	\$	\$ 209.09	\$ 56.09	136.66
6010	POLICE SUPPLIES	\$ 12,847.00	\$ 0.00	\$ 0.00	\$	\$ 2,929.00	\$ 9,918.00	22.80
31200	SHERIFF	\$ 15,000.00	\$ 0.00	\$ 279.46	\$	\$ 5,871.31	\$ 9,128.69	39.14
402	DMV 402 GRANT	\$ 15,000.00	\$ 0.00	\$ 279.46	\$	\$ 5,871.31	\$ 9,128.69	39.14
PJT 605 DOJ LOCAL LAW ENFORCEMENT BLOCK GRANT (LLEBG)								
FUNC 31200 SHERIFF								
1100	SALARIES/WAGES - REGULAR	\$ 3,822.00	\$ 0.00	\$ 0.00	\$	\$ 4,130.55	\$ 308.55	108.07
1300	SALARIES/WAGES - PART TIME	\$ 0.00	\$ 0.00	\$ 0.00	\$	\$ 160.55	\$ 160.55	100.00
2100	FICA	\$ 293.00	\$ 0.00	\$ 0.00	\$	\$ 303.71	\$ 10.71	103.66
31200	SHERIFF	\$ 4,115.00	\$ 0.00	\$ 0.00	\$	\$ 4,273.71	\$ 158.71	103.86
605	DOJ LOCAL LAW ENFORCEMENT BLOCK	\$ 4,115.00	\$ 0.00	\$ 0.00	\$	\$ 4,273.71	\$ 158.71	103.86
PJT 810 ARRA BYRNE JUSTICE ASSISTANCE GRANT								
FUNC 31200 SHERIFF								
1100	SALARIES/WAGES - REGULAR	\$ 23,338.00	\$ 0.00	\$ 0.00	\$	\$ 0.00	\$ 23,338.00	0.00
1300	SALARIES/WAGES - PART TIME	\$ 0.00	\$ 0.00	\$ 2,004.75	\$	\$ 9,042.00	\$ 9,042.00	100.00
2100	FICA	\$ 0.00	\$ 0.00	\$ 153.36	\$	\$ 691.69	\$ 691.69	100.00
31200	SHERIFF	\$ 23,338.00	\$ 0.00	\$ 2,158.11	\$	\$ 9,733.69	\$ 13,604.31	41.71
810	ARRA BYRNE JUSTICE ASSISTANCE GR	\$ 23,338.00	\$ 0.00	\$ 2,158.11	\$	\$ 9,733.69	\$ 13,604.31	41.71

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100	GENERAL FUND	\$ 8,219,840.00	\$ 2,388,267.83	\$ 455,674.59	\$ 3,753,475.05	\$ 2,078,097.12	74.72

Clarke County Board of Supervisors

Government Projects Update

Clarke County Board of Supervisors

Miscellaneous Items

Board of Supervisors
Summary of Required Actions Status Report

Meeting/Letter Date	Item	Description	Responsibility	Status	Date Complete
9/21/2010	1192	Review the Six-Year USGS Water Study and provide the Supervisors direction in groundwater protection, as well as other noted areas of improvement.	Alison Teetor		
10/19/2010	1206	Follow up with legal counsel on suggested changes to the Special Events ordinance.	David Ash	11/4 In process review by A. McLoughlin	
10/19/2010	1207	Update, where possible, Special Events application with approved fee changes.	Lora B. Walburn	11/4 In process review by A. McLoughlin	
11/16/2010	1214	Add real estate valuation to the January Finance Committee agenda.	Tom Judge		12/28/2010
12/21/2010	1223	Revise and process approved 11/16/2010 minutes.	Lora B. Walburn	Complete	12/21/2010
12/21/2010	1224	Provide notice of authorization of status of Blue Ridge Volunteer Fire Company, Inc. loan.	David Ash	Complete	12/28/2010
12/21/2010	1225	Provide response to Equine Alliance Guidelines letter.	David Ash	Complete	1/5/2011
12/21/2010	1226	Provide Legislative Priorities 3 rd draft to interested parties.	David Ash	Complete	1/5/2011
12/21/2010	1227	Process public hearing notice for TA-10-13.	Lora B. Walburn	Complete	12/27/2010
12/21/2010	1228	Process letter to the Department of Corrections.	David Ash	Complete	12/21/2010
12/21/2010	1229	Process Rural Long Range 2035 Transportation Plan letter.	Chuck Johnston	Complete	12/21/2010
12/21/2010	1230	Carry forward to the January agenda Convenience Center – Recommendation to Proceed with Design item.	David Ash	Complete	12/27/2010
12/21/2010	1231	Process board appointments.	Lora B. Walburn	Complete	12/27/2010
12/21/2010	1232	Process public hearing notice for FY10 School Carryover.	Lora B. Walburn	Complete	12/27/2010
12/21/2010	1233	Process ordinance for TA-10-09.	Chuck Johnston / Lora B. Walburn	Complete	12/22/2010
12/21/2010	1234	CCEA Application to NRCS Farm & Ranch Lands Protection Program letter.	Alison Teetor	Complete	12/28/2010

Clarke County Board of Supervisors

**Closed Session with Robert Mitchell
§ 2.2-3711-(A)(7) briefings by staff
members or consultants pertaining to
actual or probable litigation and
consultation with legal counsel employed
or retained by a public body regarding
specific legal matters requiring the
provision of legal advice by such counsel.**

Clarke County Board of Supervisors

Board Member Committee Status Reports

Clarke County Board of Supervisors

Citizen Comment Period

Public Hearing Notice

The Clarke County Board of Supervisors will hold public hearing on Tuesday, January 18, 2011 at 6:30 pm or as soon thereafter as the matter may be heard in the Berryville Clarke County Government Center Main Meeting Room, 101 Chalmers Court, 2nd Floor, Berryville, VA, to consider the following matters:

PH 11-01 The Clarke County Planning Commission recommends the amendment of the County Zoning Ordinance:

- Section 3-A-12-c, Neighborhood Commercial Yard Setbacks, so as change minimum street setbacks to maximum setbacks on parcels of less than 1.5 acres and no required street setbacks for parcels of 1.5 to 3 acres,
- Section 3-A-12-d, Neighborhood Commercial Maximum Height, so as to limit structure height to two stories, in addition to the current limit of 30 feet,
- Section 3-A-13-e, Highway Commercial Maximum Height, so as to limit structure height to three stories, in addition to the current limit of 40 feet;
- Section 3-C-2, Supplementary Regulations for Uses in Various Districts, so as to modify the regulations for Country Inns, so as that the maximum number of guest rooms is increased from 12 to 15;
- Section 9-B, Definitions, so as to delete a portion of the definition of “Country Inns”, transferring this text to Supplementary Regulations.

PH 11-02 “Be it resolved that public hearing be set on the question as to whether \$151,447 unspent by the School Board in FY10 should be appropriated to the School Board for capital expenditure in FY11.”

A full text is on file & available to the public at the County Administrator’s Office at the same address as above during regular working hours. Any person desiring to be heard regarding the above matter should appear at the appointed time & place. Written copies of statements at public hearings are requested but not required. Clarke County does not discriminate on the basis of handicapped status in admission to its programs & activities. Accommodations will be made for handicapped persons upon prior request.

David L. Ash - County Administrator

If weather or other conditions make it hazardous for members to attend, then, the matter shall be heard at 1:00 pm on the Thursday following the regularly scheduled Tuesday. All hearings previously advertised shall be conducted at the continued meeting. In the event said day falls upon any legal holiday, the meeting shall be held on the next following regular business day.

ADVERTISE: The Winchester Star

December 28, 2010
January 4, 2011

INVOICE: Attention: Lora B. Walburn
Clarke County Board of Supervisors
101 Chalmers Court, Suite B, Berryville, VA 22611

Contact: Lora B. Walburn 540-955-5175; Fax 955-5180

Note: Please provide Affidavit / Certification of Publication.

**BOARD OF SUPERVISORS
REGULAR MEETING
ZONING ORDINANCE TEXT AMENDMENT**

**2011 JANUARY 18
PUBLIC HEARING**

The Clarke County Planning Commission recommends the amendment of the County Zoning Ordinance:
Section 3-A-12-c, Neighborhood Commercial Yard Setbacks, so as change minimum street setbacks to maximum setbacks on parcels of less than 1.5 acres and no required street setbacks for parcels of 1.5 to 3 acres,
Section 3-A-12-d, Neighborhood Commercial Maximum Height, so as to limit structure height to two stories, in addition to the current limit of 30 feet,
Section 3-A-13-e, Highway Commercial Maximum Height, so as to limit structure height to three stories, in addition to the current limit of 40 feet;
Section 3-C-2, Supplementary Regulations for Uses in Various Districts, so as to modify the regulations for Country Inns, so as that the maximum number of guest rooms is increased from 12 to 15;
Section 9-B, Definitions, so as to delete a portion of the definition of "Country Inns", transferring this text to Supplementary Regulations. TA-10-13

No additional comments.

RECOMMENDATION

Approval of the proposed amendments to the County Zoning Ordinance.

Comments to BOS – Dec 21

After a public hearing at which no member of the public spoke, the Commission voted unanimously (absent: Dunning, McKay, Wade) to recommend approval of the proposed amendment to the Board of Supervisors.

RECOMMENDATION

Set public hearing for the proposed amendments to the County Zoning Ordinance regarding setbacks and height limits on commercial property and Country Inn regulations for the next regular meeting of the Board on 2011 January 18.

Comments to PC – Nov 16

No additional comments.

RECOMMENDATION

Recommend approval to the Board of Supervisors the amendments to the Zoning Ordinance regarding setbacks in the Neighborhood Commercial Zoning District, height limits in the Neighborhood and Highway Commercial Zoning District, and the maximum number of rooms for Country Inns.

Comments to PC – Nov 5

The following changes to the Neighborhood Commercial and Highway Commercial Zoning Districts are proposed:

1. In reviewing the setbacks in conjunction to work on a possible new zoning district, it was noted that in the Neighborhood Commercial District, the minimum front setback requirement of 35 feet on small parcels created non-conforming buildings on all 17 of the parcels in this district that are than 1.5 acres or less in area. The amendment proposes a maximum setback of 35 feet for parcels of less than 1.5 acres, so that any new construction would be consistent with the pattern of development on such parcels. Further, it was noted that structures on parcels just over 1.5 acres were either under 35 foot front setback or just over, so it is proposed that there would not be a minimum front yard setback for parcels between 1.5 and 3 acres, but no maximum is proposed as current circumstances for such parcels are variable.
2. The current maximum height limits of 30 feet in Neighborhood Commercial and 40 feet in Highway Commercial. Maintaining an appropriate scale of structures and the intended character of these districts would be better achieved if a limit on the number of stories was applied, in addition to the number of feet: two stories in Neighborhood Commercial and three stories in Highway Commercial. Basements (as defined by the Commercial Building Code) would not be counted.
3. The appropriate level of development in the rural areas of the County for overnight accommodations has been discussed. The proposed change would increase in the number of rooms allowed for a Country Inn from 12 to 15, so as to improve the potential economic viability of such uses without unduly impacting adjacent rural uses. In addition, regulatory statements for Country Inns are to be shifted from the Definitions section to the Supplemental Regulations section following the general advice of legal counsel.

RECOMMENDATION

Set public hearing on the proposed Zoning Ordinance for the next regular meeting of the Commission on December 3rd.

ZONING ORDINANCE TEXT AMENDMENT

Text to added showed *in bold Italics*

Text to be deleted showed ~~struck through~~

3 DISTRICT REGULATIONS

3-A SCHEDULE OF DISTRICT REGULATIONS

3-A-12 Neighborhood Commercial District (CN)

3-A-12-c ~~Minimum~~ Yard Requirements

1. Minimum Yard Requirements

a. For parcels of any area

- i.** From all property lines of properties zoned AOC, FOC or Rural Residential: 25 feet
- ii.** From intermittent streams: 50 feet
- iii.** From perennial streams & springs: 100 feet

b. For parcels larger than 3 acres

- i.** From the edge of any street or right-of-way 50 feet or greater in width: 35 feet
- ii.** From the centerline of any street or right-of-way less than 50 feet in width: 60 feet

2. Maximum Yard Requirements

a. For parcels of less than 1.5 acres

- i.** *From the edge of any street or right-of-way 50 feet or greater in width:* 35 feet
- ii.** *From the center line of any street or right-of-way less than 50 feet in width:* 60 feet

- b.** *For parcels with frontage on more than one street, the maximum yard requirement shall be applied to only one street or right of way to be determined by the Zoning Administrator based on the following site conditions: access, topography, and the pattern of development on the subject property and adjacent properties.*

3-A-12-d Maximum Height of All Structures: 30 feet *and two stories*
(not including basements as defined by the Commercial Building Code),
 except as otherwise provided

3-A-13 Highway Commercial District (CH)

3-A-13-e Maximum Height of All Structures: 40 feet *and three stories*
(not including basements as defined by the Commercial Building Code),
 except as otherwise provided

3 DISTRICT REGULATIONS

3-C SUPPLEMENTARY REGULATIONS

3-C-2 Uses in Various Districts

3-C-2-g Country Inn:

1. *An establishment offering, for compensation to the public, not more than 15 guestrooms for transitory lodging or sleeping accommodations of not more than 14 days of continuous occupancy.*
2. *As accessory uses to a Country Inn, meal service and/or permanent place(s) of public assembly may be provided. The total maximum capacity of areas used for meal service and/or permanent places of public assembly shall be 149 people and as regulated by the Virginia Department of Health.*
3. One bathroom shall be provided per each bedroom in structures less than 50 years old or one bathroom shall be provided per each two bedrooms in structures 50 years or older.
4. Any need for parking shall be met off the street and other than in a required front yard, and shall conform in all other ways with the provisions of Section 4-J of this Ordinance;
5. No equipment, process, or vehicles which create unreasonable noise, vibration, glare, fumes or odors which are detectable to the normal sense off the premises shall be permitted;
6. The structure satisfies all applicable requirements of the Commonwealth of Virginia and the local Health Official;
7. All applicants for a country inn in an AOC zoning district shall accept the fact that adjoining agricultural land, due to fertilizing, manure spreading, lime spreading, feedlots, and other farming methods may produce offensive odors.
8. In the AOC or FOC Zoning Districts, a country inn shall be allowed only as an accessory use to a Single Family Detached Dwelling. Guestrooms shall be located in or attached to such a dwelling. For parcels larger than 20 acres, the Single Family Detached Dwelling may be the principal dwelling on the property and/or a tenant house. The defined accessory uses of meal service and/or permanent place(s) of public assembly shall be located in or attached to such a Single Family Dwelling.
9. Events, as defined by Clarke County Code Chapter 57, shall obtain all necessary approvals.

9 DEFINITIONS

9-B DEFINITIONS

9-B-46 COUNTRY INN: An establishment offering, for compensation to the public ~~not more than 12,~~ guestrooms for transitory lodging or sleeping accommodations of ~~not more than 14 days of continuous occupancy.~~ As accessory uses to a Country Inn, meal service and/or permanent place(s) of public assembly may be provided. ~~The total maximum capacity of areas used for meal service and/or permanent places of public assembly shall be 149 people and as regulated by the Virginia Department of Health.~~ The term Country Inn includes Tourist Home, Guest Ranch, Guest Farm, or other similar use.

ORDINANCE
(Approved 2010 December 21)

At a regular meeting of the Board of Supervisors of Clarke County, Virginia, held at the Town/County Government Center on 2010 December 21 at 6:30 p.m. On motion by Supervisor _____, the Board of Supervisors (Byrd-_____, Dunning-_____, Hobert-_____, Staelin-_____, Weiss-_____) approved the proposed Text Amendment of the Clarke County Zoning Ordinance.

WHEREAS, the Clarke County Zoning Ordinance is established to protect the health, safety, and welfare of the community;

WHEREAS, in the Neighborhood Commercial District, the minimum front setback requirement of 35 feet on small parcels created non-conforming buildings on all 17 of the parcels in this district that are than 1.5 acres or less in area;

WHEREAS, a maximum setback of 35 feet for parcels of less than 1.5 acres would ensure that any new construction would be consistent with the pattern of development on such parcels;

WHEREAS, it was also noted that structures on the four parcels of 1.5 to 3 acres were either just under the 35 foot front setback or just over, so having no minimum nor maximum front yard setback for such parcels would be consistent with their variable circumstances;

WHEREAS, there is currently a maximum height limit of 30 feet in the Neighborhood Commercial and 40 feet in the Highway Commercial Zoning Districts;

WHEREAS, maintaining an appropriate scale of structures and the intended character of these districts would be better achieved if a limit on the number of stories was applied, in addition to the number of feet; and

WHEREAS, a limited increase in the number of rooms for overnight accommodations in the rural areas of the County would improve the potential economic viability of such uses without unduly impacting adjacent rural uses;

NOW THEREFORE BE IT ORDAINED THAT, the following section of the County Zoning Ordinance be amended:
The Clarke County Planning Commission recommends the amendment of the County Zoning Ordinance:
Section 3-A-12-c, Neighborhood Commercial Yard Setbacks, so as change minimum street setbacks to maximum setbacks on parcels of less than 1.5 acres and no required street setbacks for parcels of 1.5 to 3 acres,
Section 3-A-12-d, Neighborhood Commercial Maximum Height, so as to limit structure height to two stories, in addition to the current limit of 30 feet,
Section 3-A-13-e, Highway Commercial Maximum Height, so as to limit structure height to three stories, in addition to the current limit of 40 feet;
Section 3-C-2, Supplementary Regulations for Uses in Various Districts, so as to modify the regulations for Country Inns, so as that the maximum number of guest rooms is increased from 12 to 15;
Section 9-B, Definitions, so as to delete a portion of the definition of "Country Inns", transferring this text to Supplementary Regulations.

See attached for specific changes.

ATTEST:

David L. Ash, County Administrator

TA-10-13

FY 10 Capital Carry Over Request for FY 11

Maintenance / Health and Safety

JLG 20" MVL Motorized One Man Lift Approximate cost (\$14,000) split 50/50 with County of Clarke	1	\$ 7,000.00	\$ 7,000.00
12' Trailer (and license) to haul maintenance equipment, snow removal equipment, lift, golf carts, gators, tractors, etc. Approximate cost (\$1,600) split 50/50 with County of Clarke	1	\$ 800.00	\$ 800.00
Snow blowers - 900 series - 30" clearing width (BPS; Boyce; CCHS)	3	\$ 1,600.00	\$ 4,800.00
Western Snow Plow installed on Division Ford Dump Truck	1	\$ 4,500.00	\$ 4,500.00
Back-pack blowers for leaves and small snow removal for maintenance	2	\$ 685.00	\$ 1,370.00
Hand held blowers for schools	5	\$ 325.00	\$ 1,625.00
			<u>\$ 20,095.00</u>

Safety

Boyce emergency lighting (90 minute) for restrooms and lunchroom		\$	3,000.00
Sidewalk repair and improvement at JWMS and CCHS		\$	11,500.00
Self deploying bus chains (six still needed with air tanks and compressors)	7	\$ 1,512.00	\$ 10,633.00
			<u>\$ 25,133.00</u>

Technology

Twenty-four (24) wireless lap tops and cart (Cooley)		\$	19,791.88
Twenty-four (24) wireless lap tops and cart (Boyce)		\$	19,791.88
Sixteen (16) wireless access wiring (Boyce)		\$	4,800.00
Sixteen (16) wireless access points and controller, media, licenses, mounts, support, wiring, etc. (Boyce)		\$	14,069.86
Sixteen (16) wireless access points, media, licenses, mounts, support, wiring, etc. (Cooley)		\$	10,431.86

Eight (8) instructional "clicker" devices for classroom use (BPS, CES, JWMS, and CCHS)	\$ 9,680.00
Six (6) Brightlink Projectors (JWMS)	\$ 11,496.00
	<u>\$ 90,061.48</u>
School Board	
Division-wide BoardDocs license (annual reoccurring cost)	\$ 2,700.00
Division-wide BoardDocs technology (8 "netbook" or equivalent computers and wireless AP)	\$ 6,140.00
	<u>\$ 8,840.00</u>
Total	\$ 144,129.48
Total available for expenditure	\$ 151,447.00
Over/under	\$ 7,317.52
Excess (unspent) funds from above to be allocated equally to the following, not to exceed \$151,447.	
Matching funds for Cooley playground equipment (Not To Exceed)	\$ 15,000.00
Matching funds for Boyce playground equipment (Not to Exceed)	\$ 15,000.00

Clarke County Board of Supervisors

Adjournment

Clarke County Board of Supervisors

Monthly Reports:

1. County Administration 2010 Annual Report
2. Building Department
3. Commissioner of the Revenue
4. Cooperative Extension – 4-H
5. Virginia Regional Transport



County of Clarke
David Ash, County Administrator

2010 County Administration Annual Report

Citizens Served Thru Central Reception: 11,899
Town: 3,888; County: 6,057; Library: 1,954
Note: 21,652 since tracking system initiated 3/25/2009

Meetings Scheduled: 437 [Central Reception Log]
802 Scheduled Hours

Emails: David Ash: 10,793 Incoming; 1,021 Outgoing
Lora Walburn: 7,075 Incoming; 1,706 Outgoing
Susanne Vaughan: 577 Incoming; 923*not a complete record

Telephone Calls: David Ash: 2,554; 146 Hours 01 Minutes [Direct Line Only - does not include cell phone calls] [686; 64 hr 43 min]
Lora Walburn: 3,031; 162 Hours 17 Minutes
Central Reception: 16,134; 543 Hours 01 Minutes

Copies: Main Copier: Admin Printer:
Total: 58,965* Total: 14,092*
From PC: 36,306 Color: 5,247
At Copier: 14,006
Scans at Copier: 8,653 *Add 2/2010; Codes added ± 5/2010

BOS Meetings: Meetings: 55
Scheduled Hours: 140 Hours 30 Minutes
Minutes: 395 Pages [Book 20 Page 80 thru Book 20 Page 475]
Packets Regular/Budget: 3,364 Pages
Packets Committee: 895 Pages
— Budget: 10 — Regular/Special/Continued: 16
— Finance: 9 — Work Sessions: 10
— Personnel: 10

Summary of Required Actions: 198 Identified
David Ash: 59; 7.5 Average Days to Complete
Lora Walburn: 99; 4.1 Average Days to Complete

Joint Building Committee:	Meetings: 8	Follow-up Items Identified: 77
	Scheduled Hours: 22	– David Ash: 50
	Packets: 150 Pages	– Lora Walburn: 8
	Minutes: 58 Pages	
Joint Administrative Services Board:	Meetings: 8	
	Scheduled Hours: 13	
	Minutes: 42 Pages	
Other Scheduled Meetings:	Total: 121	<i>Note: This figures does not include unscheduled meetings / “drop ins” by staff, board, citizens.</i>
	– BOS Chair: 4	– Legal [Loughlin, Mitchell, Perry]: 11
	– Budgets/Staff/Misc: 29	– Parks & Rec Issues: 8
	– Circuit Courthouse: 9	– Procurement: 8
	– Emergency Management: 15	– Schools: 5
	– Gov Center [Add'l]: 5	– VACo: 5
	– Jail Authority: 6	– VDOT: 12
	– Landfill: 4	
Committee Appointments:	30	
Conflict of Interest Filings:	50	
County Code Updates:	6	
FOIA Requests:	87	
Newsletters:	12	
Planning Ordinances:	15	
Proclamations:	6	
Public Hearings:	31	
Resolutions:	22	
Special Event Permits:	12 [6 Small – Admin Review/Approval; 6 Medium/Large – Admin and Board of Supervisors Review/Approval]	
Waste Disposal Permits:	10	
Annual Leave:	Requests Processed: 219	

2010 Annual Leave Used: 5197.3 Annual Leave Accrued: 5304.0
 Comp Time Used: 1272.3 Comp Time Accrued: 1193.2

Document Updates /
 Additions:

- Documents Updated: 3
1. Emergency Operations Plan [Updated in house for the 1st time.]
 2. Personnel Policies
 3. Rules of Procedure

- Documents Added: 3
1. PD121101-06 Berryville Clarke County Government Center – Closure Procedure
 2. PD-121101-07 Berryville Clarke County Government Center Facility Use and Grounds Use
 3. PD-121101-08 Berryville Clarke County Government Center Facility – Display of Flyers, Brochures, Other Materials

Forms Updates /
 Additions:

- Forms Updated: 9
- Forms Added: 4
1. F1211-16 Information Data Sheet for Clarke County Board of Supervisors Appointees
 2. F1211-28 Berryville Clarke County Government Center – Closure Checklist For Meetings, Events, Training, etc.
 3. F1211-31 JGC Meeting Room, Facility Use, Grounds Use Scheduling Request, Fee Schedule and Agreement
 4. F1211-33 Government Center Key Assignment - Acknowledgement of Receipt

2010 Completed Projects:

1. Resolutions: Scanned 975 Pages - Resolutions 1978 thru 2009
2. Ordinances: Scanned 900 Pages – Ordinances 1960 thru 2008
3. Appointments: Solicited updated information from entities including time, set day, location of meetings, bylaws, contact information, etc.
4. Drawing Files: Reviewed, purged; and where applicable transferred to Maintenance for review, purge for duplication and storage, where applicable.
5. BCCGC Key Database: Developed database; issued, received, updated and filed F1211-33 for all key holders; entered 163 facility keys issued to individual employees into database; Issued 21 new keys 2010.

**COUNTY OF CLARKE
BUILDING PERMIT REPORT
FOR THE MONTH ENDING 12-31-2010**

RESIDENTIAL RENOVATIONS

Owner/Contractor Location	Description	Est Cost
BOOTHE, H F JR & ANN M/MICHAEL J SCHILLING AND SON 311 MOOSE ROAD 22611	ENCLOSE EXST PORCH INTO SUNROO	23,000
BOEING, EILEEN M/SELF CONTRACTOR 307 STUART COURT 22611	FINISH BASEMENT + ELECTRIC + P	77,000
	TOTAL:	2 100,000

COMMERCIAL RENOVATIONS

Owner/Contractor Location	Description	Est Cost
GENDA LAND HOLDINGS, LLC/SELF CONTRACTOR 16 ROSEMONT MANOR LANE	1sty ADDITION TO CARRIAGE HSE+	64,000
	TOTAL:	1 64,000

MISC BUILDING PERMITS

Owner/Contractor	Description	Est Cost
SABRI, JEFFREY D & NELMS, L/SELF CONTRACTOR	INSTALL WOODSTOVE IN DET GARAG	0
GENDA LAND HOLDINGS, LLC/SELF CONTRACTOR	ADD 1/2 BATH IN OFFICE/STORAGE	0
WALLACE, THERESA C % WALLAC/SELF CONTRACTOR	INSTALL PELLET STOVE	0
BODKIN, DAVID G & LINDA R/SELF CONTRACTOR	SIDE DECK (10' x 19')	3,000
HAGAN, BETTE M/SELF CONTRACTOR	REMODEL DWELLING - REF ORGINAL	0
BERRYVILLE PRESBYTERIAN CHU/HOWARD SHOCKEY & SONS, INC	CHANGE ROOF PITCH ON FELLOWSHI	0
MEADE MEMORIAL EPISCOPAL CH/SELF CONTRACTOR	ENCLOSE STAIRWELL @ PAIRSH HAL	7,000
MORRIS, SHELLY/BLUE RIDGE HOME WORKS	REAR DECK (16' x 16')	4,000

**COUNTY OF CLARKE
 BUILDING PERMIT REPORT
 FOR THE MONTH ENDING:12-31-2010**

MISC BUILDING PERMITS

Owner/Contractor	Description	Est Cost
PASCALÉ, JOSEPH A & JUDY L/SELF CONTRACTOR	STORAGE BUILDING W/ FULL BATH	132,000
BLOOMINGDALE, MALINDA R/WARFIELD HOMES, INC	REPLACE EXST DECK (10' x 17')	3,000
HEBERT, KRISTIN/SELF CONTRACTOR (RON BENNETT	REMODEL DWELLING	84,000
CLARKE, MARK M & MARIETTA L/SELF CONTRACTOR	ROOF OVER EXST SLAB (12' x 5')	1,000
	TOTAL:	12 234,000

Total # of Building Permits Issued: 15
Total Estimated Cost: 398,000
Total Revenue Collected: 5,420.11

The following permits are not included in the total # of permits and estimated costs.

Electrical: 15
 Mechanical: 17
 Plumbing: 5
 Fire Prot.: 5

COUNTY OF CLARKE

RECAP BY PROJECT TYPE FOR THE MONTH ENDING: 12-31-2010

Page: 1

<u>Project Description</u>	<u>#</u>	<u>VALUE</u>
ADDITION COMMERCIAL	1	64,000
ACCESSORY BLDG RESIDENTIAL	1	132,000
ADDITION/REMODEL SINGLE FAMILY	2	100,000
DECK/PORCH	4	11,000
ELECTRIC PERMITS	15	0
MECHANICAL PERMITS	17	0
PLUMBING PERMITS	5	0
RENEWAL PERMIT	1	0
REMODEL-MINIMUM FEE	4	91,000
WOODSTOVE/PELLET STOVE	2	0
=====		
TOTALS:	52	398,000
=====		

RECAP BY DISTRICT FOR THE MONTH ENDING: 12-31-2010

<u>Name</u>	<u>#</u>	<u>VALUE</u>
GREENWAY DISTRICT	4	7,000
CHAPEL DISTRICT	9	0
BATTLETOWN DISTRICT	10	87,000
LONGMARSH DISTRICT	10	159,000
BERRYVILLE DISTRICT	20	145,000
=====		
TOTALS:	53	398,000
=====		

INSPECTIONS REPORT FOR THE MONTH ENDING: 12-31-2010

<u>Inspection Type</u>	<u>#</u>
Building:	55
Electrical:	37
Mechanical:	45
Plumbing:	23
Fire Protection:	1
=====	
TOTALS:	161
=====	

DATE	HOURS IN FIELD	HOURS IN OFFICE	TOTAL HOURS	BLDG INSP	ELEC INSP	GAS INSP	MECH INSP	PLBG INSP	MISC INSP	TOTAL INSP	START MILEAGE	END MILEAGE	TOTAL MILES DRIVEN	FUEL	COMMENTS
Wed, 12/1/2010	5	3	8	8	2	3	3	1	1	9	90754	90804	50		
Thu, 12/2/2010	4	4	8	8	1			1	1	2	90804	90838	34		
Fri, 12/3/2010	5	3	8	8	4	1		2		7	90838	90888	50	17	
Sat, 12/4/2010			0							0			0		
Sun, 12/5/2010			0							0			0		
Mon, 12/6/2010	4	4	8	8		1	1	1		3	90888	90891	3		
Tue, 12/7/2010	5	3	8	8	3	4	7	2	6	22	90891	90923	32		
Wed, 12/8/2010	4	4	8	8		2	3	2		7	90923	90958	35		
Thu, 12/9/2010	4	4	8	8		1	3			4	90958	90985	27		
Fri, 12/10/2010	4	4	8	8	2	3	1	1	1	8	90985	91031	46		
Sat, 12/11/2010			0							0			0		
Sun, 12/12/2010			0							0			0		
Mon, 12/13/2010	4	4	8	8	3	1	2		1	7	91031	91071	40		
Tue, 12/14/2010	4	4	8	8	5	3			1	9	91071	91113	42	16	
Wed, 12/15/2010	4	4	8	8	2	2				4	91113	91138	25		
Thu, 12/16/2010	4	4	8	8	3	5	1	1	1	11	91138	91171	33		
Fri, 12/17/2010	4	4	8	8			5			5	91171	91196	25		
Sat, 12/18/2010			0							0			0		
Sun, 12/19/2010			0							0			0		
Mon, 12/20/2010	4	4	8	8	3	2		1		6	91196	91226	30		
Tue, 12/21/2010	4	4	8	8	1	3				4	91226	91242	16		
Wed, 12/22/2010	4	4	8	8	4	1	2	1	1	9	91242	91281	39		
Thu, 12/23/2010			0							0			0		
Fri, 12/24/2010			0							0			0		
Sat, 12/25/2010			0							0			0		
Sun, 12/26/2010			0							0			0		
Mon, 12/27/2010	4	4	8	8		1		1		2	91281	91285	4		
Tue, 12/28/2010	4	4	8	8	3	3	1	1	1	8	91285	91325	40	16.5	
Wed, 12/29/2010	4	4	8	8	1	3	1	1	1	7	91325	91369	44		
Thu, 12/30/2010	4	4	8	8	3		3			6	91369	91397	28		
Fri, 12/31/2010			0							0			0		
TOTALS	83	77	160	40	39	27	13	20	1	140			643	49.5	

DATE	HOURS IN FIELD	HOURS IN OFFICE	TOTAL HOURS	BLDG INSP	ELEC INSP	GAS INSP	MECH INSP	PLBG INSP	MISC INSP	TOTAL INSP	START MILEAGE	END MILEAGE	TOTAL MILES DRIVEN	FUEL	COMMENTS
Wed, 12/1/2010			0							0			0		
Thu, 12/2/2010			0							0			0		
Fri, 12/3/2010			0							0			0		
Sat, 12/4/2010			0							0			0		
Sun, 12/5/2010			0							0			0		
Mon, 12/6/2010			0							0			0		
Tue, 12/7/2010			0							0			0		
Wed, 12/8/2010			0							0			0		
Thu, 12/9/2010			0							0			0		
Fri, 12/10/2010			0							0			0		
Sat, 12/11/2010			0							0			0		
Sun, 12/12/2010			0							0			0		
Mon, 12/13/2010			0							0			0		
Tue, 12/14/2010			0							0			0		
Wed, 12/15/2010			0							0			0		
Thu, 12/16/2010			0							0			0		
Fri, 12/17/2010			0							0			0		
Sat, 12/18/2010			0							0			0		
Sun, 12/19/2010			0							0			0		
Mon, 12/20/2010			0							0			0		
Tue, 12/21/2010			0							0			0		
Wed, 12/22/2010			0							0			0		
Thu, 12/23/2010			0							0			0		
Fri, 12/24/2010			0							0			0		
Sat, 12/25/2010			0							0			0		
Sun, 12/26/2010			0							0			0		
Mon, 12/27/2010			0							0			0		
Tue, 12/28/2010			0							0			0		
Wed, 12/29/2010			0							0			0		
Thu, 12/30/2010			0							0			0		
Fri, 12/31/2010			0							0			0		
TOTALS	0	0	0	0	0	0	0	0	0	0			0	0	

**COUNTY OF CLARKE, VA
NEW SINGLE FAMILY DWELLINGS
2010**

	Battletown	Berryville	Boyce	Chapel	Greenway	Longmarsh	TOTAL	COMMENTS
January	0	0	3	0	0	0	3	
February	0	0	1	0	0	0	1	
March	1	1	1	1	0	0	4	(1 in Boyce replaces existing hse that burned.) (1 in Chapel is Apt over existing barn.)
April	0	0	0	0	0	0	0	
May	0	1	2	1	1	1	6	(1 in LM replaces log cabin that was demolished)
June	0	0	2	0	0	1	3	(1 in LM replaces existing hse that burned.)
July	1	0	0	1	0	0	2	(1 in BA is Apt over existing barn.)
August	0	0	0	0	0	0	0	
September	0	0	0	0	0	0	0	
October	0	1	0	0	1	0	2	(1 in GW replaces existing hse that burned.)
November	0	1	0	0	0	1	2	
December	0	0	0	0	0	0	0	
TOTAL	2	4	9	3	2	3	23	

Inspections Department Revenue Report
 For the Period: 01/01/2010 To: 12/31/2010

Account Description	Acct #		Amount
BUILDING PERMIT FEES	101		0.00
BUILDING PERMIT FEES	101	BLDG	180145.00
ELECTRICAL PERMITS	103	ELEC	16895.00
VA BUILDING CODE ACADEMY FEES	999	LEVY	4201.90
MECHANICAL PERMITS	104	MECH	13050.00
NEW STRUCTURE ADDRESS FEE	12510	N911	910.00
PLUMBING PERMIT FEES	105	PLMB	5590.00
TOWN OF BOYCE ZONING FEE	81120	ZBOY	3420.00
COUNTY ZONING FEE	81110	ZCTY	16460.00
Total Received:			===== 240671.90 =====

COUNTY OF CLARKE

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PROJECT CODE RECAP

*** TOTALS ONLY ***

FOR THE PERIOD 01/01/2010 to 12/31/2010

DESCRIPTION	#	FEES PAID	VALUE
ADDITION COMMERCIAL	4	4,776.13	939,000
ACCESSORY BLDG RESIDENTIAL	6	2,160.85	242,000
ADDITION INDUSTRIAL	1	561.20	11,000
ADDITION RESIDENCE SINGLE CARP	2	605.55	21,000
ADDITION/REMODEL SINGLE FAMILY	38	18,179.27	2,997,000
ADD/REM RESIDENCE SINGLE GARA	3	919.77	67,000
COMMERCIAL ACCESSORY STRUCTURE	1	703.49	44,000
COMMERCIAL C/O	1	61.20	0
RESIDENTIAL CARPORT	3	322.40	22,000
DECK/PORCH	42	4,464.00	195,000
DEMOLITION OF BUILDING	6	305.00	223,700
ELECTRIC PERMITS	255	17,176.80	0
FIRE PROTECTION PERMIT	1	61.20	0
SCHOOLS/OFFICES GOVERNMENT	1	102,501.15	22,318,000
ACCESSORY GOVERNMENT	1	261.20	4,000
MECHANICAL PERMITS	185	9,924.60	0
NEW GOVERNMENT	4	11,923.92	2,420,000
NEW RESIDENCE SINGLE FAMILY	23	39,253.96	6,408,000
NEW SINGLE FAMILY GARAGE	12	3,529.59	253,000
OTHER NON RESIDENTIAL BUILDING	4	1,603.88	42,000
PLUMBING PERMITS	99	5,661.00	0
POOL HOUSE	1	332.11	17,000
SWIMMING POOL/SPA	5	948.80	123,000
REMODEL COMMERCIAL	6	2,996.55	598,000
RENEWAL PERMIT	9	453.00	0
RETAINING WALLS	1	51.00	0
REMODEL GOVERNMENT	1	488.40	93,000
AMUSEMENT RIDES	2	877.20	0
REMODEL-MINIMUM FEE	25	2,741.80	214,000
RE-ROOFING/SIDING	7	408.00	0
RESIDENTIAL C/O	1	40.80	0
STORAGE SHED	7	952.48	79,000
SIGN PERMIT	3	183.60	0
STORAGE TANK	2	408.00	0
TENTS OVER 900'	17	1,203.60	0
UNDEFINED ACTIVITY	2	40.80	0
USE CHANGE	2	153.00	0
WOODSTOVE/PELLET STOVE	2	81.60	0
=====			
TOTALS:	785	237,316.90	37,330,700
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COUNTY OF CLARKE
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PROJECT CODE RECAP
FOR THE PERIOD 01/01/2010 to 12/31/2010

Page:

06/21/2010	26	SHENANDOAH RIVER LANE 2	EXTEND KITCHEN AREA + BLDG POR	
SELF CONTRACTOR			TEBBETTS ENTERPRISES, LLC	15,000
B-10-040224	Sq ft:	108	Fees:	170.38
07/20/2010	101	CHALMERS COURT 22611	2sty ADDITION + REMODEL BARNS	
H & W CONSTRUCTION CO, INC			TOWN OF BERRYVILLE	815,000
B-10-040276	Sq ft:	7,533	Fees:	3,802.38
09/27/2010	100	BEE LINE LANE 22611	1sty STORAGE RM ADDITION + ELE	
SELF CONTRACTOR			GUNTER, GREGORY COLIN & DEBORA	45,000
B-10-040012	Sq ft:	1,800	Fees:	508.08
12/28/2010	16	ROSEMONT MANOR LANE 226	1sty ADDITION TO CARRIAGE HSE+	
SELF CONTRACTOR			GENDA LAND HOLDINGS, LLC	64,000
B-10-040530	Sq ft:	792	Fees:	295.29

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SUBTOTALS FOR: ADDITION COMMERCIAL			4	4,776.13	939,000
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CATAGORY: ACCESSORY BLDG RESIDENTIAL

01/04/2010	572	FELTNER ROAD 20135	METAL STORAGE BUILDING	
SELF CONTRACTOR			CLARK, RICHARD S & JANET L D	30,000
B-09-030496	Sq ft:	1,200	Fees:	261.78
04/21/2010	19153	BLUE RIDGE MOUNTAIN ROA	METAL STORAGE BLDG (30' x 60')	
SELF CONTRACTOR			EVERHART, RAYMOND G	45,000
B-10-040109	Sq ft:	1,800	Fees:	460.63
05/05/2010	1347	LEEDS MANOR LANE 33981	PICNIC SHELTER/PAVILLION	
SELF CONTRACTOR			GRAY, EUGENE R & BINA F TRUSTE	7,000
B-10-040153	Sq ft:	465	Fees:	140.80
08/17/2010	345	SILVER RIDGE LANE 22663	OPEN ACCESSORY STRUCTURE W/ OU	
SELF CONTRACTOR			KIDD, ROBERT S & LESLIE S	18,000
B-10-040311	Sq ft:	684	Fees:	337.70
09/15/2010	202	WEST CRESCENT STREET 22	POLE BUILDING (26' x 15')	
SELF CONTRACTOR			BEARD, ANN C & THOMAS C JR	10,000
B-10-040373	Sq ft:	390	Fees:	149.98
12/07/2010	819	TRIPLE J ROAD 22611	STORAGE BUILDING W/ FULL BATH	
SELF CONTRACTOR			PASCALE, JOSEPH A & JUDY L	132,000
B-10-040504	Sq ft:	5,280	Fees:	809.96

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SUBTOTALS FOR: ACCESSORY BLDG RESIDENTIAL			6	2,160.85	242,000
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CATAGORY: ADDITION INDUSTRIAL

11/10/2010 201 TOM WHITACRE CIRCLE 226 ADDITION TO BOOSTER PUMP STATI 11,000
PATTERSON CONSTRUCTION COMPANY TOWN OF BERRYVILLE
B-10-040446 Sq ft: 440 Fees: 561.20

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SUBTOTALS FOR: ADDITION INDUSTRIAL 1 561.20 11,000
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CATAGORY: ADDITION RESIDENCE SINGLE CARP

03/30/2010 202 LIME MARL LANE 22611 ATTACHED CARPORT
FREEDOM HOMES COOKE, LISA A 11,000
B-10-040094 Sq ft: 680 Fees: 304.57

COUNTY OF CLARKE
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PROJECT CODE RECAP
FOR THE PERIOD 01/01/2010 to 12/31/2010

Page:

10/22/2010 1124 SPRINGSBURY ROAD 22611 ATTACHED CARPORT + ROOF OVER E
 JIM NICHOLS CONSTRUCTION COMPA BOSSERMAN, JERRY PAUL & BARBAR 10,000
 B-10-040428 Sq ft: 616 Fees: 300.98

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SUBTOTALS FOR: ADDITION RESIDENCE SINGLE CARP 2 605.55 21,000

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CATAGORY: ADDITION/REMODEL SINGLE FAMILY

01/21/2010 17 SOUTH GREENWAY AVENUE 2 FINISH BASEMENT-1. REC RM 2. S
 SELF CONTRACTOR HOUGH, DAVID M & MARY LOUISE 39,000
 B-10-040019 Sq ft: 513 Fees: 183.09

01/26/2010 1176 SPRINGSBURY ROAD 22611 1sty ADDITION - 1. REC RM 2. L
 SELF CONTRACTOR DUTROW, EARL G & LINDA V 65,000
 B-10-040023 Sq ft: 648 Fees: 422.43

02/03/2010 210 NORTH BUCKMARSH STREET REMODEL DWELLING + REBUILD REA
 SELF CONTRACTOR MNW PARTNERSHIP 78,000
 B-10-040024 Sq ft: 1,030 Fees: 413.10

02/26/2010 124 ROSEVILLE COURT 22620 FINISH BASEMENT + ELECTRIC + P
 SELF CONTRACTOR O'KEEFE, SEAN & DEBORAH 54,000
 B-10-040037 Sq ft: 716 Fees: 251.94

03/03/2010 473 MILLWOOD ROAD 22646 1sty ADDITION + REMODEL CARRIA
 UNIVERSITY HOMES, LC CARROLL, ELLEN H TRUSTEE OF RE 306,000
 B-10-040027 Sq ft: 774 Fees: 1,852.62

03/05/2010 1491 SUMMIT POINT ROAD 22611 KITCHEN + MUDRM + 3RD FLOOR BE
 VINTAGE RENOVATION AND CONSTRU ASH WILL FARM 214,000
 B-10-040042 Sq ft: 2,162 Fees: 1,328.34

03/08/2010 21 SIPE HOLLOW LANE 22611 FINISH BASEMENT + ELECTRC + PL
 SELF CONTRACTOR MAHOOD, JASON & KATHERINE 68,000
 B-10-040052 Sq ft: 905 Fees: 316.20

03/10/2010 305 EDGAR COURT 22611 FINISH BASEMENT + ELECTRIC
 REMODEL USA, INC EDMONDS, HARRY & FAYE TRUSTEES 37,000
 B-10-040064 Sq ft: 490 Fees: 173.91

03/12/2010 1452 WESTWOOD ROAD 22611 2sty ADDITION W/ FINISHED LOFT
 BRAITHWAITE, CHRIS BAKER, H M JR 197,000
 B-10-040048 Sq ft: 1,982 Fees: 1,301.31

03/15/2010 108 MEADOW VIEW DRIVE 22620 FINISH BASEMENT + ELEC + PLBG
 SELF CONTRACTOR QUIRKE, JACOB & LESLEY E 66,000
 B-10-040067 Sq ft: 867 Fees: 307.02

04/07/2010 319 FIRST STREET 22611 REMODEL DWELLING + 2nd sty ADD
 SELF CONTRACTOR MURPHY, SEAN 93,000

B-10-040105	Sq ft: 1,009	Fees: 521.95	
04/15/2010	80 ROCKY BANK LANE 22646	REMODEL DWELLING + ADDITION (2	
R E BENNETT CONTRACTING	PETERSON, RICHARD R & SALLY TR		142,000
B-10-040103	Sq ft: 1,648	Fees: 996.86	
04/23/2010	940 BROWNTOWN ROAD 22620	1.5 sty ADDITION W/ ATTACHED G	
CARDINAL BUILDING SYSTEMS, INC	GUM, GREGORY L & DIANE		199,000
B-10-040121	Sq ft: 2,828	Fees: 1,218.49	
04/26/2010	637 PINE GROVE ROAD 20135	DEMO DECK & MUDRM + REPLACE W/	
ANGLERS, LLC	HARRIS, MONTGOMERY K & BARBARA		38,000
B-10-040135	Sq ft: 600	Fees: 178.50	

COUNTY OF CLARKE
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PROJECT CODE RECAP
FOR THE PERIOD 01/01/2010 to 12/31/2010

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04/26/2010	53	HAMPTON LANE 22611	ENCL PORCH INTO SUNROOM + PORC	
SELF CONTRACTOR		DELPH, ROY L		34,000
B-10-040129	Sq ft:	336	Fees:	411.14
04/28/2010	173	LINSTER LANE 22611	FINISH BASEMENT + ELEC + PLBG	
SELF CONTRACTOR		KELLY, TROY W & BRIANA R		45,000
B-10-040138	Sq ft:	595	Fees:	210.63
04/29/2010	115	WEST MAIN STREET 22620	DEMO & REBUILD 2sty ADDITION O	
SELF CONTRACTOR		HEFLIN, DENNIS S		34,000
B-10-040157	Sq ft:	336	Fees:	160.14
05/04/2010	12	RICE STREET 22611	FINISH ATTIC AREA INTO LIVING	
R E BENNETT CONTRACTING		SCHAFFER, LAWRENCE D		59,000
B-10-040156	Sq ft:	775	Fees:	314.89
05/07/2010	113	JACKSON DRIVE 22611	FINISH BASEMENT + ELECTRIC + P	
SELF CONTRACTOR		NEITZ, BRENT A & NICHOLE L		102,000
B-10-040139	Sq ft:	1,353	Fees:	472.26
05/14/2010	50	CHERRY LANE 20135	1sty ADDITION W/ ENCLOSED BREE	
SELF CONTRACTOR		MORRIS, DAVID R		42,000
B-10-040175	Sq ft:	420	Fees:	396.86
06/01/2010	809	CASTLEMAN ROAD 22611	1sty ADDITION + ELEC + MECH +	
SELF CONTRACTOR		ISHAM, CHRISTIAN SEAN		35,000
B-10-040210	Sq ft:	345	Fees:	414.73
06/07/2010	310	TREADWELL STREET 22611	REMODEL-FRAME UP WALLS FOR INS	
SELF CONTRACTOR		RICE-CLAY ENTERPRISES, LLC		119,000
B-10-040193	Sq ft:	1,575	Fees:	550.29
06/17/2010	508	SOUTH CHURCH STREET 226	1sty ADDITION + ELECTRIC + PLU	
SELF CONTRACTOR		PEFFER, KENNETH L & BARBARA		48,000
B-10-040227	Sq ft:	480	Fees:	264.40
06/22/2010	18099	RAVEN ROCKS ROAD 20135	REM ACCESSORY BLDG INTO MOTHER	
KINSMEN CONTRACTORS		CHUPP, THOMAS M & MELINDA R		42,000
B-10-040223	Sq ft:	560	Fees:	436.86
07/06/2010	511	EWELL COURT 22611	FINISH BASEMENT + ELECTRC + PL	
SELF CONTRACTOR		RHODES, MARK J & MAURA K		64,000
B-10-040228	Sq ft:	846	Fees:	297.84
08/06/2010	1830	SENSENY ROAD 22611	FINISH BSMT + REMODEL + PORCH	
SELF CONTRACTOR		KRAEMER, FRANCIS		144,000
B-10-040310	Sq ft:	1,920	Fees:	907.04
08/06/2010	111	SOLDIERS LANE 22611	SUNROOM ADDITION + DECK (224')	
SELF CONTRACTOR		STILES, CHRISTOPHER R & LORI H		42,000
B-10-040303	Sq ft:	416	Fees:	497.86

09/13/2010	1331 EBENEZER ROAD 20135	2sty ADDITION + PORCH (148')	
CASTLEMAN CARPENTRY		KREEB, MICHAEL B & LAURI B	77,000
B-10-040356	Sq ft: 756	Fees: 608.51	
09/15/2010	19243 BLUE RIDGE MOUNTAIN ROA	REMODEL ATT GARAGE INTO ART/PA	
SELF CONTRACTOR		HILT, CHRISTOPHER & MEREDITH	43,000
B-10-040364	Sq ft: 572	Fees: 201.45	
09/28/2010	2498 BRIGGS ROAD 22611	REMODEL DWELLING	
UNIVERSITY HOMES, LC		CASEY TREE FARM, LLC	111,000
B-10-040368	Sq ft: 1,470	Fees: 553.57	

COUNTY OF CLARKE
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PROJECT CODE RECAP
FOR THE PERIOD 01/01/2010 to 12/31/2010

Page:

10/01/2010	145 ROSEVILLE COURT 22620	FINISH BSMT + ADD BEDRM ON 2ND	
SELF CONTRACTOR	GRUBBS, CAREY LEE		29,000
B-10-040392	Sq ft: 384	Fees: 177.19	
10/05/2010	549 MOOSE ROAD 22611	1sty ADDITION + PORCH	
SELF CONTRACTOR	LEVERETTE, CHRISTOPHER R		25,000
B-10-040388	Sq ft: 240	Fees: 368.83	
10/07/2010	639 SHENANDOAH RIVER LANE 2	FINISH BASEMENT + ELECTRIC + P	
SELF CONTRACTOR	UPPERMAN, CHARLES A & PHYLISS		68,000
B-10-040407	Sq ft: 897	Fees: 316.20	
10/13/2010	116 HERMITAGE BOULEVARD 226	ADD PLAYROOM + FULL BATH ON 2N	
KEE CONSTRUCTION SERVICES, INC	MCKINLEY, DONALD J & LORI A		28,000
B-10-040405	Sq ft: 361	Fees: 132.60	
10/26/2010	504 PAGE STREET 22611	FINISH DEN + FULL BATH IN BSMT	
SELF CONTRACTOR	DANG, WAYNE & ALANA JEAN		16,000
B-10-040434	Sq ft: 212	Fees: 77.52	
11/01/2010	764 BENCH LANE 20135	FINISH BSMT-1. OFFICE 2. REC R	
SELF CONTRACTOR	HOFFMAN, DONALD L JR & SUZETTE		94,000
B-10-040448	Sq ft: 1,250	Fees: 435.54	
12/01/2010	307 STUART COURT 22611	FINISH BASEMENT + ELECTRIC + P	
SELF CONTRACTOR	BOEING, EILEEN M		77,000
B-10-040398	Sq ft: 1,018	Fees: 397.51	
12/06/2010	311 MOOSE ROAD 22611	ENCLOSE EXST PORCH INTO SUNROO	
MICHAEL J SCHILLING AND SON FI	BOOTHE, H F JR & ANN M		23,000
B-10-040503	Sq ft: 300	Fees: 109.65	

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SUBTOTALS FOR: ADDITION/REMODEL SINGLE FAMILY	38	18,179.27	2,997,000
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CATAGORY: ADD/REM RESIDENCE SINGLE GARA

05/06/2010	23 RATCLIFFE LANE 20135	1.5 sty ATTACHED GARAGE W/ UNF	
SELF CONTRACTOR	HALVORSEN, DALE V & CHERYL L		41,000
B-10-040141	Sq ft: 1,436	Fees: 392.27	
07/30/2010	932 BISHOP MEADE ROAD 22646	1sty STORAGE ROOM ADDITION ON	
SELF CONTRACTOR	SHENK, ASHBY D & ALVA H		11,000
B-10-040293	Sq ft: 440	Fees: 254.57	
10/08/2010	1331 EBENEZER ROAD 20135	ADDITION TO DET GARAGE (22' x	
CASTLEMAN CARPENTRY	KREEB, MICHAEL B & LAURI B		15,000
B-10-040400	Sq ft: 484	Fees: 272.93	

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SUBTOTALS FOR: ADD/REM RESIDENCE SINGLE GARA	3	919.77	67,000
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CATAGORY: COMMERCIAL ACCESSORY STRUCTURE

11/05/2010 131 RETREAT ROAD 20135 FIRE EQUIPMENT STORAGE BLDG (4
SELF CONTRACTOR BLUE RIDGE VOLUNTEER FIRE CO, 44,000
B-10-040454 Sq ft: 1,728 Fees: 703.49

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SUBTOTALS FOR: COMMERCIAL ACCESSORY STRUCTURE 1 703.49 44,000
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CATAGORY: COMMERCIAL C/O

06/08/2010 413 MCCLELLAN STREET 22611 NEW C/O
SELF CONTRACTOR GREENFIELD ASSISTED LIVING OF 0
B-10-040225 Sq ft: 0 Fees: 61.20

COUNTY OF CLARKE
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PROJECT CODE RECAP
FOR THE PERIOD 01/01/2010 to 12/31/2010

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SUBTOTALS FOR: COMMERCIAL C/O	1	61.20	0
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CATAGORY: RESIDENTIAL CARPORT

03/23/2010	208 SOUTH CHURCH STREET 226	PRE-FAB CARPORT	
SELF CONTRACTOR	(SHELLY'S TRUC	CROWLEY, DALE P	8,000
B-10-040075	Sq ft: 468	Fees: 40.80	
05/19/2010	2793 KIMBLE ROAD 22611	METAL CARPORT	
SELF CONTRACTOR		CRIM, PHILLIP A & MARY F	7,000
B-10-040172	Sq ft: 462	Fees: 40.80	
07/13/2010	732 CHESTNUT LANE 22611	METAL CARPORT (14' x 32')	
SELF CONTRACTOR		ARMSTRONG, GARVAN R & BARBARA	7,000
B-10-040249	Sq ft: 458	Fees: 240.80	

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SUBTOTALS FOR: RESIDENTIAL CARPORT	3	322.40	22,000
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CATAGORY: DECK/PORCH

01/27/2010	23 CHURCH LANE 22620	LEAN-TO ON EXST GARAGE (10' x	
JIM NICHOLS CONSTRUCTION COMPA		PERKINS, DAVID & JACQUELINE &	9,000
B-10-040029	Sq ft: 0	Fees: 111.00	
03/08/2010	312 JACKSON DRIVE 22611	FRONT PORCH (6'6" x 28'6")	
SELF CONTRACTOR		FREEMAN, NORMAN L JR & JUDITH	6,000
B-10-040065	Sq ft: 0	Fees: 51.00	
04/02/2010	145 WEST CRESCENT STREET 22	DECK (20' x 26')	
SELF CONTRACTOR		GILLIS, CHRISTOPHER I	8,000
B-10-040099	Sq ft: 0	Fees: 111.00	
04/02/2010	1904 JOHN MOSBY HIGHWAY 2262	DECK (12' x 22')	
SELF CONTRACTOR		ROYSTON FAMILY TRUST	4,000
B-10-040097	Sq ft: 0	Fees: 151.00	
04/05/2010	1582 TRIPLE J ROAD 22611	SCREENED PORCH (REPLACES DECK)	
BRAITHWAITE, CHRIS		BAKER, TERESA E	8,000
B-10-040117	Sq ft: 0	Fees: 51.00	
04/05/2010	589 HEMLOCK LANE 20135	2 DECKS (#1- 5'x18'; #2- 13'x1	
B W HOMES		HALL, ROBERT L JR & LISA A	4,000
B-10-040106	Sq ft: 0	Fees: 151.00	
04/06/2010	1959 MILLWOOD ROAD 22646	DECK (200')	
SELF CONTRACTOR		OLSEN, DEBORAH B	3,000
B-10-040107	Sq ft: 0	Fees: 151.00	

04/09/2010	3512	CRUMS CHURCH ROAD	22611	DECK (423')		
SELF CONTRACTOR				NICHOLSON, ANDREW		7,000
B-10-040116		Sq ft:	0	Fees:	151.00	
04/21/2010	735	MORNING STAR LANE	22620	DECK (19' x 18')		
SELF CONTRACTOR				MARTEENY, GREGORY A & KIMBERLY		5,000
B-10-040122		Sq ft:	0	Fees:	151.00	
05/04/2010	1290	TRAPP HILL ROAD	22611	REAR DECK (657')		
SELF CONTRACTOR				PYATT, DARRIN R & CLAUDIA G		10,000
B-10-040149		Sq ft:	0	Fees:	151.00	

COUNTY OF CLARKE
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PROJECT CODE RECAP
FOR THE PERIOD 01/01/2010 to 12/31/2010

Page:

05/14/2010	416 BLOSSOM DRIVE	22611	REAR DECK (22'6" x 14')	
BLACK CROW BUILDERS, INC			THOMPSON, KILE & EMILY	10,000
B-10-040173	Sq ft:	0	Fees:	51.00
05/20/2010	90 CUNNINGHAM LANE	22646	EXTEND EXISTING DECK (3' x 16')	
SELF CONTRACTOR			NEI, CALEB MICHAEL & BRIANA KA	2,000
B-10-040170	Sq ft:	0	Fees:	151.00
05/28/2010	4 TURNER COURT	22611	REAR DECK (170')	
BLUE RIDGE HOME WORKS			TALADA, STEPHEN C & HOLLY HART	3,000
B-10-040205	Sq ft:	0	Fees:	51.00
05/28/2010	329 HOPKINS DRIVE	22620	REAR DECK (298')	
SELF CONTRACTOR			COBLE, KIERSTEN E & SEFCHICK,	4,000
B-10-040195	Sq ft:	0	Fees:	151.00
06/02/2010	120 ROSEVILLE COURT	22620	REAR DECK - 12' x 20'	
SELF CONTRACTOR			DAVIS, AUTUMN RENEE & TERRELL	4,000
B-10-040194	Sq ft:	0	Fees:	151.00
06/03/2010	408 DUNLAP DRIVE	22611	EXTEND EXISTING DECK (12' x 12	
CASTLEMAN CARPENTRY			KAISER, SHERIF Z & GINA M	2,000
B-10-040209	Sq ft:	0	Fees:	51.00
06/03/2010	333 HOPKINS DRIVE	22620	REAR DECK (20' x 16')	
HASSINGER, ROBERT ALAN			FILLIPOVICH, RONALD J & LISA A	5,000
B-10-040206	Sq ft:	0	Fees:	151.00
06/28/2010	47 SOUTH GREENWAY AVENUE 2		SIDE/REAR DECK - 304'	
SAM ADAMS CONSTRUCTION			ROBERTS, FRANKLIN S & ELIZABET	5,000
B-10-040248	Sq ft:	0	Fees:	151.00
06/29/2010	225 WEST CRESCENT STREET 22		ROOF OVER EXST SLAB (12' x 14'	
JIM NICHOLS CONSTRUCTION COMPA			PERKINS, THOMAS D & RACHEL C	3,000
B-10-040242	Sq ft:	0	Fees:	151.00
06/29/2010	345 CHILLY HOLLOW ROAD	2261	DEMO MASONRY PORCH & REPL W/ W	
KEELER'S CONSTRUCTION			LEMLEY, EVERETT L JR & EDITH A	4,000
B-10-040226	Sq ft:	0	Fees:	51.00
07/07/2010	340 HERMITAGE BOULEVARD	226	REAR DECK (24' x 14')	
SELF CONTRACTOR			BALDWIN, THOMAS & ELIZABETH	5,000
B-10-040262	Sq ft:	0	Fees:	51.00
07/14/2010	14478 LORD FAIRFAX HIGHWAY	22	ROOF OVER EXST SLAB (12' x 12'	
SELF CONTRACTOR			TIBBS, EARLINE S & JAMES M	2,000
B-10-040272	Sq ft:	0	Fees:	151.00
07/19/2010	121 HERMITAGE BOULEVARD	226	SCREENED-IN PORCH ON EXST DECK	
SELF CONTRACTOR			JENKINS, RONALD & CARRIE	4,000
B-10-040269	Sq ft:	0	Fees:	51.00

07/20/2010	7	TURNER COURT 22611	PRE-CAST CONCRETE STEPS + LAND	
SELF CONTRACTOR			WALKER, JOHN C & RITA C	1,000
B-10-040273		Sq ft: 0	Fees: 51.00	
07/27/2010	1527	SHENANDOAH RIVER LANE 2	ROOF OVER EXST DECK (32' x 32')	
SELF CONTRACTOR			TEBBETTS, JAMES A & SALLY A	15,000
B-10-040264		Sq ft: 0	Fees: 51.00	
08/04/2010	321	HOPKINS DRIVE 22620	REAR DECK (19' x 10')	
SELF CONTRACTOR			BROCK, JAMES M & JAMIE V	3,000
B-10-040295		Sq ft: 0	Fees: 151.00	

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08/04/2010	5 CIRCLE DRIVE 22611	REAR DECK (168')	
A BUILDING COMPANY, INC	RENFORTH, AUDREY J		
B-10-040292	Sq ft: 0	Fees: 51.00	3,000
08/06/2010	432 BERRYS FERRY ROAD 22663	REAR DECK (14' x 16')	
SELF CONTRACTOR	WELSH, PAULINE		
B-10-040302	Sq ft: 0	Fees: 151.00	3,000
08/17/2010	416 HEMLOCK LANE 20135	FRONT DECK (16' x 10')	
SELF CONTRACTOR	STEWART, CAROL J		
B-10-040322	Sq ft: 0	Fees: 151.00	3,000
08/17/2010	808 BOOM ROAD 22611	EXTEND DECK+NEW ROOF & SCREEN	
SELF CONTRACTOR	FRAZIER, DONN A		
B-10-040318	Sq ft: 0	Fees: 151.00	6,000
09/03/2010	209 EAST FAIRFAX STREET 226	ROOF OVER EXST SLAB (6' x 4')	
SELF CONTRACTOR	DEMOSS, LORA L		
B-10-040345	Sq ft: 0	Fees: 51.00	1,000
09/13/2010	128 ANNFIELD ROAD 22611	FRONT PORCH (10' x 28')	
BRAITHWAITE, CHRIS	TAVENNER, LUCILLE F & NORMAN D		
B-10-040354	Sq ft: 0	Fees: 151.00	9,000
09/15/2010	3043 PARSHALL ROAD 22611	REPLACE EXST DECK (32' x 12')	
J & H CONSTRUCTION	NAGELVOORT, BERNARD C		
B-10-040367	Sq ft: 0	Fees: 51.00	6,000
09/15/2010	67 WILLOW LAKE LANE 20135	DECK W/ STAIRS (40') + REPLACE	
SELF CONTRACTOR	LEGUM, STANLEY E & MARSHA C		
B-10-040366	Sq ft: 0	Fees: 253.00	1,000
09/27/2010	10 FARMERS LANE 22611	SCREENED PORCH ON FRONT OF HSE	
SELF CONTRACTOR	BOXX, KEVIN D		
B-10-040374	Sq ft: 0	Fees: 51.00	11,000
10/20/2010	312 EARLY DRIVE 22611	REAR DECK (11' x 14')	
KENNY WILLIAMS CONSTRUCTION, I	STRICKLAND, WILEY R & SHARON T		
B-10-040393	Sq ft: 0	Fees: 51.00	3,000
10/28/2010	1170 RETREAT ROAD 20135	DECK (14' x 4')	
SELF CONTRACTOR	COLVARD, ANITA L		
B-10-040429	Sq ft: 0	Fees: 151.00	1,000
11/12/2010	212 HENDERSON COURT 22611	ROOF OVER EXST FRONT STOOP (8'	
PATRIOT HOMES, INC	THOMPSON, GEORGE W & NANCY R		
B-10-040463	Sq ft: 0	Fees: 51.00	1,000
12/01/2010	4 OSBORNE STREET 22611	ROOF OVER EXST SLAB (12' x 5')	
SELF CONTRACTOR	CLARKE, MARK M & MARIETTA L		
B-10-040480	Sq ft: 0	Fees: 51.00	1,000

12/06/2010	304 PICKETT COURT 22611	REPLACE EXST DECK (10' x 17')	
WARFIELD HOMES, INC	BLOOMINGDALE, MALINDA R		3,000
B-10-040502	Sq ft: 0	Fees: 51.00	
12/09/2010	649 KIMBLE ROAD 22611	REAR DECK (16' x 16')	
BLUE RIDGE HOME WORKS	MORRIS, SHELLY		4,000
B-10-040509	Sq ft: 0	Fees: 151.00	
12/14/2010	1657 WICKLIFFE ROAD 22611	SIDE DECK (10' x 19')	
SELF CONTRACTOR	BODKIN, DAVID G & LINDA R		3,000
B-10-040513	Sq ft: 0	Fees: 51.00	

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SUBTOTALS FOR: DECK/PORCH	42	4,464.00	195,000
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CATAGORY: DEMOLITION OF BUILDING

01/22/2010	109 LIBERTY STREET 22611	DEMOLISH 2sty DWELLING	
SELF CONTRACTOR	JACKSON, CHARLES E & JANE T		
B-10-040026	Sq ft: 0	Fees: 50.00	0
03/03/2010	227 EAST MAIN STREET 22611	DEMOLISH DETACHED GARAGE	
McFILLEN'S IMPROVEMENTS	McFILLEN, VIRGINIA S		
B-10-040059	Sq ft: 442	Fees: 51.00	500
05/18/2010	710 WITHERS LARUE ROAD 2261	DEMOLISH DWELLING DUE TO FIRE	
CASTLEMAN CARPENTRY	BUZALSKY, DOUGLAS A		
B-10-040178	Sq ft: 3,611	Fees: 51.00	174,000
09/10/2010	125 WEST MAIN STREET 22620	DEMOLISH ACCESSORY BLDG	
SELF CONTRACTOR	DEAN, WILLIAM & ANNE B		
B-10-040343	Sq ft: 0	Fees: 51.00	0
09/10/2010	121 WEST MAIN STREET 22620	DEMOLISH 12x18 DET GARAGE + CH	
SELF CONTRACTOR	DEAN, WILLIAM & ANNE B TRUSTEE		
B-10-040342	Sq ft: 0	Fees: 51.00	0
11/24/2010	12 FIRST STREET 22611	DEMOLITION OF BUILDING	
SELF CONTRACTOR	MERCER OIL & COAL COMPANY		
B-10-040489	Sq ft: 5,808	Fees: 51.00	49,200

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SUBTOTALS FOR: DEMOLITION OF BUILDING	6	305.00	223,700
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CATAGORY: SCHOOLS/OFFICES GOVERNMENT

07/09/2010	627 MOSBY BOULEVARD 22611	NEW HIGH SCHOOL	
HOWARD SHOCKEY & SONS, INC	SCHOOL BOARD OF CLARKE COUNTY		
B-10-040261	Sq ft: 162,050	Fees: 102,501.15	22,318,000

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SUBTOTALS FOR: SCHOOLS/OFFICES GOVERNMENT	1	102,501.15	22,318,000
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CATAGORY: ACCESSORY GOVERNMENT

10/20/2010	564 OLD WATERLOO ROAD 22620	BOOSTER PUMP STATION	
LANTZ CONSTRUCTION CO OF WINCH	CLARKE COUNTY SANITARY AUTHORI		
B-10-040391	Sq ft: 140	Fees: 261.20	4,000

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SUBTOTALS FOR: ACCESSORY GOVERNMENT	1	261.20	4,000
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CATAGORY: NEW GOVERNMENT

05/28/2010	362 PARSHALL ROAD 22611	WASTEWATER TREATMENT PLANT-EFF	
CALDWELL & SANTMYER, INC	TOWN OF BERRYVILLE		73,000
B-10-040165	Sq ft: 525	Fees: 336.60	
05/28/2010	362 PARSHALL ROAD 22611	WASTEWATER TREATMENT PLANT-HEA	
CALDWELL & SANTMYER, INC	TOWN OF BERRYVILLE		462,000
B-10-040164	Sq ft: 3,350	Fees: 2,122.11	

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05/28/2010	362 PARSHALL ROAD 22611	WASTEWATER TREATMENT PLANT-SLU	
CALDWELL & SANTMYER, INC	TOWN OF BERRYVILLE		
B-10-040163	Sq ft: 6,117	Fees: 3,870.90	843,000
05/28/2010	362 PARSHALL ROAD 22611	WASTEWATER TREATMENT PLANT-PRO	
CALDWELL & SANTMYER, INC	TOWN OF BERRYVILLE		
B-10-040162	Sq ft: 7,564	Fees: 5,594.31	1,042,000
=====			
SUBTOTALS FOR: NEW GOVERNMENT			
		4 11,923.92	2,420,000
=====			

CATAGORY: NEW RESIDENCE SINGLE FAMILY

01/12/2010	227 BRADFORD DRIVE 22620	2sty DWELLING SARATOGA ELEV D+	
RICHMOND AMERICAN HOMES OF VIR	RICHMOND AMERICAN HOMES OF VA		
B-10-040005	Sq ft: 3,981	Fees: 1,882.42	326,000
01/12/2010	332 HOPKINS DRIVE 22620	2sty DWELLING BRECKENRIDGE ELE	
RICHMOND AMERICAN HOMES OF VIR	RICHMOND AMERICAN HOMES OF VA		
B-10-040004	Sq ft: 4,076	Fees: 1,942.09	339,000
01/12/2010	328 HOPKINS DRIVE 22620	2sty DWELLING-MORGAN 4250 ELEV	
RICHMOND AMERICAN HOMES OF VIR	RICHMOND AMERICAN HOMES OF VA		
B-10-040003	Sq ft: 3,799	Fees: 1,827.34	314,000
02/16/2010	231 BRADFORD DRIVE 22620	2sty DWELLING-SARATOGA-ELEV B+	
RICHMOND AMERICAN HOMES OF VIR	RICHMOND AMERICAN HOMES OF VA		
B-10-040033	Sq ft: 3,981	Fees: 1,965.04	344,000
03/02/2010	123 LONG FIELD LANE 22611	1 1/2 sty DWELLING + ELEC + ME	
WARFIELD HOMES, INC	WAYNE S WARFIELD & SONS, INC		
B-10-040039	Sq ft: 4,675	Fees: 2,012.75	293,000
03/11/2010	5 CIRCLE DRIVE 22611	1sty DWELLING + ELEC + MECH +	
"A" BUILDING COMPANY, INC	RENFORTH, AUDREY J		
B-10-040070	Sq ft: 1,688	Fees: 760.63	145,000
03/12/2010	47 SOUTH GREENWAY AVENUE 2	1sty DWELLING + ELEC + MECH +	
SAM ADAMS CONSTRUCTION	ROBERTS, FRANKLIN S & ELIZABET		
B-10-040068	Sq ft: 3,040	Fees: 1,615.18	270,000
03/15/2010	4050 CALMES NECK LANE 22620	APARTMENT OVER EXST BARN/GARAG	
SELF CONTRACTOR	KIEPE, STEVEN A & KATHLEEN M		
B-10-040066	Sq ft: 465	Fees: 481.61	47,000
05/04/2010	22023 BLUE RIDGE MOUNTAIN ROA	2sty DWELLING + ELEC + MECH +	
SELF CONTRACTOR	HAAS, KEVIN		
B-10-040154	Sq ft: 5,592	Fees: 2,228.48	360,000
05/07/2010	235 BRADFORD DRIVE 22620	2sty DWELLING-BRECKENRIDGE-ELE	
RICHMOND AMERICAN HOMES OF VIR	RICHMOND AMERICAN HOMES OF VA		
			343,000

B-10-040159	Sq ft: 4,076	Fees: 2,020.45	
05/07/2010	349 HOPKINS DRIVE 22620	2sty DWELLING-BRECKENRIDGE-ELE	
RICHMOND AMERICAN HOMES OF VIR	RICHMOND AMERICAN HOMES OF VA		351,000
B-10-040158	Sq ft: 4,156	Fees: 2,057.17	
05/14/2010	241 TYSON DRIVE 22611	2sty DWELLING + ELEC + MECH +	
CAPITAL BUILDERS, LLC	CAPITAL BUILDERS, LLC		382,000
B-10-040188	Sq ft: 5,513	Fees: 1,950.46	
05/18/2010	553 FISHPAW ROAD 22611	DEMO 2sty LOG CABIN & BUILD NE	
WARFIELD HOMES, INC	KOON, ROBERT W JR & DONNA L		242,000
B-10-040144	Sq ft: 2,500	Fees: 1,555.86	

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05/20/2010	370	ROSE AIRY LANE 22620	1-1/2 sty DWELLING + ELEC + ME		
TRM CONSTRUCTION, INC			SZENTIRMAI, MIKLOS & LIGETI, A		
B-10-040179		Sq ft: 6,073	Fees: 2,842.62		406,000
06/11/2010	710	WITHERS LARUE ROAD 2261	REBUILD DWELLING DUE TO FIRE+E		
CASTLEMAN CARPENTRY			BUZALSKY, DOUGLAS A		
B-10-040230		Sq ft: 2,240	Fees: 1,365.06		222,000
06/23/2010	243	BRADFORD DRIVE 22620	2sty DWELLING-BRECKENRIDGE-ELE		
RICHMOND AMERICAN HOMES OF VIR			RICHMOND AMERICAN HOMES OF VA		
B-10-040241		Sq ft: 4,156	Fees: 2,043.40		348,000
06/23/2010	101	MEADOW VIEW DRIVE 22620	2sty DWELLING-MORGAN-ELEV A +		
RICHMOND AMERICAN HOMES OF VIR			RICHMOND AMERICAN HOMES OF VA		
B-10-040240		Sq ft: 3,799	Fees: 1,873.57		311,000
07/26/2010	781	SPRINGSBURY ROAD 22611	2ND FL APARTMENT OVER EXST BAR		
SELF CONTRACTOR			COCHRAN, LARRY V & SANDRA M		
B-10-040278		Sq ft: 1,750	Fees: 1,323.74		174,000
07/28/2010	2489	RIVER ROAD 20135	1sty MODULAR DWELLING + ELEC +		
COUNTRYSIDE DEVELOPERS LTD			WALKER, ROBERT M & EVELYN M		
B-10-040281		Sq ft: 2,800	Fees: 1,638.51		177,000
10/15/2010	6734	HOWELLSVILLE ROAD 22630	REBUILD 1sty DWELLING DUE TO F		
SELF CONTRACTOR			TEBBETTS, JAMES A & SALLY A		
B-10-040423		Sq ft: 960	Fees: 540.31		97,000
10/15/2010	421	MONTGOMERY COURT 22611	2sty DWELLING + ELEC + MECH +		
CAPITAL BUILDERS, LLC			JOHNSON, JOHN T & MARY M		
B-10-040422		Sq ft: 5,948	Fees: 2,197.81		447,000
11/03/2010	2559	SWIMLEY ROAD 22611	2sty MODULAR DWELLING + ELEC +		
NICHOLLS CONSTRUCTION, INC			CLARKE, BETH & DAVID		
B-10-040442		Sq ft: 2,878	Fees: 1,973.58		250,000
11/18/2010	405	DELANY COURT 22611	1sty DWELLING "THE BRICKELL" +		
KETOCTIN LAND COMPANY			ECHOLS, A C JR TRUSTEE		
B-10-040476		Sq ft: 2,738	Fees: 1,155.88		220,000
=====					
SUBTOTALS FOR: NEW RESIDENCE SINGLE FAMILY				23	39,253.96
=====					6,408,000
=====					

CATAGORY: NEW SINGLE FAMILY GARAGE

05/19/2010	2793	KIMBLE ROAD 22611	METAL DETACHED GARAGE/STORAGE		
SELF CONTRACTOR			CRIM, PHILLIP A & MARY F		
B-10-040171		Sq ft: 294	Fees: 245.39		9,000
05/26/2010	1592	CRUMS CHURCH ROAD 22611	DETACHED GARAGE/WORKSHOP + ELE		
SELF CONTRACTOR			BROWN, G RONALD & HENRIETTA G		
					26,000

B-10-040185	Sq ft:	900	Fees:	323.42	
06/03/2010	151 OLD WATERLOO ROAD 22620		DETACHED GARAGE (18' x 20')		
CLEMONS HOME IMPROVEMENTS			HOGAN, DAVID L & KATHERINE A		11,000
B-10-040202	Sq ft:	360	Fees:	254.57	
06/10/2010	980 LONGMARSH ROAD 22611		DETACHED GARAGE W/ 15' LEAN TO		
SELF CONTRACTOR			NEWCOMB, WAYNE F & CYNTHIA C		12,000
B-10-040222	Sq ft:	400	Fees:	310.16	
06/18/2010	136 SARATOGA AVENUE 22620		DETACHED GARAGE (24' x 28')		
R L HAYES ENTERPRISES, LLC			SILLARS, BELINDA		21,000
B-10-040229	Sq ft:	672	Fees:	300.47	

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07/08/2010	860 LANDER LANE 22611	DETACHED GARAGE W/ 2ND FL UNFI		
SELF CONTRACTOR	BAILEY, JAY N			
B-10-040254	Sq ft: 1,232	Fees: 373.91		37,000
07/26/2010	85 DAVIS LANE 22611	DETACHED GARAGE/WORKSHOP + ELE		
BRAITHWAITE, CHRIS	LACKMAN, WILLIAM F III & BETTY			
B-10-040270	Sq ft: 1,250	Fees: 378.50		38,000
08/13/2010	236 WALNUT STREET 22611	INSTALL METAL DETACHED GARAGE		
SELF CONTRACTOR (TOMMY BOWMAN)	ARMACOST, IVAN R JR & LISA D			
B-10-040316	Sq ft: 520	Fees: 77.52		16,000
09/13/2010	34 LIME MARL LANE 22611	INSTALL METAL DETACHED GARAGE		
SELF CONTRACTOR	LILLY, DAVID J & JEWELL R			
B-10-040358	Sq ft: 744	Fees: 259.65		23,000
10/06/2010	106 PINE GROVE ROAD 20135	ATTACHED GARAGE		
MICHAEL J SCHILLING AND SON FI	WERNER, MARK B & STACY			
B-10-040394	Sq ft: 384	Fees: 259.16		12,000
10/08/2010	17559 RAVEN ROCKS ROAD 20135	DETACHED GARAGE (28' x 32')		
SELF CONTRACTOR	ROCHE, ROBERT P			
B-10-040404	Sq ft: 896	Fees: 396.37		27,000
10/15/2010	1230 CHILLY HOLLOW ROAD 2261	DETACHED GARAGE (28' x 24')		
SELF CONTRACTOR (CB STRUCTURES)	STEWART, ROBERT P & KATHLEEN A			
B-10-040399	Sq ft: 672	Fees: 350.47		21,000
=====				
SUBTOTALS FOR: NEW SINGLE FAMILY GARAGE			12	3,529.59
=====				253,000
=====				
CATAGORY: <u>OTHER NON RESIDENTIAL BUILDING</u>				
04/01/2010	2131 WRIGHTS MILL ROAD 22611	REPLACE METAL STORAGE BLDG DUE		
SELF CONTRACTOR	OLD FREDERICKTOWNE LODGE 12, I			
B-10-040093	Sq ft: 984	Fees: 116.28		25,000
05/10/2010	1520 LIONS LANE 22620	AMPHITHEATER STAGE (12' x 18')		
SELF CONTRACTOR	NORTHERN VA LIONS YOUTH CAMP,			
B-10-040161	Sq ft: 216	Fees: 161.20		7,000
06/17/2010	1 CASTLEMAN ROAD 22611	CASCASE STEP AERATOR + 5000 GA		
R L RIDER & COMPANY	TOWN OF BERRYVILLE			
B-10-040217	Sq ft: 153	Fees: 765.20		4,000
10/19/2010	445 SOUTH BUCKMARSH STREET	PRE-FAB CONTROL BLDG (12' x 20		
SELF CONTRACTOR	RAPPAHANNOCK ELECTRIC COOPERAT			
B-10-040427	Sq ft: 240	Fees: 561.20		6,000
=====				
SUBTOTALS FOR: OTHER NON RESIDENTIAL BUILDING			4	1,603.88
=====				42,000

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CATAGORY: POOL HOUSE

07/06/2010	9800 JOHN MOSBY HIGHWAY 2262	POOL HOUSE + ELEC + PLBG	
BOYD RITTER CONSTRUCTION		WIEDOWER, JAMES S & REBEKAH F	17,000
B-10-040192	Sq ft: 672	Fees: 332.11	

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SUBTOTALS FOR: POOL HOUSE		1	332.11	17,000
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CATAGORY: SWIMMING POOL/SPA

03/10/2010	201 CRAIGS RUN COURT 22611	IN-GROUND POOL (25x44;3'-8.5'	
ANTHONY & SYLVAN POOLS CORPORA		MAYO, HUNTER N & SHERI L	20,000
B-10-040063	Sq ft: 0	Fees: 102.00	

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04/01/2010	411 DUNLAP DRIVE 22611	IN-GROUND POOL (22'x41';3'-8'	
AL SHIRLEY & SONS, INC	WALRAVEN, KIP S & SAMANTHA S		30,000
B-10-040102	Sq ft: 0	Fees: 102.00	
05/20/2010	28 TAYLOR HILL LANE 20135	IN-GRD POOL (50'x11'; 3'-8' DE	
NVBLU, INC	LUNDBERG, CHRIS & PEDERSEN, AP		20,000
B-10-040180	Sq ft: 0	Fees: 352.00	
05/26/2010	416 CUSTER COURT 22611	ABV-GRD POOL (27' DIAMETER; 52	
SELF CONTRACTOR	NADJAR, ABBAS & KONKEL-NADJAR,		3,000
B-10-040201	Sq ft: 0	Fees: 40.80	
07/13/2010	3815 SHEPHERDS MILL ROAD 226	IN-GROUND POOL + ELEC (16'x40'	
SERENITY POOL & SPA	MARTIN, RONALD J & WHITEHOUSE,		50,000
B-10-040260	Sq ft: 0	Fees: 352.00	

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SUBTOTALS FOR: SWIMMING POOL/SPA	5	948.80	123,000
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CATAGORY: REMODEL COMMERCIAL

01/13/2010	101 EAST MAIN STREET,STE 10	REMODEL TENANT SPACE FOR MEDIC	
CLARKE COUNTY ROOFING & GUTTER	R2 INVESTMENT PROPERTIES, LLC		67,000
B-10-040002	Sq ft: 892	Fees: 369.06	
02/03/2010	850 WEST MAIN STREET 22611	REMODEL FOR TAEKWONDO / MARTIA	
SELF CONTRACTOR	US TAEKWONDO MARTIAL ART ACADE		29,000
B-10-040034	Sq ft: 380	Fees: 194.64	
03/30/2010	322 NORTH BUCKMARSH ST, SUI	REMODEL TENANT SPACE	
"A" BUILDING COMPANY, INC	NORTH BUCKMARSH STREET, LLC		172,000
B-10-040100	Sq ft: 2,290	Fees: 791.01	
06/17/2010	322 NORTH BUCKMARSH ST, SUI	REMODEL TENANT SPACE FOR BUSIN	
INTERACTIVE BUILDERS, INC	NORTH BUCKMARSH STREET, LLC		84,000
B-10-040231	Sq ft: 1,116	Fees: 447.09	
06/30/2010	37 EAST MAIN STREET,SUITE	REMODEL 1ST FLOOR TENANT SPACE	
WEBB & SONS CONSTRUCTION, INC	MASTERS & WEBB, LC		63,000
B-10-040247	Sq ft: 832	Fees: 353.25	
11/08/2010	10176 HARRY BYRD HIGHWAY 2261	INTERIOR REMODELING FOR 7-ELEV	
THE MAKAR COMPANY, LLC	MLC-VA, LLC		183,000
B-10-040361	Sq ft: 2,428	Fees: 841.50	

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SUBTOTALS FOR: REMODEL COMMERCIAL	6	2,996.55	598,000
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CATAGORY: RENEWAL PERMIT

01/28/2010	82 HARMONY LANE 20135	RENEW PERMIT TO OBTAIN FINAL I	
SELF CONTRACTOR		BEASLEY, ALLEN T & SHARON GAIL	0
B-10-040016	Sq ft: 1,190	Fees: 50.00	
02/16/2010	840 RETREAT ROAD 20135	RENEW PERMIT FOR DWELLING-REF	
SELF CONTRACTOR		MENGEL, JOHN R & NANCY M	0
B-10-040035	Sq ft: 0	Fees: 50.00	
03/18/2010	SALEM CHURCH ROAD 22620	RENEWAL PERMIT FOR DWELLING -	
SELF CONTRACTOR		WHITE, COURTNEY E	0
B-10-040086	Sq ft: 0	Fees: 50.00	

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05/06/2010	214 GREENSTONE LANE 22620	RENEWAL PERMIT-REMODEL DETACHE		
SELF CONTRACTOR	MUSE, JUSTIN L			
B-10-040174	Sq ft: 0	Fees: 51.00		0
06/17/2010	545 OLD FERRY LANE 20135	RENEWAL PERMIT-1sty ADDITON +		
SELF CONTRACTOR	WEARE, WILLIAM B & CAROL S			
B-10-040239	Sq ft: 0	Fees: 50.00		0
08/17/2010	452 SOLITUDE LANE 22620	RENEWAL PERMIT-ACCESSORY BLDG-		
SELF CONTRACTOR	BIBB, BENJAMIN C			
B-10-040326	Sq ft: 0	Fees: 50.00		0
10/14/2010	375 DOUBLE WOOD LANE 20135	DETACHED GARAGE W/ 2ND FL OFFI		
JON C DUVAL DESIGN & CONSTRUC	ROWAN, FREDERICK J II & BERNIC			
B-10-040424	Sq ft: 3,328	Fees: 0.00		0
10/22/2010	SALEM CHURCH ROAD 22620	RENEWAL PERMIT-DWELLING-REF #B		
SELF CONTRACTOR	WHITE, COURTNEY E			
B-10-040445	Sq ft: 0	Fees: 50.00		0
12/14/2010	17651 RAVEN ROCKS ROAD 20135	REMODEL DWELLING - REF ORIGINAL		
SELF CONTRACTOR	HAGAN, BETTE M			
B-10-040520	Sq ft: 0	Fees: 102.00		0
=====				
SUBTOTALS FOR: RENEWAL PERMIT			9	453.00
=====				
CATAGORY: <u>RETAINING WALLS</u>				
08/24/2010	3815 SHEPHERDS MILL ROAD 226	RETAINING WALL @ IN-GRD POOL		
SERENITY POOL & SPA	MARTIN, RONALD J & WHITEHOUSE,			
B-10-040294	Sq ft: 0	Fees: 51.00		0
=====				
SUBTOTALS FOR: RETAINING WALLS			1	51.00
=====				
CATAGORY: <u>REMODEL GOVERNMENT</u>				
08/31/2010	102 NORTH CHURCH STREET 226	REMODEL CIRCUIT COURT BLDG		
HAMMERHEAD CONSTRUCTION OF VIR	CLARKE COUNTY COURT HOUSE & JA			
B-10-040347	Sq ft: 1,228	Fees: 488.40		93,000
=====				
SUBTOTALS FOR: REMODEL GOVERNMENT			1	488.40
=====				
CATAGORY: <u>AMUSEMENT RIDES</u>				
04/19/2010	6401 HOWELLSVILLE ROAD 22630	MOON BOUNCE FOR ANNUAL COMMUNI		
SELF CONTRACTOR	PROPERTY OWNERS OF SHEN FARMS,			
				0

B-10-040140	Sq ft:	0	Fees:	40.80	
07/20/2010	890 WEST MAIN STREET 22611		2010 CLARKE COUNTY FAIR - AMUS		
COLE SHOWS AMUSEMENT COMPANY,			RURITAN CLUB OF CLARKE COUNTY		0
B-10-040265	Sq ft:	0	Fees:	836.40	

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SUBTOTALS FOR: AMUSEMENT RIDES		2	877.20		0
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CATAGORY: REMODEL-MINIMUM FEE

01/14/2010	1550 BISHOP MEADE ROAD 22646		REMODEL KITCHEN & BATH (MINIMU		
FREEDOM HOMES			HANISCH, THOMAS J & JEANETTE T		8,000
B-10-040013	Sq ft:	100	Fees:	102.00	

COUNTY OF CLARKE
14
PROJECT CODE RECAP
FOR THE PERIOD 01/01/2010 to 12/31/2010

Page:

03/04/2010	525 SOUTH CHURCH STREET 226	FINISH BASEMENT + PLUMBING PER	
	RYDHOLM RENOVATION	PRESTON, ISREAL T & SHONDA E	18,000
B-10-040061	Sq ft: 229	Fees: 102.00	
03/09/2010	18-20 NORTH CHURCH STREET	REPAIR EXTERIOR WALL	
	MIKE'S MASONRY	BANK OF CLARKE COUNTY	0
B-10-040069	Sq ft: 0	Fees: 102.00	
03/19/2010	221 JOLLIFFE CIRCLE 22620	FINISH BATH IN BASEMENT + ELEC	
	HERITAGE IMPROVEMENTS	HINOJOSA, CHARLES E & JEAN V	6,000
B-10-040083	Sq ft: 76	Fees: 102.00	
03/30/2010	20677 BLUE RIDGE MOUNTAIN ROA	NEW DRAINTILE + WATERPROOFING	
	MID ATLANTIC WATERPROOFING OF	WRIGHT, JOHN W & SALLY B	0
B-10-040095	Sq ft: 0	Fees: 102.00	
04/09/2010	400 BLOSSOM DRIVE 22611	FINISH BASEMENT- 1. OFFICE + 1	
	W BUILDING, LLC	KING, CHRIS	14,000
B-10-040115	Sq ft: 186	Fees: 102.00	
05/12/2010	495 GORHAM LANE 22620	REMOVE WALL + INSTALL BEAM + N	
	OAKES CONSTRUCTION, INC	ROARK, WILLIAM A & CLARK, REBE	1,000
B-10-040169	Sq ft: 0	Fees: 253.00	
05/25/2010	1410 PIERCE ROAD 22611	NEW DRAINTILE + WATERPROOFING	
	SELF CONTRACTOR	MELLEN, CAROLYN TRUSTEE	0
B-10-040203	Sq ft: 0	Fees: 102.00	
05/28/2010	203 NORTH CHURCH STREET 226	RENEWAL PERMIT-REMODEL DWELLIN	
	SELF CONTRACTOR	GREAT NORTHERN TRADING CO, LLC	0
B-10-040211	Sq ft: 0	Fees: 102.00	
07/01/2010	410 WALNUT STREET 22611	ADD 2 DORMERS ON EXST DWELLING	
	SEIBEL CONSTRUCTION, LLC	BROY, ROBERT EUGENE & SUE ANN	3,000
B-10-040257	Sq ft: 0	Fees: 102.00	
08/25/2010	495 GORHAM LANE 22620	ADD WINDOWS + DOORS (MINIMUM R	
	OAKES CONSTRUCTION, INC	ROARK, WILLIAM A & CLARK, REBE	0
B-10-040329	Sq ft: 0	Fees: 102.00	
08/31/2010	104 NORTH CHURCH STREET 226	REMODEL GENERAL DISTRICT COURT	
	HAMMERHEAD CONSTRUCTION OF VIR	CLARKE COUNTY COURT HOUSE & JA	9,000
B-10-040348	Sq ft: 110	Fees: 102.00	
09/10/2010	400 DELANY COURT 22611	FINISH REC RM IN BASEMENT + EL	
	REMODEL USA INCORPORATED	REILLY, CARL E & MARY JO TRUST	15,000
B-10-040357	Sq ft: 192	Fees: 102.00	
09/14/2010	125 WEST MAIN STREET 22620	REMODEL KITCHEN/BATHS/CLOSETS	
	KEE CONSTRUCTION SERVICES, INC	DEAN, WILLIAM & ANNE B	0
B-10-040365	Sq ft: 0	Fees: 102.00	

09/14/2010	206 CRUMS CHURCH ROAD 22611	REMODEL KITCHEN AREA + MSTR BE	
SELF CONTRACTOR		SULLIVAN, TIMOTHY J & MICHELE	18,000
B-10-040359	Sq ft: 240	Fees: 142.80	
10/22/2010	290 MOOSE ROAD 22611	REPAIR FOUNDATION (MINIMUM REM	
WARFIELD HOMES, INC		BRADLEY, JANICE M	0
B-10-040425	Sq ft: 0	Fees: 102.00	
11/01/2010	101 CHALMERS COURT, STE C 2	INSTALL AUTOMATIC DOORS @ LIBR	
SELF CONTRACTOR		TOWN OF BERRYVILLE	0
B-10-040430	Sq ft: 0	Fees: 102.00	

COUNTY OF CLARKE
15
PROJECT CODE RECAP
FOR THE PERIOD 01/01/2010 to 12/31/2010

11/15/2010	114 ROSEMONT CIRCLE 22611	REMODEL EXST SCREENED PORCH IN	
BRAITHWAITE, CHRIS	JUDGE, THOMAS J & ANN W		8,000
B-10-040478	Sq ft: 96	Fees: 102.00	
11/17/2010	110 CHALMERS COURT 22611	REMODEL DINING ROOM (MINIMUM R	
SHRADER AND MARTINEZ CONSTRUCT	GGNSC BERRYVILLE, LLC #0014		0
B-10-040453	Sq ft: 0	Fees: 102.00	
11/18/2010	40 BERRYS FERRY ROAD 22663	FINISH ATTIC AREA INTO BEDRM +	
POE'S HOME IMPROVEMENT	MACKAY-SMITH, ALEXANDER JR ET		13,000
B-10-040470	Sq ft: 168	Fees: 102.00	
11/18/2010	191 BUTLER LANE 22663	FINISH FULL BATH IN BASEMENT	
SELF CONTRACTOR	CANTRELL, CLIFFORD B & JAN W		10,000
B-10-040485	Sq ft: 129	Fees: 102.00	
12/06/2010	622 TIMBER LANE 20135	REMODEL DWELLING	
SELF CONTRACTOR (RON BENNETT P	HEBERT, KRISTIN		84,000
B-10-040508	Sq ft: 1,120	Fees: 102.00	
12/09/2010	172 WHITE POST ROAD 22663	ENCLOSE STAIRWELL @ PAIRSH HAL	
SELF CONTRACTOR	MEADE MEMORIAL EPISCOPAL CHURC		7,000
B-10-040431	Sq ft: 85	Fees: 102.00	
12/10/2010	123 WEST MAIN STREET 22611	CHANGE ROOF PITCH ON FELLOWSHI	
HOWARD SHOCKEY & SONS, INC	BERRYVILLE PRESBYTERIAN CHURCH		0
B-10-040511	Sq ft: 0	Fees: 102.00	
12/28/2010	16 ROSEMONT MANOR LANE 226	ADD 1/2 BATH IN OFFICE/STORAGE	
SELF CONTRACTOR	GENDA LAND HOLDINGS, LLC		0
B-10-040531	Sq ft: 0	Fees: 102.00	

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SUBTOTALS FOR: REMODEL-MINIMUM FEE	25	2,741.80	214,000
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CATAGORY: RE-ROOFING/SIDING

01/21/2010	517 EAST MAIN STREET 22611	RE-ROOFING OFFICE BUILDING	
SELF CONTRACTOR	MERCER OIL & COAL COMPANY		0
B-10-040025	Sq ft: 0	Fees: 61.20	
03/30/2010	23 NORTH CHURCH STREET 226	RE-ROOFING	
BAKER ROOFING OF ROANOKE, LLC	BRANCH BANKING & TRUST CO		0
B-10-040101	Sq ft: 0	Fees: 61.20	
04/02/2010	110 CHALMERS COURT 22611	RE-ROOFING (MEMBRANE)	
CENTIMARK CORPORATION	GGNSC BERRYVILLE, LLC #0014		0
B-10-040114	Sq ft: 0	Fees: 61.20	
04/29/2010	340 COUNTRY CLUB LANE 22663	RE-ROOFING	
GORDON'S CONSTRUCTION	MILLWOOD COUNTRY CLUB		0

B-10-040155	Sq ft:	0	Fees:	61.20	
05/26/2010	1248 SPRINGSBURY ROAD 22611		NEW SHEATHING (1400') + SHINGL		
SELF CONTRACTOR			GOOD, GAIL RHODEN		0
B-10-040197	Sq ft:	0	Fees:	40.80	
08/11/2010	119 WEST MAIN STREET 22620		REPLACE CANOPY ON FRONT OF GYM		
E W ARMSTRONG CO INC			BOYCE ELEMENTARY SCHOOL		0
B-10-040319	Sq ft:	0	Fees:	61.20	
11/09/2010	123 WEST MAIN STREET 22611		RE-ROOFING SANCTUARY		
RUSSELL'S ROOFING CO, INC			BERRYVILLE PRESBYTERIAN CHURCH		0
B-10-040460	Sq ft:	0	Fees:	61.20	

COUNTY OF CLARKE
16
PROJECT CODE RECAP
FOR THE PERIOD 01/01/2010 to 12/31/2010

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SUBTOTALS FOR: RE-ROOFING/SIDING	7	408.00	0
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CATAGORY: RESIDENTIAL C/O

07/22/2010	201 WINDWOOD LANE 20130	C/O FOR DWELLING & COTTAGE	
SELF CONTRACTOR	MILLS, CAMRA L		0
B-10-040282	Sq ft: 0	Fees: 40.80	

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SUBTOTALS FOR: RESIDENTIAL C/O	1	40.80	0
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CATAGORY: STORAGE SHED

03/11/2010	131 ROSEMONT CIRCLE 22611	STORAGE BUILDING + ELECTRIC	
SELF CONTRACTOR	CATLETT, RICHARD S & SUSAN M		11,000
B-09-030558	Sq ft: 432	Fees: 54.57	

05/11/2010	300 SUNNY CANYON LANE 22620	PRE-FAB 2sty STORAGE SHED W/ L	
SELF CONTRACTOR	KNIGHT, ROBERT J & VANESSA J		10,000
B-10-040160	Sq ft: 400	Fees: 149.98	

07/20/2010	2479 MORGANS MILL ROAD 20135	GARDEN SHED (12' x 16')	
SELF CONTRACTOR	IKONEN, STANLEY E		5,000
B-10-040271	Sq ft: 192	Fees: 140.80	

08/24/2010	600 BENCH LANE 20135	STEEL STORAGE BUILDING (30' x	
SELF CONTRACTOR	WISEMAN, MARK E & DEBRA E		30,000
B-09-030506	Sq ft: 1,200	Fees: 261.78	

09/07/2010	201 GLEN ORCHARD LANE 22611	DEMO GREENHSE+BLD STORAGE SHED	
McFILLEN'S IMPROVEMENTS	WYCLIFF FARM, LLC		13,000
B-10-040334	Sq ft: 490	Fees: 63.75	

11/03/2010	451 LINABURG LANE 22611	STORAGE SHED (12' x 16')	
SELF CONTRACTOR	NUNN, ROBERT G & REGINA W		5,000
B-10-040451	Sq ft: 192	Fees: 140.80	

11/15/2010	1264 SHEPHERDS MILL ROAD 226	STORAGE SHED (12' x 16')	
SELF CONTRACTOR	HART, RICHARD & JEANETTE		5,000
B-10-040481	Sq ft: 192	Fees: 140.80	

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SUBTOTALS FOR: STORAGE SHED	7	952.48	79,000
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CATAGORY: SIGN PERMIT

04/28/2010	1 SOUTH BUCKMARSH STREET	REPLACE FREESTANDING SIGN (43.	
EDDIE EDWARDS SIGNS INC	BERRYVILLE RED APPLE, LLC		0

B-10-040134	Sq ft:	0	Fees:	61.20	
05/10/2010	1 SOUTH BUCKMARSH STREET		REPLACE ILLUMINATED LETTERSETS		
SAWYERS SIGN SERVICE, INC			BERRYVILLE RED APPLE, LLC		0
B-10-040143	Sq ft:	0	Fees:	61.20	
11/03/2010	1 SOUTH GREENWAY AVENUE 2		FREESTANDING LED SIGN		
SELF CONTRACTOR			BOYCE VOLUNTEER FIRE CO, INC		0
B-10-040455	Sq ft:	0	Fees:	61.20	

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SUBTOTALS FOR: SIGN PERMIT			3	183.60	0
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CATAGORY: STORAGE TANK

05/28/2010	362 PARSHALL ROAD 22611		INSTALL 2000 GALLON ALUMINUM S		
CALDWELL & SANTMYER, INC			TOWN OF BERRYVILLE		0
B-10-040168	Sq ft:	0	Fees:	204.00	

COUNTY OF CLARKE
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PROJECT CODE RECAP
FOR THE PERIOD 01/01/2010 to 12/31/2010

05/28/2010	362 PARSHALL ROAD 22611	INSTALL 5000 GALLON METHANOL T	0
	CALDWELL & SANTMYER, INC	TOWN OF BERRYVILLE	
B-10-040167	Sq ft: 0	Fees: 204.00	

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SUBTOTALS FOR: STORAGE TANK	2	408.00	0
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CATAGORY: TENTS OVER 900'

03/11/2010	890 WEST MAIN STREET 22611	3 TENTS FOR FALL CRAFT SHOW -	0
	HANDCRAFT UNLIMITED	HANDCRAFT UNLIMITED	
B-10-040077	Sq ft: 0	Fees: 122.40	

03/11/2010	890 WEST MAIN STREET 22611	3 TENTS FOR SPRING CRAFT SHOW-	0
	HANDCRAFT UNLIMITED	HANDCRAFT UNLIMITED	
B-10-040076	Sq ft: 0	Fees: 122.40	

04/20/2010	500 HUNTINGDON LANE 22620	2 TENTS FOR EVENT TO BE HELD 4	0
	SELF CONTRACTOR	SCHUTTE, C H INC	
B-10-040142	Sq ft: 0	Fees: 81.60	

06/01/2010	830 LONG BRANCH LANE 22646	TENT FOR EVENT TO BE HELD JUNE	0
	SELF CONTRACTOR	ISAACS, HARRY Z	
B-10-040215	Sq ft: 0	Fees: 40.80	

06/01/2010	830 LONG BRANCH LANE 22646	TENT FOR EVENT TO BE HELD JUNE	0
	SELF CONTRACTOR	ISAACS, HARRY Z	
B-10-040214	Sq ft: 0	Fees: 40.80	

06/04/2010	25 JACK ENDERS BOULEVARD 2	TENT FOR EVENT TO BE HELD JUNE	0
	SELF CONTRACTOR	BERRYVILLE GRAPHICS, INC	
B-10-040207	Sq ft: 0	Fees: 40.80	

06/17/2010	24 OAKLAND LANE 22611	TENT FOR FIREWORKS	0
	SELF CONTRACTOR	OAKLAND ORCHARD % PETER COOK	
B-10-040238	Sq ft: 0	Fees: 40.80	

06/28/2010	830 LONG BRANCH LANE 22646	3 TENTS FOR HUNT COUNTRY CLUST	0
	SELF CONTRACTOR	WARRENTON KENNEL/OLD DOMINION	
B-10-040250	Sq ft: 0	Fees: 122.40	

07/15/2010	890 WEST MAIN STREET 22611	2 TENTS FOR DOG SHOW (JULY 17-	0
	SELF CONTRACTOR	SHAWNEE KENNEL CLUB	
B-10-040267	Sq ft: 0	Fees: 81.60	

08/25/2010	590 WOODLEY LANE 22646	TENT FOR EVENT TO BE HELD 9/17	0
	LODGE CONSTRUCTION INC	WOODLEY FARM, LLC	
B-10-040339	Sq ft: 0	Fees: 40.80	

08/25/2010	830 LONG BRANCH LANE 22646	TENT FOR WEDDING/RECEPTION TO	0
	SELF CONTRACTOR	ISAACS, HARRY Z	

B-10-040338	Sq ft:	0	Fees:	40.80	
08/25/2010	830 LONG BRANCH LANE 22646		TENT FOR WEDDING/RECEPTION TO		
SELF CONTRACTOR			ISAACS, HARRY Z		0
B-10-040337	Sq ft:	0	Fees:	40.80	
08/25/2010	830 LONG BRANCH LANE 22646		TENT FOR WEDDING/RECEPTION TO		
SELF CONTRACTOR			ISAACS, HARRY Z		0
B-10-040336	Sq ft:	0	Fees:	40.80	
08/25/2010	830 LONG BRANCH LANE 22646		TENT FOR WEDDING/RECEPTION TO		
SELF CONTRACTOR			ISAACS, HARRY Z		0
B-10-040335	Sq ft:	0	Fees:	40.80	

COUNTY OF CLARKE
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PROJECT CODE RECAP
FOR THE PERIOD 01/01/2010 to 12/31/2010

09/07/2010	3322	LOCKES MILL ROAD	22611	TENT FOR FESTIVAL TO BE HELD 9			
SELF CONTRACTOR				MILLER, JOHN U JR			0
B-10-040360		Sq ft:	0	Fees:	40.80		
09/15/2010	692	OLD WINCHESTER ROAD	226	TENT FOR WEDDING TO BE HELD 9/			
SELF CONTRACTOR				BOREL, ALAIN F & CELESTE D			0
B-10-040277		Sq ft:	0	Fees:	40.80		
10/14/2010	830	LONG BRANCH LANE	22646	3 TENTS + 4 INFLATABLE AMUSEME			
SELF CONTRACTOR				ISAACS, HARRY Z			0
B-10-040418		Sq ft:	0	Fees:	224.40		

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SUBTOTALS FOR: TENTS OVER 900'				17	1,203.60		0
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CATAGORY: UNDEFINED ACTIVITY

04/22/2010	6730	LORD FAIRFAX HIGHWAY	22	BUILDING FENCE (8' HEIGHT; 6'			
SELF CONTRACTOR				STROTHERS, DONNA			0
B-10-040127		Sq ft:	0	Fees:	40.80		
05/28/2010	362	PARSHALL ROAD	22611	YARD PIPING, ETC. / MISC. PERM			
CALDWELL & SANTMYER, INC				TOWN OF BERRYVILLE			0
B-10-040166		Sq ft:	0	Fees:	0.00		

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SUBTOTALS FOR: UNDEFINED ACTIVITY				2	40.80		0
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CATAGORY: USE CHANGE

04/27/2010	13	EAST MAIN STREET	22611	CHANGE OF USE FROM A-2 TO M			
SELF CONTRACTOR				W R N ENTERPRISES, INC			0
B-10-040136		Sq ft:	0	Fees:	76.50		
08/25/2010	16	ROSEMONT MANOR LANE	226	CHANGE OF USE FROM R-5 TO R-1			
SELF CONTRACTOR				GENDA LAND HOLDINGS, LLC			0
B-10-040330		Sq ft:	0	Fees:	76.50		

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SUBTOTALS FOR: USE CHANGE				2	153.00		0
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CATAGORY: WOODSTOVE/PELLET STOVE

12/17/2010	107	ROSEMONT CIRCLE	22611	INSTALL PELLET STOVE			
SELF CONTRACTOR				WALLACE, THERESA C % WALLACE,			0
B-10-040522		Sq ft:	0	Fees:	40.80		
12/29/2010	226	SOUTH CHURCH STREET	226	INSTALL WOODSTOVE IN DET GARAG			
SELF CONTRACTOR				SABRI, JEFFREY D & NELMS, LYND			0

B-10-040532

Sq ft: 0

Fees: 40.80

TOTALS:

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                245      204,493.30      37,330,700
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COUNTY OF CLARKE CIRCUIT COURT
MONTH END DEEDS OF PARTITION AND CONVEYANCE
LOCAL TAXATION DEPARTMENT
COUNTY
FOR DECEMBER, 2010

RECORDED	INSTRUMENT	GRANTOR	(X)	GRANTEE/ADDRESS	(X)	CONSIDERATION	TYPE	PERCENT
12/01/10	10-2293	CAROLYN M MCCLELLAND RECORDED TIME: 01:00 DESCRIPTION 1: LOT 42,BLOCK 2B,UNIT 1 DATE OF DEED : 11/29/10 BOOK: 528 NUMBER PAGES : 0	N	BRIAN & DONNA KELLER 306 WHITE OAK LANE SHEN.RET - BATTLETOWN DIST	N	2,500.00 BLUEMONT VA 20132 PIN:	DBS	100% <i>4K Vac</i>
12/01/10	10-2294	KARL F ANDERSON RECORDED TIME: 01:30 DESCRIPTION 1: LOT 2 - 5 ACRES - CHAPEL DIST DATE OF DEED : 12/01/10 BOOK: 528 NUMBER PAGES : 0	N	WILLIAM ANDERSON,ET ALS 2746 SPRINGSBURY RD	N	.00 BERRYVILLE VA 22611 PIN:	DG	100%
12/02/10	10-2298	W R THOMPSON,II RECORDED TIME: 01:00 DESCRIPTION 1: .024 INTEREST - GREENWAY DIST DATE OF DEED : 00/00/00 BOOK: 529 NUMBER PAGES : 0	N	W R THOMPSON,III & LAURA G THO 326 WHSIT POST RD	N	.00 WHITE POST VA 22663 PIN:	DG	100%
12/02/10	10-2299	TRACEY L VAZZANA RECORDED TIME: 03:10 DESCRIPTION 1: CHAPEL DISTRICT, LOT 2A, 25.8459 ACRES DATE OF DEED : 12/01/10 BOOK: 529 NUMBER PAGES : 0	N	PAUL T & MARY R SMALLIGAN 20751 BLUE RIDGE MTN ROAD	N	1,170,000.00 PARIS, VA 20130 PIN:	DBS	100% <i>1,170,700 w/imp</i>
12/03/10	10-2310	BENJAMIN S CATLIN IV RECORDED TIME: 01:05 DESCRIPTION 1: 604 ON BATTLETOWN DISTRICT DATE OF DEED : 09/28/10 BOOK: 529, P NUMBER PAGES : 0	N	ELIZABETH J ANDERSON, ET AL 727 S. ORANGE AVE	N	.00 SARASOTA, FL. 34236-7741 PIN:	DQC	100%
12/03/10	10-2311	BARBARA S CATLIN RECORDED TIME: 01:07 DESCRIPTION 1: ON 604 BATTLETOWN DISTRICT DATE OF DEED : 10/09/10 BOOK: 529 NUMBER PAGES : 0	N	ELIZABETH J ANDERSON 727 S. ORANGE AVE	N	.00 SARASOTA, FL. 34236-7741 PIN:	DQC	100%
12/03/10	10-2312	CRAFTED HOMES INC & GLEN D MOH RECORDED TIME: 01:30 DESCRIPTION 1: LOT 60-BRECKINRIDGE CT,BATTLEFIELD EST DATE OF DEED : 11/23/10 BOOK: 529 NUMBER PAGES : 0	N	SUZANNE C MCCLENAHAN 303 BRECKINRIDGE COURT TOWN OF BERRYVILLE	N	235,000.00 BERRYVILLE VA 22611 (PHASE 1A2 PIN: <i>F</i>)	DBS	100% <i>331,700 w/imp</i>
12/03/10	10-2314	SCOTT A & SHANNON MERCER RECORDED TIME: 01:33 DESCRIPTION 1: LOTS 3 & 4A - TOWN OF BOYCE DATE OF DEED : 11/16/10 BOOK: 529 NUMBER PAGES : 0	Y	S & S MERCER LLC 2200 LEE TOWN RD AND PARCEL IN BATTLETOWN DIST	Y	.00 SUMMIT POINT WV 25446 PIN:	DBS	100%

COUNTY OF CLARKE CIRCUIT COURT
 MONTH END DEEDS OF PARTITION AND CONVEYANCE
 LOCAL TAXATION DEPARTMENT
 COUNTY
 FOR DECEMBER, 2010

RECORDED	INSTRUMENT	GRANTOR	(X) GRANTEE/ADDRESS	(X) CONSIDERATION	TYPE	PERCENT
12/03/10	10-2307	THOMAS A & ANDREA P KELLEHER J	N THOMAS A & ANDREA P KELLEHER J 18521 BLUERIDGE MTN. RD BLUEMONT, VA 20135-1815	N .00	DG	100%
		RECORDED TIME: 11:50				
		DESCRIPTION 1: LOT 4, 5.000 ACRES, AS DULY LESS, PLAT BK 7 PG 6				
		DATE OF DEED : 11/30/10 BOOK: 529, P PAGE: 64 MAP: 26-A-68B				
		NUMBER PAGES : 0				
12/06/10	10-2326	POTOMAC EDISON COMPANY	N BANK OF NEW YORK MELLON 800 CABIN HILL DRIVE GREENSBURG PA 15601-1689	N .00	DISI	100%
		RECORDED TIME: 14:39				
		DESCRIPTION 1: SUPPLEMENTAL INDENTURE				
		DATE OF DEED : 00/00/00 BOOK: 529 PAGE: MAP:				
		NUMBER PAGES : 0				
12/07/10	10-2340	RICHMOND AMERICAN HOMES OF VIR	N PATRICK & JAMIE HENSLEY 101 MEADOW VIEW DR BOYCE VA 22620	N 282,200.00	DBS	100%
		RECORDED TIME: 01:35				
		DESCRIPTION 1: LOT 1-MEADOW VIEW-TOWN OF BERRYVILLE				
		DATE OF DEED : 12/01/10 BOOK: 529 PAGE: 321 MAP: 21-A5-11				
		NUMBER PAGES : 0				
12/07/10	3715	MABEL W SECHRIST, DECEASED	N/A N/A	.00	QUAL	00%
		RECORDED TIME: 11:00				
		DESCRIPTION 1: QUAL ON ESTATE - PARCEL 1 - 1.4 ACRES ON RT 50 D/B 53 PG 295				
		DATE OF DEED : 12/07/10 BOOK: 88 PAGE: 228 MAP: 39-A-40				
		NUMBER PAGES : 0				
12/08/10	3717	ABIGAIL K NEWLIN	N/A N/A	.00	WILL	00%
		RECORDED TIME: 14:38				
		DESCRIPTION 1:				
		DATE OF DEED : 12/08/10 BOOK: 84 PAGE: 241 MAP:				
		NUMBER PAGES : 0				
12/09/10	10-2354	JUDY CLARA NABIH	N JUDY CLARA JONES N/A	N .00	ONC	100%
		RECORDED TIME: 03:30				
		DESCRIPTION 1: NAME CHANGE ORDER				
		DATE OF DEED : 00/00/00 BOOK: 529 PAGE: 413 MAP:				
		NUMBER PAGES : 0				
12/09/10	10-2350	GLEN ALLEN FARM	N MILLICENT R MILLER N/A	N .00	OPM	100%
		RECORDED TIME: 09:45				
		DESCRIPTION 1: RT 639 - LONGMARSH DIST				
		DATE OF DEED : 00/00/00 BOOK: 10 PAGE: 4 MAP: 8-A-2				
		NUMBER PAGES : 0				
12/10/10	10-2359	ANDRE F & CHRISTOPHER P HOWELL	N DOUG & DEBRA REITNOUR 3955 CRUMS CHURCH RD BERRYVILLE VA 22611	N 459,900.00	DBS	100%
		RECORDED TIME: 11:50				
		DESCRIPTION 1: 10 ACRES - LONGMARSH DIST				
		DATE OF DEED : 12/10/10 BOOK: 529 PAGE: 447 MAP: 3-A-46A				
		NUMBER PAGES : 0				

new const. 63K VOC

414K w/impv

COUNTY OF CLARKE CIRCUIT COURT
 MONTH END DEEDS OF PARTITION AND CONVEYANCE
 LOCAL TAXATION DEPARTMENT
 COUNTY
 FOR DECEMBER, 2010

RECORDED	INSTRUMENT	GRANTOR	(X) GRANTEE/ADDRESS	(X) CONSIDERATION	TYPE	PERCENT
12/10/10	10-2360	KARL F ANDERSON, III, ET UX RECORDED TIME: 12:40 DESCRIPTION 1: CHAPEL DISTRICT DATE OF DEED : 12/07/10 BOOK: 529 NUMBER PAGES : 0	N KATHRYN C BAXTER 2573 SPRINGSBURY ROAD PAGE: 448 MAP: 23-A-33	N 430,000.00 BERRYVILLE, VA 22611 PIN: <i>606,400 w/impv</i>	DBS	100%
12/13/10	10-2372	MICHAEL H & DEBRA DECKER RECORDED TIME: 03:25 DESCRIPTION 1: CHAPEL DISTRICT DATE OF DEED : 00/00/00 BOOK: 529 NUMBER PAGES : 0	N JEFFREY WATSON 44061 GALA CIRCLE PAGE: 502 MAP: 23A-2-24	N 160,000.00 ASHBURN, VA 20147 PIN: <i>138K w/impv</i>	DBS	100%
12/13/10	10-2379	WILLIAM D & BARBARA A GENDA RECORDED TIME: 04:10 DESCRIPTION 1: BK 284, PG 590 DATE OF DEED : 00/00/00 BOOK: 529 NUMBER PAGES : 0	N JESSIE MARIE SCHOTTROFFE 118 S BRADDOCK ST PAGE: 513 MAP: 35-A-3	N .00 WINCHESTER, VA 22601 PIN:	DQC	100%
12/14/10	10-2391	PROFESSIONAL FORECLOSURE CORPO RECORDED TIME: 01:55 DESCRIPTION 1: GREENWAY DISTRICT DATE OF DEED : 11/17/10 BOOK: 529 NUMBER PAGES : 0	N FEDERAL HOME LOAN MORTGAGE COR 5000 PLANO PKY PAGE: 554 MAP: 28-A-A-4A (F)	Y 85,500.00 CARROLLTON TX 75010 PIN: <i>138,400 w/impv</i>	DLF	100%
12/14/10	10-2389	ROSALIE SMITHY BRADHAM RECORDED TIME: 12:16 DESCRIPTION 1: TOWN OF BERRYVILLE DATE OF DEED : 12/13/10 BOOK: 529 NUMBER PAGES : 0	N KENLYNNE WHITE 320 SOUTH CHURCH STREET PAGE: 535 MAP: 14A5-A-54	N 134,000.00 BERRYVILLE, VA 22611 PIN: <i>171,400 w/impv</i>	DBS	100%
12/15/10	3720	GARLAND R TUMBLIN, DECEASED RECORDED TIME: 09:04 DESCRIPTION 1: PROBATE WILL - LOT 10A, SEC. 1-JONES SUBD DATE OF DEED : 12/15/10 BOOK: 88 NUMBER PAGES : 0	N/A N/A TOWN OF BERRYVILLE PAGE: 258 MAP: 14-A1-6-10A	.00 WR/S PIN:	PROBATE	00%
12/15/10	10-2401	DEUTSCHE BANK NATIONAL TRUST C RECORDED TIME: 12:56 DESCRIPTION 1: 6 VIRGINIA AVE., BERRYVILLE VA 22611 DATE OF DEED : 12/06/10 BOOK: 529 NUMBER PAGES : 0	N ERIC M & MARGO K LASSITER 13974 BLAZER LANE PAGE: 621 MAP: 14A5-A-97 (F)	N 85,100.00 LOVETTSVILLE VA 20180 PIN: <i>138,400 w/impv</i>	DBS	100%
12/16/10	10-2407	KATHLEEN E PEPIN RECORDED TIME: 01:53 DESCRIPTION 1: LONGMARSH DISTRICT, CONTAINING 10.524 DATE OF DEED : 12/08/10 BOOK: 529 NUMBER PAGES : 0	N ROBERT W PEPIN 1881 SWIMLEY ROAD PAGE: 675 MAP: 3-A-6,6A	N .00 BERRYVILLE, VA 22611 PIN:	DQC	100%

COUNTY OF CLARKE CIRCUIT COURT
MONTH END DEEDS OF PARTITION AND CONVEYANCE
LOCAL TAXATION DEPARTMENT
COUNTY
FOR DECEMBER, 2010

RECORDED	INSTRUMENT	GRANTOR	(X) GRANTEE/ADDRESS	(X) CONSIDERATION	TYPE	PERCENT
12/16/10	10-2405	BRIAN K OWENS	N BRIAN K & JOYCE OWENS 832 LEWISVILLE ROAD	N .00	DG	100%
		RECORDED TIME: 11:32				
		DESCRIPTION 1: LONGMARSH DISTRICT, CONTAINING 2.000 ACRES				
		DATE OF DEED : 12/10/10 BOOK: 529 PAGE: 657 MAP: 9-A-37G				
		NUMBER PAGES : 0				
12/17/10	10-2422	DOUGLAS M SWIFT, JR REVOCABLE	N MARIANNE CASEY ET AL P O BOX 16	N 310,000.00	DBS	100%
		RECORDED TIME: 02:09				
		DESCRIPTION 1: LONGMARSH DISTRICT, 3.0 ACRES				
		DATE OF DEED : 12/16/10 BOOK: 529 PAGE: 747 MAP: 13-A-54				
		NUMBER PAGES : 0				
12/17/10	10-2424	ALEXANDER MACKAY-SMITH, JR-ESTA	N SETH W & SARAH G MACKAY-SMITH 40 BERRYS FERRY RD	N 325,000.00	DBS	100%
		RECORDED TIME: 03:13				
		DESCRIPTION 1: 1.9803 ACRES - GREENWAY DISTRICT				
		DATE OF DEED : 12/15/10 BOOK: 529 PAGE: 763 MAP: 28A-A-57				
		NUMBER PAGES : 0				
12/17/10	3721	KENNETH H TUCKER, DECEASED	N/A N/A	.00	PROBATE	00%
		RECORDED TIME: 12:42				
		DESCRIPTION 1: LOT AT 114 E MAIN ST - TOWN, BERRYVILLE	WR/S			
		DATE OF DEED : 12/17/10 BOOK: 88 PAGE: 277 MAP: 17A2-A-79				
		NUMBER PAGES : 0				
12/20/10	10-2429	DEUTSCHE BANK TRUST CO	N CRAFTED HOMES INC 458 LAKEVIEW LANE	N 318,900.00	DBS	100%
		RECORDED TIME: 03:40				
		DESCRIPTION 1: GREENWAY DISTRICT, CONTAINING 5.00 ACRES				
		DATE OF DEED : 00/00/00 BOOK: 529 PAGE: 791 MAP: 38-6- 805				
		NUMBER PAGES : 0				
12/21/10	10-2436	FARNLEY FARM LIMITED PARTNERSH	N ESTATE OF JOAN H DUNNING N/A	N .00	OPM	100%
		RECORDED TIME: 10:50				
		DESCRIPTION 1: GREENWAY DIST				
		DATE OF DEED : 00/00/00 BOOK: 10 PAGE: 7 MAP: 36-A-4C				
		NUMBER PAGES : 0				
12/21/10	10-2437	ALEXANDER MACKAY-SMITH, JR., EXO	N FARNLEY FARM LIMITED PARTNERSH 751 FARNLEY LANE	N 110,000.00	DBS	100%
		RECORDED TIME: 10:51				
		DESCRIPTION 1: 2.5357 ACRES - GREENWAY DIST				
		DATE OF DEED : 12/14/10 BOOK: 529 PAGE: 803 MAP: 36-A-4C				
		NUMBER PAGES : 0				
12/21/10	10-2438	ALEXANDER MACKAY-SMITH, JR., EXO	N ALEXANDER MACKAY-SMITH, JR & LE 751 FARNLEY LANE	N 2,000.00	DBS	100%
		RECORDED TIME: 10:52				
		DESCRIPTION 1: 2 ACRES - GREENWAY DIST	WR/S			
		DATE OF DEED : 00/00/00 BOOK: 529 PAGE: 806 MAP: 36-A- 27 27				
		NUMBER PAGES : 0				

343K
w/impv

390,750

149,900

F

318,000
w/impv

60K

PIN: 11
Family

250,000
w/impv

VOC
900⁰⁰

Family
Sale

COUNTY OF CLARKE CIRCUIT COURT
 MONTH END DEEDS OF PARTITION AND CONVEYANCE
 LOCAL TAXATION DEPARTMENT
 COUNTY
 FOR DECEMBER, 2010

RECORDED	INSTRUMENT	GRANTOR	(X) GRANTEE/ADDRESS	(X) CONSIDERATION	TYPE	PERCENT
12/21/10	10-2439	ALEXANDER MACKAY-SMITH, JR., EXO	N FARNLEY FARM LIMITED PARTNERSH 751 FARNLEY LANE	N 170,000.00	DBS	100%
		RECORDED TIME: 10:53			WHITE POST VA 22663	
		DESCRIPTION 1: 4.4558 ACRES - GREENWAY DIST				
		DATE OF DEED: 00/00/00 BOOK: 529 PAGE: 809	MAP: 36-A-4C		PIN: <i>259,400</i>	<i>W/imp V</i>
		NUMBER PAGES: 0				
12/21/10	10-2440	ALEXANDER MACKAY-SMITH, JR., EXO	N ALEXANDER MACKAY-SMITH, JR & LE 751 FARNLEY LANE	N 60,000.00	DBS	100%
		RECORDED TIME: 10:54			WHITE POST VA 22663	
		DESCRIPTION 1: LOTS 1 & 2 - GREENWAY DIST	WR/S			
		DATE OF DEED: 00/00/00 BOOK: 529 PAGE: 813	MAP: 36-A-4C		PIN: <i>Family Sale</i>	<i>250,400</i>
		NUMBER PAGES: 0				<i>W/imp V</i>
12/21/10	10-2441	SAMUEL D ENGLE, ADMR., CTA ESTAT	N CAROL A LEHMAN REVOCABLE TRUST 46952 EAKER ST	N 200,000.00	DBS	100%
		RECORDED TIME: 10:55			STERLING VA 20165	
		DESCRIPTION 1: LOT 7, BLOCK A, TREADWELL SUBD	TOWN OF BERRYVILLE			
		DATE OF DEED: 12/16/10 BOOK: 529 PAGE: 818	MAP: 14A3-2A-7		PIN: <i>249,700</i>	<i>W/imp V</i>
		NUMBER PAGES: 0				
12/22/10	10-2458	TRAVIS S NOWLIN	N TRAVIS S NOWLIN & BILLIE A LAN 315 JOSEPHINE ST	N .00	DG	100%
		RECORDED TIME: 12:51			BERRYVILLE VA 22611	
		DESCRIPTION 1: JOSEPHINE STEET - TOWN OF BERRYVILLE	WR/S			
		DATE OF DEED: 12/17/10 BOOK: 529 PAGE: 979	MAP: 14A6-3B-2		PIN:	
		NUMBER PAGES: 0				
12/27/10	10-2464	JONATHAN W & MAR LYN PRUESS	N JOHN H COZZENS & DRAGANA BRZAK 496 ANAMARIA LANE	N 275,000.00	DBS	100%
		RECORDED TIME: 09:02			FRONT ROYAL VA 22630	
		DESCRIPTION 1: WR/S	LOT 33, SHEN. FARMS, MT SECT - GREENWAY DIST			
		DATE OF DEED: 12/21/10 BOOK: 530 PAGE: 3	MAP: 37A2-6-33		PIN: <i>386,200</i>	<i>W/imp V</i>
		NUMBER PAGES: 0				
12/27/10	10-2467	TERESA PIPER	N TERESA PIPER & GARY BUCK 173 SPRINGSBURY RD	N .00	DG	100%
		RECORDED TIME: 10:44			BERRYVILLE, VA 22611	
		DESCRIPTION 1: TOWN OF BERRYVILLE, 2.3681 ACRES, MORE OR LES				
		DATE OF DEED: 12/07/10 BOOK: 530 PAGE:	MAP: 14-A-69C		PIN:	
		NUMBER PAGES: 0				
12/27/10	10-2476	JAMES & LISA KEESLING	N JAMES B KEESLING 310 STUART COURT	N .00	DBS	100%
		RECORDED TIME: 12:02			BERRYVILLE, VA 22611	
		DESCRIPTION 1: TOWN OF BERRYVILLE				
		DATE OF DEED: 11/21/10 BOOK: 530 PAGE: 61	MAP: 14A7-5-38		PIN:	
		NUMBER PAGES: 0				
12/28/10	10-2495	ALISON TEETOR REVOCABLE TRUST	Y COUNTY OF CLARKE, ET AL BERRYVILLE	Y .00	DE	100%
		RECORDED TIME: 02:10			VA	
		DESCRIPTION 1: CHAPEL DIST				
		DATE OF DEED: 00/00/00 BOOK: 530 PAGE: 208	MAP: 11-A-5A		PIN:	
		NUMBER PAGES: 0				

Easement

COUNTY OF CLARKE CIRCUIT COURT
MONTH END DEEDS OF PARTITION AND CONVEYANCE
LOCAL TAXATION DEPARTMENT
COUNTY
FOR DECEMBER, 2010

RECORDED	INSTRUMENT	GRANTOR	(X)	GRANTEE/ADDRESS	(X)	CONSIDERATION	TYPE	PERCENT
12/28/10	10-2483	GEORGE E BRADFIELD, ET AL RECORDED TIME: 10:55 DESCRIPTION 1: LONGMARSH DISTRICT DATE OF DEED : 12/23/10 BOOK: 530 NUMBER PAGES : 0	N	MILLBANK FARM REVOCABLE TRUST 8225 CAMBOURNE COURT PAGE: 125 MAP: 6-A-17A	N	.00 GAITHERSBURG, MD 20877	DBS	100%
12/28/10	10-2485	TOM & RUTH PEYTON RECORDED TIME: 11:35 DESCRIPTION 1: GREENWAY DISTRICT DATE OF DEED : 12/28/10 BOOK: 530 NUMBER PAGES : 0	N	TOM L PEYTON JR TRUST P OBOX 22 PAGE: 135 MAP: 30-A-63	N	.00 MILLWOOD, VA 22624	DBS	100%
12/28/10	10-2484	GEORGE E BRADFIELD, ET AL RECORDED TIME: 11:56 DESCRIPTION 1: LONGMARSH DISTRICT DATE OF DEED : 12/23/10 BOOK: 530 NUMBER PAGES : 0	N	MILLBANK FARM REVOCABLE TRUST 8225 CAMBORUNE COURT PAGE: 130 MAP: 6-A-17	N	.00 GAITHERSBURG, MD 20877	DBS	100%
12/28/10	10-2487	LION'S GATE FARM LLC RECORDED TIME: 12:10 DESCRIPTION 1: LOT 3 - 10.7554 ACRES DATE OF DEED : 12/22/10 BOOK: 530 NUMBER PAGES : 0	N	ADAM MICHAEL & ELIZABETH SARA 405 DUNLAP DR GREENWAY DIST PAGE: 150 MAP: 30-A-22D	N	247,365.00 BERRYVILLE VA 22611 WR/S	DBS	100% <i>2/6, 200 VAC</i>
12/28/10	10-2489	JESSIE MARIE SCHOTTROFFE GRAY, RECORDED TIME: 12:15 DESCRIPTION 1: 80 ACRES ON RD 644 - GREENWAY DIST DATE OF DEED : 12/20/10 BOOK: 530 NUMBER PAGES : 0	N	ANTHONY J & TAMMY K VITI 1830 FEATHERBED RD PAGE: 160 MAP: 35-A-3	N	399,000.00 WHITE POST VA 22633	DBS	100% <i>825,100 w/impv</i>
12/29/10	10-2507	INDEPENDENCE REALTY LLC RECORDED TIME: 02:00 DESCRIPTION 1: TOWN OF BERRYVILLE, LOT 1 DATE OF DEED : 12/27/10 BOOK: 530 NUMBER PAGES : 0	N	STEVEN DAWSON 317 JOSEPHINE STREET PAGE: 269 MAP: 14A6-3-B-1	N	125,000.00 BERRYVILLE, VA 22611	DBS	100% <i>192,200 w/impv</i>
12/29/10	10-2513	MARK PETER LYNCH RECORDED TIME: 03:10 DESCRIPTION 1: TOWN OF BOYCE DATE OF DEED : 12/29/10 BOOK: 530 NUMBER PAGES : 0	N	KEVIN & DOLORES GATES 1599 WASHINGTON AVENUE PAGE: 289 MAP: 21A1-A-91	N	115,000.00 BOHEMIA, NY 11716	DBS	100% <i>90,500 VAC</i>
12/29/10	10-2499	SHENANDOAH RETREAT LAND CORP RECORDED TIME: 10:00 DESCRIPTION 1: BATTLETOWN DISTRICT, SHEN RET DATE OF DEED : 12/22/10 BOOK: 530 NUMBER PAGES : 0	N	FRANK & PATRICIA WESBY 953 RETREAT ROAD PAGE: 246 MAP: 17A2-16-8	N	2,500.00 BLUEMONT, VA 20135	DBS	100% <i>Bounded ATC</i>

COUNTY OF CLARKE CIRCUIT COURT
 MONTH END DEEDS OF PARTITION AND CONVEYANCE
 LOCAL TAXATION DEPARTMENT
 COUNTY
 FOR DECEMBER, 2010

RECORDED	INSTRUMENT	GRANTOR	(X) GRANTEE/ADDRESS	(X) CONSIDERATION	TYPE	PERCENT
12/29/10	10-2503	MILDRED D WILSON RECORDED TIME: 11:55 DESCRIPTION 1: 168.18 ACRES DATE OF DEED : 12/29/10 BOOK: 530 NUMBER PAGES : 0	N ORME WILSON THOMPSON P O BOX A THE FULEYRIES GREENWAY DIST 530 PAGE: 261 MAP: 29-A-35	N WHITE POST VA PIN:	.00 DG	100%
12/29/10	10-2504	MILDREED D WILSON RECORDED TIME: 11:56 DESCRIPTION 1: .0057 PERCENT - 168.18 ACRES DATE OF DEED : 12/29/10 BOOK: 530 NUMBER PAGES : 0	N ELSIE WILSON THOMPSON P O BOX A THE TULEYRIES GREENWAY DIST 530 PAGE: 263 MAP: 29-A-35	N WHITE POST VA GREENWAY DIST PIN:	.00 DG	100%
12/29/10	10-2505	MILDREED D WILSON RECORDED TIME: 11:57 DESCRIPTION 1: .0057 ACRES - 168.18 ACRES DATE OF DEED : 00/00/00 BOOK: 530 NUMBER PAGES : 0	N CAROLINE HILIARD WILSON P O BOX A GREENWAY DIST 530 PAGE: 265 MAP: 29-A-35	N WHITE POST VA PIN:	.00 DG	100%
12/29/10	10-2506	MILDREED D WILSON RECORDED TIME: 11:58 DESCRIPTION 1: .0057 PERCENT - 168.18 ACRES - DATE OF DEED : 00/00/00 BOOK: 530 NUMBER PAGES : 0	N ORME WILSON, III P O BOX A THE TULEYRIES GREENWAY DIST 530 PAGE: 267 MAP: 29-A-35	N WHITE POST VA PIN:	.00 DG	100%
12/29/10	3723	HARRY E ELLMORE, III, DECEASED RECORDED TIME: 14:36 DESCRIPTION 1: QUAL ON ESTATE - 2.4659 ACRES ON RT 617 DATE OF DEED : 12/29/10 BOOK: 88 NUMBER PAGES : 0	N/A N/A CHAPEL DIST 304 MAP: 22-A-60	WR/S PIN:	.00 QUAL	00%

TOTAL COUNTY DEEDS OF PARTITION AND CONVEYANCE: 48
 TOTAL NUMBER OF COUNTY DEEDS OF CORRECTION : 0
 TOTAL NUMBER OF COUNTY WILL/FIDUCIARY : 5

**Monthly Activity Report of
Jacob L. Grove
Extension Agent, Animal Science
December 1-31, 2010**

Farm Visits

- Page County Farm - Working with producers to help market their hay
- Fauquier County Farm - Picked up Scales; Assist in designing a hog working facility
- Warren County Farm- Share how concrete waste blocks can be used for livestock handling facilities
- Clarke County Farm - Deliver Scales, work on a marketing/ feeding plan for beef calves

Events & Programs

- Held a private pesticide recertification meeting in Boyce
- Delivered a presentation on load safety and securement at the Boyce pesticide meeting
- Assisted with a private pesticide recertification meeting in Woodstock
- Delivered a presentation on load safety and securement at the Woodstock pesticide meeting
- Held the Beef Weigh-In for the Clarke County Fair at the Fairgrounds
- Hosted a Beef Production meeting and Webinar viewing at the Page County Extension Office
- Assisted with a private pesticide recertification meeting at the Alson Smith Agricultural Research and Extension Center
- Delivered a presentation on load safety and securement at the Winchester pesticide safety meeting
- Assisted with the Clarke County Hay Auction
- Preparing my annual faculty report

Contacts**31 Phone Contacts**

Pest Management – 6	Hay Auction - 5
Forage & Feeds – 6	4-H Issues – 8
Beef Management & Marketing - 4	Pasture Management - 2

102 Personal Contacts

Livestock Management – 6	Hay auction - 20
4-H and Fair events - 8	Pesticide Recertification - 68

20 Emails & Letters

Livestock Production – 8	4-H Programs - 12
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Monthly Activity Report
Susanne Vaughan
Central Reception & 4-H Support Technician
December 1-31, 2010



Central Reception:

- Helped female caller on name of Hispanic Church on Route 7; Gave her phone number to Keystone Baptist Church, which may be able to help her, since the Hispanic Church is close to them
- Contacted Central Alarm regarding phone call from female about stop lights and wires down on Route 7
- Contacted Town Office about slippery sidewalk; male visitor almost fell from the snow
- Asked Leslie Blackburn, Town Office, if she had a shovel. I shoveled snow from the front, employee and town entrance, so visitors would not slip.
- Posted VDOT Public Hearing notice for Mosby Boulevard Extension Project on front door window and Central Reception Window, public announcement system
- Contacted Central Alarm about goat on Route 340, Gaylord. Truck Driver was concerned about goat with either a broken or hurt leg. Central Alarm already knew about goat, has bad arthritis and gets around the best he can. Thanked the driver for stopping and letting us know about his concerns.
- Directed female to Allison Teetor, Natural Resource Planner, about obtaining a Rain Barrel
- Directed male to Court House for plats
- Directed female to Mrs. Butts' Office in Circuit Court
- Directed male to Sheriff's Office
- Directed residents to Town and County Treasurer's Office for paying taxes
- Directions to Court House to male for paying fine
- Postage on Beef Management Letter for Extension Office employee-322
- Installed paper towels in kitchen for employees on first floor-county side
- Email sent to Town Clerk regarding covering phones during lunch hour since Town Afternoon Central Receptionist was off
- Newspapers delivered to Library daily
- Postage on mailings for Administration
- Received Meeting Room Check-off list for night closings
- Mail sorted and distributed to offices
- Added 2011 Planning Department, Historic Preservation and Conservation Easement Authority meetings on County website, Excel and Zimbra
- Added 2011 School Board Construction and School Board Meetings to Zimbra and Excel
- Email sent to Government Building Employees on Duncan Memorial Wee Angles coming around on December 21 to sing
- Added Berryville Planning, Town Council and Architectural Review Board meetings to Zimbra and Excel
- Directions to Post Office to female
- Winter/Spring Parks and Rec Core magazine distributed into brochure racks
- VDOT toll free phone number to female caller regarding road conditions due to snow
- Received applications for Maintenance Technician II
- Added meeting for Forum for Rural Innovation to Zimbra, Excel for Town Planner
- Holiday Closing notices posted
- 2011 Excel Time Sheet email to County Employees
- Email sent to Town Employees about coverage for Central Reception during the holidays
- Gave Resident Guide Brochure to new resident to county
- Directions to Dry Cleaner's on Crow Street to female new to county
- Printed County Employee Applications off website for male
- Directions to DMV to female caller
- Email sent to Town Planner confirming day, time and room for VDOT Meeting
- Edited Board of Supervisors Committee Meetings and Regular Meetings for December on website, Zimbra and Excel
- Relabeled speed dial with name and number for Town Office
- Norvac Lock Service employee to install panic bar on front entrance, obtain key from Administration

- Industrial Development Authority meetings added to county, Zimbira and Excel
- Sanitary Authority Meeting scheduled for Mike Legge in January
- Unlocked meeting room doors
- Worked on Board Report

Daily Duties:

- Daily Report emailed to afternoon CR receptionist
- Greeting and directing people to county, town and library facilities
- Sorting and distributing mail into each department folder and to library
- Reserved meetings for the Town on the County/Zimbira Calendar
- Answered phone and directed calls for County and Town
- Updated meetings in Excel, Zimbira and County Website
- Newspapers delivered to Library and Town Office
- Interoffice mail delivered to Administration, Treasurer and Commissioner of Revenue
- Recorded daily contact numbers into Excel
- Edited calendar for time sheet, daily contacts for month
- Checked brochure racks for unnecessary items
- Checked automatic doors
- Contacts for morning shift- Town-154, County-315, Library-115

Off for Christmas Holiday December 27, 28, 30- Parks and Recreation Employee-Angie Cather covered Central Reception for me

Administration:

- Covered Administration Office, December 29 for secretary who had appointment and Administrator on vacation
- Checked Personnel Policy Return Slips against County employee List
- Copied BOS Committee Meeting packets, including mail, for maintenance employee to pick up and distribute
- Accumulated Leave Reports distributed to Department employees
- Contacted TML Copier for a service call
- Checked dates on Budget meetings for Tom Judge
- Maps from Administration sent over to Maintenance Department for storage
- Mailing labels edited and applied to envelopes for mailing
- Attended Board of Supervisors Meeting
- Assisted County Administrator with duties while Secretary was out
- Postage on mailings for Administration
- Duties requested by Administration Secretary
- Interoffice mail delivered to departments
- Copies made for Administrator for meeting

4-H Technician:

- Filed Constitution/Bylaws, Plan of Work for each club 2010-2011
- Listened to video, with UAA, on instructions on exporting 4-HPlus Data to National 4-H Council to be converted into Access
- Bank statements mailed to treasurer and leaders
- Covered office while Agent and UAA out of office
- Backed up computer

***UAA-Unit Administrative Assistant for Virginia Cooperative Extension

Monthly Activity Report
Marsha Wright, Unit Administrative Assistant
December 1-31, 2010

4-H Work in addition to UAA, Agriculture, Family and Consumer Science (FCS), & FAIR Assignments:

Emails Sent:

To 4-H Horse Organizational Leaders (4)

- Agenda and registration form for VA/NC Equine Volunteer Leaders' Conference
- Information on Gloucester County's Hippology Contest
- Request to complete the Equine Extension Program - Industry Survey

To Organizational Leaders and Assistants (18)

- Information on 5th Annual Statewide Teen Weekend for leaders to share with 4-Hers
- VA Tech 4-H Host Weekend information to leaders to share with High School aged members
- Information on the 4-H Natural Resource Weekend
- Deadline reminder for Virginia Association of Fairs Youth Leadership Scholarship Contest entries

Miscellaneous Emails

- Informed Hout Leader of the visual arts and Robotics materials I had coming for her to use with her special ed. member
- Sent account number to club leader as requested
- Informed Dairy leader that the other leader had not been in to take care of their club insurance
- Sent 4-H newsletter and County Contest forms to members and leaders (108)
- Sent dairy calf project book to 2 leaders for editing to make it more applicable for non-ownership dairy exhibitors
- Contacted parents about children helping serve at the Ruritan Dinner on December 15 (2)
- Sent reminder to leader of the Treasurer Book pages we needed for his club
- Sent request for missing Charter Seal information to Outdoor Sports leader
- Informed Dairy Club Leader that I would send the dairy projects to the 4H members since they weren't in their club; also informed her of the status on the returned check (2)
- Beef Weigh-In Results to 4-Hers showing steers, 4-H organizational leaders, and Vo. Ag. Instructors (34)
- Requested information on the Horse Camp held this fall to see if it counts as a Fair qualifier for those who participated
- Reminder to 4-Hers and parents who agreed to serve the Ruritan Dinner of time to be there (6)
- Request for parent to be in charge at the Ruritan Dinner; thanked her for agreeing to do this (2)
- Inquired if everything went ok at the Ruritan Dinner and thanked parent again for being in charge that night
- 2011 Skyline Stockmen's Contest information to Vo. Ag. Instructors who are the Judging Team Coaches (2)
- Informed Leaders' Association president that I had 2 Fundraiser signup sheets and their Charter
- Informed Leaders' Association president which Fundraising forms I had received from the 4-H club leaders
- Block & Bridle Horse Judging Contest information to Vo. Ag. Instructors (2)
- Let parent know I received her child's Fashion Revue entry via email
- Informed Warren County Program Technician that the February dates she wanted to do camp counselor interviews were available
- Scheduled meeting room for camp counselor interviews with Susanne

Mailings/Faxes:

- 4-H newsletter to 4-Hers and leaders (33)
- Leaders' Fundraising information to club leader as requested
- Mailed 2010 dairy project books to 4-Hers (2)
- Beef Weigh-In Results to 4-H/FFA members (4)
- Prepared Club Charter Renewal form for Horse and Pony Club Leader; printed their Constitution & By-laws; mailed for completion and signatures
- Copy of 4-Her's form to leader

Phone Calls:

- Answered questions about Charter Seals
- Contacted Sewing class instructor to confirm class cancellation (3)
- Informed parent that the sewing class had been cancelled (2)
- Talked with Fair president about 4-Hers serving at the Ruritan's Spouse's Dinner
- Provided contact information for Outdoor Adventure Club leader to another leader
- Contacted parents about children helping serve dinner at the Ruritan's Spouse's Dinner (3)
- Provided Leaders' Association President's phone number to Fair president
- Talked with Dairy Club leader about Share-The-Fun being on a Friday night, about other Fair qualifiers, showing in Open vs. 4-H Shows at the Fair, and about check being returned by the bank due to lack of signature
- Talked with Bookkeeper at the Bank of Clarke County regarding the returned check we had not received and whether the 2nd signature could be added to that check or another should be issued
- Left message for Dairy Club leader that the Bank had mailed the check to the office on 11/23/10; a new check should be issued
- Reserved Ruritan building for 2011 Achievement Banquet
- Provided date and times for Share-the-Fun and Presentation Contests; answered questions about participating in 4-H Congress

Other Tasks:

- Received Club Charter Renewal/forms from leaders (2)
- Searched other states' Extension sites for 4-H projects dealing with visual arts for Hout 4-H Club leader who has a special ed. member; ordered materials from Iowa and printed Robotics project from National 4-H Curriculum site
- Updated Dairy Calf project book with new revisions; gave master copy to Susanne to make copies for their January meeting as requested by the Dairy Club Leader
- Received enrollment forms (4)
- Created PDF files for the 4-H newsletter, contest forms for 9-19 year olds, and contest forms for Cloverbuds to email
- Imported 4-H Leader and Member information into Excel to create 2 newsletter lists: one to send letter via email; one to send letter via mail
- Received enrollment form from leader; reminded him I needed pages from their Treasurer Book in order to complete Charter Renewal process; I was asked to email a reminder
- Corrected emails addresses for 15 4-Hers and leaders whose newsletters were returned
- Gave leader robotics and visual arts publications to review for her special ed. 4-H member
- Received club compliance form from leader
- Reviewed Charter Renewal applications; had Jake review and sign forms
- Began updating Fair Exhibitor Rules
- Updated "What About 4-H?" brochure; printed copies for display
- Received Fundraising Sign-Up sheets for Outdoor Adventure from club leader

Contacts

18 Phone Contacts:

4-H	16
Agriculture	2

12 Personal Contacts:

4-H	10
Agriculture	1
FCS	1

402 Email Contacts:

4-H	261
Agriculture	118
Administrative	22
FCS	1

620 Letters Sent:

4-H	42
Agriculture	578

Clarke**lwalburn@clarkecounty.gov**

± Font Size ±

December Passenger Counts**From :** Pam Forshee <pam@vatransit.org>

Tue, Jan 11:

Subject : December Passenger Counts**To :** Lora Walburn <lwalburn@clarkecounty.gov>**MONTHLY PASSENGERS**

December-10

Location	Region	Route	TO
CLRK	NW	Demand Response Clark County	

This month included 3 holidays and 2 days of snow.

Thanks,
Pam Forshee**Virginia Regional Transit***Transit Manager, Loudoun**Phone: 540-338-1610**Toll Free: 877-777-2708**Fax: 703-777-9370**Email: pam@vatransit.org*

Clarke County Board of Supervisors

Annual Distribution of Statutorily Required Information:

- 2.2-3100 – State and Local Government Conflict of Interests Act
- 2.2-3700 – The Virginia Freedom of Information Act and 2010 Update by FOIA Council
- 42.1 - Public Records Act

Provided in pdf/electronic format

Code of Virginia

§ 2.2-3100. Policy; application; construction.

The General Assembly, recognizing that our system of representative government is dependent in part upon (i) citizen legislative members representing fully the public in the legislative process and (ii) its citizens maintaining the highest trust in their public officers and employees, finds and declares that the citizens are entitled to be assured that the judgment of public officers and employees will be guided by a law that defines and prohibits inappropriate conflicts and requires disclosure of economic interests. To that end and for the purpose of establishing a single body of law applicable to all state and local government officers and employees on the subject of conflict of interests, the General Assembly enacts this State and Local Government Conflict of Interests Act so that the standards of conduct for such officers and employees may be uniform throughout the Commonwealth.

This chapter shall supersede all general and special acts and charter provisions which purport to deal with matters covered by this chapter except that the provisions of §§ 15.2-852, 15.2-2287, 15.2-2287.1, and 15.2-2289 and ordinances adopted pursuant thereto shall remain in force and effect. The provisions of this chapter shall be supplemented but not superseded by the provisions on ethics in public contracting in Article 6 (§ 2.2-4367 et seq.) of Chapter 43 of this title and ordinances adopted pursuant to § 2.2-3104.2 regulating receipt of gifts.

This chapter shall be liberally construed to accomplish its purpose.

(1987, Sp. Sess., c. 1, § 2.1-639.1; 1990, c. 672; 2001, c. 844; 2003, c. 694; 2008, c. 532.)

§ 2.2-3100.1. Copy of chapter; review by officers and employees.

Any person required to file a disclosure statement of personal interests pursuant to subsections A or B of § 2.2-3114, subsections A or B of § 2.2-3115 or § 2.2-3116 shall be furnished by the public body's administrator a copy of this chapter within two weeks following the person's election, reelection, employment, appointment or reappointment.

All officers and employees shall read and familiarize themselves with the provisions of this chapter.

(2004, cc. 134, 392.)

§ 2.2-3101. Definitions.

As used in this chapter:

"Advisory agency" means any board, commission, committee or post which does not exercise any sovereign power or duty, but is appointed by a governmental agency or officer or is created by law for the purpose of making studies or recommendations, or advising or consulting with a governmental agency.

"Affiliated business entity relationship" means a relationship, other than a parent-subsidary relationship, that exists when (i) one business entity has a controlling ownership interest in the other business entity, (ii) a controlling owner in one entity is also a controlling owner in the other entity, or (iii) there is shared management or control between the business entities. Factors that may be considered in determining the existence of an affiliated business entity relationship include that the same person or substantially the same person owns or manages the two entities, there are common or commingled funds or assets, the business entities share the use of the same offices or employees, or otherwise share activities, resources or personnel on a regular basis, or there is otherwise a close working relationship between the entities.

"Business" means a corporation, partnership, sole proprietorship, firm, enterprise, franchise, association, trust or foundation, or any other individual or entity carrying on a business or profession, whether or not for profit.

"Contract" means any agreement to which a governmental agency is a party, or any agreement on behalf of a governmental agency that involves the payment of money appropriated by the General Assembly or political subdivision, whether or not such agreement is executed in the name of the Commonwealth, or some political subdivision thereof. "Contract" includes a subcontract only when the contract of which it is a part is with the officer's or employee's own governmental agency.

"Dependent" means a son, daughter, father, mother, brother, sister or other person, whether or not related by blood or marriage, if such person receives from the officer or employee, or provides to the officer or employee, more than one-half of his

financial support.

"Employee" means all persons employed by a governmental or advisory agency, unless otherwise limited by the context of its use.

"Financial institution" means any bank, trust company, savings institution, industrial loan association, consumer finance company, credit union, broker-dealer as defined in § 13.1-501, or investment company or advisor registered under the federal Investment Advisors Act or Investment Company Act of 1940.

"Gift" means any gratuity, favor, discount, entertainment, hospitality, loan, forbearance, or other item having monetary value. It includes services as well as gifts of transportation, local travel, lodgings and meals, whether provided in-kind, by purchase of a ticket, payment in advance or reimbursement after the expense has been incurred. "Gift" shall not include any offer of a ticket or other admission or pass unless the ticket, admission, or pass is used. "Gift" shall not include honorary degrees and presents from relatives. For the purpose of this definition, "relative" means the donee's spouse, child, uncle, aunt, niece, or nephew; a person to whom the donee is engaged to be married; the donee's or his spouse's parent, grandparent, grandchild, brother, or sister; or the donee's brother's or sister's spouse.

"Governmental agency" means each component part of the legislative, executive or judicial branches of state and local government, including each office, department, authority, post, commission, committee, and each institution or board created by law to exercise some regulatory or sovereign power or duty as distinguished from purely advisory powers or duties. Corporations organized or controlled by the Virginia Retirement System are "governmental agencies" for purposes of this chapter.

"Immediate family" means (i) a spouse and (ii) any other person residing in the same household as the officer or employee, who is a dependent of the officer or employee or of whom the officer or employee is a dependent.

"Officer" means any person appointed or elected to any governmental or advisory agency including local school boards, whether or not he receives compensation or other emolument of office. Unless the context requires otherwise, "officer" includes

members of the judiciary.

"Parent-subsidiary relationship" means a relationship that exists when one corporation directly or indirectly owns shares possessing more than 50 percent of the voting power of another corporation.

"Personal interest" means a financial benefit or liability accruing to an officer or employee or to a member of his immediate family. Such interest shall exist by reason of (i) ownership in a business if the ownership interest exceeds three percent of the total equity of the business; (ii) annual income that exceeds, or may reasonably be anticipated to exceed, \$10,000 from ownership in real or personal property or a business; (iii) salary, other compensation, fringe benefits, or benefits from the use of property, or any combination thereof, paid or provided by a business or governmental agency that exceeds, or may reasonably be anticipated to exceed, \$10,000 annually; (iv) ownership of real or personal property if the interest exceeds \$10,000 in value and excluding ownership in a business, income, or salary, other compensation, fringe benefits or benefits from the use of property; (v) personal liability incurred or assumed on behalf of a business if the liability exceeds three percent of the asset value of the business; or (vi) an option for ownership of a business or real or personal property if the ownership interest will consist of (i) or (iv) above.

"Personal interest in a contract" means a personal interest that an officer or employee has in a contract with a governmental agency, whether due to his being a party to the contract or due to a personal interest in a business that is a party to the contract.

"Personal interest in a transaction" means a personal interest of an officer or employee in any matter considered by his agency. Such personal interest exists when an officer or employee or a member of his immediate family has a personal interest in property or a business or governmental agency, or represents or provides services to any individual or business and such property, business or represented or served individual or business (i) is the subject of the transaction or (ii) may realize a reasonably foreseeable direct or indirect benefit or detriment as a result of the

action of the agency considering the transaction. Notwithstanding the above, such personal interest in a transaction shall not be deemed to exist where an elected member of a local governing body serves without remuneration as a member of the board of trustees of a not-for-profit entity and such elected member or member of his immediate family has no personal interest related to the not-for-profit entity.

"State and local government officers and employees" shall not include members of the General Assembly.

"State filer" means those officers and employees required to file a disclosure statement of their personal interests pursuant to subsection A or B of § 2.2-3114.

"Transaction" means any matter considered by any governmental or advisory agency, whether in a committee, subcommittee, or other entity of that agency or before the agency itself, on which official action is taken or contemplated.

(1987, Sp. Sess., c. 1, § 2.1-639.2; 1988, c. 536; 1992, c. 865; 1993, c. 303; 1994, cc. 74, 724; 1995, c. 495; 1996, c. 77; 1997, c. 641; 2001, c. 844; 2003, c. 694; 2004, cc. 134, 392.)

§ 2.2-3102. Application.

This article applies to generally prohibited conduct that shall be unlawful and to state and local government officers and employees.

(1987, Sp. Sess., c. 1, § 2.1-639.3; 2001, c. 844.)

§ 2.2-3103. Prohibited conduct.

No officer or employee of a state or local governmental or advisory agency shall:

1. Solicit or accept money or other thing of value for services performed within the scope of his official duties, except the compensation, expenses or other remuneration paid by the agency of which he is an officer or employee. This prohibition shall not apply to the acceptance of special benefits that may be authorized by law;
2. Offer or accept any money or other thing of value for or in consideration of obtaining employment, appointment, or promotion of any person with any governmental or advisory agency;
3. Offer or accept any money or other thing of value for or in consideration of the

use of his public position to obtain a contract for any person or business with any governmental or advisory agency;

4. Use for his own economic benefit or that of another party confidential information that he has acquired by reason of his public position and which is not available to the public;

5. Accept any money, loan, gift, favor, service, or business or professional opportunity that reasonably tends to influence him in the performance of his official duties. This subdivision shall not apply to any political contribution actually used for political campaign or constituent service purposes and reported as required by Chapter 9.3 (§ 24.2-945 et seq.) of Title 24.2;

6. Accept any business or professional opportunity when he knows that there is a reasonable likelihood that the opportunity is being afforded him to influence him in the performance of his official duties;

7. Accept any honoraria for any appearance, speech, or article in which the officer or employee provides expertise or opinions related to the performance of his official duties. The term "honoraria" shall not include any payment for or reimbursement to such person for his actual travel, lodging, or subsistence expenses incurred in connection with such appearance, speech, or article or in the alternative a payment of money or anything of value not in excess of the per diem deduction allowable under § 162 of the Internal Revenue Code, as amended from time to time. The prohibition in this subdivision shall apply only to the Governor, Lieutenant Governor, Attorney General, Governor's Secretaries, and heads of departments of state government;

8. Accept a gift from a person who has interests that may be substantially affected by the performance of the officer's or employee's official duties under circumstances where the timing and nature of the gift would cause a reasonable person to question the officer's or employee's impartiality in the matter affecting the donor. Violations of this subdivision shall not be subject to criminal law penalties; or

9. Accept gifts from sources on a basis so frequent as to raise an appearance of the use of his public office for private gain. Violations of this subdivision shall not be

subject to criminal law penalties.

(1987, Sp. Sess., c. 1, § 2.1-639.4; 1994, cc. 663, 815, 851; 2001, c. 844; 2006, cc. 787, 892.)

§ 2.2-3104. Prohibited conduct for certain officers and employees of state government.

In addition to the prohibitions contained in § 2.2-3103, no state officer or employee shall, during the one year after the termination of his public employment or service, represent a client or act in a representative capacity on behalf of any person or group, for compensation, on any matter before the agency of which he was an officer or employee.

For the purposes of this section, "state officer or employee" shall mean (i) the Governor, Lieutenant Governor, Attorney General, and officers appointed by the Governor, whether confirmation by the General Assembly or by either house thereof is required or not, who are regularly employed on a full-time salaried basis; those officers and employees of executive branch agencies who report directly to the agency head; and those at the level immediately below those who report directly to the agency head and are at a payband 6 or higher and (ii) the officers and professional employees of the legislative branch designated by the joint rules committee of the General Assembly. For the purposes of this section, the General Assembly and the legislative branch agencies shall be deemed one agency.

The prohibitions of this section shall apply only to persons engaged in activities that would require registration as a lobbyist under § 2.2-422.

Any person subject to the provisions of this section may apply to the Attorney General, as provided in § 2.2-3126, for an advisory opinion as to the application of the restriction imposed by this section on any post-public employment position or opportunity.

(1994, cc. 727, 776, § 2.1-639.4:1; 2001, c. 844.)

§ 2.2-3104.01. Prohibited conduct; bids or proposals under the Virginia Public Procurement Act, Public-Private Transportation Act, and Public-Private Education Facilities and Infrastructure Act.

A. Neither the Governor, his political action committee, or the Governor's Secretaries, if the Secretary is responsible to the Governor for an agency with jurisdiction over the matters at issue, shall knowingly solicit or accept a contribution, gift, or other item with a value greater than \$50 from any bidder, offeror, or private entity, or from an officer or director of such bidder, offeror, or private entity, who has submitted a bid or proposal pursuant to the Virginia Public Procurement Act (§ 2.2-4300 et seq.), the Public-Private Transportation Act of 1995 (§ 56-556 et seq.), or the Public-Private Education Facilities and Infrastructure Act of 2002 (§ 56-575.1 et seq.) (i) during the period between the submission of the bid and the award of the public contract under the Virginia Public Procurement Act or (ii) following the submission of a proposal under the Public-Private Transportation Act of 1995 or the Public-Private Education Facilities and Infrastructure Act of 2002 until the execution of a comprehensive agreement thereunder.

B. The provisions of this section shall apply only for public contracts, proposals, or comprehensive agreements where the stated or expected value of the contract is \$5 million or more. The provisions of this section shall not apply to contracts awarded as the result of competitive sealed bidding as defined in § 2.2-4301.

C. Any person who violates this section shall be subject to a civil penalty of \$500 or up to two times the amount of the contribution or gift, whichever is greater. The attorney for the Commonwealth shall initiate civil proceedings to enforce the civil penalties. Any civil penalties collected shall be payable to the State Treasurer for deposit to the general fund.

(2010, c. 732.)

§ 2.2-3104.1. Exclusion of certain awards from scope of chapter.

The provisions of this chapter shall not be construed to prohibit or apply to the acceptance by (i) any employee of a local government, or (ii) a teacher or other employee of a local school board of an award or payment in honor of meritorious or exceptional services performed by the teacher or employee and made by an organization exempt from federal income taxation pursuant to the provisions of Section 501(c)(3) of the Internal Revenue Code.

(2001, c. 48, § 2.1-639.4:2; 2008, cc. 478, 497.)

§ 2.2-3104.2. Ordinance regulating receipt of gifts.

The governing body of any county, city, or town may adopt an ordinance setting a monetary limit on the acceptance of any gift by the officers, appointees or employees of the county, city or town and requiring the disclosure by such officers, appointees or employees of the receipt of any gift.

(2003, c. 694.)

§ 2.2-3105. Application.

This article proscribes certain conduct relating to contracts by state and local government officers and employees. The provisions of this article shall be supplemented but not superseded by the provisions on ethics in public contracting in Article 6 (§ 2.2-4367 et seq.) of Chapter 43 of this title.

(1987, Sp. Sess., c. 1, § 2.1-639.5; 2001, c. 844; 2003, c. 694.)

§ 2.2-3106. Prohibited contracts by officers and employees of state government and Eastern Virginia Medical School.

A. No officer or employee of any governmental agency of state government or Eastern Virginia Medical School shall have a personal interest in a contract with the governmental agency of which he is an officer or employee, other than his own contract of employment.

B. No officer or employee of any governmental agency of state government or Eastern Virginia Medical School shall have a personal interest in a contract with any other governmental agency of state government unless such contract is (i) awarded as a result of competitive sealed bidding or competitive negotiation as defined in § 2.2-4301 or (ii) is awarded after a finding, in writing, by the administrative head of the governmental agency that competitive bidding or negotiation is contrary to the best interest of the public.

C. The provisions of this section shall not apply to:

1. An employee's personal interest in additional contracts of employment with his own governmental agency that accrue to him because of a member of his immediate family, provided the employee does not exercise any control over the

employment or the employment activities of the member of his immediate family and the employee is not in a position to influence those activities;

2. The personal interest of an officer or employee of a state institution of higher education or the Eastern Virginia Medical School in additional contracts of employment with his own governmental agency that accrue to him because of a member of his immediate family, provided (i) the officer or employee and the immediate family member are engaged in teaching, research or administrative support positions at the educational institution or the Eastern Virginia Medical School, (ii) the governing board of the educational institution finds that it is in the best interests of the institution or the Eastern Virginia Medical School and the Commonwealth for such dual employment to exist, and (iii) after such finding, the governing board of the educational institution or the Eastern Virginia Medical School ensures that the officer or employee, or the immediate family member, does not have sole authority to supervise, evaluate or make personnel decisions regarding the other;

3. An officer's or employee's personal interest in a contract of employment with any other governmental agency of state government;

4. Contracts for the sale by a governmental agency or the Eastern Virginia Medical School of services or goods at uniform prices available to the general public;

5. An employee's personal interest in a contract between a public institution of higher education in Virginia or the Eastern Virginia Medical School and a publisher or wholesaler of textbooks or other educational materials for students, which accrues to him solely because he has authored or otherwise created such textbooks or materials;

6. An employee's personal interest in a contract with his or her employing public institution of higher education to acquire the collections or scholarly works owned by the employee, including manuscripts, musical scores, poetry, paintings, books or other materials, writings, or papers of an academic, research, or cultural value to the institution, provided the president of the institution approves the acquisition of such collections or scholarly works as being in the best interests of the institution's

public mission of service, research, or education;

7. Subject to approval by the board of visitors, an employee's personal interest in a contract between the Eastern Virginia Medical School or a public institution of higher education in Virginia that operates a school of medicine or dentistry and a not-for-profit nonstock corporation that operates a clinical practice within such public institution of higher education or the Eastern Virginia Medical School and of which such employee is a member or employee;

8. Subject to approval by the relevant board of visitors, an employee's personal interest in a contract for research and development or commercialization of intellectual property between a public institution of higher education in Virginia or the Eastern Virginia Medical School and a business in which the employee has a personal interest, if (i) the employee's personal interest has been disclosed to and approved by such public institution of higher education or the Eastern Virginia Medical School prior to the time at which the contract is entered into; (ii) the employee promptly files a disclosure statement pursuant to § 2.2-3117 and thereafter files such statement annually on or before January 15; (iii) the institution has established a formal policy regarding such contracts, approved by the State Council of Higher Education or, in the case of the Eastern Virginia Medical School, a formal policy regarding such contracts in conformity with any applicable federal regulations that has been approved by its board of visitors; and (iv) no later than December 31 of each year, the institution or the Eastern Virginia Medical School files an annual report with the Secretary of the Commonwealth disclosing each open contract entered into subject to this provision, the names of the parties to each contract, the date each contract was executed and its term, the subject of each contractual arrangement, the nature of the conflict of interest, the institution's or the Eastern Virginia Medical School's employee responsible for administering each contract, the details of the institution's or the Eastern Virginia Medical School's commitment or investment of resources or finances for each contract, and any other information requested by the Secretary of the Commonwealth; or

9. Subject to approval by the relevant board of visitors, an employee's personal

interest in a contract between a public institution of higher education in Virginia or the Eastern Virginia Medical School and a business in which the employee has a personal interest, if (i) the personal interest has been disclosed to the institution or the Eastern Virginia Medical School prior to the time the contract is entered into; (ii) the employee files a disclosure statement pursuant to § 2.2-3117 and thereafter annually on or before January 15; (iii) the employee does not participate in the institution's or the Eastern Virginia Medical School's decision to contract; (iv) the president of the institution or the Eastern Virginia Medical School finds and certifies in writing that the contract is for goods and services needed for quality patient care, including related medical education or research, by the institution's medical center or the Eastern Virginia Medical School, its affiliated teaching hospitals and other organizations necessary for the fulfillment of its mission, including the acquisition of drugs, therapies and medical technologies; and (v) no later than December 31 of each year, the institution or the Eastern Virginia Medical School files an annual report with the Secretary of the Commonwealth disclosing each open contract entered subject to this provision, the names of the parties to each contract, the date each contract was executed and its term, the subject of each contractual arrangement, the nature of the conflict of interest, the institution's or the Eastern Virginia Medical School's employee responsible for administering each contract, the details of the institution's or the Eastern Virginia Medical School's commitment or investment of resources or finances for each contract, and any other information requested by the Secretary of the Commonwealth.

D. Notwithstanding the provisions of subdivisions C 8 and C 9, if the research and development or commercialization of intellectual property or the employee's personal interest in a contract with a business is subject to policies and regulations governing conflicts of interest promulgated by any agency of the United States government, including the adoption of policies requiring the disclosure and management of such conflicts of interests, the policies established by the Eastern Virginia Medical School pursuant to such federal requirements shall constitute compliance with subdivisions C 8 and C 9, upon notification by the Eastern Virginia

Medical School to the Secretary of the Commonwealth by January 31 of each year of evidence of their compliance with such federal policies and regulations.

E. The board of visitors may delegate the authority granted under subdivision C 8 to the president of the institution. If the board elects to delegate such authority, the board shall include this delegation of authority in the formal policy required by clause (iii) of subdivision C 8. In those instances where the board has delegated such authority, on or before December 1 of each year, the president of the relevant institution shall file a report with the relevant board of visitors disclosing each open contract entered into subject to this provision, the names of the parties to each contract, the date each contract was executed and its term, the subject of each contractual arrangement, the nature of the conflict of interest, the institution's or the Eastern Virginia Medical School's employee responsible for administering each contract, the details of the institution's or the Eastern Virginia Medical School's commitment or investment of resources or finances for each contract, the details of how revenues are to be dispersed, and any other information requested by the board of visitors.

(1987, Sp. Sess., c. 1, § 2.1-639.6; 1989, c. 74; 1991, c. 470; 1993, c. 876; 1995, c. 403; 1998, c. 838; 2001, c. 844; 2002, cc. 87, 478; 2003, c. 646; 2006, c. 839.)

§ 2.2-3107. Prohibited contracts by members of county boards of supervisors, city councils and town councils.

A. No person elected or appointed as a member of the governing body of a county, city or town shall have a personal interest in (i) any contract with his governing body, or (ii) any contract with any governmental agency that is a component part of his local government and which is subject to the ultimate control of the governing body of which he is a member, or (iii) any contract other than a contract of employment with any other governmental agency if such person's governing body appoints a majority of the members of the governing body of the second governmental agency.

B. The provisions of this section shall not apply to:

1. A member's personal interest in a contract of employment provided (i) the officer

or employee was employed by the governmental agency prior to July 1, 1983, in accordance with the provisions of the former Conflict of Interests Act, Chapter 22 (§ 2.1-347 et seq.) of Title 2.1 as it existed on June 30, 1983, or (ii) the employment first began prior to the member becoming a member of the governing body;

2. Contracts for the sale by a governmental agency of services or goods at uniform prices available to the public; or

3. A contract awarded to a member of a governing body as a result of competitive sealed bidding where the governing body has established a need for the same or substantially similar goods through purchases prior to the election or appointment of the member to serve on the governing body. However, the member shall have no involvement in the preparation of the specifications for such contract, and the remaining members of the governing body, by written resolution, shall state that it is in the public interest for the member to bid on such contract.

(1987, Sp. Sess., c. 1, § 2.1-639.7; 2001, c. 844.)

§ 2.2-3108. Prohibited contracts by members of school boards.

A. No person elected or appointed as a member of a local school board shall have a personal interest in (i) any contract with his school board or (ii) any contract with any governmental agency that is subject to the ultimate control of the school board of which he is a member.

B. The provisions of this section shall not apply to:

1. A member's personal interest in a contract of employment provided the employment first began prior to the member becoming a member of the school board;

2. Contracts for the sale by a governmental agency of services or goods at uniform prices available to the public; or

3. A contract awarded to a member of a school board as a result of competitive sealed bidding where the school board has established a need for the same or substantially similar goods through purchases prior to the election or appointment of the member to serve on the school board. However, the member shall have no involvement in the preparation of the specifications for such contract, and the

remaining members of the school board, by written resolution, shall state that it is in the public interest for the member to bid on such contract.

(1996, c. 548, § 2.1-639.7:1; 2001, c. 844.)

§ 2.2-3109. Prohibited contracts by other officers and employees of local governmental agencies.

A. No other officer or employee of any governmental agency of local government shall have a personal interest in a contract with the agency of which he is an officer or employee other than his own contract of employment.

B. No officer or employee of any governmental agency of local government shall have a personal interest in a contract with any other governmental agency that is a component of the government of his county, city or town unless such contract is (i) awarded as a result of competitive sealed bidding or competitive negotiation as defined in § 2.2-4301 or is awarded as a result of a procedure embodying competitive principles as authorized by subdivisions 10 or 11 of § 2.2-4343 or (ii) is awarded after a finding, in writing, by the administrative head of the governmental agency that competitive bidding or negotiation is contrary to the best interest of the public.

C. The provisions of this section shall not apply to:

1. An employee's personal interest in additional contracts for goods or services, or contracts of employment with his own governmental agency that accrue to him because of a member of his immediate family, provided the employee does not exercise any control over (i) the employment or the employment activities of the member of his immediate family and (ii) the employee is not in a position to influence those activities or the award of the contract for goods or services;
2. An officer's or employee's personal interest in a contract of employment with any other governmental agency that is a component part of the government of his county, city or town;
3. Contracts for the sale by a governmental agency of services or goods at uniform prices available to the general public;
4. Members of local governing bodies who are subject to § 2.2-3107;

5. Members of local school boards who are subject to § 2.2-3108; or
6. Any ownership or financial interest of members of the governing body, administrators, and other personnel serving in a public charter school in renovating, lending, granting, or leasing public charter school facilities, as the case may be, provided such interest has been disclosed in the public charter school application as required by § 22.1-212.8.

(1987, Sp. Sess., c. 1, § 2.1-639.8; 1996, c. 548; 2001, c. 844; 2004, c. 530; 2009, c. 862.)

§ 2.2-3110. Further exceptions.

- A. The provisions of Article 3 (§ 2.2-3106 et seq.) of this chapter shall not apply to:
 1. The sale, lease or exchange of real property between an officer or employee and a governmental agency, provided the officer or employee does not participate in any way as such officer or employee in such sale, lease or exchange, and this fact is set forth as a matter of public record by the governing body of the governmental agency or by the administrative head thereof;
 2. The publication of official notices;
 3. Contracts between the government or school board of a town or city with a population of less than 10,000 and an officer or employee of that town or city government or school board when the total of such contracts between the town or city government or school board and the officer or employee of that town or city government or school board or a business controlled by him does not exceed \$10,000 per year or such amount exceeds \$10,000 and is less than \$25,000 but results from contracts arising from awards made on a sealed bid basis, and such officer or employee has made disclosure as provided for in § 2.2-3115;
 4. An officer or employee whose sole personal interest in a contract with the governmental agency is by reason of income from the contracting firm or governmental agency in excess of \$10,000 per year, provided the officer or employee or a member of his immediate family does not participate and has no authority to participate in the procurement or letting of such contract on behalf of the contracting firm and the officer or employee either does not have authority to

participate in the procurement or letting of the contract on behalf of his governmental agency or he disqualifies himself as a matter of public record and does not participate on behalf of his governmental agency in negotiating the contract or in approving the contract;

5. When the governmental agency is a public institution of higher education, an officer or employee whose personal interest in a contract with the institution is by reason of an ownership in the contracting firm in excess of three percent of the contracting firm's equity or such ownership interest and income from the contracting firm is in excess of \$10,000 per year, provided that (i) the officer or employee's ownership interest, or ownership and income interest, and that of any immediate family member in the contracting firm is disclosed in writing to the president of the institution, which writing certifies that the officer or employee has not and will not participate in the contract negotiations on behalf of the contracting firm or the institution, (ii) the president of the institution makes a written finding as a matter of public record that the contract is in the best interests of the institution, (iii) the officer or employee either does not have authority to participate in the procurement or letting of the contract on behalf of the institution or disqualifies himself as a matter of public record, and (iv) does not participate on behalf of the institution in negotiating the contract or approving the contract;

6. Except when the governmental agency is the Virginia Retirement System, contracts between an officer's or employee's governmental agency and a public service corporation, financial institution, or company furnishing public utilities in which the officer or employee has a personal interest, provided the officer or employee disqualifies himself as a matter of public record and does not participate on behalf of his governmental agency in negotiating the contract or in approving the contract;

7. Contracts for the purchase of goods or services when the contract does not exceed \$500;

8. Grants or other payment under any program wherein uniform rates for, or the amounts paid to, all qualified applicants are established solely by the administering

governmental agency; or

9. An officer or employee whose sole personal interest in a contract with his own governmental agency is by reason of his marriage to his spouse who is employed by the same agency, if the spouse was employed by such agency for five or more years prior to marrying such officer or employee.

B. Neither the provisions of this chapter nor, unless expressly provided otherwise, any amendments thereto shall apply to those employment contracts or renewals thereof or to any other contracts entered into prior to August 1, 1987, which were in compliance with either the former Virginia Conflict of Interests Act, Chapter 22 (§ 2.1-347 et seq.) or the former Comprehensive Conflict of Interests Act, Chapter 40 (§ 2.1-599 et seq.) of Title 2.1 at the time of their formation and thereafter. Those contracts shall continue to be governed by the provisions of the appropriate prior Act. Notwithstanding the provisions of subdivision (f) (4) of § 2.1-348 of Title 2.1 in effect prior to July 1, 1983, the employment by the same governmental agency of an officer or employee and spouse or any other relative residing in the same household shall not be deemed to create a material financial interest except when one of such persons is employed in a direct supervisory or administrative position, or both, with respect to such spouse or other relative residing in his household and the annual salary of such subordinate is \$35,000 or more.

(1987, Sp. Sess., c. 1, § 2.1-639.9; 1990, c. 51; 1993, c. 303; 1994, cc. 450, 713; 1997, c. 641; 2001, c. 844; 2006, c. 839; 2010, cc. 301, 304.)

§ 2.2-3111. Application.

This article proscribes certain conduct by state and local government officers and employees having a personal interest in a transaction.

(1987, Sp. Sess., c. 1, § 2.1-639.10; 2001, c. 844.)

§ 2.2-3112. Prohibited conduct concerning personal interest in a transaction; exceptions.

A. Each officer and employee of any state or local governmental or advisory agency who has a personal interest in a transaction:

1. Shall disqualify himself from participating in the transaction if (i) the transaction

has application solely to property or a business or governmental agency in which he has a personal interest or a business that has a parent-subsidary or affiliated business entity relationship with the business in which he has a personal interest or (ii) he is unable to participate pursuant to subdivision 2, 3 or 4. Any disqualification under the provisions of this subdivision shall be recorded in the public records of the officer's or employee's governmental or advisory agency. The officer or employee shall disclose his personal interest as required by § 2.2-3114 E or 2.2-3115 E and shall not vote or in any manner act on behalf of his agency in the transaction. The officer or employee shall be prohibited from (i) attending any portion of a closed meeting authorized by the Virginia Freedom of Information Act (§ 2.2-3700 et seq.) when the matter in which he has a personal interest is discussed and (ii) discussing the matter in which he has a personal interest with other governmental officers or employees at any time;

2. May participate in the transaction if he is a member of a business, profession, occupation, or group of three or more persons the members of which are affected by the transaction, and he complies with the declaration requirements of § 2.2-3114 F or 2.2-3115 G;

3. May participate in the transaction when a party to the transaction is a client of his firm if he does not personally represent or provide services to such client and he complies with the declaration requirements of § 2.2-3114 G or 2.2-3115 H; or

4. May participate in the transaction if it affects the public generally, even though his personal interest, as a member of the public, may also be affected by that transaction.

B. Disqualification under the provisions of this section shall not prevent any employee having a personal interest in a transaction in which his agency is involved from representing himself or a member of his immediate family in such transaction provided he does not receive compensation for such representation and provided he complies with the disqualification and relevant disclosure requirements of this chapter.

C. Notwithstanding any other provision of law, if disqualifications of officers or

employees in accordance with this section leave less than the number required by law to act, the remaining member or members shall constitute a quorum for the conduct of business and have authority to act for the agency by majority vote, unless a unanimous vote of all members is required by law, in which case authority to act shall require a unanimous vote of remaining members. Notwithstanding any provisions of this chapter to the contrary, members of a local governing body whose sole interest in any proposed sale, contract of sale, exchange, lease or conveyance is by virtue of their employment by a business involved in a proposed sale, contract of sale, exchange, lease or conveyance, and where such member's or members' vote is essential to a constitutional majority required pursuant to Article VII, Section 9 of the Constitution of Virginia and § 15.2-2100, such member or members of the local governing body may vote and participate in the deliberations of the governing body concerning whether to approve, enter into or execute such sale, contract of sale, exchange, lease or conveyance. Official action taken under circumstances that violate this section may be rescinded by the agency on such terms as the interests of the agency and innocent third parties require.

D. The provisions of subsection A shall not prevent an officer or employee from participating in a transaction merely because such officer or employee is a party in a legal proceeding of a civil nature concerning such transaction.

E. The provisions of subsection A shall not prevent an employee from participating in a transaction regarding textbooks or other educational material for students at state institutions of higher education, when those textbooks or materials have been authored or otherwise created by the employee.

(1987, Sp. Sess., c. 1, § 2.1-639.11; 2001, c. 844; 2003, c. 694; 2007, c. 613.)

§ 2.2-3113. Application.

This article requires disclosure of certain personal and financial interests by state and local government officers and employees.

(1987, Sp. Sess., c. 1, § 2.1-639.12; 2001, c. 844.)

§ 2.2-3114. Disclosure by state officers and employees.

A. The Governor, Lieutenant Governor, Attorney General, Justices of the Supreme

Court, judges of the Court of Appeals, judges of any circuit court, judges and substitute judges of any district court, members of the State Corporation Commission, members of the Virginia Workers' Compensation Commission, members of the Commonwealth Transportation Board, members of the Board of Trustees of the Virginia Retirement System, and members of the State Lottery Board and other persons occupying such offices or positions of trust or employment in state government, including members of the governing bodies of authorities, as may be designated by the Governor or, in the case of officers or employees of the legislative branch, by the Joint Rules Committee of the General Assembly, shall file, as a condition to assuming office or employment, a disclosure statement of their personal interests and such other information as is specified on the form set forth in § 2.2-3117 and thereafter shall file such a statement annually on or before January 15. When the filing deadline falls on a Saturday, Sunday, or legal holiday, the disclosure statement shall be filed on the next day that is not a Saturday, Sunday, or legal holiday.

B. Nonsalaried citizen members of all policy and supervisory boards, commissions and councils in the executive branch of state government, other than the Commonwealth Transportation Board, members of the Board of Trustees of the Virginia Retirement System, and the State Lottery Board, shall file, as a condition to assuming office, a disclosure form of their personal interests and such other information as is specified on the form set forth in § 2.2-3118 and thereafter shall file such form annually on or before January 15. When the filing deadline falls on a Saturday, Sunday, or legal holiday, the disclosure statement shall be filed on the next day that is not a Saturday, Sunday, or legal holiday. Nonsalaried citizen members of other boards, commissions and councils, including advisory boards and authorities, may be required to file a disclosure form if so designated by the Governor, in which case the form shall be that set forth in § 2.2-3118.

C. The disclosure forms required by subsections A and B shall be provided by the Secretary of the Commonwealth to each officer and employee so designated, including officers appointed by legislative authorities, not later than November 30 of

each year. Disclosure forms shall be filed and maintained as public records for five years in the Office of the Secretary of the Commonwealth.

D. Candidates for the offices of Governor, Lieutenant Governor or Attorney General shall file a disclosure statement of their personal interests as required by § 24.2-502.

E. Any officer or employee of state government who has a personal interest in any transaction before the governmental or advisory agency of which he is an officer or employee and who is disqualified from participating in that transaction pursuant to subdivision A 1 of § 2.2-3112, or otherwise elects to disqualify himself, shall forthwith make disclosure of the existence of his interest, including the full name and address of the business and the address or parcel number for the real estate if the interest involves a business or real estate, and his disclosure shall also be reflected in the public records of the agency for five years in the office of the administrative head of the officer's or employee's governmental agency or advisory agency or, if the agency has a clerk, in the clerk's office.

F. An officer or employee of state government who is required to declare his interest pursuant to subdivision A 2 of § 2.2-3112, shall declare his interest by stating (i) the transaction involved, (ii) the nature of the officer's or employee's personal interest affected by the transaction, (iii) that he is a member of a business, profession, occupation, or group the members of which are affected by the transaction, and (iv) that he is able to participate in the transaction fairly, objectively, and in the public interest. The officer or employee shall either make his declaration orally to be recorded in written minutes for his agency or file a signed written declaration with the clerk or administrative head of his governmental or advisory agency, as appropriate, who shall, in either case, retain and make available for public inspection such declaration for a period of five years from the date of recording or receipt. If reasonable time is not available to comply with the provisions of this subsection prior to participation in the transaction, the officer or employee shall prepare and file the required declaration by the end of the next business day.

G. An officer or employee of state government who is required to declare his

interest pursuant to subdivision A 3 of § 2.2-3112, shall declare his interest by stating (i) the transaction involved, (ii) that a party to the transaction is a client of his firm, (iii) that he does not personally represent or provide services to the client, and (iv) that he is able to participate in the transaction fairly, objectively, and in the public interest. The officer or employee shall either make his declaration orally to be recorded in written minutes for his agency or file a signed written declaration with the clerk or administrative head of his governmental or advisory agency, as appropriate, who shall, in either case, retain and make available for public inspection such declaration for a period of five years from the date of recording or receipt. If reasonable time is not available to comply with the provisions of this subsection prior to participation in the transaction, the officer or employee shall prepare and file the required declaration by the end of the next business day. (1987, Sp. Sess., c. 1, § 2.1-639.13; 1988, cc. 767, 849; 1992, c. 710; 1993, c. 303; 1997, c. 641; 2001, cc. 217, 844; 2003, c. 694; 2005, c. 169; 2006, c. 779.)

§ 2.2-3114.1. Filings of statements of economic interests by General Assembly members.

The filing of a current statement of economic interests by a General Assembly member, member-elect, or candidate for the General Assembly pursuant to §§ 30-110 and 30-111 of the General Assembly Conflict of Interests Act (§ 30-100 et seq.) shall suffice for the purposes of this chapter (§ 2.2-3100 et seq.). The Secretary of the Commonwealth may obtain from the Clerk of the House of Delegates or the Senate, as appropriate, a copy of the statement of a General Assembly member who is appointed to a position for which a statement is required pursuant to § 2.2-3114. No General Assembly member, member-elect, or candidate shall be required to file a separate statement of economic interests for the purposes of § 2.2-3114. (2002, c. 36.)

§ 2.2-3115. Disclosure by local government officers and employees.

A. The members of every governing body and school board of each county and city and of towns with populations in excess of 3,500 shall file, as a condition to assuming office or employment, a disclosure statement of their personal interests

and other information as is specified on the form set forth in § 2.2-3117 and thereafter shall file such a statement annually on or before January 15.

The members of the governing body of any authority established in any county or city, or part or combination thereof, and having the power to issue bonds or expend funds in excess of \$10,000 in any fiscal year, shall file, as a condition to assuming office, a disclosure statement of their personal interests and other information as is specified on the form set forth in § 2.2-3118 and thereafter shall file such a statement annually on or before January 15, unless the governing body of the jurisdiction that appoints the members requires that the members file the form set forth in § 2.2-3117.

Persons occupying such positions of trust appointed by governing bodies and persons occupying such positions of employment with governing bodies as may be designated to file by ordinance of the governing body shall file, as a condition to assuming office or employment, a disclosure statement of their personal interests and other information as is specified on the form set forth in § 2.2-3117 and thereafter shall file such a statement annually on or before January 15.

Persons occupying such positions of trust appointed by school boards and persons occupying such positions of employment with school boards as may be designated to file by an adopted policy of the school board shall file, as a condition to assuming office or employment, a disclosure statement of their personal interests and other information as is specified on the form set forth in § 2.2-3117 and thereafter shall file such a statement annually on or before January 15.

B. Nonsalaried citizen members of local boards, commissions and councils as may be designated by the governing body shall file, as a condition to assuming office, a disclosure form of their personal interests and such other information as is specified on the form set forth in § 2.2-3118 and thereafter shall file such form annually on or before January 15.

C. The disclosure forms required by subsections A and B shall be provided by the Secretary of the Commonwealth to the clerks of the governing bodies and school boards not later than November 30 of each year, and the clerks of the governing

body and school board shall distribute the forms to designated individuals no later than December 10 of each year. Forms shall be filed and maintained as public records for five years in the office of the clerk of the respective governing body or school board. Forms filed by members of governing bodies of authorities shall be filed and maintained as public records for five years in the office of the clerk of the governing body of the county or city.

D. Candidates for membership in the governing body or school board of any county, city or town with a population of more than 3,500 persons shall file a disclosure statement of their personal interests as required by § 24.2-502.

E. Any officer or employee of local government who has a personal interest in any transaction before the governmental or advisory agency of which he is an officer or employee and who is disqualified from participating in that transaction pursuant to subdivision A 1 of § 2.2-3112 or otherwise elects to disqualify himself, shall forthwith make disclosure of the existence of his interest, including the full name and address of the business and the address or parcel number for the real estate if the interest involves a business or real estate, and his disclosure shall be reflected in the public records of the agency for five years in the office of the administrative head of the officer's or employee's governmental or advisory agency.

F. In addition to any disclosure required by subsections A and B, in each county and city and in towns with populations in excess of 3,500, members of planning commissions, boards of zoning appeals, real estate assessors, and all county, city and town managers or executive officers shall make annual disclosures of all their interests in real estate located in the county, city or town in which they are elected, appointed, or employed. Such disclosure shall include any business in which such persons own an interest, or from which income is received, if the primary purpose of the business is to own, develop or derive compensation through the sale, exchange or development of real estate in the county, city or town. Such disclosure shall be filed as a condition to assuming office or employment, and thereafter shall be filed annually with the clerk of the governing body of such county, city or town on or before January 15. Such disclosures shall be filed and maintained as public records

for five years. Forms for the filing of such reports shall be prepared and distributed by the Secretary of the Commonwealth to the clerk of each governing body.

G. An officer or employee of local government who is required to declare his interest pursuant to subdivision A 2 of § 2.2-3112 shall declare his interest by stating (i) the transaction involved, (ii) the nature of the officer's or employee's personal interest affected by the transaction, (iii) that he is a member of a business, profession, occupation, or group the members of which are affected by the transaction, and (iv) that he is able to participate in the transaction fairly, objectively, and in the public interest. The officer or employee shall either make his declaration orally to be recorded in written minutes of his agency or file a signed written declaration with the clerk or administrative head of his governmental or advisory agency, as appropriate, who shall, in either case, retain and make available for public inspection such declaration for a period of five years from the date of recording or receipt. If reasonable time is not available to comply with the provisions of this subsection prior to participation in the transaction, the officer or employee shall prepare and file the required declaration by the end of the next business day. The officer or employee shall also orally disclose the existence of the interest during each meeting of the governmental or advisory agency at which the transaction is discussed and such disclosure shall be recorded in the minutes of the meeting.

H. An officer or employee of local government who is required to declare his interest pursuant to subdivision A 3 of § 2.2-3112, shall declare his interest by stating (i) the transaction involved, (ii) that a party to the transaction is a client of his firm, (iii) that he does not personally represent or provide services to the client, and (iv) that he is able to participate in the transaction fairly, objectively, and in the public interest. The officer or employee shall either make his declaration orally to be recorded in written minutes for his agency or file a signed written declaration with the clerk or administrative head of his governmental or advisory agency, as appropriate, who shall, in either case, retain and make available for public inspection such declaration for a period of five years from the date of recording or receipt. If reasonable time is not available to comply with the provisions of this subsection prior to participation in

the transaction, the officer or employee shall prepare and file the required declaration by the end of the next business day.

(1987, Sp. Sess., c. 1, § 2.1-639.14; 1988, c. 849; 1995, c. 495; 1996, c. 526; 2000, c. 317; 2001, cc. 217, 844; 2003, c. 694.)

§ 2.2-3116. Disclosure by certain constitutional officers.

For the purposes of this chapter, holders of the constitutional offices of treasurer, sheriff, attorney for the Commonwealth, clerk of the circuit court and commissioner of the revenue of each county and city, shall be deemed to be local officers and shall be required to file the Statement of Economic Interests set forth in § 2.2-3117. These officers shall file statements pursuant to § 2.2-3115 and candidates shall file statements as required by § 24.2-502.

(1988, c. 469, § 2.1-639.14:1; 2001, c. 844.)

§ 2.2-3117. Disclosure form.

The disclosure form to be used for filings required by § 2.2-3114 A and D, and § 2.2-3115 A and D shall be substantially as follows:

STATEMENT OF ECONOMIC INTERESTS.

Name

Office or position held or sought

Address

Names of members of immediate family

DEFINITIONS AND EXPLANATORY MATERIAL.

"Business" means a corporation, partnership, sole proprietorship, firm, enterprise, franchise, association, trust or foundation, or any other individual or entity carrying on a business or profession, whether or not for profit.

"Close financial association" means an association in which the person filing shares significant financial involvement with an individual and the filer would reasonably be

expected to be aware of the individual's business activities and would have access to the necessary records either directly or through the individual. "Close financial association" does not mean an association based on (i) the receipt of retirement benefits or deferred compensation from a business by which the person filing this statement is no longer employed, or (ii) the receipt of compensation for work performed by the person filing as an independent contractor of a business that represents an entity before any state governmental agency when the person filing has had no communications with the state governmental agency.

"Contingent liability" means a liability that is not presently fixed or determined, but may become fixed or determined in the future with the occurrence of some certain event.

"Dependent" means any person, whether or not related by blood or marriage, who receives from the officer or employee, or provides to the officer or employee, more than one-half of his financial support.

"Gift" means any gratuity, favor, discount, entertainment, hospitality, loan, forbearance, or other item having monetary value. It includes services as well as gifts of transportation, local travel, lodgings and meals, whether provided in-kind, by purchase of a ticket, payment in advance or reimbursement after the expense has been incurred. "Gift" shall not include any offer of a ticket or other admission or pass unless the ticket, admission, or pass is used. "Gift" shall not include honorary degrees and presents from relatives. "Relative" means the donee's spouse, child, uncle, aunt, niece, or nephew; a person to whom the donee is engaged to be married; the donee's or his spouse's parent, grandparent, grandchild, brother, or sister; or the donee's brother's or sister's spouse.

"Immediate family" means (i) a spouse and (ii) any other person residing in the same household as the officer or employee, who is a dependent of the officer or employee or of whom the officer or employee is a dependent.

TRUST. If you or your immediate family, separately or together, are the only beneficiaries of a trust, treat the trust's assets as if you own them directly. If you or your immediate family has a proportional interest in a trust, treat that proportion of

the trust's assets as if you own them directly. For example, if you and your immediate family have a one-third interest in a trust, complete your Statement as if you own one-third of each of the trust's assets. If you or a member of your immediate family created a trust and can revoke it without the beneficiaries' consent, treat its assets as if you own them directly.

REPORT TO THE BEST OF INFORMATION AND BELIEF. Information required on this Statement must be provided on the basis of the best knowledge, information and belief of the individual filing the Statement as of the date of this report unless otherwise stated.

COMPLETE ITEMS 1 THROUGH 10. REFER TO SCHEDULES ONLY IF DIRECTED.

You may attach additional explanatory information.

1. Offices and Directorships.

Are you or a member of your immediate family a paid officer or paid director of a business?

EITHER check NO // OR check YES // and complete Schedule A.

2. Personal Liabilities.

Do you or a member of your immediate family owe more than \$10,000 to any one creditor including contingent liabilities? (Exclude debts to any government and loans secured by recorded liens on property at least equal in value to the loan.)

EITHER check NO // OR check YES // and complete Schedule B.

3. Securities.

Do you or a member of your immediate family, directly or indirectly, separately or together, own securities valued in excess of \$10,000 invested in one business?

Account for mutual funds, limited partnerships and trusts.

EITHER check NO // OR check YES // and complete Schedule C.

4. Payments for Talks, Meetings, and Publications.

During the past 12 months did you receive lodging, transportation, money, or anything else of value with a combined value exceeding \$200 for a single talk, meeting, or published work in your capacity as an officer or employee of your

agency?

EITHER check NO // OR check YES // and complete Schedule D.

5. Gifts.

During the past 12 months did a business, government, or individual other than a relative or personal friend (i) furnish you with any gift or entertainment at a single event, and the value received by you exceeded \$50 in value or (ii) furnish you with gifts or entertainment in any combination and the value received by you exceeded \$100 in total value; and for which you neither paid nor rendered services in exchange? Account for entertainment events only if the average value per person attending the event exceeded \$50 in value. Account for all business entertainment (except if related to your private profession or occupation) even if unrelated to your official duties.

EITHER check NO // OR check YES // and complete Schedule E.

6. Salary and Wages.

List each employer that pays you or a member of your immediate family salary or wages in excess of \$10,000 annually. (Exclude state or local government or advisory agencies.)

If no reportable salary or wages, check here // .

.....
.....
.....

7. Business Interests.

Do you or a member of your immediate family, separately or together, operate your own business, or own or control an interest in excess of \$10,000 in a business?

EITHER check NO // OR check YES // and complete Schedule F.

8. Payments for Representation and Other Services.

8A. Did you represent, excluding activity defined as lobbying in § 2.2-419, any businesses before any state governmental agencies, excluding courts or judges, for which you received total compensation during the past 12 months in excess of \$1,000, excluding compensation for other services to such businesses and

representation consisting solely of the filing of mandatory papers and subsequent representation regarding the mandatory papers? (Officers and employees of local governmental and advisory agencies do NOT need to answer this question or complete Schedule G-1.)

EITHER check NO // OR check YES // and complete Schedule G-1.

8B. Subject to the same exceptions as in 8A, did persons with whom you have a close financial association (partners, associates or others) represent, excluding activity defined as lobbying in § 2.2-419, any businesses before any state governmental agency for which total compensation was received during the past 12 months in excess of \$1,000? (Officers and employees of local governmental and advisory agencies do NOT need to answer this question or complete Schedule G-2.)

EITHER check NO // OR check YES // and complete Schedule G-2.

8C. Did you or persons with whom you have a close financial association furnish services to businesses operating in Virginia pursuant to an agreement between you and such businesses, or between persons with whom you have a close financial association and such businesses for which total compensation in excess of \$1,000 was received during the past 12 months?

EITHER check NO // OR check YES // and complete Schedule G-3.

9. Real Estate.

9A. State Officers and Employees.

Do you or a member of your immediate family hold an interest, including a partnership interest, valued at \$10,000 or more in real property (other than your principal residence) for which you have not already listed the full address on Schedule F? Account for real estate held in trust.

EITHER check NO // OR check YES // and complete Schedule H-1.

9B. Local Officers and Employees.

Do you or a member of your immediate family hold an interest, including a partnership interest, or option, easement, or land contract, valued at \$10,000 or more in real property (other than your principal residence) for which you have not

already listed the full address on Schedule F? Account for real estate held in trust.
EITHER check NO // OR check YES // and complete Schedule H-2.

10. Real Estate Contracts with Governmental Agencies.

Do you or a member of your immediate family hold an interest valued at more than \$10,000 in real estate, including a corporate, partnership, or trust interest, option, easement, or land contract, which real estate is the subject of a contract, whether pending or completed within the past 12 months, with a governmental agency? If the real estate contract provides for the leasing of the property to a governmental agency, do you or a member of your immediate family hold an interest in the real estate valued at more than \$1,000? Account for all such contracts whether or not your interest is reported in Schedule F, H-1, or H-2. This requirement to disclose an interest in a lease does not apply to an interest derived through an ownership interest in a business unless the ownership interest exceeds three percent of the total equity of the business.

EITHER check NO // OR check YES // and complete Schedule I.

Statements of Economic Interests are open for public inspection.

AFFIRMATION BY ALL FILERS.

I swear or affirm that the foregoing information is full, true and correct to the best of my knowledge.

Signature

Commonwealth of Virginia

..... of to wit:

The foregoing disclosure form was acknowledged before me

This day of, 20. . . , by

Notary Public

My commission expires

(Return only if needed to complete Statement.)

SCHEDULES

to

STATEMENT OF ECONOMIC INTERESTS.

NAME

SCHEDULE A - OFFICES AND DIRECTORSHIPS.

Identify each business of which you or a member of your immediate family is a paid officer or paid director.

Name of Business	Address of Business	Position Held
------------------	---------------------	---------------

_____	_____	_____
-------	-------	-------

_____	_____	_____
-------	-------	-------

_____	_____	_____
-------	-------	-------

_____	_____	_____
-------	-------	-------

RETURN TO ITEM 2

SCHEDULE B - PERSONAL LIABILITIES.

Report personal liability by checking each category. Report only debts in excess of \$10,000. Do not report debts to any government. Do not report loans secured by recorded liens on property at least equal in value to the loan.

Report contingent liabilities below and indicate which debts are contingent.

1. My personal debts are as follows:

Check	Check one	
appropriate	\$10,001 to	More than
categories	\$50,000	\$50,000
Banks	_____	_____
Savings institutions	_____	_____
Other loan or finance companies	_____	_____
Insurance companies	_____	_____
Stock, commodity or other brokerage companies	_____	_____

Other businesses:

(State principal business activity for each

creditor.)	_____	_____
_____	_____	_____
_____	_____	_____

Individual creditors:

(State principal business or

occupation of each creditor.)	_____	_____
-------------------------------	-------	-------

2. The personal debts of the members of my immediate family are as follows:

Check	Check one
appropriate	\$10,001 to More than
categories	\$50,000 \$50,000
Banks	_____
Savings institutions	_____
Other loan or finance companies	_____
Insurance companies	_____
Stock, commodity or other brokerage companies	_____
Other businesses:	
(State principal business activity for each	
creditor.)	_____

Individual creditors:

(State principal business or

occupation of each creditor.) _____

RETURN TO ITEM 3

SCHEDULE C - SECURITIES.

"Securities" INCLUDES stocks, bonds, "Securities" EXCLUDES

mutual funds, limited partnerships, certificates of deposit,

and commodity futures contracts. money market funds, annuity

contracts, and insurance policies.

Identify each business or Virginia governmental entity in which you or a member of your immediate family, directly or indirectly, separately or together, own securities valued in excess of \$10,000. Name each entity and type of security individually.

Do not list U.S. Bonds or other government securities not issued by the Commonwealth of Virginia or its authorities, agencies, or local governments. Do not list organizations that do not do business in this Commonwealth, but most major businesses conduct business in Virginia. Account for securities held in trust.

If no reportable securities, check here / /.

Check one

Type of Security \$10,001 \$50,001 More

Type of (stocks, bonds, mutual to to than

Name of Issuer Entity funds, etc.) \$50,000 \$250,000 \$250,000

RETURN TO ITEM 4

SCHEDULE D - PAYMENTS FOR TALKS, MEETINGS, AND PUBLICATIONS.

List each source from which you received during the past 12 months lodging, transportation, money, or any other thing of value (excluding meals or drinks coincident with a meeting) with combined value exceeding \$200 for your presentation of a single talk, participation in one meeting, or publication of a work in your capacity as an officer or employee of your agency.

List payments or reimbursements by an advisory or governmental agency only for meetings or travel outside the Commonwealth.

List a payment even if you donated it to charity.

Do not list information about a payment if you returned it within 60 days or if you received it from an employer already listed under Item 6 or from a source of income listed on Schedule F.

If no payment must be listed, check here // .

Type of payment

(e.g. honoraria,

travel reimburse-

Payer	Approximate Value	Circumstances	ment, etc.)
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

RETURN TO ITEM 5

SCHEDULE E - GIFTS.

List each business, governmental entity, or individual that, during the past 12 months, (i) furnished you with any gift or entertainment at a single event and the value received by you exceeded \$50 in value, or (ii) furnished you with gifts or entertainment in any combination and the value received by you exceeded \$100 in total value; and for which you neither paid nor rendered services in exchange. List each such gift or event. Do not list entertainment events unless the average value per person attending the event exceeded \$50 in value. Do not list business entertainment related to your private profession or occupation. Do not list gifts or other things of value given by a relative or personal friend for reasons clearly unrelated to your public position. Do not list campaign contributions publicly reported as required by Chapter 9.3 (§ 24.2-945 et seq.) of Title 24.2 of the Code of

Virginia.

Name of Business, City or

Organization, or County Gift or

Individual and State Event Approximate Value

RETURN TO ITEM 6

SCHEDULE F - BUSINESS INTERESTS.

Complete this Schedule for each self-owned or family-owned business (including rental property, a farm, or consulting work), partnership, or corporation in which you or a member of your immediate family, separately or together, own an interest having a value in excess of \$10,000.

If the enterprise is owned or operated under a trade, partnership, or corporate name, list that name; otherwise, merely explain the nature of the enterprise. If rental property is owned or operated under a trade, partnership, or corporate name, list the name only; otherwise, give the address of each property. Account for business interests held in trust.

Name of Business,

Gross Income

Corporation,

Partnership, City or Nature of Enterprise \$50,001 More

Farm; Address of County (farming, law, rental \$50,000 to than

Rental Property and State property, etc.) or less \$250,000 \$250,000

RETURN TO ITEM 8

SCHEDULE G-1 - PAYMENTS FOR REPRESENTATION BY YOU.

List the businesses you represented, excluding activity defined as lobbying in § 2.2-419, before any state governmental agency, excluding any court or judge, for which you received total compensation during the past 12 months in excess of \$1,000, excluding compensation for other services to such businesses and representation consisting solely of the filing of mandatory papers and subsequent representation regarding the mandatory papers filed by you.

Identify each business, the nature of the representation and the amount received by dollar category from each such business. You may state the type, rather than name, of the business if you are required by law not to reveal the name of the business represented by you.

Only STATE officers and employees should complete this Schedule.

Purpose
Amount Received

Name Type of Name

of of Repre- of \$1,001 \$10,001 \$50,001 \$100,001 \$250,001

Busi- Busi- senta- Agen- to to to to and

ness ness tion cy \$10,000 \$50,000 \$100,000 \$250,000 over

If you have received \$250,001 or more from a single business within the reporting period, indicate the amount received, rounded to the nearest \$10,000. Amount Received: _____

SCHEDULE G-2 - PAYMENTS FOR REPRESENTATION BY ASSOCIATES.

List the businesses that have been represented, excluding activity defined as lobbying in § 2.2-419, before any state governmental agency, excluding any court or judge, by persons who are your partners, associates or others with whom you have a close financial association and who received total compensation in excess of

\$1,000 for such representation during the past 12 months, excluding representation consisting solely of the filing of mandatory papers and subsequent representation regarding the mandatory papers filed by your partners, associates or others with whom you have a close financial association.

Identify such businesses by type and also name the state governmental agencies before which such person appeared on behalf of such businesses.

Only STATE officers and employees should complete this Schedule.

Type of business	Name of state governmental agency
------------------	-----------------------------------

_____	_____
_____	_____
_____	_____
_____	_____

SCHEDULE G-3 - PAYMENTS FOR SERVICES GENERALLY.

Indicate below types of businesses that operate in Virginia to which services were furnished by you or persons with whom you have a close financial association pursuant to an agreement between you and such businesses, or between persons with whom you have a close financial association and such businesses and for which total compensation in excess of \$1,000 was received during the past 12 months.

Identify opposite each category of businesses listed below (i) the type of business, (ii) the type of service rendered and (iii) the value by dollar category of the compensation received for all businesses falling within each category.

Check Value of Compensation

if Type

ser- of

vices ser-

were vice \$1,001 \$10,001 \$50,001 \$100,001 \$250,001

ren- ren- to to to to and

dered \$10,000 \$50,000 \$100,000 \$250,000 over

Electric utilities _____

Gas utilities _____

Telephone utilities _____

Water utilities _____

Cable television

companies _____

Interstate

transportation

companies _____

Intrastate

transportation

companies _____

Oil or gas retail

companies _____

Banks _____

Savings institutions _____

Loan or finance

companies _____

Manufacturing

companies (state

type of product,

e.g., textile,

furniture, etc.) _____

Mining companies _____

Life insurance

companies _____

Casualty insurance

companies _____

Other insurance

companies _____

Retail companies _____

Beer, wine or liquor

companies or

distributors _____

Trade associations _____

Professional

associations _____

Associations of

public employees

or officials _____

Counties, cities

or towns _____

Labor organizations _____

Other _____

RETURN TO ITEM 9

SCHEDULE H-1 - REAL ESTATE - STATE OFFICERS AND EMPLOYEES.

List real estate other than your principal residence in which you or a member of your immediate family holds an interest, including a partnership interest, option, easement, or land contract, valued at \$10,000 or more. Each parcel shall be listed individually.

List each location	Describe the type of real	If the real estate is
(state, and county	estate you own in each	owned or recorded in
or city) where you	location (business, recre-	a name other than your
own real estate.	ational, apartment, com-	own, list that name.
	mercial, open land, etc.).	

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

SCHEDULE H-2 - REAL ESTATE - LOCAL OFFICERS AND EMPLOYEES.

List real estate other than your principal residence in which you or a member of your immediate family holds an interest, including a partnership interest or option, easement, or land contract, valued at \$10,000 or more. Each parcel shall be listed

individually. Also list the names of any co-owners of such property, if applicable.

Describe the type

of real estate

you own in

each location If the real estate

List each location (business, is owned or rec-

(state, and county recreational, orded in a name

or city) where apartment, com- other than your List the names

you own real mercial, open own, list that of any co-owners,

estate. land, etc.). name. if applicable.

SCHEDULE I - REAL ESTATE CONTRACTS WITH GOVERNMENTAL AGENCIES.

List all contracts, whether pending or completed within the past 12 months, with a governmental agency for the sale or exchange of real estate in which you or a member of your immediate family holds an interest, including a corporate, partnership or trust interest, option, easement, or land contract, valued at \$10,000 or more. List all contracts with a governmental agency for the lease of real estate in which you or a member of your immediate family holds such an interest valued at \$1,000 or more. This requirement to disclose an interest in a lease does not apply to an interest derived through an ownership interest in a business unless the ownership interest exceeds three percent of the total equity of the business. State officers and employees report contracts with state agencies. Local officers and employees report contracts with local agencies.

List your real estate

interest and the

person or entity,

including the type

of entity, which

is party to

the contract.

State the annual

Describe any

income from the

management role and List each governmental contract, and the

the percentage agency which is a amount, if any, of

ownership party to the contract income you or any

interest you or your and indicate the immediate family

immediate family county or city where member derives

member has in the real the real estate annually from the

estate or entity. is located. contract.

_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

(1987, Sp. Sess., c. 1, § 2.1-639.15; 1988, c. 849; 1994, cc. 724, 733, 777, 793; 1995, c. 763; 1996, c. 77; 1997, cc. 577, 844; 1998, c. 732; 2001, c. 844; 2006, cc. 310, 779, 787, 892; 2008, c. 239; 2010, c. 670.)

§ 2.2-3118. Disclosure form; certain citizen members.

A. The financial disclosure form to be used for filings required pursuant to subsection B of § 2.2-3114 and subsection B of § 2.2-3115 shall be substantially as follows:

DEFINITIONS AND EXPLANATORY MATERIAL.

"Business" means a corporation, partnership, sole proprietorship, firm, enterprise, franchise, association, trust or foundation, or any other individual or entity carrying on a business or profession, whether or not for profit.

"Close financial association" means an association in which the person filing shares

significant financial involvement with an individual and the filer would reasonably be expected to be aware of the individual's business activities and would have access to the necessary records either directly or through the individual. "Close financial association" does not mean an association based on (i) the receipt of retirement benefits or deferred compensation from a business by which the person filing this statement is no longer employed, or (ii) the receipt of compensation for work performed by the person filing as an independent contractor of a business that represents an entity before any state governmental agency when the person filing has no communications with the state governmental agency.

"Contingent liability" means a liability that is not presently fixed or determined, but may become fixed or determined in the future with the occurrence of some certain event.

"Immediate family" means (i) a spouse and (ii) any other person residing in the same household as the filer, who is a dependent of the filer or of whom the filer is a dependent.

"Dependent" means any person, whether or not related by blood or marriage, who receives from the filer, or provides to the filer, more than one-half of his financial support.

"Personal interest" means, for the purposes of this form only, a personal and financial benefit or liability accruing to a filer or a member of his immediate family. Such interest shall exist by reason of (i) ownership in real or personal property, tangible or intangible; (ii) ownership in a business; (iii) income from a business; or (iv) personal liability on behalf of a business; however, unless the ownership interest in a business exceeds three percent of the total equity of the business, or the liability on behalf of a business exceeds three percent of the total assets of the business, or the annual income, and/or property or use of such property, from the business exceeds \$10,000 or may reasonably be anticipated to exceed \$10,000, such interest shall not constitute a "personal interest."

Name

Office or position held or to be held

.....
Address

I. FINANCIAL INTERESTS

My personal interests and those of my immediate family are as follows:

Include all forms of personal interests held at the time of filing: real estate, stocks, bonds, equity interests in proprietorships and partnerships. You may exclude:

1. Deposits and interest bearing accounts in banks, savings institutions and other institutions accepting such deposits or accounts;
2. Interests in any business, other than a news medium, representing less than three percent of the total equity value of the business;
3. Liability on behalf of any business representing less than three percent of the total assets of such business; and
4. Income (other than from salary) less than \$10,000 annually from any business.

You need not state the value of any interest. You must state the name or principal business activity of each business in which you have a personal interest.

A. My personal interests are:

1. Residence, address, or, if no address, location
2. Other real estate, address, or, if no address, location
3. Name or principal business activity of each business in which stock, bond or equity interest is held

B. The personal interests of my immediate family are:

1. Real estate, address or, if no address, location
2. Name or principal business activity of each business in which stock, bond or equity interest is held

II. OFFICES, DIRECTORSHIPS AND SALARIED EMPLOYMENTS

The paid offices, paid directorships and salaried employments which I hold or which members of my immediate family hold and the businesses from which I or members of my immediate family receive retirement benefits are as follows:

(You need not state any dollar amounts.)

A. My paid offices, paid directorships and salaried employments are:

Position held	Name of business
_____	_____
_____	_____
_____	_____

B. The paid offices, paid directorships and salaried employments of members of my immediate family are:

Position held	Name of business
_____	_____
_____	_____
_____	_____

III. BUSINESSES TO WHICH SERVICES WERE FURNISHED

A. The businesses I have represented, excluding activity defined as lobbying in § 2.2-419, before any state governmental agency, excluding any court or judge, for which I have received total compensation in excess of \$1,000 during the preceding year, excluding compensation for other services to such businesses and representation consisting solely of the filing of mandatory papers, are as follows: Identify businesses by name and name the state governmental agencies before which you appeared on behalf of such businesses.

Name of business	Name of governmental agency
_____	_____
_____	_____
_____	_____

B. The businesses that, to my knowledge, have been represented, excluding activity defined as lobbying in § 2.2-419, before any state governmental agency, excluding any court or judge, by persons with whom I have a close financial association and who received total compensation in excess of \$1,000 during the preceding year,

excluding compensation for other services to such businesses and representation consisting solely of the filing of mandatory papers, are as follows:

Identify businesses by type and name the state governmental agencies before which such person appeared on behalf of such businesses.

Type of business	Name of state governmental agency
_____	_____
_____	_____
_____	_____

C. All other businesses listed below that operate in Virginia to which services were furnished pursuant to an agreement between you and such businesses and for which total compensation in excess of \$1000 was received during the preceding year:

Check each category of business to which services were furnished.

Electric utilities	_____
Gas utilities	_____
Telephone utilities	_____
Water utilities	_____
Cable television companies	_____
Intrastate transportation companies	_____
Interstate transportation companies	_____
Oil or gas retail companies	_____
Banks	_____
Savings institutions	_____
Loan or finance companies	_____
Manufacturing companies (state type of product, e.g., textile, furniture, etc.)	_____
Mining companies	_____
Life insurance companies	_____
Casualty insurance compan	

ies _____

Other insurance companies _____

Retail companies _____

Beer, wine or liquor companies or
distributors _____

Trade associations _____

Professional associations _____

Associations of public employees or
officials _____

Counties, cities or towns _____

Labor organizations _____

IV. COMPENSATION FOR EXPENSES

The persons, associations, or other sources other than my governmental agency from which I or a member of my immediate family received remuneration in excess of \$200 during the preceding year, in cash or otherwise, as honorariums or payment of expenses in connection with my attendance at any meeting or other function to which I was invited in my official capacity are as follows:

Name of Source	Description of occasion	Amount of remuneration for each occasion
_____	_____	_____
_____	_____	_____
_____	_____	_____

B. The provisions of Part III A and B of the disclosure form prescribed by this section shall not be applicable to officers and employees of local governmental and local advisory agencies.

C. Except for real estate located within the county, city or town in which the officer or employee serves or a county, city or town contiguous to the county, city or town in which the officer or employee serves, officers and employees of local governmental or advisory agencies shall not be required to disclose under Part I of the form any other interests in real estate.

(1988, c. 849, § 2.1-639.15:1; 1996, c. 77; 2001, c. 844; 2006, c. 779.)

§ 2.2-3118.1. Special provisions for individuals serving in or seeking multiple positions or offices; reappointees.

A. The filing of a single current statement of economic interests by a state officer or employee required to file the form prescribed in § 2.2-3117 shall suffice for the purposes of this chapter as filing for all state positions or offices held or sought by such individual during a single reporting period. The filing of a single current financial disclosure statement by a state officer or employee required to file the form prescribed in § 2.2-3118 shall suffice for the purposes of this chapter as filing for all state positions or offices held or sought by such individual and requiring the filing of the § 2.2-3118 form during a single reporting period.

B. Any individual who has met the requirement for annually filing a statement provided in § 2.2-3117 or 2.2-3118 shall not be required to file an additional statement upon such individual's reappointment to the same office or position for which he is required to file, provided such reappointment occurs within 12 months after the annual filing.

(2005, c. 397.)

§ 2.2-3119. Additional provisions applicable to school boards and employees of school boards; exceptions.

A. Notwithstanding any other provision of this chapter, it shall be unlawful for the school board of any county or city or of any town constituting a separate school division to employ or pay any teacher or other school board employee from the public funds, federal, state or local, or for a division superintendent to recommend to the school board the employment of any teacher or other employee, if the teacher or other employee is the father, mother, brother, sister, spouse, son, daughter, son-in-law, daughter-in-law, sister-in-law or brother-in-law of the superintendent, or of any member of the school board.

This section shall apply to any person employed by any school board in the operation of the public free school system, adult education programs or any other program maintained and operated by a local county, city or town school board.

B. This section shall not be construed to prohibit the employment, promotion, or transfer within a school division of any person within a relationship described in subsection A when such person:

1. Has been employed pursuant to a written contract with a school board or employed as a substitute teacher or teacher's aide by a school board prior to the taking of office of any member of such board or division superintendent of schools;

or

2. Has been employed pursuant to a written contract with a school board or employed as a substitute teacher or teacher's aide by a school board prior to the inception of such relationship; or

3. Was employed by a school board at any time prior to June 10, 1994, and had been employed at any time as a teacher or other employee of any Virginia school board prior to the taking of office of any member of such school board or division superintendent of schools.

C. A person employed as a substitute teacher may not be employed to any greater extent than he was employed by the school board in the last full school year prior to the taking of office of such board member or division superintendent or to the inception of such relationship. The exceptions in subdivisions B 1, B 2, and B 3 shall apply only if the prior employment has been in the same school divisions where the employee and the superintendent or school board member now seek to serve simultaneously.

D. If any member of the school board or any division superintendent knowingly violates these provisions, he shall be personally liable to refund to the local treasury any amounts paid in violation of this law, and the funds shall be recovered from the individual by action or suit in the name of the Commonwealth on the petition of the attorney for the Commonwealth. Recovered funds shall be paid into the local treasury for the use of the public schools.

E. The provisions of this section shall not apply to employment by a school district located in Planning Districts 11, 12, and 13 of the father, mother, brother, sister, spouse, son, daughter, son-in-law, daughter-in-law, sister-in-law, or brother-in-law

of any member of the school board provided (i) the member certifies that he had no involvement with the hiring decision and (ii) the superintendent certifies to the remaining members of the governing body in writing that the employment is based upon merit and fitness and the competitive rating of the qualifications of the individual and that no member of the board had any involvement with the hiring decision.

(1987, Sp. Sess., c. 1, § 2.1-639.16; 1994, c. 758; 1995, c. 186; 1997, c. 84; 2001, c. 844; 2010, cc. 676, 759.)

§ 2.2-3120. Knowing violation of chapter a misdemeanor.

Any person who knowingly violates any of the provisions of Articles 2 through 6 (§§ 2.2-3102 through 2.2-3119) of this chapter shall be guilty of a Class 1 misdemeanor, except that any member of a local governing body who knowingly violates § 2.2-3112 A or § 2.2-3115 C or E shall be guilty of a Class 3 misdemeanor. A knowing violation under this section is one in which the person engages in conduct, performs an act or refuses to perform an act when he knows that the conduct is prohibited or required by this chapter.

(1987, Sp. Sess., c. 1, § 2.1-639.17; 2001, c. 844.)

§ 2.2-3121. Advisory opinions.

A. A state officer or employee shall not be prosecuted for a knowing violation of this chapter if the alleged violation resulted from his good faith reliance on a written opinion of the Attorney General made in response to his written request for such opinion and the opinion was made after a full disclosure of the facts.

B. A local officer or employee shall not be prosecuted for a knowing violation of this chapter if the alleged violation resulted from his good faith reliance on a written opinion of the attorney for the Commonwealth made in response to his written request for such opinion and the opinion was made after a full disclosure of the facts. The written opinion shall be a public record and shall be released upon request.

C. If any officer or employee serving at the local level of government is charged with a knowing violation of this chapter, and the alleged violation resulted from his

reliance upon a written opinion of his city, county or town attorney, made after a full disclosure of the facts, that such action was not in violation of this chapter, then the officer or employee shall have the right to introduce a copy of the opinion at his trial as evidence that he did not knowingly violate this chapter.

(1987, Sp. Sess., c. 1, § 2.1-639.18; 2001, c. 844; 2003, c. 694.)

§ 2.2-3122. Knowing violation of chapter constitutes malfeasance in office or employment.

Any person who knowingly violates any of the provisions of this chapter shall be guilty of malfeasance in office or employment. Upon conviction thereof, the judge or jury trying the case, in addition to any other fine or penalty provided by law, may order the forfeiture of such office or employment.

(1987, Sp. Sess., c. 1, § 2.1-639.19; 2001, c. 844.)

§ 2.2-3123. Invalidation of contract; rescision of sales.

A. Any contract made in violation of § 2.2-3103 or §§ 2.2-3106 through 2.2-3109 may be declared void and may be rescinded by the governing body of the contracting or selling governmental agency within five years of the date of such contract. In cases in which the contract is invalidated, the contractor shall retain or receive only the reasonable value, with no increment for profit or commission, of the property or services furnished prior to the date of receiving notice that the contract has been voided. In cases of rescision of a contract of sale, any refund or restitution shall be made to the contracting or selling governmental agency.

B. Any purchase by an officer or employee made in violation of § 2.2-3103 or §§ 2.2-3106 through 2.2-3109 may be rescinded by the governing body of the contracting or selling governmental agency within five years of the date of such purchase.

(1987, Sp. Sess., c. 1, § 2.1-639.20; 2001, c. 844.)

§ 2.2-3124. Forfeiture of money, etc., derived from violation of this chapter.

In addition to any other fine or penalty provided by law, any money or other thing of value derived by an officer or employee from a violation of §§ 2.2-3103 through 2.2-3112 shall be forfeited and, in the event of a knowing violation, there may also be

imposed a civil penalty in an amount equal to the amount of money or thing of value forfeited to the Commonwealth or the local government as the case may be. If the thing of value received by the officer or employee in violation of this chapter should enhance in value between the time of the violation and the time of discovery of the violation, the greater value shall determine the amount of forfeiture.

(1987, Sp. Sess., c. 1, § 2.1-639.21; 1994, cc. 727, 776; 2001, c. 844.)

§ 2.2-3125. Limitation of actions.

The statute of limitations for the criminal prosecution of a person for violation of any provision of this chapter shall be one year from the time the Attorney General, if the violation is by a state officer or employee, or the attorney for the Commonwealth, if the violation is by a local officer or employee, has actual knowledge of the violation or five years from the date of the violation, whichever event occurs first. Any prosecution for malfeasance in office shall be governed by the statute of limitations provided by law.

(1987, Sp. Sess., c. 1, § 2.1-639.22; 2001, c. 844.)

§ 2.2-3126. Enforcement.

A. The provisions of this chapter relating to an officer or employee serving at the state level of government shall be enforced by the Attorney General.

In addition to any other powers and duties prescribed by law, the Attorney General shall have the following powers and duties within the area for which he is responsible under this section:

1. He shall advise the agencies of state government and officers and employees serving at the state level of government on appropriate procedures for complying with the requirements of this chapter. He may review any disclosure statements, without notice to the affected person, for the purpose of determining satisfactory compliance, and shall investigate matters that come to his attention reflecting possible violations of the provisions of this chapter by officers and employees serving at the state level of government;
2. If he determines that there is a reasonable basis to conclude that any officer or employee serving at the state level of government has knowingly violated any

provision of this chapter, he shall designate an attorney for the Commonwealth who shall have complete and independent discretion in the prosecution of such officer or employee;

3. He shall render advisory opinions to any state officer or employee who seeks advice as to whether the facts in a particular case would constitute a violation of the provisions of this chapter. He shall determine which opinions or portions thereof are of general interest to the public and may, from time to time, be published.

Irrespective of whether an opinion of the Attorney General has been requested and rendered, any person has the right to seek a declaratory judgment or other judicial relief as provided by law.

B. The provisions of this chapter relating to an officer or employee serving at the local level of government shall be enforced by the attorney for the Commonwealth within the political subdivision for which he is elected.

Each attorney for the Commonwealth shall be responsible for prosecuting violations by an officer or employee serving at the local level of government and, if the Attorney General designates such attorney for the Commonwealth, violations by an officer or employee serving at the state level of government. In the event the violation by an officer or employee serving at the local level of government involves more than one local jurisdiction, the Attorney General shall designate which of the attorneys for the Commonwealth of the involved local jurisdictions shall enforce the provisions of this chapter with regard to such violation.

Each attorney for the Commonwealth shall establish an appropriate written procedure for implementing the disclosure requirements of local officers and employees of his county, city or town, and for other political subdivisions, whose principal offices are located within the jurisdiction served by such attorney for the Commonwealth. The attorney for the Commonwealth shall provide a copy of this act to all local officers and employees in the jurisdiction served by such attorney who are required to file a disclosure statement pursuant to Article 5 (§ 2.2-3113 et seq.) of this chapter. Failure to receive a copy of the act shall not be a defense to such officers and employees if they are prosecuted for violations of the act.

Each attorney for the Commonwealth shall render advisory opinions as to whether the facts in a particular case would constitute a violation of the provisions of this chapter to the governing body and any local officer or employee in his jurisdiction and to political subdivisions other than a county, city or town, including regional political subdivisions whose principal offices are located within the jurisdiction served by such attorney for the Commonwealth. If the advisory opinion is written, then such written opinion shall be a public record and shall be released upon request. In case the opinion given by the attorney for the Commonwealth indicates that the facts would constitute a violation, the officer or employee affected thereby may request that the Attorney General review the opinion. A conflicting opinion by the Attorney General shall act to revoke the opinion of the attorney for the Commonwealth. The Attorney General shall determine which of his reviewing opinions or portions thereof are of general interest to the public and may, from time to time, be published.

Irrespective of whether an opinion of the attorney for the Commonwealth or the Attorney General has been requested and rendered, any person has the right to seek a declaratory judgment or other judicial relief as provided by law.

(1987, Sp. Sess., c. 1, § 2.1-639.23; 2001, c. 844; 2003, c. 694.)

§ 2.2-3127. Venue.

Any prosecution for a violation involving an officer serving at the state level of government shall be brought in the Circuit Court of the City of Richmond. Any prosecution for a violation involving an employee serving at the state level of government shall be within the jurisdiction in which the employee has his principal place of state employment.

Any proceeding provided in this chapter shall be brought in a court of competent jurisdiction within the county or city in which the violation occurs if the violation involves an officer or employee serving at the local level of government.

(1987, Sp. Sess., c. 1, § 2.1-639.24; 2001, c. 844.)

§ 2.2-3128. Semiannual orientation course.

Each state agency shall offer at least semiannually to each of its state filers an

orientation course on this chapter, on ethics in public contracting pursuant to Article 6 (§ 2.2-4367 et seq.) of Chapter 43 of this title, if applicable to the filer, and on any other applicable regulations that govern the official conduct of state officers and employees.

(2004, cc. 134, 392.)

§ 2.2-3129. Records of attendance.

Each state agency shall maintain records indicating the specific attendees, each attendee's job title, and dates of their attendance for each orientation course offered pursuant to § 2.2-3128 for a period of not less than five years after each course is given. These records shall be public records subject to inspection and copying consistent with § 2.2-3704.

(2004, cc. 134, 392.)

§ 2.2-3130. Attendance requirements.

Except as set forth in § 2.2-3131, each state filer shall attend the orientation course required in § 2.2-3128, as follows:

1. For a state filer who holds a position with the agency on January 1, 2004, not later than December 31, 2004 and, thereafter, at least once during each consecutive period of two calendar years commencing on January 1, 2006.
2. For a person who becomes a state filer with the agency after January 1, 2004, within two months after he or she becomes a state filer and at least once during each consecutive period of two calendar years commencing on the first odd-numbered year thereafter.

(2004, cc. 134, 392.)

§ 2.2-3131. Exemptions.

A. The requirements of § 2.2-3130 shall not apply to state filers with a state agency who have taken an equivalent ethics orientation course through another state agency within the time periods set forth in subdivision 1 or 2 of § 2.2-3130, as applicable.

B. State agencies may jointly conduct and state filers from more than one state agency may jointly attend an orientation course required by § 2.2-3128, as long as

the course content is relevant to the official duties of the attending state filers.

C. Before conducting each orientation course required by § 2.2-3128, state agencies shall consult with the Attorney General regarding appropriate course content.

(2004, cc. 134, 392.)



VIRGINIA FREEDOM OF INFORMATION ADVISORY COUNCIL

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June 18, 2010

2010 FOIA LEGISLATIVE UPDATE

NOTE: *Unless otherwise stated, the changes in the law described herein will take effect July 1, 2010.*

I. Introduction

The General Assembly passed a total of 12 bills amending the Virginia Freedom of Information Act (FOIA) during the 2010 Session. House Bill 434 (Griffith), which allows the redaction of financial account numbers and routing information, passed as a recommendation of the Freedom of Information Advisory Council (FOIA Council). Note that this bill was passed with an emergency clause and became law effective April 11, 2010. The General Assembly also passed House Bill 433 (Griffith), which sets out the original date (January 1, 1975) when social security numbers were authorized to be collected or required by state and local agencies under federal law, and makes other changes to the Government Data Collection and Dissemination Practices Act (GDCDPA), as a recommendation of the FOIA Council.

Of the 12 bills, six bills created four new record exemptions to FOIA as follows:

- Exempts from mandatory disclosure financial account numbers and routing information. (HB 434 amending § 2.2-3705.1, effective April 11, 2010);
- Exempts certain records of threat assessment teams at public institutions of higher education related to specific individuals. (HB 903 and identical SB 207 amending § 2.2-3705.4);
- Exempts certain records of the Virginia Tobacco Indemnification and Community Revitalization Commission, and provides a corresponding closed meeting exemption. (HB 1073 and SB 555 amending §§ 2.2-3705.6 and 2.2-3711; note that each bill uses identical language for the meetings exemption, but not for the records exemption);
- Exempts certain records related to the Statewide Agencies Radio System (STARS) and similar communications systems. (SB 432 amending § 2.2-3705.2).

Two bills add one new closed meeting exemption to § 2.2-3711:

- Allows closed meetings to be held for the discussion or consideration of certain exempt records of the Virginia Tobacco Indemnification and Community Revitalization Commission. (HB 1073 and SB 555 amending §§ 2.2-3705.6 and 2.2-3711; as stated above, note that each bill uses identical language for the meetings exemption, but not for the records exemption).

Six bills amend existing provisions of FOIA as follows:

- Amends the definition of "scholastic record" to include records of applicants for admission. (HB 211 amending § 2.2-3701);
- Clarifies that a FOIA action may be brought in the name of a person notwithstanding that a request for public records was made by the person's attorney in his representative capacity, and that costs and reasonable fees for expert witnesses may be recovered by the petitioner. (HB 431 amending § 2.2-3713);
- Includes the Clerks of the House of Delegates and Senate of Virginia among those who may invoke the existing exemption for working papers and correspondence (HB 432 amending § 2.2-3705.7);
- Clarifies who is the custodian of records transferred for storage, maintenance, or archiving; defines "criminal investigative file" and clarifies what records are exempt from FOIA as so defined; provides that undercover operations and protective detail records as well as records of background and internal affairs investigations held by any state or local law-enforcement agencies are exempt. (HB 518 amending §§ 2.2-3704 and 2.2-3706);
- Technical amendment to reflect name change from "Innovative Technology Authority" to "Innovation and Entrepreneurship Investment Authority." (HB 678 amending § 2.2-3711);
- Prohibits any public body from conducting a meeting required to be open in any building or facility where any recording devices are prohibited, and clarifies that no public body may prohibit or prevent any person from recording any portion of a meeting required to be open. (HB 1028 amending § 2.2-3707).

Section II of this update presents a brief overview of amendments to FOIA section by section in order to provide context and organization to the numerous bills. Section III presents a brief overview of other access-related legislation passed during the 2010 Session of the General Assembly.

For more specific information on the particulars of each bill, please see the bill itself. Unless otherwise indicated, the changes will become effective July 1, 2010.

II. Amendments to the Freedom of Information Act

§ 2.2-3701. Definitions.

Definition of scholastic record. Includes in the definition of scholastic records, those records of an applicant for admission that are maintained by a public body that is an educational agency or institution or by a person acting for such agency or institution. HB 211 (2010 Acts of Assembly c. 706.)

§ 2.2-3704. Public records to be open to inspection; procedure for requesting records and responding to request; charges.

Applicability; disclosure of criminal records; noncriminal incident information. Provides that in the event a public body transferred possession of public records for storage, maintenance or archiving, the public body initiating the transfer shall remain the custodian of the records for the purpose of responding to FOIA requests. Also makes changes in § 2.2-3706, *infra*. HB 518 (2010 Acts of Assembly, c. 627).

§ 2.2-3705.1. Exclusions to application of chapter; exclusions of general application to public bodies.

Exemption for credit card and bank account data. Exempts from the mandatory disclosure provisions of the Freedom of Information Act those portions of records that contain account numbers or routing information for any credit card, debit card, or other account with a financial institution of any person or public body. The bill provides, however, that access shall not be denied to the person who is the subject of the record. The bill defines "financial institution" and contains an emergency clause. The bill is a recommendation of the Freedom of Information Advisory Council. HB 434 (2010 Acts of Assembly, c. 553). **Note:** *This bill passed with an emergency clause and became effective April 11, 2010.*

§ 2.2-3705.2. Exclusions to application of chapter; records relating to public safety.

Record exemption for the Statewide Agencies Radio System. Provides an exemption from FOIA for documentation or other information that (i) describes the design, function, programming, operation, or access control features of the overall system, components, structures, individual networks, and subsystems of the Statewide Agencies Radio System (STARS) or any other similar local or regional public safety communications system (similar communications system) (ii) relates to radio frequencies assigned to or utilized by STARS or similar communications system, code plugs, circuit routing, addressing schemes, talk groups, fleet maps, encryption, programming maintained by or utilized by STARS or similar communications system; those portions of engineering and construction drawings and plans that reveal critical structural components, interconnectivity, security equipment and systems, network monitoring, network

operation center, master sites, ventilation systems, fire protection equipment, mandatory building emergency equipment, electrical systems, and other utility equipment and systems related to STARS or similar communications system; and special event plans, operational plans, storm plans, or other pre-arranged programming, the disclosure of which would reveal surveillance techniques, personnel deployments, alarm or security systems or technologies, or operational and transportation plans or protocols, to the extent such disclosure would jeopardize the security of any governmental facility, building or structure or the safety of any person. SB 432 (2010 Acts of Assembly, c. 672).

§ 2.2-3705.4. Exclusions to application of chapter; educational records and certain records of educational institutions.

Threat assessment teams; records. Authorizes threat assessment teams to receive health and criminal history records of students for the purposes of assessment and intervention, and exempts records of threat assessment teams from the Freedom of Information Act. However, if an individual who had been under assessment commits certain violent acts, any records created by the team shall be made publicly available. HB 903 (2010 Acts of Assembly, c. 524), SB 207 (2010 Acts of Assembly, c. 456).

§ 2.2-3705.6. Exclusions to application of chapter; proprietary records and trade secrets.

Proprietary records of the Virginia Tobacco Indemnification and Community Revitalization Commission. Excludes from the mandatory disclosure provisions of FOIA trade secrets and certain proprietary records disclosed to, provided to, or held by the Virginia Tobacco Indemnification and Community Revitalization Commission in support of or as may be required for an application for or the awarding of a grant. The exclusion provided by this subdivision shall apply to grants that are consistent with the powers of and in furtherance of the performance of the duties of the Commission. The bill requires the grant applicant to specify the records for which protection is sought before submitting them to the Commission. The bill contains a corresponding meeting exemption for the Commission when discussing the excluded records. HB 1073 (2010 Acts of Assembly, c. 310), SB 555 (2010 Acts of Assembly, c. 808). **Note:** *Each bill uses identical language for the meetings exemption, but they vary slightly as to the records exemption.*

§ 2.2-3705.7. Exclusions to application of chapter; records of specific public bodies and certain other limited exemptions.

Working papers and correspondence of the Clerks of the House of Delegates and the Senate of Virginia. Provides an exemption from the mandatory disclosure requirements of FOIA for the working papers and correspondence of the Clerks of the House of Delegates and the Senate of Virginia. HB 432 (2010 Acts of Assembly, c. 300).

§ 2.2-3706. Disclosure of criminal records; limitations.

Applicability; disclosure of criminal records; noncriminal incident information. In addition to changes to § 2.2-3704, *supra*, adds a definition of "criminal investigative file" and clarifies what records are exempt from FOIA as so defined. The bill provides that undercover operations and protective detail records as well as records of background and internal affairs investigations held by any state or local law-enforcement agencies are exempt from the mandatory disclosure provisions of FOIA. HB 518 (2010 Acts of Assembly, c. 627).

§ 2.2-3707. Meetings to be public; notice of meetings; recordings; minutes.

Recording of public meetings. Prohibits any public body from conducting a meeting required to be open in any building or facility where any recording devices are prohibited. The bill also clarifies that no public body may prohibit or prevent any person from photographing, filming, recording, or otherwise reproducing any portion of a meeting required to be open. HB 1028 (2010 Acts of Assembly, c. 309).

§ 2.2-3711. Closed meetings authorized for certain limited purposes.

Innovation and Entrepreneurship Investment Authority (IEIA) and the Commonwealth Research and Commercialization Fund (CRCF). Updates obsolete references to the predecessors of the IEIA and the CRCF. HB 678 (2010 Acts of Assembly, c. 630).

Proprietary records of the Virginia Tobacco Indemnification and Community Revitalization Commission. In addition to providing an exemption for certain records containing trade secrets or proprietary information in § 2.2-3705.6, *supra*, contains a corresponding meeting exemption for the Commission when discussing the excluded records. HB 1073 (2010 Acts of Assembly, c. 310), SB 555 (2010 Acts of Assembly, c. 808). **Note:** *Each bill uses identical language for the meetings exemption, but they vary slightly as to the records exemption.*

§ 2.2-3713. Proceedings for enforcement of chapter.

Proceedings for enforcement. Clarifies that a FOIA action may be brought in the name of a person notwithstanding that a request for public records was made by the person's attorney in his representative capacity. The bill also clarifies that costs and reasonable fees for expert witnesses may be recovered by the petitioner in a FOIA action. HB 431 (2010 Acts of Assembly, c. 299).

III. Other Access-Related Legislation

Joint Resolutions

Commending Edward W. Jones. SJ 261. **Note:** Commends Mr. Jones, the editor of Fredericksburg's *Free Lance-Star*, for his participation on a state panel working on the Virginia Freedom of Information Act (FOIA) in the 1980's and also on the Virginia Press Association's Freedom of Information Committee in the 1990's. Also of note, Mr. Jones has been appointed as a member of the FOIA Council for a 4-year term beginning July 1, 2010.

Uncodified Acts

Virginia Network for Geospatial Health Research Authority; created. Requires the Secretaries of Health and Human Resources and Technology to evaluate opportunities to partner with nonprofit organizations and institutions of higher education in the Commonwealth to develop a network for geospatial health research, and to report on their findings to the Governor; the Senate Committees on Education and Health, Finance, and General Laws and Technology; and the House Committees on Appropriations, Health, Welfare, and Institutions, and Science and Technology no later than December 1, 2010. SB 549 (2010 Acts of Assembly, c. 679).

Title 2.2 Administration of Government

Government Data Collection and Dissemination Practices Act; collection of social security numbers. Sets out the original date (January 1, 1975) when social security numbers were authorized to be collected/required by state and local agencies under federal law, which is a recommendation of the Freedom of Information Advisory Council. The bill also provides that nothing shall be construed to prohibit the collection of a social security number for the sole purpose of debt collection by state and local agencies. HB 433 (2010 Acts of Assembly, c. 749).

Open Education Curriculum Board; established. Establishes the Open Education Curriculum Board. The purpose of the Board is to designate qualifying entities as Open Education Consortia and set the standards for submission of education materials and subsequent licensing of educational curriculum developed by the Consortia. Materials submitted to a Consortium may be edited in any manner and released under a Creative Commons license or licensed for use as a commercial product, subject to restrictions developed by the Board. Consortia may offer incentives to encourage individuals to submit educational materials to the Consortium. SB 241 (2010 Acts of Assembly, c. 787).

Land conservation practices; information management. Requires the Secretary of Natural Resources, with assistance from the Secretary of Agriculture and Forestry, to establish and maintain a database of the critical data attributes for onsite best management practices that limit the amount of nutrients and sediment entering state

waters. The database is intended to document voluntary actions taken by the agricultural and silvicultural sectors and should enable the application of the collected data towards projections of progress towards Virginia's water quality goals. The bill declares that an emergency exists and that the bill is effective upon passage. SB 346 (2010 Acts of Assembly, c. 172). **Note:** *The bill was enacted effective March 13, 2010.*

Workforce and education program evaluation and policy analysis. Provides for certain agencies to share encrypted (de-identified) data to create one-time restricted-use data sets in order to evaluate postsecondary and career readiness programs, pursuant to specified requirements. SB 459 (2010 Acts of Assembly, c. 803). **Note:** *The bill as introduced amended the Government Data Collection and Dissemination Practices Act (GDCDPA). However, the bill as enacted does not amend the GDCDPA, but instead adds a new section in the law regarding Coordination of Workforce Development (Chapter 4.2 of Title 2.2).*

Title 6.2 Financial Institutions and Services

Revision of Title 6.1. Creates proposed Title 6.2 (Financial Institutions and Services) as a revision of existing Title 6.1 (Banking and Finance). Proposed Title 6.2 consists of 22 chapters divided into four subtitles: Subtitle I (General Provisions); Subtitle II (Depository Institutions and Trust Organizations); Subtitle III (Other Regulated Providers of Financial Services); and Subtitle IV (Other Financial Activities). Subtitle I includes title-wide definitions and chapters addressing money and currency, interest and usury, lending practices generally, including credit card laws currently in Title 11, and equal credit opportunity laws that are currently in Title 59.1. Subtitle II addresses deposits and accounts at financial institutions, as well as provisions applicable to specific types of depository institutions, including financial institution holding companies, banks, savings institutions, credit unions, and entities conducting trust business. Subtitle III sets out provisions relating to providers of financial services that are subject to licensure or registration with the State Corporation Commission, including industrial loan associations, consumer finance companies, mortgage lenders and brokers, mortgage loan originators, payday lenders, money order sellers and money transmitters, agencies providing debt management plans, and check cashers. Subtitle IV includes provisions regulating the conduct of other financial activities, including refund anticipation loans, safe deposit boxes, and securitization transactions. The Wet Settlement Act and provisions regarding real estate settlement agents are relocated to Title 55. SB 295 (2010 Acts of Assembly, c. 794). **Note:** *The bill recodifies an exemption for a payday loan database, currently found at § 6.1-453.1.*

Title 8.01 Civil Remedies and Procedure

Technological efficiencies in circuit court clerks' offices; fees. Makes technical changes in circuit court clerks' handling of electronic or digital filing and their maintenance and support of electronic filing. HB 974 (2010 Acts of Assembly, c. 430).

Attorney-client privilege; work product protection; limitations on waivers. Provides that when the disclosure of a communication or information covered by attorney-client privilege or work product protection made in a proceeding or to any public body operates as a waiver of the privilege or protection, such waiver only extends to undisclosed communications or information if (i) the waiver was intentional, and (ii) the disclosed and undisclosed communications or information concern the same subject matter and ought in fairness be considered together. Inadvertent disclosures do not operate as a waiver if reasonable steps were taken to prevent disclosure and to rectify the error. The bill also provides that an agreement between parties as to the effect of a disclosure is only binding upon the parties to the agreement unless it has been incorporated into a court order. The bill does not limit any otherwise applicable waiver of attorney-client privilege or work product protection by an inmate who files an action challenging his conviction or sentence. As introduced, this bill was a recommendation of the Boyd-Graves Conference. SB 384 (2010 Acts of Assembly, c. 350).

Title 9.1 Commonwealth Public Safety

Availability of presentence reports to counsel for convicted person. Provides that counsel representing a person who has been convicted of a crime for which a presentence report was prepared by a probation officer may be provided a copy of the report, without a court order, when the convicted person is pursuing a post-conviction remedy. HB 13 (2010 Acts of Assembly, c. 223).

Line of Duty Act; access to records of investigation. Provides that evidence and documents obtained by or created by, and the report of investigation prepared by, the Department of State Police in carrying out the provisions of the Line of Duty Act shall (i) be deemed confidential, (ii) be exempt from disclosure under the Freedom of Information Act (§ 2.2-3700 et seq.), and (iii) not be released in whole or in part by any person to any person except as provided in the Line of Duty Act. HB 857 (2010 Acts of Assembly, c. 568).

Title 12.1 State Corporation Commission

Personal identifying information; State Corporation Commission filings. Declares that a person preparing or submitting a document or information that is filed with the clerk of the State Corporation Commission is responsible for ensuring that the document or information does not contain any personal identifiable information, which includes a social security number or other number on a driver's license, information on credit cards or other electronic billing and payment systems, an individual's date of birth or parent's maiden name, and financial account numbers. The provision does not apply if the information is publicly available or is required or authorized by law to be included in the filed information. The measure also authorizes the clerk of the Commission to remove, delete, or obliterate such information from a document, and to refuse to accept for filing any document that includes personal identifiable information. The State Corporation Commission, its members, the clerk of the Commission, and any member of his staff are

declared to be immune from liability for any acts or omissions in implementing these provisions. HB 526 (2010 Acts of Assembly, c. 513).

Title 15.2 Counties, Cities, and Towns

Bristol Virginia Utilities Authority. Creates an authority and converts Bristol Virginia Utilities into that authority, to be known as the BVU Authority. HB 27 (2010 Acts of Assembly, c. 210), SB 12 (2010 Acts of Assembly, c. 117). **Note:** *The bill contains provisions concerning access to certain records of the Authority, as well as certain meeting requirements unique to the Authority.*

Certain firearms taxes; destruction of records. Repeals local authority to impose a license tax of not more than \$25 on persons engaged in the business of selling pistols and revolvers. Also, a recordkeeping requirement for such persons is deleted and the clerk of the circuit court shall destroy any such existing records. HB 109 (2010 Acts of Assembly, c. 495).

Title 16.1 Courts Not of Record

Electronic filing of civil actions. Provides that the general district courts shall accept case data in an electronic format for any civil action filed. The use of the electronic transfer shall be at the option of the plaintiff or the plaintiff's attorney, and if electronic transfer is utilized, the plaintiff or the plaintiff's attorney shall comply with the security and data configuration standards established by the Office of the Executive Secretary of the Supreme Court. HB 283 (2010 Acts of Assembly, c. 622).

Exception to confidentiality of juvenile records; fugitives and escapees. Allows for the release of identifying information of a juvenile who is charged with or convicted of any misdemeanor or felony and is a fugitive from justice or an escapee. Currently, only juveniles charged with or convicted of certain serious offenses (e.g., murder, rape, robbery) may have identifying information released once they become a fugitive or escapee. HB 918 (2010 Acts of Assembly, c. 526).

Juvenile records; gang information; exceptions to confidentiality. Places an affirmative duty on the Department of Juvenile Justice to provide information to law enforcement that may aid in initiating or furthering an investigation of a criminal street gang. The bill also requires, rather than allows, the Department and locally operated court services unit to release to law enforcement information on a juvenile's criminal street gang involvement and the criminal street gang-related activity of others. The Department is prohibited from releasing information on a juvenile who is not affiliated with a gang unless the information relates to a specific crime. The Department is required to provide information to the Organized Criminal Gang File maintained by the State Police. HB 1121 (2010 Acts of Assembly, c. 367), SB 486 (2010 Acts of Assembly, c. 472).

Title 17.1 Courts of Record

Technological efficiencies in circuit court clerks' offices; fees. See entry under Title 8.01, *supra*. HB 974 (2010 Acts of Assembly, c. 430).

Title 18.2 Crimes and Offenses Generally

Public disclosure of personal information; law-enforcement officers. Prohibits a state or local agency from publicly posting or displaying on the Internet the home address or personal telephone numbers of a law-enforcement officer if the officer has made a written demand that such information not be disclosed. The written demand must include a copy of a court order authorizing the state or locality to remove the information. The bill also clarifies that the publication of a person's primary residence address along with his name or photograph with the intent to coerce, intimidate, or harass is unlawful. HB 1382 (2010 Acts of Assembly, c. 767).

Title 19.2 Criminal Procedure

Availability of presentence reports to counsel for convicted person. See entry under Title 9.1, *supra*. HB 13 (2010 Acts of Assembly, c. 223).

Bail bondsman to receive criminal history information. Provides that if a judicial officer sets a secured bond and the person engages the services of a licensed bail bondsman, the magistrate executing recognizance for the accused shall, upon request of the bondsman, provide the bondsman with a copy of the person's Virginia criminal history record, if readily available, to be used by the bondsman only to determine appropriate reporting requirements to impose upon the accused upon his release. The bondsman may review the record on the premises only and must promptly return it to the magistrate. The bondsman will pay a \$15 fee which will be payable to the state treasury to be credited to the Literary Fund. HB 1255 (2010 Acts of Assembly, c. 862).

Admissibility in evidence of non-existence of an official record. Provides that at a hearing or trial an affidavit signed by a government official who is competent to testify, deemed to have custody of an official record, or signed by his designee, stating that after a diligent search, no record or entry of such record is found to exist among the records in his custody, is admissible as evidence that his office has no such record or entry, provided that the procedures for admission of such an affidavit as set forth in the statute governing admission of affidavits indicating non-registration of a sex offender have been followed, *mutatis mutandis*. SB 385 (2010 Acts of Assembly, c. 464).

Title 22.1 Education

Reports of certain acts to school authorities. Provides that for any report from local law-enforcement authorities to the principal or his designee and the division superintendent regarding certain offenses committed by a juvenile student that would be an adult misdemeanor, local law-enforcement authorities and attorneys for the

Commonwealth shall also be authorized to disclose information regarding terms of release from detention, court dates, and terms of any disposition orders entered by the court to the superintendent of such student's school division. HB 907 (2010 Acts of Assembly, c. 525).

Title 23 Educational Institutions

State Council of Higher Education for Virginia; duties. Provides that when performing its duty to develop a uniform, comprehensive data information system designed to gather all information necessary to the performance of the Council's duties, the Council may contract with private entities to create de-identified student records for the purpose of assessing the performance of institutions and specific programs relative to the workforce needs of the Commonwealth. HB 7 (2010 Acts of Assembly, c. 68).

Title 24.2 Elections

Campaign finance information and reports; public access. Clarifies that information, not required to be entered into the campaign finance database that candidates or committees may include in campaign finance report-creation software managed by or for the State Board is not required to be disclosed to the public. HB 1387 (2010 Acts of Assembly, c. 297).

Lists of registered voters; disclosure to commissioners of the revenue and treasurers. Allows the State Board of Elections to furnish, for a reasonable fee, lists of registered voters to commissioners of the revenue and city or county treasurers for tax assessment, collection, and enforcement purposes. SB 137 (2010 Acts of Assembly, c. 452).

Title 30 General Assembly

General Assembly Conflicts of Interests Act; House and Senate Ethics Advisory Panels. Opens ethics inquiries to the public after a preliminary investigation. During the preliminary investigation, the Panel will require that (i) the facts stated in the complaint taken to be true are sufficient to show a violation of the Conflicts of Interests Act, (ii) the complainant appear and testify under oath as to the complaint and the allegations, and (iii) such violation has occurred by a preponderance of the evidence. Once the Panel determines to proceed with an inquiry into the conduct of any legislator, the Panel shall complete its investigations notwithstanding the resignation of the legislator during the course of the Panel's proceedings. HB 655 (2010 Acts of Assembly, c. 876).

General Assembly Conflicts of Interests Act; disclosure of salary. Requires a member of the General Assembly to disclose in his annual disclosure of personal interests any salary and wages in excess of \$10,000 paid to him or his immediate family for employment with a state or local government or advisory agency, except for his salary received as a member of the General Assembly. HB 740 (2010 Acts of Assembly, c. 418), SB 512 (2010 Acts of Assembly c. 474).

State Government Spending Accountability Act. Directs the Auditor of Public Accounts to include on a searchable database a register of all funds expended for major agencies of the Commonwealth. In regard to the registry, the database would include the vendor name, date of payment, and a description of the expense, including also credit card purchases with the same information. The bill also requires the Auditor of Public Accounts to conduct a review of searchable databases used by other states and incorporate best practices for ease of use and transparency of state agency expenditures. SB 431 (2010 Acts of Assembly, c. 671).

Title 32.1 Health

Notification of breach of medical information. Requires notification to residents of the Commonwealth if their unredacted or unencrypted medical information or health insurance information is the subject of a database breach. The notification required by this section would apply only to state and local government entities. This bill would become effective January 1, 2011. HB 1039 (2010 Acts of Assembly, c. 852).

Title 46.2 Motor Vehicles

DMV records; release of photographs. Provides for release by DMV of a hard copy image of any photographs of deceased persons who held driver's licenses or special identification cards when requested by members of the deceased person's family or the executor of his estate. HB 61 (2010 Acts of Assembly, c. 15).

Disabled parking; windshield placard contents. Provides that permanent and removable windshield placards shall not show the name, age, and sex of the person to whom issued. Instead, holders of permanent windshield placards are required to carry Disabled Parking Placard Identification Cards issued by DMV. SB 45 (2010 Acts of Assembly, c. 47).

Salvage vehicles; maintenance and contents of records; reports. Clarifies items that must be contained in the records that licensees maintain on receipt of any vehicles and allows the governing body of any locality to require that the records be reported to the police. The bill further provides that licensees keep vehicles for up to 10 days before crushing them. SB 406 (2010 Acts of Assembly, c. 873).

Title 52 Police (State)

Juvenile records; gang information; exceptions to confidentiality. See entry under Title 16.1, *supra*. HB 1121 (2010 Acts of Assembly, c. 367), SB 486 (2010 Acts of Assembly, c. 472).

Title 67 Virginia Energy Plan

Virginia Offshore Wind Project Development Authority. Creates the Virginia Offshore Wind Development Authority to facilitate and support the development of the offshore wind industry and wind-powered electric energy facilities located off the coast of the Commonwealth beyond the Commonwealth's three-mile jurisdictional limit. The Authority is charged with, among other tasks, (i) identifying existing state and regulatory or administrative barriers to the development of the offshore wind industry, (ii) collecting metocean and environmental data, (iii) upgrading port facilities to accommodate the manufacturing and assembly of project components and vessels that will support such projects, and (iv) applying to the U.S. Department of Energy for loan guarantees for such projects. HB 389 (2010 Acts of Assembly, c. 507), SB 577 (2010 Acts of Assembly, c. 601). **Note:** *The bill contains provisions concerning access to certain records of the Authority, and explicitly states that members of the Authority are subject to FOIA.*

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Chapter 37 of Title 2.2
The Virginia Freedom of Information Act
(Effective July 1, 2010)

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§ 2.2-3700. Short title; policy.

A. This chapter may be cited as "The Virginia Freedom of Information Act."

B. By enacting this chapter, the General Assembly ensures the people of the Commonwealth ready access to public records in the custody of a public body or its officers and employees, and free entry to meetings of public bodies wherein the business of the people is being conducted. The affairs of government are not intended to be conducted in an atmosphere of secrecy since at all times the public is to be the beneficiary of any action taken at any level of government. Unless a public body or its officers or employees specifically elect to exercise an exemption provided by this chapter or any other statute, every meeting shall be open to the public and all public records shall be available for inspection and copying upon request. All public records and meetings shall be presumed open, unless an exemption is properly invoked.

The provisions of this chapter shall be liberally construed to promote an increased awareness by all persons of governmental activities and afford every opportunity to citizens to witness the operations of government. Any exemption from public access to records or meetings shall be narrowly construed and no record shall be withheld or meeting closed to the public unless specifically made exempt pursuant to this chapter or other specific provision of law. This chapter shall not be construed to discourage the free discussion by government officials or employees of public matters with the citizens of the Commonwealth.

All public bodies and their officers and employees shall make reasonable efforts to reach an agreement with a requester concerning the production of the records requested.

Any ordinance adopted by a local governing body that conflicts with the provisions of this chapter shall be void.

§ 2.2-3701. Definitions.

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

"Closed meeting" means a meeting from which the public is excluded.

"Electronic communication" means any audio or combined audio and visual communication method.

"Emergency" means an unforeseen circumstance rendering the notice required by this chapter impossible or impracticable and which circumstance requires immediate action.

it "Meeting" or "meetings" means the meetings including work sessions, when sitting physically, or through telephonic or video equipment pursuant to § 2.2-3708 or 2.2-3708.1, as a body or entity, or as an informal assemblage of (i) as many as three members or (ii) a quorum, if less than three, of the constituent membership, wherever held, with or

without minutes being taken, whether or not votes are cast, of any public body. The gathering of employees of a public body shall not be deemed a "meeting" subject to the provisions of this chapter.

"Open meeting" or "public meeting" means a meeting at which the public may be present.

"Public body" means any legislative body, authority, board, bureau, commission, district or agency of the Commonwealth or of any political subdivision of the Commonwealth, including cities, towns and counties, municipal councils, governing bodies of counties, school boards and planning commissions; boards of visitors of public institutions of higher education; and other organizations, corporations or agencies in the Commonwealth supported wholly or principally by public funds. It shall include (i) the Virginia Birth-Related Neurological Injury Compensation Program and its board of directors established pursuant to Chapter 50 (§ 38.2-5000 et seq.) of Title 38.2 and (ii) any committee, subcommittee, or other entity however designated, of the public body created to perform delegated functions of the public body or to advise the public body. It shall not exclude any such committee, subcommittee or entity because it has private sector or citizen members. Corporations organized by the Virginia Retirement System are "public bodies" for purposes of this chapter.

For the purposes of the provisions of this chapter applicable to access to public records, constitutional officers shall be considered public bodies and, except as otherwise expressly provided by law, shall have the same obligations to disclose public records as other custodians of public records.

"Public records" means all writings and recordings that consist of letters, words or numbers, or their equivalent, set down by handwriting, typewriting, printing, photostating, photography, magnetic impulse, optical or magneto-optical form, mechanical or electronic recording or other form of data compilation, however stored, and regardless of physical form or characteristics, prepared or owned by, or in the possession of a public body or its officers, employees or agents in the transaction of public business.

"Regional public body" means a unit of government organized as provided by law within defined boundaries, as determined by the General Assembly, whose members are appointed by the participating local governing bodies, and such unit includes two or more counties or cities.

"Scholastic records" means those records containing information directly related to a student or an applicant for admission and maintained by a public body that is an educational agency or institution or by a person acting for such agency or institution.

§ 2.2-3702. Notice of chapter.

Any person elected, reelected, appointed or reappointed to any body not excepted from this chapter shall (i) be furnished by the public body's administrator or legal counsel with

a copy of this chapter within two weeks following election, reelection, appointment or reappointment and (ii) read and become familiar with the provisions of this chapter.

§ 2.2-3703. Public bodies and records to which chapter inapplicable; voter registration and election records; access by persons incarcerated in a state, local, or federal correctional facility.

A. The provisions of this chapter shall not apply to:

1. The Virginia Parole Board, except that (i) information from the Virginia Parole Board providing the number of inmates considered by such Board for discretionary parole, the number of inmates granted or denied parole, and the number of parolees returned to the custody of the Department of Corrections solely as a result of a determination by such Board of a violation of parole shall be open to inspection and available for release, on a monthly basis, as provided by § 2.2-3704 and (ii) all records concerning the finances of the Virginia Parole Board shall be public records and subject to the provisions of this chapter. The information required by clause (i) shall be furnished by offense, sex, race, age of the inmate, and the locality in which the conviction was obtained, upon the request of the party seeking the information;

2. Petit juries and grand juries;

3. Family assessment and planning teams established pursuant to § 2.2-5207;

4. The Virginia State Crime Commission; and

5. The records required by law to be maintained by the clerks of the courts of record, as defined in § 1-212, and courts not of record, as defined in § 16.1-69.5. However, other records maintained by the clerks of such courts shall be public records and subject to the provisions of this chapter.

B. Public access to voter registration and election records shall be governed by the provisions of Title 24.2 and this chapter. The provisions of Title 24.2 shall be controlling in the event of any conflict.

C. No provision of this chapter or Chapter 21 (§ 30-178 et seq.) of Title 30 shall be construed to afford any rights to any person (i) incarcerated in a state, local or federal correctional facility, whether or not such facility is (a) located in the Commonwealth or (b) operated pursuant to the Corrections Private Management Act (§ 53.1-261 et seq.) or (ii) civilly committed pursuant to the Sexually Violent Predators Act (§ 37.2-900 et seq.). However, this subsection shall not be construed to prevent such persons from exercising their constitutionally protected rights, including, but not limited to, their right to call for evidence in their favor in a criminal prosecution.

§ 2.2-3704. Public records to be open to inspection; procedure for requesting records and responding to request; charges; transfer of records for storage, etc.

A. Except as otherwise specifically provided by law, all public records shall be open to inspection and copying by any citizens of the Commonwealth during the regular office hours of the custodian of such records. Access to such records shall not be denied to citizens of the Commonwealth, representatives of newspapers and magazines with circulation in the Commonwealth, and representatives of radio and television stations broadcasting in or into the Commonwealth. The custodian may require the requester to provide his name and legal address. The custodian of such records shall take all necessary precautions for their preservation and safekeeping.

B. A request for public records shall identify the requested records with reasonable specificity. The request need not make reference to this chapter in order to invoke the provisions of this chapter or to impose the time limits for response by a public body. Any public body that is subject to this chapter and that is the custodian of the requested records shall promptly, but in all cases within five working days of receiving a request, provide the requested records to the requester or make one of the following responses in writing:

1. The requested records are being entirely withheld because their release is prohibited by law or the custodian has exercised his discretion to withhold the records in accordance with this chapter. Such response shall identify with reasonable particularity the volume and subject matter of withheld records, and cite, as to each category of withheld records, the specific Code section that authorizes the withholding of the records.

2. The requested records are being provided in part and are being withheld in part because the release of part of the records is prohibited by law or the custodian has exercised his discretion to withhold a portion of the records in accordance with this chapter. Such response shall identify with reasonable particularity the subject matter of withheld portions, and cite, as to each category of withheld records, the specific Code section that authorizes the withholding of the records. When a portion of a requested record is withheld, the public body may delete or excise only that portion of the record to which an exemption applies and shall release the remainder of the record.

3. The requested records could not be found or do not exist. However, if the public body that received the request knows that another public body has the requested records, the response shall include contact information for the other public body.

4. It is not practically possible to provide the requested records or to determine whether they are available within the five-work-day period. Such response shall specify the conditions that make a response impossible. If the response is made within five working days, the public body shall have an additional seven work days in which to provide one of the four preceding responses.

C. Any public body may petition the appropriate court for additional time to respond to a request for records when the request is for an extraordinary volume of records or requires an extraordinarily lengthy search, and a response by the public body within the time required by this chapter will prevent the public body from meeting its operational

responsibilities. Before proceeding with the petition, however, the public body shall make reasonable efforts to reach an agreement with the requester concerning the production of the records requested.

D. Subject to the provisions of subsection G, no public body shall be required to create a new record if the record does not already exist. However, a public body may abstract or summarize information under such terms and conditions as agreed between the requester and the public body.

E. Failure to respond to a request for records shall be deemed a denial of the request and shall constitute a violation of this chapter.

F. A public body may make reasonable charges not to exceed its actual cost incurred in accessing, duplicating, supplying, or searching for the requested records. No public body shall impose any extraneous, intermediary or surplus fees or expenses to recoup the general costs associated with creating or maintaining records or transacting the general business of the public body. Any duplicating fee charged by a public body shall not exceed the actual cost of duplication. The public body may also make a reasonable charge for the cost incurred in supplying records produced from a geographic information system at the request of anyone other than the owner of the land that is the subject of the request. However, such charges shall not exceed the actual cost to the public body in supplying such records, except that the public body may charge, on a pro rata per acre basis, for the cost of creating topographical maps developed by the public body, for such maps or portions thereof, which encompass a contiguous area greater than 50 acres. All charges for the supplying of requested records shall be estimated in advance at the request of the citizen.

G. Public records maintained by a public body in an electronic data processing system, computer database, or any other structured collection of data shall be made available to a requester at a reasonable cost, not to exceed the actual cost in accordance with subsection F. When electronic or other databases are combined or contain exempt and nonexempt records, the public body may provide access to the exempt records if not otherwise prohibited by law, but shall provide access to the nonexempt records as provided by this chapter.

Public bodies shall produce nonexempt records maintained in an electronic database in any tangible medium identified by the requester, including, where the public body has the capability, the option of posting the records on a website or delivering the records through an electronic mail address provided by the requester, if that medium is used by the public body in the regular course of business. No public body shall be required to produce records from an electronic database in a format not regularly used by the public body. However, the public body shall make reasonable efforts to provide records in any format under such terms and conditions as agreed between the requester and public body, including the payment of reasonable costs. The excision of exempt fields of information from a database or the conversion of data from one available format to another shall not be deemed the creation, preparation or compilation of a new public record.

H. In any case where a public body determines in advance that charges for producing the requested records are likely to exceed \$200, the public body may, before continuing to process the request, require the requester to agree to payment of a deposit not to exceed the amount of the advance determination. The deposit shall be credited toward the final cost of supplying the requested records. The period within which the public body shall respond under this section shall be tolled for the amount of time that elapses between notice of the advance determination and the response of the requester.

I. Before processing a request for records, a public body may require the requester to pay any amounts owed to the public body for previous requests for records that remain unpaid 30 days or more after billing.

J. In the event a public body has transferred possession of public records to any entity, including but not limited to any other public body, for storage, maintenance, or archiving, the public body initiating the transfer of such records shall remain the custodian of such records for purposes of responding to requests for public records made pursuant to this chapter and shall be responsible for retrieving and supplying such public records to the requester. In the event a public body has transferred public records for storage, maintenance, or archiving and such transferring public body is no longer in existence, any public body that is a successor to the transferring public body shall be deemed the custodian of such records. In the event no successor entity exists, the entity in possession of the public records shall be deemed the custodian of the records for purposes of compliance with this chapter, and shall retrieve and supply such records to the requester.

§ 2.2-3704.1. Posting of notice of rights and responsibilities by state public bodies; assistance by the Freedom of Information Advisory Council.

A. All state public bodies created in the executive branch of state government and subject to the provisions of this chapter shall make available the following information to the public upon request and shall post such information on the Internet:

1. A plain English explanation of the rights of a requester under this chapter, the procedures to obtain public records from the public body, and the responsibilities of the public body in complying with this chapter. For purposes of this subdivision "plain English" means written in nontechnical, readily understandable language using words of common everyday usage and avoiding legal terms and phrases or other terms and words of art whose usage or special meaning primarily is limited to a particular field or profession;

2. Contact information for the person designated by the public body to (i) assist a requester in making a request for records or (ii) respond to requests for public records;

3. A general description, summary, list, or index of the types of public records maintained by such state public body;

4. A general description, summary, list, or index of any exemptions in law that permit or require such public records to be withheld from release; and

5. Any policy the public body has concerning the type of public records it routinely withholds from release as permitted by this chapter or other law.

B. The Freedom of Information Advisory Council, created pursuant to § 30-178, shall assist in the development and implementation of the provisions of subsection A, upon request.

§ 2.2-3705.

Repealed by Acts 2004, c. 690.

§ 2.2-3705.1. Exclusions to application of chapter; exclusions of general application to public bodies.

The following records are excluded from the provisions of this chapter but may be disclosed by the custodian in his discretion, except where such disclosure is prohibited by law:

1. Personnel records containing information concerning identifiable individuals, except that access shall not be denied to the person who is the subject thereof. Any person who is the subject of any personnel record and who is 18 years of age or older may waive, in writing, the protections afforded by this subdivision. If the protections are so waived, the public body shall open such records for inspection and copying.
2. Written advice of legal counsel to state, regional or local public bodies or the officers or employees of such public bodies, and any other records protected by the attorney-client privilege.
3. Legal memoranda and other work product compiled specifically for use in litigation or for use in an active administrative investigation concerning a matter that is properly the subject of a closed meeting under § 2.2-3711.
4. Any test or examination used, administered or prepared by any public body for purposes of evaluation of (i) any student or any student's performance, (ii) any employee or employment seeker's qualifications or aptitude for employment, retention, or promotion, or (iii) qualifications for any license or certificate issued by a public body.

As used in this subdivision, "test or examination" shall include (a) any scoring key for any such test or examination and (b) any other document that would jeopardize the security of the test or examination. Nothing contained in this subdivision shall prohibit the release of test scores or results as provided by law, or limit access to individual records as provided by law. However, the subject of such employment tests shall be

entitled to review and inspect all records relative to his performance on such employment tests.

When, in the reasonable opinion of such public body, any such test or examination no longer has any potential for future use, and the security of future tests or examinations will not be jeopardized, the test or examination shall be made available to the public. However, minimum competency tests administered to public school children shall be made available to the public contemporaneously with statewide release of the scores of those taking such tests, but in no event shall such tests be made available to the public later than six months after the administration of such tests.

5. Records recorded in or compiled exclusively for use in closed meetings lawfully held pursuant to § 2.2-3711. However, no record that is otherwise open to inspection under this chapter shall be deemed exempt by virtue of the fact that it has been reviewed or discussed in a closed meeting.

6. Vendor proprietary information software that may be in the official records of a public body. For the purpose of this subdivision, "vendor proprietary software" means computer programs acquired from a vendor for purposes of processing data for agencies or political subdivisions of the Commonwealth.

7. Computer software developed by or for a state agency, state-supported institution of higher education or political subdivision of the Commonwealth.

8. Appraisals and cost estimates of real property subject to a proposed purchase, sale or lease, prior to the completion of such purchase, sale or lease.

9. Records concerning reserves established in specific claims administered by the Department of the Treasury through its Division of Risk Management as provided in Article 5 (§ 2.2-1832 et seq.) of Chapter 18 of this title, or by any county, city, or town; and investigative notes, correspondence and information furnished in confidence with respect to an investigation of a claim or a potential claim against a public body's insurance policy or self-insurance plan. However, nothing in this subdivision shall prohibit the disclosure of information taken from inactive reports upon expiration of the period of limitations for the filing of a civil suit.

10. Personal information, as defined in § 2.2-3801, including electronic mail addresses, furnished to a public body for the purpose of receiving electronic mail from the public body, provided that the electronic mail recipient has requested that the public body not disclose such information. However, access shall not be denied to the person who is the subject of the record.

11. Communications and materials required to be kept confidential pursuant to § 2.2-4119 of the Virginia Administrative Dispute Resolution Act (§ 2.2-4115 et seq.).

12. Records relating to the negotiation and award of a specific contract where competition or bargaining is involved and where the release of such records would adversely affect the bargaining position or negotiating strategy of the public body. Such records shall not be withheld after the public body has made a decision to award or not to award the contract. In the case of procurement transactions conducted pursuant to the Virginia Public Procurement Act (§ 2.2-4300 et seq.), the provisions of this subdivision shall not apply, and any release of records relating to such transactions shall be governed by the Virginia Public Procurement Act.

13. Those portions of records that contain account numbers or routing information for any credit card, debit card, or other account with a financial institution of any person or public body. However, access shall not be denied to the person who is the subject of the record. For the purposes of this subdivision, "financial institution" means any organization authorized to do business under state or federal laws relating to financial institutions, including, without limitation, banks and trust companies, savings banks, savings and loan companies or associations, and credit unions.

§ 2.2-3705.2. Exclusions to application of chapter; records relating to public safety.

The following records are excluded from the provisions of this chapter but may be disclosed by the custodian in his discretion, except where such disclosure is prohibited by law:

1. Confidential records, including victim identity, provided to or obtained by staff in a rape crisis center or a program for battered spouses.
2. Those portions of engineering and construction drawings and plans submitted for the sole purpose of complying with the Building Code in obtaining a building permit that would identify specific trade secrets or other information, the disclosure of which would be harmful to the competitive position of the owner or lessee. However, such information shall be exempt only until the building is completed. Information relating to the safety or environmental soundness of any building shall not be exempt from disclosure.

Those portions of engineering and construction drawings and plans that reveal critical structural components, security equipment and systems, ventilation systems, fire protection equipment, mandatory building emergency equipment or systems, elevators, electrical systems, telecommunications equipment and systems, and other utility equipment and systems submitted for the purpose of complying with the Uniform Statewide Building Code (§ 36-97 et seq.) or the Statewide Fire Prevention Code (§ 27-94 et seq.), the disclosure of which would jeopardize the safety or security of any public or private commercial office, multifamily residential or retail building or its occupants in the event of terrorism or other threat to public safety, to the extent that the owner or lessee of such property, equipment or system in writing (i) invokes the protections of this paragraph; (ii) identifies the drawings, plans, or other materials to be protected; and (iii) states the reasons why protection is necessary.

Nothing in this subdivision shall prevent the disclosure of information relating to any building in connection with an inquiry into the performance of that building after it has been subjected to fire, explosion, natural disaster or other catastrophic event.

3. Documentation or other information that describes the design, function, operation or access control features of any security system, whether manual or automated, which is used to control access to or use of any automated data processing or telecommunications system.

4. Plans and information to prevent or respond to terrorist activity, the disclosure of which would jeopardize the safety of any person, including (i) critical infrastructure sector or structural components; (ii) vulnerability assessments, operational, procedural, transportation, and tactical planning or training manuals, and staff meeting minutes or other records; and (iii) engineering or architectural records, or records containing information derived from such records, to the extent such records reveal the location or operation of security equipment and systems, elevators, ventilation, fire protection, emergency, electrical, telecommunications or utility equipment and systems of any public building, structure or information storage facility, or telecommunications or utility equipment or systems. The same categories of records of any governmental or nongovernmental person or entity submitted to a public body for the purpose of antiterrorism response planning may be withheld from disclosure if such person or entity in writing (a) invokes the protections of this subdivision, (b) identifies with specificity the records or portions thereof for which protection is sought, and (c) states with reasonable particularity why the protection of such records from public disclosure is necessary to meet the objective of antiterrorism planning or protection. Such statement shall be a public record and shall be disclosed upon request. Nothing in this subdivision shall be construed to prohibit the disclosure of records relating to the structural or environmental soundness of any building, nor shall it prevent the disclosure of information relating to any building in connection with an inquiry into the performance of that building after it has been subjected to fire, explosion, natural disaster or other catastrophic event.

5. Information that would disclose the security aspects of a system safety program plan adopted pursuant to 49 C.F.R. Part 659 by the Commonwealth's designated Rail Fixed Guideway Systems Safety Oversight agency; and information in the possession of such agency, the release of which would jeopardize the success of an ongoing investigation of a rail accident or other incident threatening railway safety.

6. Engineering and architectural drawings, operational, procedural, tactical planning or training manuals, or staff meeting minutes or other records, the disclosure of which would reveal surveillance techniques, personnel deployments, alarm or security systems or technologies, or operational and transportation plans or protocols, to the extent such disclosure would jeopardize the security of any governmental facility, building or structure or the safety of persons using such facility, building or structure.

7. Security plans and specific assessment components of school safety audits, as provided in § 22.1-279.8.

Nothing in this subdivision shall be construed to prohibit the disclosure of records relating to the effectiveness of security plans after (i) any school building or property has been subjected to fire, explosion, natural disaster or other catastrophic event, or (ii) any person on school property has suffered or been threatened with any personal injury.

8. [Expired.]

9. Records of the Commitment Review Committee concerning the mental health assessment of an individual subject to commitment as a sexually violent predator under Chapter 9 (§ 37.2-900 et seq.) of Title 37.2; except that in no case shall records identifying the victims of a sexually violent predator be disclosed.

10. Subscriber data, which for the purposes of this subdivision, means the name, address, telephone number, and any other information identifying a subscriber of a telecommunications carrier, provided directly or indirectly by a telecommunications carrier to a public body that operates a 911 or E-911 emergency dispatch system or an emergency notification or reverse 911 system, if the data is in a form not made available by the telecommunications carrier to the public generally. Nothing in this subdivision shall prevent the release of subscriber data generated in connection with specific calls to a 911 emergency system, where the requester is seeking to obtain public records about the use of the system in response to a specific crime, emergency or other event as to which a citizen has initiated a 911 call.

11. Subscriber data, which for the purposes of this subdivision, means the name, address, telephone number, and any other information identifying a subscriber of a telecommunications carrier, collected by a local governing body in accordance with the Enhanced Public Safety Telephone Services Act (§ 56-484.12 et seq.), and other identifying information of a personal, medical, or financial nature provided to a local governing body in connection with a 911 or E-911 emergency dispatch system or an emergency notification or reverse 911 system, if such records are not otherwise publicly available. Nothing in this subdivision shall prevent the release of subscriber data generated in connection with specific calls to a 911 emergency system, where the requester is seeking to obtain public records about the use of the system in response to a specific crime, emergency or other event as to which a citizen has initiated a 911 call.

12. Records of the Virginia Military Advisory Council, the Virginia National Defense Industrial Authority, or a local or regional military affairs organization appointed by a local governing body, to the extent such records (i) contain information relating to strategies under consideration or development by the Council, the Authority, or such organizations to prevent the closure or realignment of federal military installations located in Virginia, to limit the adverse economic effect of such realignment or closure, or to seek additional tenant activity growth from the Department of Defense or (ii) disclose trade secrets, as defined in the Uniform Trade Secrets Act (§ 59.1-336 et seq.), provided to the Council, the Authority, or such organizations in connection with their work. In order to invoke the trade secret protection provided by clause (ii), the submitting entity shall, in writing and at the time of submission (a) invoke this exclusion, (b) identify

with specificity the information for which such protection is sought, and (c) state the reason why such protection is necessary. Nothing in this subdivision shall be construed to authorize the withholding of all or part of any record, other than a trade secret that has been specifically identified as required by this subdivision, after the Department of Defense has issued a final, unappealable decision, or in the event of litigation, a court of competent jurisdiction has entered a final, unappealable order concerning the closure, realignment, or expansion of the military installation or tenant activities for which records are sought.

13. Documentation or other information as determined by the State Comptroller that describes the design, function, operation, or implementation of internal controls over the Commonwealth's financial processes and systems, and the assessment of risks and vulnerabilities of those controls, including the annual assessment of internal controls mandated by the State Comptroller, the disclosure of which would jeopardize the security of the Commonwealth's financial assets. However, records relating to the investigation of and findings concerning the soundness of any fiscal process shall be disclosed in a form that does not compromise internal controls. Nothing in this subdivision shall be construed to prohibit the Auditor of Public Accounts or the Joint Legislative Audit and Review Commission from reporting internal control deficiencies discovered during the course of an audit.

14. Documentation or other information relating to the Statewide Agencies Radio System (STARS) or any other similar local or regional public safety communications system that (i) describes the design, function, programming, operation, or access control features of the overall system, components, structures, individual networks, and subsystems of the STARS or any other similar local or regional communications system or (ii) relates to radio frequencies assigned to or utilized by STARS or any other similar local or regional communications system, code plugs, circuit routing, addressing schemes, talk groups, fleet maps, encryption, programming maintained by or utilized by STARS or any other similar local or regional public safety communications system; those portions of engineering and construction drawings and plans that reveal critical structural components, interconnectivity, security equipment and systems, network monitoring, network operation center, master sites, ventilation systems, fire protection equipment, mandatory building emergency equipment, electrical systems, and other utility equipment and systems related to STARS or any other similar local or regional public safety communications system; and special event plans, operational plans, storm plans, or other pre-arranged programming, the disclosure of which would reveal surveillance techniques, personnel deployments, alarm or security systems or technologies, or operational and transportation plans or protocols, to the extent such disclosure would jeopardize the security of any governmental facility, building, or structure or the safety of any person.

§ 2.2-3705.3. Exclusions to application of chapter; records relating to administrative investigations.

The following records are excluded from the provisions of this chapter but may be disclosed by the custodian in his discretion, except where such disclosure is prohibited by law:

1. Confidential records of all investigations of applications for licenses and permits, and of all licensees and permittees, made by or submitted to the Alcoholic Beverage Control Board, the State Lottery Department, the Virginia Racing Commission, the Department of Agriculture and Consumer Services relating to investigations and applications pursuant to Article 1.1:1 (§ 18.2-340.15 et seq.) of Chapter 8 of Title 18.2, or the Private Security Services Unit of the Department of Criminal Justice Services.
2. Records of active investigations being conducted by the Department of Health Professions or by any health regulatory board in the Commonwealth.
3. Investigator notes, and other correspondence and information, furnished in confidence with respect to an active investigation of individual employment discrimination complaints made to the Department of Human Resource Management or to such personnel of any local public body, including local school boards as are responsible for conducting such investigations in confidence. However, nothing in this section shall prohibit the disclosure of information taken from inactive reports in a form that does not reveal the identity of charging parties, persons supplying the information or other individuals involved in the investigation.
4. Records of active investigations being conducted by the Department of Medical Assistance Services pursuant to Chapter 10 (§ 32.1-323 et seq.) of Title 32.1.
5. Investigative notes and other correspondence and information furnished in confidence with respect to an investigation or conciliation process involving an alleged unlawful discriminatory practice under the Virginia Human Rights Act (§ 2.2-3900 et seq.) or under any local ordinance adopted in accordance with the authority specified in § 2.2-2638, or adopted pursuant to § 15.2-965, or adopted prior to July 1, 1987, in accordance with applicable law, relating to local human rights or human relations commissions. However, nothing in this section shall prohibit the distribution of information taken from inactive reports in a form that does not reveal the identity of the parties involved or other persons supplying information.
6. Records of studies and investigations by the State Lottery Department of (i) lottery agents, (ii) lottery vendors, (iii) lottery crimes under §§ 58.1-4014 through 58.1-4018, (iv) defects in the law or regulations that cause abuses in the administration and operation of the lottery and any evasions of such provisions, or (v) the use of the lottery as a subterfuge for organized crime and illegal gambling where such official records have not been publicly released, published or copyrighted. All studies and investigations referred to under clauses (iii), (iv) and (v) shall be open to inspection and copying upon completion of the study or investigation.

7. Investigative notes, correspondence and information furnished in confidence, and records otherwise exempted by this chapter or any Virginia statute, provided to or produced by or for the (i) Auditor of Public Accounts; (ii) Joint Legislative Audit and Review Commission; (iii) an appropriate authority as defined in § 2.2-3010 with respect to an allegation of wrongdoing or abuse under the Fraud and Abuse Whistle Blower Protection Act (§ 2.2-3009 et seq.); (iv) Department of the State Internal Auditor with respect to an investigation initiated through the State Employee Fraud, Waste and Abuse Hotline; (v) committee or the auditor with respect to an investigation or audit conducted pursuant to § 15.2-825; or (vi) auditors, appointed by the local governing body of any county, city or town or a school board, who by charter, ordinance, or statute have responsibility for conducting an investigation of any officer, department or program of such body. Records of completed investigations shall be disclosed in a form that does not reveal the identity of the complainants or persons supplying information to investigators. Unless disclosure is prohibited by this section, the records disclosed shall include, but not be limited to, the agency involved, the identity of the person who is the subject of the complaint, the nature of the complaint, and the actions taken to resolve the complaint. If an investigation does not lead to corrective action, the identity of the person who is the subject of the complaint may be released only with the consent of the subject person. Local governing bodies shall adopt guidelines to govern the disclosure required by this subdivision.

8. Records of the Virginia Office for Protection and Advocacy consisting of documentary evidence received or maintained by the Office or its agents in connection with specific complaints or investigations, and records of communications between employees and agents of the Office and its clients or prospective clients concerning specific complaints, investigations or cases. Upon the conclusion of an investigation of a complaint, this exclusion shall no longer apply, but the Office may not at any time release the identity of any complainant or person with mental illness, mental retardation, developmental disabilities or other disability, unless (i) such complainant or person or his legal representative consents in writing to such identification or (ii) such identification is required by court order.

9. Information furnished in confidence to the Department of Employment Dispute Resolution with respect to an investigation, consultation, or mediation under Chapter 10 (§ 2.2-1000 et seq.) of this title, and memoranda, correspondence and other records resulting from any such investigation, consultation or mediation. However, nothing in this section shall prohibit the distribution of information taken from inactive reports in a form that does not reveal the identity of the parties involved or other persons supplying information.

10. The names, addresses and telephone numbers of complainants furnished in confidence with respect to an investigation of individual zoning enforcement complaints or complaints relating to the Uniform Statewide Building Code (§ 36-97 et seq.) or the Statewide Fire Prevention Code (§ 27-94 et seq.) made to a local governing body.

11. Records of active investigations being conducted by the Department of Criminal Justice Services pursuant to Article 4 (§ 9.1-138 et seq.), Article 4.1 (§ 9.1-150.1 et seq.), Article 11 (§ 9.1-185 et seq.), and Article 12 (§ 9.1-186 et seq.) of Chapter 1 of Title 9.1.

12. Records furnished to or prepared by the Board of Education pursuant to subsection D of § 22.1-253.13:3 in connection with the review or investigation of any alleged breach in security, unauthorized alteration, or improper administration of tests by local school board employees responsible for the distribution or administration of the tests. However, this section shall not prohibit the disclosure of records to (i) a local school board or division superintendent for the purpose of permitting such board or superintendent to consider or to take personnel action with regard to an employee or (ii) any requester, after the conclusion of a review or investigation, in a form that (a) does not reveal the identity of any person making a complaint or supplying information to the Board on a confidential basis and (b) does not compromise the security of any test mandated by the Board.

13. Investigator notes, and other correspondence and information, furnished in confidence with respect to an active investigation conducted by or for the Board of Education related to the denial, suspension, or revocation of teacher licenses. However, this subdivision shall not prohibit the disclosure of records to a local school board or division superintendent for the purpose of permitting such board or superintendent to consider or to take personnel action with regard to an employee. Records of completed investigations shall be disclosed in a form that does not reveal the identity of any complainant or person supplying information to investigators. The records disclosed shall include information regarding the school or facility involved, the identity of the person who was the subject of the complaint, the nature of the complaint, and the actions taken to resolve the complaint. If an investigation fails to support a complaint or does not lead to corrective action, the identity of the person who was the subject of the complaint may be released only with the consent of the subject person. No personally identifiable information in the records regarding a current or former student shall be released except as permitted by state or federal law.

14. Records, notes and information provided in confidence and related to an investigation by the Attorney General under Article 1 (§ 3.2-4200 et seq.) or Article 3 (§ 3.2-4204 et seq.) of Chapter 42 of Title 3.2, Article 10 (§ 18.2-246.6 et seq.) of Chapter 6 or Chapter 13 (§ 18.2-512 et seq.) of Title 18.2, or Article 1 (§ 58.1-1000) of Chapter 10 of Title 58.1. However, records related to an investigation that has been inactive for more than six months shall, upon request, be disclosed provided such disclosure is not otherwise prohibited by law and does not reveal the identity of charging parties, complainants, persons supplying information, witnesses or other individuals involved in the investigation.

§ 2.2-3705.4. Exclusions to application of chapter; educational records and certain records of educational institutions.

The following records are excluded from the provisions of this chapter but may be disclosed by the custodian in his discretion, except where such disclosure is prohibited by law:

1. Scholastic records containing information concerning identifiable individuals, except that such access shall not be denied to the person who is the subject thereof, or the parent or legal guardian of the student. However, no student shall have access to (i) financial records of a parent or guardian or (ii) records of instructional, supervisory, and administrative personnel and educational personnel ancillary thereto, that are in the sole possession of the maker thereof and that are not accessible or revealed to any other person except a substitute.

The parent or legal guardian of a student may prohibit, by written request, the release of any individual information regarding that student until the student reaches the age of 18 years. For scholastic records of students under the age of 18 years, the right of access may be asserted only by his legal guardian or parent, including a noncustodial parent, unless such parent's parental rights have been terminated or a court of competent jurisdiction has restricted or denied such access. For scholastic records of students who are emancipated or attending a state-supported institution of higher education, the right of access may be asserted by the student.

Any person who is the subject of any scholastic record and who is 18 years of age or older may waive, in writing, the protections afforded by this subdivision. If the protections are so waived, the public body shall open such records for inspection and copying.

2. Confidential letters and statements of recommendation placed in the records of educational agencies or institutions respecting (i) admission to any educational agency or institution, (ii) an application for employment, or (iii) receipt of an honor or honorary recognition.

3. Records of the Brown v. Board of Education Scholarship Awards Committee relating to personally identifiable information, including scholarship applications, personal financial information, and confidential correspondence and letters of recommendation.

4. Data, records or information of a proprietary nature produced or collected by or for faculty or staff of public institutions of higher education, other than the institutions' financial or administrative records, in the conduct of or as a result of study or research on medical, scientific, technical or scholarly issues, whether sponsored by the institution alone or in conjunction with a governmental body or a private concern, where such data, records or information has not been publicly released, published, copyrighted or patented.

5. All records of the University of Virginia or the University of Virginia Medical Center or Eastern Virginia Medical School, as the case may be, that contain proprietary, business-related information pertaining to the operations of the University of Virginia Medical Center or Eastern Virginia Medical School, as the case may be, including

business development or marketing strategies and activities with existing or future joint venturers, partners, or other parties with whom the University of Virginia Medical Center or Eastern Virginia Medical School, as the case may be, has formed, or forms, any arrangement for the delivery of health care, if disclosure of such information would be harmful to the competitive position of the Medical Center or Eastern Virginia Medical School, as the case may be.

6. Personal information, as defined in § 2.2-3801, provided to the Board of the Virginia College Savings Plan or its employees by or on behalf of individuals who have requested information about, applied for, or entered into prepaid tuition contracts or savings trust account agreements pursuant to Chapter 4.9 (§ 23-38.75 et seq.) of Title 23. Nothing in this subdivision shall be construed to prohibit disclosure or publication of information in a statistical or other form that does not identify individuals or provide personal information. Individuals shall be provided access to their own personal information.

7. Records maintained in connection with fundraising activities by or for a public institution of higher education to the extent that such records reveal (i) personal fundraising strategies relating to identifiable donors or prospective donors or (ii) wealth assessments; estate, financial, or tax planning information; health-related information; employment, familial, or marital status information; electronic mail addresses, facsimile or telephone numbers; birth dates or social security numbers of identifiable donors or prospective donors. Nothing in this subdivision, however, shall be construed to authorize the withholding of records relating to the amount, date, purpose, and terms of the pledge or donation, or the identity of the donor unless the donor has requested anonymity in connection with or as a condition of making a pledge or donation. The exclusion provided by this subdivision shall not apply to protect from disclosure (i) the identities of sponsors providing grants to or contracting with the institution for the performance of research services or other work or (ii) the terms and conditions of such grants or contracts.

8. Records of a threat assessment team established by a public institution of higher education pursuant to § 23-9.2:10 relating to the assessment or intervention with a specific individual. However, in the event an individual who has been under assessment commits an act, or is prosecuted for the commission of an act that has caused the death of, or caused serious bodily injury, including any felony sexual assault, to another person, the records of such threat assessment team concerning the individual under assessment shall be made available as provided by this chapter, with the exception of any criminal history records obtained pursuant to § 19.2-389 or 19.2-389.1, health records obtained pursuant to § 32.1-127.1:03, or scholastic records as defined in § 22.1-289. The public body providing such records shall remove information identifying any person who provided information to the threat assessment team under a promise of confidentiality.

§ 2.2-3705.5. Exclusions to application of chapter; health and social services records.

The following records are excluded from the provisions of this chapter but may be disclosed by the custodian in his discretion, except where such disclosure is prohibited by law:

1. Health records, except that such records may be personally reviewed by the individual who is the subject of such records, as provided in subsection F of § 32.1-127.1:03.

Where the person who is the subject of health records is confined in a state or local correctional facility, the administrator or chief medical officer of such facility may assert such confined person's right of access to the health records if the administrator or chief medical officer has reasonable cause to believe that such confined person has an infectious disease or other medical condition from which other persons so confined need to be protected. Health records shall only be reviewed and shall not be copied by such administrator or chief medical officer. The information in the health records of a person so confined shall continue to be confidential and shall not be disclosed by the administrator or chief medical officer of the facility to any person except the subject or except as provided by law.

Where the person who is the subject of health records is under the age of 18, his right of access may be asserted only by his guardian or his parent, including a noncustodial parent, unless such parent's parental rights have been terminated, a court of competent jurisdiction has restricted or denied such access, or a parent has been denied access to the health record in accordance with § 20-124.6. In instances where the person who is the subject thereof is an emancipated minor, a student in a public institution of higher education, or is a minor who has consented to his own treatment as authorized by § 16.1-338 or 54.1-2969, the right of access may be asserted by the subject person.

For the purposes of this chapter, statistical summaries of incidents and statistical data concerning patient abuse as may be compiled by the Commissioner of Behavioral Health and Developmental Services shall be open to inspection and copying as provided in § 2.2-3704. No such summaries or data shall include any patient-identifying information.

2. Applications for admission to examinations or for licensure and scoring records maintained by the Department of Health Professions or any board in that department on individual licensees or applicants. However, such material may be made available during normal working hours for copying, at the requester's expense, by the individual who is the subject thereof, in the offices of the Department of Health Professions or in the offices of any health regulatory board, whichever may possess the material.

3. Reports, documentary evidence and other information as specified in §§ 2.2-706 and 63.2-104.

4. Investigative notes; proprietary information not published, copyrighted or patented; information obtained from employee personnel records; personally identifiable information regarding residents, clients or other recipients of services; and other correspondence and information furnished in confidence to the Department of Social

Services in connection with an active investigation of an applicant or licensee pursuant to Chapters 17 (§ 63.2-1700 et seq.) and 18 (§ 63.2-1800 et seq.) of Title 63.2. However, nothing in this section shall prohibit disclosure of information from the records of completed investigations in a form that does not reveal the identity of complainants, persons supplying information, or other individuals involved in the investigation.

5. Information and records collected for the designation and verification of trauma centers and other specialty care centers within the Statewide Emergency Medical Services System and Services pursuant to Article 2.1 (§ 32.1-111.1 et seq.) of Chapter 4 of Title 32.1.

6. Reports and court documents relating to involuntary admission required to be kept confidential pursuant to § 37.2-818.

7. Data formerly required to be submitted to the Commissioner of Health relating to the establishment of new or the expansion of existing clinical health services, acquisition of major medical equipment, or certain projects requiring capital expenditures pursuant to former § 32.1-102.3:4.

8. Information required to be provided to the Department of Health Professions by certain licensees pursuant to § 54.1-2506.1.

9. Information and records acquired (i) during a review of any child death conducted by the State Child Fatality Review team established pursuant to § 32.1-283.1 or by a local or regional child fatality review team to the extent made confidential by § 32.1-283.2; (ii) during a review of any death conducted by a family violence fatality review team to the extent made confidential by § 32.1-283.3; or (iii) during a review of any adult death conducted by the Adult Fatality Review Team to the extent made confidential by § 32.1-283.5.

10. Patient level data collected by the Board of Health and not yet processed, verified, and released, pursuant to § 32.1-276.9, to the Board by the nonprofit organization with which the Commissioner of Health has contracted pursuant to § 32.1-276.4.

11. Records of the Health Practitioners' Monitoring Program Committee within the Department of Health Professions, to the extent such records may identify any practitioner who may be, or who is actually, impaired to the extent disclosure is prohibited by § 54.1-2517.

12. Records submitted as a grant application, or accompanying a grant application, to the Commonwealth Neurotrauma Initiative Advisory Board pursuant to Chapter 3.1 (§ 51.5-12.1 et seq.) of Title 51.5, to the extent such records contain (i) medical or mental records, or other data identifying individual patients or (ii) proprietary business or research-related information produced or collected by the applicant in the conduct of or as a result of study or research on medical, rehabilitative, scientific, technical or scholarly issues, when such information has not been publicly released, published, copyrighted or

patented, if the disclosure of such information would be harmful to the competitive position of the applicant.

13. Any record copied, recorded or received by the Commissioner of Health in the course of an examination, investigation or review of a managed care health insurance plan licensee pursuant to §§ 32.1-137.4 and 32.1-137.5, including books, records, files, accounts, papers, documents, and any or all computer or other recordings.

14. Records, information and statistical registries required to be kept confidential pursuant to §§ 63.2-102 and 63.2-104.

15. All data, records, and reports relating to the prescribing and dispensing of covered substances to recipients and any abstracts from such data, records, and reports that are in the possession of the Prescription Monitoring Program pursuant to Chapter 25.2 (§ 54.1-2519 et seq.) of Title 54.1 and any material relating to the operation or security of the Program.

16. Records of the Virginia Birth-Related Neurological Injury Compensation Program required to be kept confidential pursuant to § 38.2-5002.2.

17. Records of the State Health Commissioner relating to the health of any person or persons subject to an order of quarantine or an order of isolation pursuant to Article 3.02 (§ 32.1-48.05 et seq.) of Chapter 2 of Title 32.1; this provision shall not, however, be construed to prohibit the disclosure of statistical summaries, abstracts or other information in aggregate form.

18. Records containing the names and addresses or other contact information of persons receiving transportation services from a state or local public body or its designee under Title II of the Americans with Disabilities Act, (42 U.S.C. § 12131 et seq.) or funded by Temporary Assistance for Needy Families (TANF) created under § 63.2-600.

§ 2.2-3705.6. Exclusions to application of chapter; proprietary records and trade secrets.

The following records are excluded from the provisions of this chapter but may be disclosed by the custodian in his discretion, except where such disclosure is prohibited by law:

1. Proprietary information gathered by or for the Virginia Port Authority as provided in § 62.1-132.4 or 62.1-134.1.

2. Financial statements not publicly available filed with applications for industrial development financings in accordance with Chapter 49 (§ 15.2-4900 et seq.) of Title 15.2.

3. Confidential proprietary records, voluntarily provided by private business pursuant to a promise of confidentiality from a public body, used by the public body for business, trade and tourism development or retention; and memoranda, working papers or other records related to businesses that are considering locating or expanding in Virginia, prepared by a public body, where competition or bargaining is involved and where, if such records are made public, the financial interest of the public body would be adversely affected.

4. Information that was filed as confidential under the Toxic Substances Information Act (§ 32.1-239 et seq.), as such Act existed prior to July 1, 1992.

5. Fisheries data that would permit identification of any person or vessel, except when required by court order as specified in § 28.2-204.

6. Confidential financial statements, balance sheets, trade secrets, and revenue and cost projections provided to the Department of Rail and Public Transportation, provided such information is exempt under the federal Freedom of Information Act or the federal Interstate Commerce Act or other laws administered by the Surface Transportation Board or the Federal Railroad Administration with respect to data provided in confidence to the Surface Transportation Board and the Federal Railroad Administration.

7. Confidential proprietary records related to inventory and sales, voluntarily provided by private energy suppliers to the Department of Mines, Minerals and Energy, used by that Department for energy contingency planning purposes or for developing consolidated statistical information on energy supplies.

8. Confidential proprietary information furnished to the Board of Medical Assistance Services or the Medicaid Prior Authorization Advisory Committee pursuant to Article 4 (§ 32.1-331.12 et seq.) of Chapter 10 of Title 32.1.

9. Proprietary, commercial or financial information, balance sheets, trade secrets, and revenue and cost projections provided by a private transportation business to the Virginia Department of Transportation and the Department of Rail and Public Transportation for the purpose of conducting transportation studies needed to obtain grants or other financial assistance under the Transportation Equity Act for the 21st Century (P.L. 105-178) for transportation projects, provided such information is exempt under the federal Freedom of Information Act or the federal Interstate Commerce Act or other laws administered by the Surface Transportation Board or the Federal Railroad Administration with respect to data provided in confidence to the Surface Transportation Board and the Federal Railroad Administration. However, the exemption provided by this subdivision shall not apply to any wholly owned subsidiary of a public body.

10. Confidential information designated as provided in subsection F of § 2.2-4342 as trade secrets or proprietary information by any person who has submitted to a public body an application for prequalification to bid on public construction projects in accordance with subsection B of § 2.2-4317.

11. a. Memoranda, staff evaluations, or other records prepared by the responsible public entity, its staff, outside advisors, or consultants exclusively for the evaluation and negotiation of proposals filed under the Public-Private Transportation Act of 1995 (§ 56-556 et seq.) or the Public Private Education Facilities and Infrastructure Act of 2002 (§ 56-575.1 et seq.), where (i) if such records were made public prior to or after the execution of an interim or a comprehensive agreement, § 56-573.1:1 or 56-575.17 notwithstanding, the financial interest or bargaining position of the public entity would be adversely affected, and (ii) the basis for the determination required in clause (i) is documented in writing by the responsible public entity; and

b. Records provided by a private entity to a responsible public entity, affected jurisdiction, or affected local jurisdiction pursuant to the provisions of the Public-Private Transportation Act of 1995 or the Public-Private Education Facilities and Infrastructure Act of 2002, to the extent that such records contain (i) trade secrets of the private entity as defined in the Uniform Trade Secrets Act (§ 59.1-336 et seq.); (ii) financial records of the private entity, including balance sheets and financial statements, that are not generally available to the public through regulatory disclosure or otherwise; or (iii) other information submitted by the private entity, where, if the records were made public prior to the execution of an interim agreement or a comprehensive agreement, the financial interest or bargaining position of the public or private entity would be adversely affected. In order for the records specified in clauses (i), (ii) and (iii) to be excluded from the provisions of this chapter, the private entity shall make a written request to the responsible public entity:

1. Invoking such exclusion upon submission of the data or other materials for which protection from disclosure is sought;
2. Identifying with specificity the data or other materials for which protection is sought; and
3. Stating the reasons why protection is necessary.

The responsible public entity shall determine whether the requested exclusion from disclosure is necessary to protect the trade secrets or financial records of the private entity. To protect other records submitted by the private entity from disclosure, the responsible public entity shall determine whether public disclosure prior to the execution of an interim agreement or a comprehensive agreement would adversely affect the financial interest or bargaining position of the public or private entity. The responsible public entity shall make a written determination of the nature and scope of the protection to be afforded by the responsible public entity under this subdivision. Once a written determination is made by the responsible public entity, the records afforded protection under this subdivision shall continue to be protected from disclosure when in the possession of any affected jurisdiction or affected local jurisdiction.

Except as specifically provided in subdivision 11 a, nothing in this subdivision shall be construed to authorize the withholding of (a) procurement records as required by § 56-

573.1:1 or 56-575.17; (b) information concerning the terms and conditions of any interim or comprehensive agreement, service contract, lease, partnership, or any agreement of any kind entered into by the responsible public entity and the private entity; (c) information concerning the terms and conditions of any financing arrangement that involves the use of any public funds; or (d) information concerning the performance of any private entity developing or operating a qualifying transportation facility or a qualifying project.

For the purposes of this subdivision, the terms "affected jurisdiction," "affected local jurisdiction," "comprehensive agreement," "interim agreement," "qualifying project," "qualifying transportation facility," "responsible public entity," and "private entity" shall mean the same as those terms are defined in the Public-Private Transportation Act of 1995 or in the Public-Private Education Facilities and Infrastructure Act of 2002.

12. Confidential proprietary information or trade secrets, not publicly available, provided by a private person or entity to the Virginia Resources Authority or to a fund administered in connection with financial assistance rendered or to be rendered by the Virginia Resources Authority where, if such information were made public, the financial interest of the private person or entity would be adversely affected, and, after June 30, 1997, where such information was provided pursuant to a promise of confidentiality.

13. Trade secrets, as defined in the Uniform Trade Secrets Act (§ 59.1-336 et seq.), or confidential proprietary records that are not generally available to the public through regulatory disclosure or otherwise, provided by a (a) bidder or applicant for a franchise or (b) franchisee under Chapter 21 (§ 15.2-2100 et seq.) of Title 15.2 to the applicable franchising authority pursuant to a promise of confidentiality from the franchising authority, to the extent the records relate to the bidder's, applicant's, or franchisee's financial capacity or provision of new services, adoption of new technologies or implementation of improvements, where such new services, technologies or improvements have not been implemented by the franchisee on a nonexperimental scale in the franchise area, and where, if such records were made public, the competitive advantage or financial interests of the franchisee would be adversely affected.

In order for trade secrets or confidential proprietary information to be excluded from the provisions of this chapter, the bidder, applicant, or franchisee shall (i) invoke such exclusion upon submission of the data or other materials for which protection from disclosure is sought, (ii) identify the data or other materials for which protection is sought, and (iii) state the reason why protection is necessary.

No bidder, applicant, or franchisee may invoke the exclusion provided by this subdivision if the bidder, applicant, or franchisee is owned or controlled by a public body or if any representative of the applicable franchising authority serves on the management board or as an officer of the bidder, applicant, or franchisee.

14. Documents and other information of a proprietary nature furnished by a supplier of charitable gaming supplies to the Department of Agriculture and Consumer Services pursuant to subsection E of § 18.2-340.34.
15. Records and reports related to Virginia apple producer sales provided to the Virginia State Apple Board pursuant to § 3.2-1215.
16. Trade secrets, as defined in the Uniform Trade Secrets Act (§ 59.1-336 et seq.) of Title 59.1, submitted by CMRS providers as defined in § 56-484.12 to the Wireless Carrier E-911 Cost Recovery Subcommittee created pursuant to § 56-484.15, relating to the provision of wireless E-911 service.
17. Records submitted as a grant or loan application, or accompanying a grant or loan application, to the Innovation and Entrepreneurship Investment Authority pursuant to Article 3 (§ 2.2-2233.1 et seq.) of Chapter 22 of Title 2.2 or to the Commonwealth Health Research Board pursuant to Chapter 22 (§ 23-277 et seq.) of Title 23 to the extent such records contain proprietary business or research-related information produced or collected by the applicant in the conduct of or as a result of study or research on medical, rehabilitative, scientific, technical, technological, or scholarly issues, when such information has not been publicly released, published, copyrighted, or patented, if the disclosure of such information would be harmful to the competitive position of the applicant.
18. Confidential proprietary records and trade secrets developed and held by a local public body (i) providing telecommunication services pursuant to § 56-265.4:4 and (ii) providing cable television services pursuant to Article 1.1 (§ 15.2-2108.2 et seq.) of Chapter 21 of Title 15.2, to the extent that disclosure of such records would be harmful to the competitive position of the locality. In order for confidential proprietary information or trade secrets to be excluded from the provisions of this chapter, the locality in writing shall (i) invoke the protections of this subdivision, (ii) identify with specificity the records or portions thereof for which protection is sought, and (iii) state the reasons why protection is necessary.
19. Confidential proprietary records and trade secrets developed by or for a local authority created in accordance with the Virginia Wireless Service Authorities Act (§ 15.2-5431.1 et seq.) to provide qualifying communications services as authorized by Article 5.1 (§ 56-484.7:1 et seq.) of Chapter 15 of Title 56, where disclosure of such information would be harmful to the competitive position of the authority, except that records required to be maintained in accordance with § 15.2-2160 shall be released.
20. Trade secrets as defined in the Uniform Trade Secrets Act (§ 59.1-336 et seq.) or financial records of a business, including balance sheets and financial statements, that are not generally available to the public through regulatory disclosure or otherwise, provided to the Department of Minority Business Enterprise as part of an application for (i) certification as a small, women-owned, or minority-owned business in accordance with Chapter 14 (§ 2.2-1400 et seq.) of this title or (ii) a claim made by a disadvantaged

business or an economically disadvantaged individual against the Capital Access Fund for Disadvantaged Businesses created pursuant to § 2.2-2311. In order for such trade secrets or financial records to be excluded from the provisions of this chapter, the business shall (a) invoke such exclusion upon submission of the data or other materials for which protection from disclosure is sought, (b) identify the data or other materials for which protection is sought, and (c) state the reasons why protection is necessary.

21. Documents and other information of a proprietary or confidential nature disclosed by a carrier to the State Health Commissioner pursuant to § 32.1-276.5:1.

22. Trade secrets, as defined in the Uniform Trade Secrets Act (§ 59.1-336 et seq.), including, but not limited to, financial records, including balance sheets and financial statements, that are not generally available to the public through regulatory disclosure or otherwise, and revenue and cost projections supplied by a private or nongovernmental entity to the Inspector General of the Virginia Department of Transportation for the purpose of an audit, special investigation, or any study requested by the Inspector General's Office in accordance with law.

In order for the records specified in this subdivision to be excluded from the provisions of this chapter, the private or nongovernmental entity shall make a written request to the Department:

1. Invoking such exclusion upon submission of the data or other materials for which protection from disclosure is sought;
2. Identifying with specificity the data or other materials for which protection is sought; and
3. Stating the reasons why protection is necessary.

The Inspector General of the Virginia Department of Transportation shall determine whether the requested exclusion from disclosure is necessary to protect the trade secrets or financial records of the private entity. The Virginia Department of Transportation shall make a written determination of the nature and scope of the protection to be afforded by it under this subdivision.

23. Records submitted as a grant application, or accompanying a grant application, to the Virginia Tobacco Indemnification and Community Revitalization Commission to the extent such records contain (i) trade secrets as defined in the Uniform Trade Secrets Act (§ 59.1-336 et seq.), (ii) financial records of a grant applicant that is not a public body, including balance sheets and financial statements, that are not generally available to the public through regulatory disclosure or otherwise, or (iii) research-related information produced or collected by the applicant in the conduct of or as a result of study or research on medical, rehabilitative, scientific, technical, technological, or scholarly issues, when such information has not been publicly released, published, copyrighted, or patented, if the disclosure of such information would be harmful to the competitive position of the

applicant; and memoranda, staff evaluations, or other records prepared by the Commission or its staff exclusively for the evaluation of grant applications. The exclusion provided by this subdivision shall apply to grants that are consistent with the powers of and in furtherance of the performance of the duties of the Commission pursuant to § 3.2-3103.

In order for the records specified in this subdivision to be excluded from the provisions of this chapter, the applicant shall make a written request to the Commission:

1. Invoking such exclusion upon submission of the data or other materials for which protection from disclosure is sought;
2. Identifying with specificity the data, records or other materials for which protection is sought; and
3. Stating the reasons why protection is necessary.

The Commission shall determine whether the requested exclusion from disclosure is necessary to protect the trade secrets, financial records or research-related information of the applicant. The Commission shall make a written determination of the nature and scope of the protection to be afforded by it under this subdivision.

§ 2.2-3705.7. Exclusions to application of chapter; records of specific public bodies and certain other limited exemptions.

The following records are excluded from the provisions of this chapter but may be disclosed by the custodian in his discretion, except where such disclosure is prohibited by law:

1. State income, business, and estate tax returns, personal property tax returns, scholastic and confidential records held pursuant to § 58.1-3.
2. Working papers and correspondence of the Office of the Governor; Lieutenant Governor; the Attorney General; the members of the General Assembly, the Division of Legislative Services, or the Clerks of the House of Delegates and the Senate of Virginia; the mayor or chief executive officer of any political subdivision of the Commonwealth; or the president or other chief executive officer of any public institution of higher education in Virginia. However, no record, which is otherwise open to inspection under this chapter, shall be deemed exempt by virtue of the fact that it has been attached to or incorporated within any working paper or correspondence.

As used in this subdivision:

"Office of the Governor" means the Governor; his chief of staff, counsel, director of policy, Cabinet Secretaries, and the Director of the Virginia Liaison Office; and those individuals to whom the Governor has delegated his authority pursuant to § 2.2-104.

"Working papers" means those records prepared by or for an above-named public official for his personal or deliberative use.

3. Library records that can be used to identify both (i) any library patron who has borrowed material from a library and (ii) the material such patron borrowed.
4. Contract cost estimates prepared for the confidential use of the Department of Transportation in awarding contracts for construction or the purchase of goods or services, and records and automated systems prepared for the Department's Bid Analysis and Monitoring Program.
5. Lists of registered owners of bonds issued by a political subdivision of the Commonwealth, whether the lists are maintained by the political subdivision itself or by a single fiduciary designated by the political subdivision.
6. Records and writings furnished by a member of the General Assembly to a meeting of a standing committee, special committee or subcommittee of his house established solely for the purpose of reviewing members' annual disclosure statements and supporting materials filed under § 30-110 or of formulating advisory opinions to members on standards of conduct, or both.
7. Customer account information of a public utility affiliated with a political subdivision of the Commonwealth, including the customer's name and service address, but excluding the amount of utility service provided and the amount of money paid for such utility service.
8. Personal information, as defined in § 2.2-3801, (i) filed with the Virginia Housing Development Authority concerning individuals who have applied for or received loans or other housing assistance or who have applied for occupancy of or have occupied housing financed, owned or otherwise assisted by the Virginia Housing Development Authority; (ii) concerning persons participating in or persons on the waiting list for federally funded rent-assistance programs; (iii) filed with any local redevelopment and housing authority created pursuant to § 36-4 concerning persons participating in or persons on the waiting list for housing assistance programs funded by local governments or by any such authority; or (iv) filed with any local redevelopment and housing authority created pursuant to § 36-4 or any other local government agency concerning persons who have applied for occupancy or who have occupied affordable dwelling units established pursuant to § 15.2-2304 or 15.2-2305. However, access to one's own information shall not be denied.
9. Records regarding the siting of hazardous waste facilities, except as provided in § 10.1-1441, if disclosure of them would have a detrimental effect upon the negotiating position of a governing body or on the establishment of the terms, conditions and provisions of the siting agreement.

10. Records containing information on the site specific location of rare, threatened, endangered or otherwise imperiled plant and animal species, natural communities, caves, and significant historic and archaeological sites if, in the opinion of the public body that has the responsibility for such information, disclosure of the information would jeopardize the continued existence or the integrity of the resource. This exemption shall not apply to requests from the owner of the land upon which the resource is located.

11. Records, memoranda, working papers, graphics, video or audio tapes, production models, data and information of a proprietary nature produced by or for or collected by or for the State Lottery Department relating to matters of a specific lottery game design, development, production, operation, ticket price, prize structure, manner of selecting the winning ticket, manner of payment of prizes to holders of winning tickets, frequency of drawings or selections of winning tickets, odds of winning, advertising, or marketing, where such official records have not been publicly released, published, copyrighted or patented. Whether released, published or copyrighted, all game-related information shall be subject to public disclosure under this chapter upon the first day of sales for the specific lottery game to which it pertains.

12. Records of the Virginia Retirement System, acting pursuant to § 51.1-124.30, or of a local retirement system, acting pursuant to § 51.1-803, or of the Rector and Visitors of the University of Virginia, acting pursuant to § 23-76.1, or of the Virginia College Savings Plan, acting pursuant to § 23-38.77, relating to the acquisition, holding or disposition of a security or other ownership interest in an entity, where such security or ownership interest is not traded on a governmentally regulated securities exchange, to the extent that: (i) such records contain confidential analyses prepared for the Rector and Visitors of the University of Virginia, prepared by the retirement system or the Virginia College Savings Plan, or provided to the retirement system or the Virginia College Savings Plan under a promise of confidentiality, of the future value of such ownership interest or the future financial performance of the entity; and (ii) disclosure of such confidential analyses would have an adverse effect on the value of the investment to be acquired, held or disposed of by the retirement system, the Rector and Visitors of the University of Virginia, or the Virginia College Savings Plan. Nothing in this subdivision shall be construed to prevent the disclosure of records relating to the identity of any investment held, the amount invested, or the present value of such investment.

13. Names and addresses of subscribers to Virginia Wildlife magazine, published by the Department of Game and Inland Fisheries, provided the individual subscriber has requested in writing that the Department not release such information.

14. Financial, medical, rehabilitative and other personal information concerning applicants for or recipients of loan funds submitted to or maintained by the Assistive Technology Loan Fund Authority under Chapter 11 (§ 51.5-53 et seq.) of Title 51.5.

15. Records of the Virginia Commonwealth University Health System Authority pertaining to any of the following: an individual's qualifications for or continued membership on its medical or teaching staffs; proprietary information gathered by or in

the possession of the Authority from third parties pursuant to a promise of confidentiality; contract cost estimates prepared for confidential use in awarding contracts for construction or the purchase of goods or services; data, records or information of a proprietary nature produced or collected by or for the Authority or members of its medical or teaching staffs; financial statements not publicly available that may be filed with the Authority from third parties; the identity, accounts or account status of any customer of the Authority; consulting or other reports paid for by the Authority to assist the Authority in connection with its strategic planning and goals; the determination of marketing and operational strategies where disclosure of such strategies would be harmful to the competitive position of the Authority; and data, records or information of a proprietary nature produced or collected by or for employees of the Authority, other than the Authority's financial or administrative records, in the conduct of or as a result of study or research on medical, scientific, technical or scholarly issues, whether sponsored by the Authority alone or in conjunction with a governmental body or a private concern, when such data, records or information have not been publicly released, published, copyrighted or patented.

16. Records of the Department of Environmental Quality, the State Water Control Board, State Air Pollution Control Board or the Virginia Waste Management Board relating to (i) active federal environmental enforcement actions that are considered confidential under federal law and (ii) enforcement strategies, including proposed sanctions for enforcement actions. Upon request, such records shall be disclosed after a proposed sanction resulting from the investigation has been proposed to the director of the agency. This subdivision shall not be construed to prohibit the disclosure of records related to inspection reports, notices of violation, and documents detailing the nature of any environmental contamination that may have occurred or similar documents.

17. As it pertains to any person, records related to the operation of toll facilities that identify an individual, vehicle, or travel itinerary including, but not limited to, vehicle identification data, vehicle enforcement system information; video or photographic images; Social Security or other identification numbers appearing on driver's licenses; credit card or bank account data; home addresses; phone numbers; or records of the date or time of toll facility use.

18. Records of the State Lottery Department pertaining to (i) the social security number, tax identification number, state sales tax number, home address and telephone number, personal and lottery banking account and transit numbers of a retailer, and financial information regarding the nonlottery operations of specific retail locations; and (ii) individual lottery winners, except that a winner's name, hometown, and amount won shall be disclosed.

19. Records of the Board for Branch Pilots relating to the chemical or drug testing of a person regulated by the Board, where such person has tested negative or has not been the subject of a disciplinary action by the Board for a positive test result.

20. Records, investigative notes, correspondence, and information pertaining to the planning, scheduling and performance of examinations of holder records pursuant to the Uniform Disposition of Unclaimed Property Act (§ 55-210.1 et seq.) prepared by or for the State Treasurer, his agents, employees or persons employed to perform an audit or examination of holder records.

21. Records of the Virginia Department of Emergency Management or a local governing body relating to citizen emergency response teams established pursuant to an ordinance of a local governing body, to the extent that such records reveal the name, address, including e-mail address, telephone or pager numbers, or operating schedule of an individual participant in the program.

22. Records of state or local park and recreation departments and local and regional park authorities to the extent such records contain information identifying a person under the age of 18 years, where the parent or legal guardian of such person has requested in writing that such information not be disclosed. However, nothing in this subdivision shall operate to prohibit the disclosure of information defined as directory information under regulations implementing the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, unless the public body has undertaken the parental notification and opt-out requirements provided by such regulations. Access shall not be denied to the parent, including a noncustodial parent, or guardian of such person, unless the parent's parental rights have been terminated or a court of competent jurisdiction has restricted or denied such access. For records of such persons who are emancipated, the right of access may be asserted by the subject thereof.

23. Records submitted for inclusion in the Statewide Alert Network administered by the Department of Emergency Management, to the extent that they reveal names, physical addresses, email addresses, computer or internet protocol information, telephone numbers, pager numbers, other wireless or portable communications device information, or operating schedules of individuals or agencies, where the release of such information would compromise the security of the Statewide Alert Network or individuals participating in the Statewide Alert Network.

24. Records of the Judicial Inquiry and Review Commission made confidential by § 17.1-913.

25. Records of the Virginia Retirement System acting pursuant to § 51.1-124.30, of a local retirement system acting pursuant to § 51.1-803 (hereinafter collectively referred to as the retirement system), or of the Virginia College Savings Plan, acting pursuant to § 23-38.77 relating to:

a. Internal deliberations of or decisions by the retirement system or the Virginia College Savings Plan on the pursuit of particular investment strategies, or the selection or termination of investment managers, prior to the execution of such investment strategies or the selection or termination of such managers, to the extent that disclosure of such

records would have an adverse impact on the financial interest of the retirement system or the Virginia College Savings Plan; and

b. Trade secrets, as defined in the Uniform Trade Secrets Act (§ 59.1-336 et seq.), provided by a private entity to the retirement system or the Virginia College Savings Plan, to the extent disclosure of such records would have an adverse impact on the financial interest of the retirement system or the Virginia College Savings Plan.

For the records specified in subdivision b to be excluded from the provisions of this chapter, the entity shall make a written request to the retirement system or the Virginia College Savings Plan:

- (1) Invoking such exclusion prior to or upon submission of the data or other materials for which protection from disclosure is sought;
- (2) Identifying with specificity the data or other materials for which protection is sought; and
- (3) Stating the reasons why protection is necessary.

The retirement system or the Virginia College Savings Plan shall determine whether the requested exclusion from disclosure meets the requirements set forth in subdivision b.

Nothing in this subdivision shall be construed to authorize the withholding of the identity or amount of any investment held or the present value and performance of all asset classes and subclasses.

26. Records of the Department of Corrections made confidential by § 53.1-233.

27. Records maintained by the Department of the Treasury or participants in the Local Government Investment Pool (§ 2.2-4600 et seq.), to the extent such records relate to information required to be provided by such participants to the Department to establish accounts in accordance with § 2.2-4602.

28. Personal information, as defined in § 2.2-3801, contained in the Veterans Care Center Resident Trust Funds concerning residents or patients of the Department of Veterans Services Care Centers, except that access shall not be denied to the person who is the subject of the record.

29. Records maintained in connection with fundraising activities by the Veterans Services Foundation pursuant to § 2.2-2716 to the extent that such records reveal the address, electronic mail address, facsimile or telephone number, social security number or other identification number appearing on a driver's license, or credit card or bank account data of identifiable donors, except that access shall not be denied to the person who is the subject of the record. Nothing in this subdivision, however, shall be construed to authorize the withholding of records relating to the amount, date, purpose, and terms of

the pledge or donation or the identity of the donor. The exclusion provided by this subdivision shall not apply to protect from disclosure (i) the identities of sponsors providing grants to or contracting with the foundation for the performance of services or other work or (ii) the terms and conditions of such grants or contracts.

§ 2.2-3705.8. Limitation on record exclusions.

A. Neither any provision of this chapter nor any provision of Chapter 38 (§ 2.2-3800 et seq.) of this title shall be construed as denying public access to (i) contracts between a public body and its officers or employees, other than contracts settling public employee employment disputes held confidential as personnel records under § 2.2-3705.1; (ii) records of the position, job classification, official salary or rate of pay of, and records of the allowances or reimbursements for expenses paid to any officer, official or employee of a public body; or (iii) the compensation or benefits paid by any corporation organized by the Virginia Retirement System or its officers or employees.

The provisions of this subsection, however, shall not require public access to records of the official salaries or rates of pay of public employees whose annual rate of pay is \$10,000 or less.

B. Nothing in this chapter shall be construed as denying public access to the nonexempt portions of a report of a consultant hired by or at the request of a local public body or the mayor or chief executive or administrative officer of such public body if (i) the contents of such report have been distributed or disclosed to members of the local public body or (ii) the local public body has scheduled any action on a matter that is the subject of the consultant's report.

§ 2.2-3706. Disclosure of criminal records; limitations.

A. As used in this section:

"Criminal incident information" means a general description of the criminal activity reported, the date and general location the alleged crime was committed, the identity of the investigating officer, and a general description of any injuries suffered or property damaged or stolen.

"Criminal investigative file" means any documents and information including complaints, court orders, memoranda, notes, diagrams, maps, photographs, correspondence, reports, witness statements, and evidence relating to a criminal investigation or prosecution, other than criminal incident information.

B. Law-enforcement agencies shall make available upon request criminal incident information relating to felony offenses. However, where the release of criminal incident information is likely to jeopardize an ongoing investigation or prosecution, or the safety of an individual; cause a suspect to flee or evade detection; or result in the destruction of evidence, such information may be withheld until the above-referenced damage is no

longer likely to occur from release of the information. Nothing in this subsection shall be construed to prohibit the release of those portions of such information that are not likely to cause the above-referenced damage.

C. Information in the custody of law-enforcement agencies relative to the identity of any individual, other than a juvenile, who is arrested and charged, and the status of the charge or arrest shall be released.

D. The identity of any victim, witness or undercover officer, or investigative techniques or procedures need not but may be disclosed unless disclosure is prohibited or restricted under § 19.2-11.2.

E. The identity of any individual providing information about a crime or criminal activity under a promise of anonymity shall not be disclosed.

F. The following records are excluded from the provisions of this chapter, but may be disclosed by the custodian, in his discretion, except where such disclosure is prohibited by law:

1. Criminal investigative files as defined in subsection A;
2. Adult arrestee photographs when necessary to avoid jeopardizing an investigation in felony cases until such time as the release of the photograph will no longer jeopardize the investigation;
3. Reports submitted in confidence to (i) state and local law-enforcement agencies, (ii) investigators authorized pursuant to § 53.1-16 or § 66-3.1, and (iii) campus police departments of public institutions of higher education established pursuant to Chapter 17 (§ 23-232 et seq.) of Title 23;
4. Portions of records of local government crime commissions that would identify individuals providing information about crimes or criminal activities under a promise of anonymity;
5. Records of local law-enforcement agencies relating to neighborhood watch programs that include the names, addresses, and operating schedules of individual participants in the program that are provided to such agencies under a promise of anonymity;
6. All records of persons imprisoned in penal institutions in the Commonwealth provided such records relate to the imprisonment;
7. Records of law-enforcement agencies, to the extent that such records contain specific tactical plans, the disclosure of which would jeopardize the safety or security of law-enforcement personnel or the general public;

8. All records of adult persons under (i) investigation or supervision by a local pretrial services agency in accordance with Article 5 (§ 19.2-152.2 et seq.) of Chapter 9 of Title 19.2; (ii) investigation, probation supervision or monitoring by a local community-based probation services agency in accordance with Article 9 (§ 9.1-173 et seq.) of Chapter 1 of Title 9.1; or (iii) investigation or supervision by state probation and parole services in accordance with Article 2 (§ 53.1-141 et seq.) of Chapter 4 of Title 53.1;

9. Records of a law-enforcement agency to the extent that they disclose the telephone numbers for cellular telephones, pagers, or comparable portable communication devices provided to its personnel for use in the performance of their official duties;

10. Those portions of any records containing information related to undercover operations or protective details that would reveal the staffing, logistics, or tactical plans of such undercover operations or protective details. Nothing in this subdivision shall operate to allow the withholding of information concerning the overall costs or expenses associated with undercover operations or protective details; and

11. Records of (i) background investigations of applicants for law-enforcement agency employment, (ii) administrative investigations relating to allegations of wrongdoing by employees of a law-enforcement agency, and (iii) other administrative investigations conducted by law-enforcement agencies that are made confidential by law.

G. Records kept by law-enforcement agencies as required by § 15.2-1722 shall be subject to the provisions of this chapter except that those portions of noncriminal incident or other investigative reports or materials that contain identifying information of a personal, medical or financial nature may be withheld where the release of such information would jeopardize the safety or privacy of any person.

H. Records of the Sex Offender and Crimes Against Minors Registry maintained by the Department of State Police pursuant to Chapter 9 (§ 9.1-900 et seq.) of Title 9.1 are excluded from the provisions of this chapter, including information obtained from state, local and regional officials, except to the extent that information is required to be posted on the Internet pursuant to § 9.1-913.

I. In the event of conflict between this section as it relates to requests made under this section and other provisions of law, this section shall control.

§ 2.2-3707. Meetings to be public; notice of meetings; recordings; minutes.

A. All meetings of public bodies shall be open, except as provided in §§ 2.2-3707.01 and 2.2-3711.

B. No meeting shall be conducted through telephonic, video, electronic or other communication means where the members are not physically assembled to discuss or transact public business, except as provided in § 2.2-3708, 2.2-3708.1 or as may be specifically provided in Title 54.1 for the summary suspension of professional licenses.

C. Every public body shall give notice of the date, time, and location of its meetings by placing the notice in a prominent public location at which notices are regularly posted and in the office of the clerk of the public body, or in the case of a public body that has no clerk, in the office of the chief administrator. All state public bodies subject to the provisions of this chapter shall also post notice of their meetings on their websites and on the electronic calendar maintained by the Virginia Information Technologies Agency commonly known as the Commonwealth Calendar. Publication of meeting notices by electronic means by other public bodies shall be encouraged. The notice shall be posted at least three working days prior to the meeting. Notices for meetings of state public bodies on which there is at least one member appointed by the Governor shall state whether or not public comment will be received at the meeting and, if so, the approximate point during the meeting when public comment will be received.

D. Notice, reasonable under the circumstance, of special or emergency meetings shall be given contemporaneously with the notice provided members of the public body conducting the meeting.

E. Any person may annually file a written request for notification with a public body. The request shall include the requester's name, address, zip code, daytime telephone number, electronic mail address, if available, and organization, if any. The public body receiving such request shall provide notice of all meetings directly to each such person. Without objection by the person, the public body may provide electronic notice of all meetings in response to such requests.

F. At least one copy of all agenda packets and, unless exempt, all materials furnished to members of a public body for a meeting shall be made available for public inspection at the same time such documents are furnished to the members of the public body.

G. Nothing in this chapter shall be construed to prohibit the gathering or attendance of two or more members of a public body (i) at any place or function where no part of the purpose of such gathering or attendance is the discussion or transaction of any public business, and such gathering or attendance was not called or prearranged with any purpose of discussing or transacting any business of the public body or (ii) at a public forum, candidate appearance, or debate, the purpose of which is to inform the electorate and not to transact public business or to hold discussions relating to the transaction of public business, even though the performance of the members individually or collectively in the conduct of public business may be a topic of discussion or debate at such public meeting. The notice provisions of this chapter shall not apply to informal meetings or gatherings of the members of the General Assembly.

H. Any person may photograph, film, record or otherwise reproduce any portion of a meeting required to be open. The public body conducting the meeting may adopt rules governing the placement and use of equipment necessary for broadcasting, photographing, filming or recording a meeting to prevent interference with the proceedings, but shall not prohibit or otherwise prevent any person from photographing, filming, recording, or otherwise reproducing any portion of a meeting required to be

open. No public body shall conduct a meeting required to be open in any building or facility where such recording devices are prohibited.

I. Minutes shall be recorded at all open meetings. However, minutes shall not be required to be taken at deliberations of (i) standing and other committees of the General Assembly; (ii) legislative interim study commissions and committees, including the Virginia Code Commission; (iii) study committees or commissions appointed by the Governor; or (iv) study commissions or study committees, or any other committees or subcommittees appointed by the governing bodies or school boards of counties, cities and towns, except where the membership of any such commission, committee or subcommittee includes a majority of the governing body of the county, city or town or school board.

Minutes, including draft minutes, and all other records of open meetings, including audio or audio/visual records shall be deemed public records and subject to the provisions of this chapter.

Minutes shall be in writing and shall include (i) the date, time, and location of the meeting; (ii) the members of the public body recorded as present and absent; and (iii) a summary of the discussion on matters proposed, deliberated or decided, and a record of any votes taken. In addition, for electronic communication meetings conducted in accordance with § 2.2-3708, minutes of state public bodies shall include (a) the identity of the members of the public body at each remote location identified in the notice who participated in the meeting through electronic communications means, (b) the identity of the members of the public body who were physically assembled at the primary or central meeting location, and (c) the identity of the members of the public body who were not present at the locations identified in clauses (a) and (b), but who monitored such meeting through electronic communications means.

§ 2.2-3707.01. Meetings of the General Assembly.

A. Except as provided in subsection B, public access to any meeting of the General Assembly or a portion thereof shall be governed by rules established by the Joint Rules Committee and approved by a majority vote of each house at the next regular session of the General Assembly. At least 60 days before the adoption of such rules, the Joint Rules Committee shall (i) hold regional public hearings on such proposed rules and (ii) provide a copy of such proposed rules to the Virginia Freedom of Information Advisory Council.

B. Floor sessions of either house of the General Assembly; meetings, including work sessions, of any standing or interim study committee of the General Assembly; meetings, including work sessions, of any subcommittee of such standing or interim study committee; and joint committees of conference of the General Assembly; or a quorum of any such committees or subcommittees, shall be open and governed by this chapter.

C. Meetings of the respective political party caucuses of either house of the General Assembly, including meetings conducted by telephonic or other electronic

communication means, without regard to (i) whether the General Assembly is in or out of regular or special session or (ii) whether such caucuses invite staff or guests to participate in their deliberations, shall not be deemed meetings for the purposes of this chapter.

D. No regular, special, or reconvened session of the General Assembly held pursuant to Article IV, Section 6 of the Constitution of Virginia shall be conducted using electronic communication means pursuant § 2.2-3708.

§ 2.2-3707.1. Posting of minutes for state boards and commissions.

All boards, commissions, councils, and other public bodies created in the executive branch of state government and subject to the provisions of this chapter shall post minutes of their meetings on such body's website, if any, and on the electronic calendar maintained by the Virginia Information Technologies Agency commonly known as the Commonwealth Calendar. Draft minutes of meetings shall be posted as soon as possible but no later than ten working days after the conclusion of the meeting. Final approved meeting minutes shall be posted within three working days of final approval of the minutes.

§ 2.2-3708. Electronic communication meetings; applicability; physical quorum required; notice; report.

A. Except as expressly provided in subsection G of this section or § 2.2-3708.1, no local governing body, school board, or any authority, board, bureau, commission, district or agency of local government, any committee thereof, or any entity created by a local governing body, school board, or any local authority, board, or commission shall conduct a meeting wherein the public business is discussed or transacted through telephonic, video, electronic or other communication means where the members are not physically assembled. Nothing in this section shall be construed to prohibit the use of interactive audio or video means to expand public participation.

B. Except as provided in subsection D of § 2.2-3707.01, state public bodies may conduct any meeting wherein the public business is discussed or transacted through electronic communication means, provided (i) a quorum of the public body is physically assembled at one primary or central meeting location, (ii) notice of the meeting has been given in accordance with subsection C, and (iii) the remote locations, from which additional members of the public body participate through electronic communication means, are open to the public. All persons attending the meeting at any of the meeting locations shall be afforded the same opportunity to address the public body as persons attending the primary or central location. State public bodies, however, may meet by electronic communication means without a quorum of the public body physically assembled at one location when (a) the Governor has declared a state of emergency in accordance with § 44-146.17, (b) the meeting is necessary to take action to address the emergency, and (c) the public body otherwise complies with the provisions of this section.

If an authorized public body holds an electronic meeting pursuant to this section, it shall also hold at least one meeting annually where members in attendance at the meeting are physically assembled at one location and where no members participate by electronic communication means.

C. Notice of any meetings held pursuant to this section shall be provided at least three working days in advance of the date scheduled for the meeting. The notice shall include the date, time, place, and purpose for the meeting; shall identify the locations for the meeting; and shall include a telephone number that may be used at remote locations to notify the primary or central meeting location of any interruption in the telephonic or video broadcast of the meeting to the remote locations. Any interruption in the telephonic or video broadcast of the meeting shall result in the suspension of action at the meeting until repairs are made and public access restored.

D. Agenda packets and, unless exempt, all materials that will be distributed to members of the public body and that have been made available to the staff of the public body in sufficient time for duplication and forwarding to all locations where public access will be provided shall be made available to the public at the time of the meeting. Minutes of all meetings held by electronic communication means shall be recorded as required by § 2.2-3707. Votes taken during any meeting conducted through electronic communication means shall be recorded by name in roll-call fashion and included in the minutes.

E. Three working days' notice shall not be required for meetings authorized under this section held in accordance with subsection G or that are continued to address an emergency or to conclude the agenda of the meeting for which proper notice has been given, when the date, time, place, and purpose of the continued meeting are set during the meeting prior to adjournment. Public bodies conducting emergency meetings through electronic communication means shall comply with the provisions of subsection D requiring minutes of the meeting. The nature of the emergency shall be stated in the minutes.

F. Any authorized public body that meets by electronic communication means shall make a written report of the following to the Virginia Freedom of Information Advisory Council and the Joint Commission on Technology and Science by December 15 of each year:

1. The total number of electronic communication meetings held that year;
2. The dates and purposes of the meetings;
3. The number of sites for each meeting;
4. The types of electronic communication means by which the meetings were held;
5. The number of participants, including members of the public, at each meeting location;

6. The identity of the members of the public body recorded as absent and those recorded as present at each meeting location;

7. A summary of any public comment received about the electronic communication meetings; and

8. A written summary of the public body's experience using electronic communication meetings, including its logistical and technical experience.

G. Any local governing body, school board, or any authority, board, bureau, commission, district, or agency of local government may meet by electronic communication means without a quorum of the public body physically assembled at one location when the Governor has declared a state of emergency in accordance with § 44-146.17, provided (i) the catastrophic nature of the declared emergency makes it impracticable or unsafe to assemble a quorum in a single location and (ii) the purpose of the meeting is to address the emergency. The local public body convening a meeting in accordance with this subsection shall (a) give public notice using the best available method given the nature of the emergency, which notice shall be given contemporaneously with the notice provided members of the local public body conducting the meeting; (b) make arrangements for public access to such meeting; and (c) otherwise comply with the provisions of this section. The nature of the emergency and the fact that the meeting was held by electronic communication means shall be stated in the minutes.

§ 2.2-3708.1. Participation in meetings in event of emergency; certain disabilities; distance from meeting location for certain public bodies.

A. A member of a public body may participate in a meeting governed by this chapter through electronic communication means from a remote location that is not open to the public only as follows and subject to the requirements of subsection B:

1. If, on the day of a meeting, a member of the public body holding the meeting notifies the chair of the public body that such member is unable to attend the meeting due to an emergency and identifies with specificity the nature of the emergency, and the public body holding the meeting (a) approves such member's participation by a majority vote of the members present and (b) records in its minutes the specific nature of the emergency and the remote location from which the member participated.

Such participation by the member shall be limited each calendar year to two meetings or 25 percent of the meetings of the public body, whichever is fewer;

2. If a member of a public body notifies the chair of the public body that such member is unable to attend a meeting due to a temporary or permanent disability or other medical condition that prevents the member's physical attendance and the public body records this fact and the remote location from which the member participated in its minutes; or

3. If, on the day of a meeting, a member of a regional public body notifies the chair of the public body that such member's principal residence is more than 60 miles from the meeting location identified in the required notice for such meeting and the public body holding the meeting (a) approves such member's participation by a majority vote of the members present and (b) records in its minutes the remote location from which the member participated.

B. Participation by a member of a public body as authorized under subsection A shall be only under the following conditions:

1. A quorum of the public body is physically assembled at the primary or central meeting location; and
2. The public body makes arrangements for the voice of the remote participant to be heard by all persons at the primary or central meeting location.

§ 2.2-3709.

Expired.

§ 2.2-3710. Transaction of public business other than by votes at meetings prohibited.

A. Unless otherwise specifically provided by law, no vote of any kind of the membership, or any part thereof, of any public body shall be taken to authorize the transaction of any public business, other than a vote taken at a meeting conducted in accordance with the provisions of this chapter. No public body shall vote by secret or written ballot, and unless expressly provided by this chapter, no public body shall vote by telephone or other electronic communication means.

B. Notwithstanding the foregoing, nothing contained herein shall be construed to prohibit (i) separately contacting the membership, or any part thereof, of any public body for the purpose of ascertaining a member's position with respect to the transaction of public business, whether such contact is done in person, by telephone or by electronic communication, provided the contact is done on a basis that does not constitute a meeting as defined in this chapter or (ii) the House of Delegates or the Senate of Virginia from adopting rules relating to the casting of votes by members of standing committees. Nothing in this subsection shall operate to exclude any public record from the provisions of this chapter.

§ 2.2-3711. Closed meetings authorized for certain limited purposes.

A. Public bodies may hold closed meetings only for the following purposes:

1. Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or

resignation of specific public officers, appointees, or employees of any public body; and evaluation of performance of departments or schools of public institutions of higher education where such evaluation will necessarily involve discussion of the performance of specific individuals. Any teacher shall be permitted to be present during a closed meeting in which there is a discussion or consideration of a disciplinary matter that involves the teacher and some student and the student involved in the matter is present, provided the teacher makes a written request to be present to the presiding officer of the appropriate board.

2. Discussion or consideration of admission or disciplinary matters or any other matters that would involve the disclosure of information contained in a scholastic record concerning any student of any Virginia public institution of higher education or any state school system. However, any such student, legal counsel and, if the student is a minor, the student's parents or legal guardians shall be permitted to be present during the taking of testimony or presentation of evidence at a closed meeting, if such student, parents, or guardians so request in writing and such request is submitted to the presiding officer of the appropriate board.

3. Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body.

4. The protection of the privacy of individuals in personal matters not related to public business.

5. Discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community.

6. Discussion or consideration of the investment of public funds where competition or bargaining is involved, where, if made public initially, the financial interest of the governmental unit would be adversely affected.

7. Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body; and consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel. For the purposes of this subdivision, "probable litigation" means litigation that has been specifically threatened or on which the public body or its legal counsel has a reasonable basis to believe will be commenced by or against a known party. Nothing in this subdivision shall be construed to permit the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter.

8. In the case of boards of visitors of public institutions of higher education, discussion or consideration of matters relating to gifts, bequests and fund-raising activities, and grants

and contracts for services or work to be performed by such institution. However, the terms and conditions of any such gifts, bequests, grants, and contracts made by a foreign government, a foreign legal entity, or a foreign person and accepted by a public institution of higher education in Virginia shall be subject to public disclosure upon written request to the appropriate board of visitors. For the purpose of this subdivision, (i) "foreign government" means any government other than the United States government or the government of a state or a political subdivision thereof; (ii) "foreign legal entity" means any legal entity created under the laws of the United States or of any state thereof if a majority of the ownership of the stock of such legal entity is owned by foreign governments or foreign persons or if a majority of the membership of any such entity is composed of foreign persons or foreign legal entities, or any legal entity created under the laws of a foreign government; and (iii) "foreign person" means any individual who is not a citizen or national of the United States or a trust territory or protectorate thereof.

9. In the case of the boards of trustees of the Virginia Museum of Fine Arts, the Virginia Museum of Natural History, and The Science Museum of Virginia, discussion or consideration of matters relating to specific gifts, bequests, and grants.

10. Discussion or consideration of honorary degrees or special awards.

11. Discussion or consideration of tests, examinations, or other records excluded from this chapter pursuant to subdivision 4 of § 2.2-3705.1.

12. Discussion, consideration, or review by the appropriate House or Senate committees of possible disciplinary action against a member arising out of the possible inadequacy of the disclosure statement filed by the member, provided the member may request in writing that the committee meeting not be conducted in a closed meeting.

13. Discussion of strategy with respect to the negotiation of a hazardous waste siting agreement or to consider the terms, conditions, and provisions of a hazardous waste siting agreement if the governing body in open meeting finds that an open meeting will have an adverse effect upon the negotiating position of the governing body or the establishment of the terms, conditions and provisions of the siting agreement, or both. All discussions with the applicant or its representatives may be conducted in a closed meeting.

14. Discussion by the Governor and any economic advisory board reviewing forecasts of economic activity and estimating general and nongeneral fund revenues.

15. Discussion or consideration of medical and mental records excluded from this chapter pursuant to subdivision 1 of § 2.2-3705.5.

16. Deliberations of the State Lottery Board in a licensing appeal action conducted pursuant to subsection D of § 58.1-4007 regarding the denial or revocation of a license of a lottery sales agent; and discussion, consideration or review of State Lottery Department matters related to proprietary lottery game information and studies or investigations

exempted from disclosure under subdivision 6 of § 2.2-3705.3 and subdivision 11 of § 2.2-3705.7.

17. Those portions of meetings by local government crime commissions where the identity of, or information tending to identify, individuals providing information about crimes or criminal activities under a promise of anonymity is discussed or disclosed.

18. Those portions of meetings in which the Board of Corrections discusses or discloses the identity of, or information tending to identify, any prisoner who (i) provides information about crimes or criminal activities, (ii) renders assistance in preventing the escape of another prisoner or in the apprehension of an escaped prisoner, or (iii) voluntarily or at the instance of a prison official renders other extraordinary services, the disclosure of which is likely to jeopardize the prisoner's life or safety.

19. Discussion of plans to protect public safety as it relates to terrorist activity and briefings by staff members, legal counsel, or law-enforcement or emergency service officials concerning actions taken to respond to such activity or a related threat to public safety; or discussion of reports or plans related to the security of any governmental facility, building or structure, or the safety of persons using such facility, building or structure.

20. Discussion by the Board of the Virginia Retirement System, acting pursuant to § 51.1-124.30, or of any local retirement system, acting pursuant to § 51.1-803, or of the Rector and Visitors of the University of Virginia, acting pursuant to § 23-76.1, or by the Board of the Virginia College Savings Plan, acting pursuant to § 23-38.80, regarding the acquisition, holding or disposition of a security or other ownership interest in an entity, where such security or ownership interest is not traded on a governmentally regulated securities exchange, to the extent that such discussion (i) concerns confidential analyses prepared for the Rector and Visitors of the University of Virginia, prepared by the retirement system or by the Virginia College Savings Plan or provided to the retirement system or the Virginia College Savings Plan under a promise of confidentiality, of the future value of such ownership interest or the future financial performance of the entity, and (ii) would have an adverse effect on the value of the investment to be acquired, held or disposed of by the retirement system, the Rector and Visitors of the University of Virginia, or the Virginia College Savings Plan. Nothing in this subdivision shall be construed to prevent the disclosure of information relating to the identity of any investment held, the amount invested or the present value of such investment.

21. Those portions of meetings in which individual child death cases are discussed by the State Child Fatality Review team established pursuant to § 32.1-283.1, and those portions of meetings in which individual child death cases are discussed by a regional or local child fatality review team established pursuant to § 32.1-283.2, and those portions of meetings in which individual death cases are discussed by family violence fatality review teams established pursuant to § 32.1-283.3.

22. Those portions of meetings of the University of Virginia Board of Visitors or the Eastern Virginia Medical School Board of Visitors, as the case may be, and those portions of meetings of any persons to whom management responsibilities for the University of Virginia Medical Center or Eastern Virginia Medical School, as the case may be, have been delegated, in which there is discussed proprietary, business-related information pertaining to the operations of the University of Virginia Medical Center or Eastern Virginia Medical School, as the case may be, including business development or marketing strategies and activities with existing or future joint venturers, partners, or other parties with whom the University of Virginia Medical Center or Eastern Virginia Medical School, as the case may be, has formed, or forms, any arrangement for the delivery of health care, if disclosure of such information would adversely affect the competitive position of the Medical Center or Eastern Virginia Medical School, as the case may be.

23. In the case of the Virginia Commonwealth University Health System Authority, discussion or consideration of any of the following: the acquisition or disposition of real or personal property where disclosure would adversely affect the bargaining position or negotiating strategy of the Authority; operational plans that could affect the value of such property, real or personal, owned or desirable for ownership by the Authority; matters relating to gifts, bequests and fund-raising activities; grants and contracts for services or work to be performed by the Authority; marketing or operational strategies where disclosure of such strategies would adversely affect the competitive position of the Authority; members of its medical and teaching staffs and qualifications for appointments thereto; and qualifications or evaluations of other employees.

24. Those portions of the meetings of the Health Practitioners' Monitoring Program Committee within the Department of Health Professions to the extent such discussions identify any practitioner who may be, or who actually is, impaired pursuant to Chapter 25.1 (§ 54.1-2515 et seq.) of Title 54.1.

25. Meetings or portions of meetings of the Board of the Virginia College Savings Plan wherein personal information, as defined in § 2.2-3801, which has been provided to the Board or its employees by or on behalf of individuals who have requested information about, applied for, or entered into prepaid tuition contracts or savings trust account agreements pursuant to Chapter 4.9 (§ 23-38.75 et seq.) of Title 23 is discussed.

26. Discussion or consideration, by the Wireless Carrier E-911 Cost Recovery Subcommittee created pursuant to § 56-484.15, of trade secrets, as defined in the Uniform Trade Secrets Act (§ 59.1-336 et seq.), submitted by CMRS providers as defined in § 56-484.12, related to the provision of wireless E-911 service.

27. Those portions of disciplinary proceedings by any regulatory board within the Department of Professional and Occupational Regulation, Department of Health Professions, or the Board of Accountancy conducted pursuant to § 2.2-4019 or 2.2-4020 during which the board deliberates to reach a decision or meetings of health regulatory boards or conference committees of such boards to consider settlement proposals in

pending disciplinary actions or modifications to previously issued board orders as requested by either of the parties.

28. Discussion or consideration of records excluded from this chapter pursuant to subdivision 11 of § 2.2-3705.6 by a responsible public entity or an affected local jurisdiction, as those terms are defined in § 56-557, or any independent review panel appointed to review information and advise the responsible public entity concerning such records.

29. Discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body.

30. Discussion or consideration of grant or loan application records excluded from this chapter pursuant to subdivision 17 of § 2.2-3705.6 by (i) the Commonwealth Health Research Board or (ii) the Innovation and Entrepreneurship Investment Authority or a grant allocation committee appointed to advise the Innovation and Entrepreneurship Investment Authority on the grant applications.

31. Discussion or consideration by the Commitment Review Committee of records excluded from this chapter pursuant to subdivision 9 of § 2.2-3705.2 relating to individuals subject to commitment as sexually violent predators under Chapter 9 (§ 37.2-900 et seq.) of Title 37.2.

32. [Expired.]

33. Discussion or consideration of confidential proprietary records and trade secrets excluded from this chapter pursuant to subdivision 18 of § 2.2-3705.6.

34. Discussion or consideration by a local authority created in accordance with the Virginia Wireless Service Authorities Act (§ 15.2-5431.1 et seq.) of confidential proprietary records and trade secrets excluded from this chapter pursuant to subdivision 19 of § 2.2-3705.6.

35. Discussion or consideration by the State Board of Elections or local electoral boards of voting security matters made confidential pursuant to § 24.2-625.1.

36. Discussion or consideration by the Forensic Science Board or the Scientific Advisory Committee created pursuant to Article 2 (§ 9.1-1109 et seq.) of Chapter 11 of Title 9.1 of records excluded from this chapter pursuant to subdivision F 1 of § 2.2-3706.

37. Discussion or consideration by the Brown v. Board of Education Scholarship Program Awards Committee of records or confidential matters excluded from this chapter pursuant to subdivision 3 of § 2.2-3705.4, and meetings of the Committee to deliberate concerning the annual maximum scholarship award, review and consider

scholarship applications and requests for scholarship award renewal, and cancel, rescind, or recover scholarship awards.

38. Discussion or consideration by the Virginia Port Authority of records excluded from this chapter pursuant to subdivision 1 of § 2.2-3705.6.

39. Discussion or consideration by the Board of Trustees of the Virginia Retirement System acting pursuant to § 51.1-124.30, by the Investment Advisory Committee appointed pursuant to § 51.1-124.26, by any local retirement system, acting pursuant to § 51.1-803, by the Board of the Virginia College Savings Plan acting pursuant to § 23-38.80, or by the Virginia College Savings Plan's Investment Advisory Committee appointed pursuant to § 23-38.79:1 of records excluded from this chapter pursuant to subdivision 25 of § 2.2-3705.7.

40. Discussion or consideration of records excluded from this chapter pursuant to subdivision 3 of § 2.2-3705.6.

41. Discussion or consideration by the Board of Education of records relating to the denial, suspension, or revocation of teacher licenses excluded from this chapter pursuant to subdivision 13 of § 2.2-3705.3.

42. Those portions of meetings of the Virginia Military Advisory Council, the Virginia National Defense Industrial Authority, or a local or regional military affairs organization appointed by a local governing body, during which there is discussion of records excluded from this chapter pursuant to subdivision 12 of § 2.2-3705.2.

43. Discussion or consideration by the advisory committee for veterans care centers established by the Commissioner of the Virginia Department of Veterans Services pursuant to § 2.2-2004.1 of records excluded from this chapter pursuant to subdivision 28 of § 2.2-3705.7.

44. Discussion or consideration by the Board of Trustees of the Veterans Services Foundation of records excluded from this chapter pursuant to subdivision 29 of § 2.2-3705.7.

45. Discussion or consideration by the Virginia Tobacco Indemnification and Community Revitalization Commission of records excluded from this chapter pursuant to subdivision 23 of § 2.2-3705.6.

B. No resolution, ordinance, rule, contract, regulation or motion adopted, passed or agreed to in a closed meeting shall become effective unless the public body, following the meeting, reconvenes in open meeting and takes a vote of the membership on such resolution, ordinance, rule, contract, regulation, or motion that shall have its substance reasonably identified in the open meeting.

C. Public officers improperly selected due to the failure of the public body to comply with the other provisions of this section shall be de facto officers and, as such, their official actions are valid until they obtain notice of the legal defect in their election.

D. Nothing in this section shall be construed to prevent the holding of conferences between two or more public bodies, or their representatives, but these conferences shall be subject to the same procedures for holding closed meetings as are applicable to any other public body.

E. This section shall not be construed to (i) require the disclosure of any contract between the Department of Health Professions and an impaired practitioner entered into pursuant to Chapter 25.1 (§ 54.1-2515 et seq.) of Title 54.1 or (ii) require the board of directors of any authority created pursuant to the Industrial Development and Revenue Bond Act (§ 15.2-4900 et seq.), or any public body empowered to issue industrial revenue bonds by general or special law, to identify a business or industry to which subdivision A 5 applies. However, such business or industry shall be identified as a matter of public record at least 30 days prior to the actual date of the board's authorization of the sale or issuance of such bonds.

§ 2.2-3712. Closed meetings procedures; certification of proceedings.

A. No closed meeting shall be held unless the public body proposing to convene such meeting has taken an affirmative recorded vote in an open meeting approving a motion that (i) identifies the subject matter, (ii) states the purpose of the meeting and (iii) makes specific reference to the applicable exemption from open meeting requirements provided in § 2.2-3707 or subsection A of § 2.2-3711. The matters contained in such motion shall be set forth in detail in the minutes of the open meeting. A general reference to the provisions of this chapter, the authorized exemptions from open meeting requirements, or the subject matter of the closed meeting shall not be sufficient to satisfy the requirements for holding a closed meeting.

B. The notice provisions of this chapter shall not apply to closed meetings of any public body held solely for the purpose of interviewing candidates for the position of chief administrative officer. Prior to any such closed meeting for the purpose of interviewing candidates, the public body shall announce in an open meeting that such closed meeting shall be held at a disclosed or undisclosed location within fifteen days thereafter.

C. The public body holding a closed meeting shall restrict its discussion during the closed meeting only to those matters specifically exempted from the provisions of this chapter and identified in the motion required by subsection A.

D. At the conclusion of any closed meeting, the public body holding such meeting shall immediately reconvene in an open meeting and shall take a roll call or other recorded vote to be included in the minutes of that body, certifying that to the best of each member's knowledge (i) only public business matters lawfully exempted from open meeting requirements under this chapter and (ii) only such public business matters as

were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the public body. Any member of the public body who believes that there was a departure from the requirements of clauses (i) and (ii), shall so state prior to the vote, indicating the substance of the departure that, in his judgment, has taken place. The statement shall be recorded in the minutes of the public body.

E. Failure of the certification required by subsection D to receive the affirmative vote of a majority of the members of the public body present during a meeting shall not affect the validity or confidentiality of such meeting with respect to matters considered therein in compliance with the provisions of this chapter. The recorded vote and any statement made in connection therewith, shall upon proper authentication, constitute evidence in any proceeding brought to enforce the provisions of this chapter.

F. A public body may permit nonmembers to attend a closed meeting if such persons are deemed necessary or if their presence will reasonably aid the public body in its consideration of a topic that is a subject of the meeting.

G. Except as specifically authorized by law, in no event may any public body take action on matters discussed in any closed meeting, except at an open meeting for which notice was given as required by § 2.2-3707.

H. Minutes may be taken during closed meetings of a public body, but shall not be required. Such minutes shall not be subject to mandatory public disclosure.

§ 2.2-3713. Proceedings for enforcement of chapter.

A. Any person, including the attorney for the Commonwealth acting in his official or individual capacity, denied the rights and privileges conferred by this chapter may proceed to enforce such rights and privileges by filing a petition for mandamus or injunction, supported by an affidavit showing good cause. Such petition may be brought in the name of the person notwithstanding that a request for public records was made by the person's attorney in his representative capacity. Venue for the petition shall be addressed as follows:

1. In a case involving a local public body, to the general district court or circuit court of the county or city from which the public body has been elected or appointed to serve and in which such rights and privileges were so denied;
2. In a case involving a regional public body, to the general district or circuit court of the county or city where the principal business office of such body is located; and
3. In a case involving a board, bureau, commission, authority, district, institution, or agency of the state government, including a public institution of higher education, or a standing or other committee of the General Assembly, to the general district court or the circuit court of the residence of the aggrieved party or of the City of Richmond.

B. In any action brought before a general district court, a corporate petitioner may appear through its officer, director or managing agent without the assistance of counsel, notwithstanding any provision of law or Rule of the Supreme Court of Virginia to the contrary.

C. Notwithstanding the provisions of § 8.01-644, the petition for mandamus or injunction shall be heard within seven days of the date when the same is made. However, any petition made outside of the regular terms of the circuit court of a county that is included in a judicial circuit with another county or counties, the hearing on the petition shall be given precedence on the docket of such court over all cases that are not otherwise given precedence by law.

D. The petition shall allege with reasonable specificity the circumstances of the denial of the rights and privileges conferred by this chapter. A single instance of denial of the rights and privileges conferred by this chapter shall be sufficient to invoke the remedies granted herein. If the court finds the denial to be in violation of the provisions of this chapter, the petitioner shall be entitled to recover reasonable costs, including costs and reasonable fees for expert witnesses, and attorneys' fees from the public body if the petitioner substantially prevails on the merits of the case, unless special circumstances would make an award unjust. In making this determination, a court may consider, among other things, the reliance of a public body on an opinion of the Attorney General or a decision of a court that substantially supports the public body's position.

E. In any action to enforce the provisions of this chapter, the public body shall bear the burden of proof to establish an exemption by a preponderance of the evidence. Any failure by a public body to follow the procedures established by this chapter shall be presumed to be a violation of this chapter.

F. Failure by any person to request and receive notice of the time and place of meetings as provided in § 2.2-3707 shall not preclude any person from enforcing his rights and privileges conferred by this chapter.

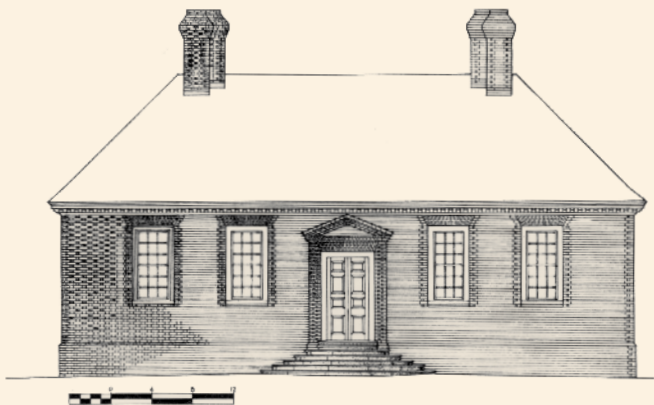
§ 2.2-3714. Violations and penalties.

In a proceeding commenced against members of public bodies under § 2.2-3713 for a violation of § 2.2-3704, 2.2-3705.1 through 2.2-3705.8, 2.2-3706, 2.2-3707, 2.2-3708, 2.2-3708.1, 2.2-3710, 2.2-3711 or 2.2-3712, the court, if it finds that a violation was willfully and knowingly made, shall impose upon such member in his individual capacity, whether a writ of mandamus or injunctive relief is awarded or not, a civil penalty of not less than \$250 nor more than \$1,000, which amount shall be paid into the State Literary Fund. For a second or subsequent violation, such civil penalty shall be not less than \$1,000 nor more than \$2,500.

#

A GUIDE TO THE

*Virginia Public
Records Act*



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In 2004, House Joint Resolution No. 6 authorized an eleven-member joint subcommittee to study the Virginia Public Records Act. Thirty years had passed since enactment and no major revisions had been made to the act. Over the next two years, the subcommittee solicited comments from interested parties with the objective of updating the act in order to reflect and meet the demands of rapidly changing technology. The work of the subcommittee was presented to the General Assembly and passed in 2006.

While there are a number of significant changes to the act, the intent remains to ensure that procedures used to manage and preserve public records are uniform throughout the Commonwealth. To that end, the act directs that any person elected, reelected, appointed, or reappointed to the governing body of any agency subject to the Public Records Act be furnished a copy of the act within two weeks following election, reelection, appointment, or reappointment. Such individuals are to read and become familiar with the provisions of the act.

This pamphlet is provided for your convenient reference to the Virginia Public Records Act. The Library of Virginia administers a program for the efficient and effective management of Virginia's public records with services and resources available to both state agencies and local governments. Direct your questions about the program or requests for more VPRA booklets to the Records Analysis Section, Library of Virginia, 800 East Broad Street, Richmond, VA 23219, 804.692.3600, or visit www.lva.virginia.gov/whatwedo/records/index.htm.

Conley L. Edwards
State Archivist and
Director of Archival &
Records Management
Services Division

YOUR RESPONSIBILITIES FOR PUBLIC RECORDS

Government executives create and maintain public records as part of their official responsibilities. These materials may be in paper, electronic, or other formats. This pamphlet will assist you from the outset of your state service in:

- Identifying public records that must be incorporated into agency files and maintained under the control of the Commonwealth
- Distinguishing public records from extra or convenience copies of records
- Identifying personal files that contain information not used to conduct agency business and that may be removed at your discretion
- Maintaining personal files separate from public records under the control of the agency

As specified in the *Code of Virginia* (§ 42.1-88), any custodian of public records shall, at the expiration of his term of office, appointment, or employment, deliver to his successor—or, if there be none, to the Library of Virginia—all books, writings, letters, documents, public records, or other information kept or received in the transaction of official business. Any person who shall refuse or neglect to deliver public records for a period of ten days after a request is made in writing by the successor or the Librarian of Virginia shall be guilty of a Class 3 misdemeanor.

WHAT ARE PUBLIC RECORDS?

Public records are recorded information documenting a transaction or activity by or with any public officer, agency, or employee of state government or its political subdivisions. Regardless of physical form or characteristics, the recorded information is a public record if it is produced, collected, received, or retained in pursuance of law or in connection with the transaction of public business.

The medium on which such information is recorded may be, but is not limited to, paper; film; tapes; Mylar; linen; silk; vellum; or magnetic, optical, or solid state devices that can store electronic signals. The general types of records may be, but are not limited to, books, papers, letters, documents, printouts, photographs, films, tapes, microfiche, microfilm, photostats, sound recordings, maps, drawings, or any representations held in computer memory.

Each agency or locality is responsible for determining whether the materials it creates meet this definition of a public record. Agencies must create and maintain records containing a full accounting of their organization, functions, policies, and activities. Agency records must also contain the information needed to protect the rights of the government and of the citizens of Virginia directly affected by government activities.

Paper records may be originals or copies, such as file copies of outgoing correspondence or copies forwarded for action. Multiple copies of the same document may each be a record if each serves a separate administrative purpose and if they are kept in separate filing or recordkeeping systems. Extra copies, such as distribution copies, stock copies, and copies maintained for convenience or reference, are not public records. If electronically created records are maintained in paper recordkeeping systems, the information necessary for a complete record must be printed. Contact your agency's records officer for further guidance.

Many factors contribute to the determination that documentary materials are public records. If the answer to any of the following questions is "yes," the document is a public record.

- Did the agency require creation or submission and maintenance of the document?
- Was the document used to conduct or facilitate agency business?
- If the document is a draft or preliminary document created for background or a similar purpose, does it contain unique information that explains formulation of significant program policies and decisions?

Frequently Asked Questions

- Was the document distributed to other offices or agencies for formal approval or clearance?
- Is the document part of an electronic information system used to conduct government business?

WHAT DOCUMENTARY MATERIALS ARE NOT PUBLIC RECORDS?

The Virginia Public Records Act (§ 42.1-76) definition of records *excludes* three specific types of materials: reference books and exhibition materials made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience or reference, and stocks of publications.

ARE PRELIMINARY DRAFTS AND WORKING PAPERS PUBLIC RECORDS?

Drafts and working papers should be filed and maintained as part of the agency's records if they explain how the agency formulated and executed significant program policies, decisions, actions, or responsibilities, or contain unique information such as annotations or comments.

WHAT ARE PERSONAL FILES?

The term personal files refers to documentary materials that are either unrelated to the conduct of agency business (e.g., files relating to political activities, personal and family matters, or non-governmentally related social or civic activities) or indirectly related to agency business but outside the scope of the definition of public records (i.e., not used to conduct government business, except at the gubernatorial and secretariat level).

Personal files are those materials that belong to an individual, not the agency. Certain files are clearly personal, such as those that are not used in the transaction of agency business.

Personal files may contain references to or comments on agency business, but they are considered personal only if they are not used in the conduct of business. Traditionally, personal files have included the following categories of material:

- Business or professional files created before entering government service, files created during or relating to previously held positions, political materials, and reference files.
- Private files brought into, created, or received in the office, and family and personal correspondence and materials documenting professional activities and outside business or political pursuits.
- Manuscripts and drafts for articles and books as well as volunteer and community service records are considered personal, even if created or received while in office, because they do not relate to agency business.
- Work-related personal files including diaries, journals, notes, and personal calendars and appointment schedules (below the gubernatorial and secretariat level). Though work-related, they may be personal if they are used only as reminders and personal observations on work-related topics, not for the transaction of government business. This category is the most difficult to distinguish from records because of its work-related content.

WHAT DO I NEED TO DO WHEN I ENTER STATE SERVICE?

You and your staff should follow these recommended recordkeeping practices. This practice should begin immediately upon taking the position and be faithfully followed throughout your tenure in the position.

- Contact the agency's records officer for agency records management policies and procedures.

Frequently Asked Questions

- Implement the records management policies and procedures issued by the agency records officer. Follow retention schedule guidelines on records creation and procedures for filing (manually or electronically) for all types of records, including paper records, electronic records (records generated with electronic mail, word processing, spreadsheet, and other desktop applications), audiovisual records, cartographic records, and architectural and engineering records.
- Establish separate files and directories for public records and personal materials to avoid the difficult task of reviewing voluminous materials when you are ready to leave the agency.
- Decide whether you want copies of records (usually those that you have originated, reviewed, signed, or otherwise acted upon) for later use, and consult with appropriate agency officials (e.g., records officer) to find out if the agency permits duplication and removal of duplicate.
- Make copies of public records for your personal use as they are being created.
- Document the substance of meetings and telephone or face-to-face conversations where decisions are made, issues are resolved, or policy is established.
- Extract government business information from documents that contain a mix of personal and business matters and include the business information in agency files.

WHY SHOULD I CARE ABOUT RECORDS?

You and other government officials have a legal obligation to ensure that your agency establishes and follows appropriate records creation and maintenance procedures. Good recordkeeping:

- Contributes to the smooth operation of your agency's programs by making the information needed for decision making and operations readily available
- Provides information useful to successor officials and staff for back-

- ground and analysis, facilitating transitions between administrations
- Creates a complete record of your official actions that will remain with the agency for future use by agency officials and may later be transferred to the Library of Virginia as a historical record
 - Ensures accountability to the administration, the General Assembly, and all Virginians
 - Ensures that electronic records, especially those generated by desktop applications, will be available to all authorized personnel
 - Protects records from inappropriate and unauthorized access
 - Facilitates authorized removal of materials by avoiding the need to separate public records from extra copies of records and personal materials when you leave office

WHAT HAPPENS TO PUBLIC RECORDS?

The law provides that public records may only be destroyed with the Library of Virginia's authorization. The Library staff appraises the records to determine which are permanent or archival—that is, records that have administrative, legal, fiscal, or historical value that justifies preservation as part of the collection of the Library of Virginia. All records not designated as permanent are considered temporary, though their retention periods may vary considerably.

Records retention schedules are compiled in conjunction with the records management and archival staff at the Library of Virginia. These provide written legal guidelines to agencies for determining the retention period and disposition of their records. Temporary records should be destroyed at the end of the retention period specified in the retention schedule with the destruction process documented by appropriate forms.

WHERE CAN I GET FURTHER INFORMATION AND ASSISTANCE?

Contact your agency's designated records officer or the records analysis section at the Library of Virginia. More information, including a glossary of terms used in this pamphlet, as well as a checklist to assist you and your staff, is available on the Library of Virginia's Web site at www.lva.virginia.gov/whatwedo/records/index.htm.

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LIBRARY OF VIRGINIA

**CODE OF VIRGINIA, TITLE 42.1 LIBRARIES, CHAPTER 7
VIRGINIA PUBLIC RECORDS ACT (42.1-76 THRU 42.1-91)**

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§ 42.1-76. *Legislative intent; Title of Chapter.*

The General Assembly intends by this chapter to establish a single body of law applicable to all public officers and employees on the subject of public

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records management and preservation and to ensure that the procedures used to manage and preserve public records will be uniform throughout the Commonwealth.

This chapter may be cited as the Virginia Public Records Act. (1976, c. 746.)

§ 42.1-76.1. *Notice of Chapter.*

Any person elected, reelected, appointed, or reappointed to the governing body of any agency subject to this chapter shall (i) be furnished by the agency or public body's administrator or legal counsel with a copy of this chapter within two weeks following election, reelection, appointment, or reappointment and (ii) read and become familiar with the provisions of this chapter.

(2006, c. 60.)

§ 42.1-77. *Definitions.*

As used in this chapter:

“**Agency**” means all boards, commissions, departments, divisions, institutions, authorities, or parts thereof, of the Commonwealth or its political subdivisions and includes the offices of constitutional officers.

“**Archival quality**” means a quality of reproduction consistent with established standards specified by state and national agencies and organizations responsible for establishing such standards, such as the Association for Information and Image Management, the American National Standards Institute, and the National Institute of Standards and Technology.

“**Archival record**” means a public record of continuing and enduring value useful to the citizens of the Commonwealth and necessary to the administrative functions of public agencies in the conduct of services and activities mandated by law that is identified on a Library of Virginia approved records retention and disposition schedule as having sufficient informational value to be permanently maintained by the Commonwealth.

“**Archives**” means the program administered by The Library of Virginia for the preservation of archival records.

“**Board**” means the State Library Board.

“**Conversion**” means the act of moving electronic records to a different format, especially data from an obsolete format to a current format.

“**Custodian**” means the public official in charge of an office having public records.

“**Disaster plan**” means the information maintained by an agency that outlines recovery techniques and methods to be followed in case of an emergency that impacts the agency’s records.

“**Electronic record**” means a public record whose creation, storage, and access require the use of an automated system or device. Ownership of the hardware, software, or media used to create, store, or access the electronic record has no bearing on a determination of whether such record is a public record.

“**Essential public record**” means records that are required for recovery and reconstruction of any agency to enable it to resume its core operations and functions and to protect the rights and interests of persons.

“**Librarian of Virginia**” means the State Librarian of Virginia or his designated representative.

“**Lifecycle**” means the creation, use, maintenance, and disposition of a public record.

“**Metadata**” means data describing the context, content, and structure of records and their management through time.

“**Migration**” means the act of moving electronic records from one information system or medium to another to ensure continued access to the records while maintaining the records’ authenticity, integrity, reliability, and usability.

“**Original record**” means the first generation of the information and is the preferred version of a record. Archival records should to the maximum extent possible be original records.

“**Preservation**” means the processes and operations involved in ensuring the technical and intellectual survival of authentic records through time.

“**Private record**” means a record that does not relate to or affect the carrying out of the constitutional, statutory, or other official ceremonial duties

of a public official, including the correspondence, diaries, journals, or notes that are not prepared for, utilized for, circulated, or communicated in the course of transacting public business.

“**Public official**” means all persons holding any office created by the Constitution of Virginia or by any act of the General Assembly, the Governor and all other officers of the executive branch of the state government, and all other officers, heads, presidents or chairmen of boards, commissions, departments, and agencies of the state government or its political subdivisions.

“**Public record**” or “**record**” means recorded information that documents a transaction or activity by or with any public officer, agency or employee of an agency. Regardless of physical form or characteristic, the recorded information is a public record if it is produced, collected, received or retained in pursuance of law or in connection with the transaction of public business. The medium upon which such information is recorded has no bearing on the determination of whether the recording is a public record.

For purposes of this chapter, “**public record**” shall not include non-record materials, meaning materials made or acquired and preserved solely for reference use or exhibition purposes, extra copies of documents preserved only for convenience or reference, and stocks of publications.

“**Records retention and disposition schedule**” means a Library of Virginia-approved timetable stating the required retention period and disposition action of a records series. The administrative, fiscal, historical, and legal value of a public record shall be considered in appraising its appropriate retention schedule. The terms “**administrative,**” “**fiscal,**” “**historical,**” and “**legal**” value shall be defined as:

1. “**Administrative value**”: Records shall be deemed of administrative value if they have continuing utility in the operation of an agency.
2. “**Fiscal value**”: Records shall be deemed of fiscal value if they are needed to document and verify financial authorizations, obligations, and transactions.
3. “**Historical value**”: Records shall be deemed of historical value if they contain unique information, regardless of age, that provides

understanding of some aspect of the government and promotes the development of an informed and enlightened citizenry.

4. “**Legal value**”: Records shall be deemed of legal value if they document actions taken in the protection and proving of legal or civil rights and obligations of individuals and agencies.

(1976, c. 746; 1977, c. 501; 1981, c. 637; 1987, c. 217; 1990, c. 778; 1994, cc. 390, 955; 1998, cc. 427, 470; 2005, c. 787; 2006, c. 60.)

§ 42.1-78. *Confidentiality safeguarded.*

Any records made confidential by law shall be so treated. Records which by law are required to be closed to the public shall not be deemed to be made open to the public under the provisions of this chapter. Records in the custody of The Library of Virginia which are required to be closed to the public shall be open for public access 75 years after the date of creation of the record. No provision of this chapter shall be construed to authorize or require the opening of any records ordered to be sealed by a court. All records deposited in the archives that are not made confidential by law shall be open to public access.

(1976, c. 746; 1979, c. 110; 1990, c. 778; 1994, c. 64; 2006, c. 60.)

§ 42.1-79. *Records management function vested in The Library of Virginia.*

- A. The archival and records management function shall be vested in The Library of Virginia. The Library of Virginia shall be the official custodian and trustee for the Commonwealth of all public records of whatever kind, and regardless of physical form or characteristics, that are transferred to it from any agency. As the Commonwealth’s official repository of public records, The Library of Virginia shall assume ownership and administrative control of such records on behalf of the Commonwealth. The Library of Virginia shall own and operate any equipment necessary to manage and retain control of electronic archival records in its custody, but may, at its discretion, contract with third-party entities to provide any or all services related to managing archival records on equipment owned by the contractor, by other third parties, or by The Library of Virginia.

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- B. The Librarian of Virginia shall name a State Archivist who shall perform such functions as the Librarian of Virginia assigns.
- C. Whenever legislation affecting public records management and preservation is under consideration, The Library of Virginia shall review the proposal and advise the General Assembly on the effects of its proposed implementation.
(1976, c. 746; 1986, c. 565; 1990, c. 778; 1994, c. 64; 1998, c. 427; 2005, c. 787; 2006, c. 60.)

§ 42.1-79.1. *Repealed by Acts 2005, c. 787, cl. 2.*

§§ 42.1-80. 42.1-81. *Repealed by Acts 2003, c. 177.*

§§ 42.1-81. *Repealed by Acts 2003, c. 177.*

§ 42.1-82. *Duties and powers of Library Board.*

A. The State Library Board shall:

1. Issue regulations concerning procedures for the disposal, physical destruction or other disposition of public records containing social security numbers. The procedures shall include all reasonable steps to destroy such documents by (i) shredding, (ii) erasing, or (iii) otherwise modifying the social security numbers in those records to make them unreadable or undecipherable by any means.
2. Issue regulations and guidelines designed to facilitate the creation, preservation, storage, filing, reformatting, management, and destruction of public records by agencies. Such regulations shall mandate procedures for records management and include recommendations for the creation, retention, disposal, or other disposition of public records.

B. The State Library Board may establish advisory committees composed of persons with expertise in the matters under consideration to assist the Library Board in developing regulations and guidelines.

(1976, c. 746; 1977, c. 501; 1981, c. 637; 1990, c. 778; 1994, cc. 64, 955; 2003, cc. 914, 918; 2005, c. 787; 2006, c. 60.)

§ 42.1-83. *Repealed by Acts 2006, c. 60, cl. 2.*

§ 42.1-84. *Repealed by Acts 2005, c. 787, cl. 2.*

§ 42.1-85. *Records Management Program; agencies to cooperate; agencies to designate records officer.*

- A. The Library of Virginia shall administer a records management program for the application of efficient and economical methods for managing the lifecycle of public records consistent with regulations and guidelines promulgated by the State Library Board, including operation of a records center or centers. The Library of Virginia shall establish procedures and techniques for the effective management of public records, make continuing surveys of records and records keeping practices, and recommend improvements in current records management practices, including the use of space, equipment, software, and supplies employed in creating, maintaining, and servicing records.
- B. Any agency with public records shall cooperate with The Library of Virginia in conducting surveys. Each agency shall establish and maintain an active, continuing program for the economical and efficient management of the records of such agency. The agency shall be responsible for ensuring that its public records are preserved, maintained, and accessible throughout their lifecycle, including converting and migrating electronic records as often as necessary so that information is not lost due to hardware, software, or media obsolescence or deterioration. Any public official who converts or migrates an electronic record shall ensure that it is an accurate copy of the original record. The converted or migrated record shall have the force of the original.
- C. Each state agency and political subdivision of this Commonwealth shall designate as many as appropriate, but at least one, records officer to serve as a liaison to The Library of Virginia for the purposes of implementing and overseeing a records management program, and coordinating legal disposition, including destruction, of obsolete records. Designation of state agency records officers shall be by the respective agency head. Designation of a records officer for political

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subdivisions shall be by the governing body or chief administrative official of the political subdivision. Each entity responsible for designating a records officer shall provide The Library of Virginia with the name and contact information of the designated records officer, and shall ensure that such information is updated in a timely manner in the event of any changes.

- D. The Library of Virginia shall develop and make available training and education opportunities concerning the requirements of and compliance with this chapter for records officers in the Commonwealth. (1976, c. 746; 1990, c. 778; 1994, c. 64; 1998, c. 427; 2006, c. 60.)

§ 42.1-86. *Essential public records; security recovery copies; disaster plans.*

- A. In cooperation with the head of each agency, The Library of Virginia shall establish and maintain a program for the selection and preservation of essential public records. The program shall provide for preserving, classifying, arranging, and indexing essential public records so that such records are made available to the public. The program shall provide for making recovery copies or designate as recovery copies existing copies of such essential public records.
- B. Recovery copies shall meet quality standards established by The Library of Virginia and shall be made by a process that accurately reproduces the record and forms a durable medium. A recovery copy may also be made by creating a paper or electronic copy of an original electronic record. Recovery copies shall have the same force and effect for all purposes as the original record and shall be as admissible in evidence as the original record whether the original record is in existence or not. Recovery copies shall be preserved in the place and manner prescribed by the State Library Board and the Governor.
- C. The Library of Virginia shall develop a plan to ensure preservation of public records in the event of disaster or emergency as defined in § 44-146.16. This plan shall be coordinated with the Department of Emergency Management and copies shall be distributed to all agency heads. The plan shall be reviewed and updated at least once every five years. The personnel of the Library shall be responsible for coordinat-

ing emergency recovery operations when public records are affected. Each agency shall ensure that a plan for the protection and recovery of public records is included in its comprehensive disaster plan. (1976, c. 746; 1980, c. 365; 1990, c. 778; 1994, c. 64; 1998, c. 427; 2005, c. 787; 2006, c. 60.)

§ 42.1-86.1. *Disposition of public records.*

- A. No agency shall sell or give away public records. No agency shall destroy or discard a public record unless (i) the record appears on a records retention and disposition schedule approved pursuant to § 42.1-82 and the record's retention period has expired; (ii) a certificate of records destruction, as designated by the Librarian of Virginia, has been properly completed and approved by the agency's designated records officer; and (iii) there is no litigation, audit, investigation, request for records pursuant to the Virginia Freedom of Information Act (§ 2.2-3700 et seq.), or renegotiation of the relevant records retention and disposition schedule pending at the expiration of the retention period for the applicable records series. After a record is destroyed or discarded, the agency shall forward the original certificate of records destruction to The Library of Virginia.
- B. No agency shall destroy any public record created before 1912 without first offering it to The Library of Virginia.
- C. Each agency shall ensure that records created after July 1, 2006 and authorized to be destroyed or discarded in accordance with subsection A, are destroyed or discarded in a timely manner in accordance with the provisions of this chapter; provided, however, such records that contain identifying information as defined in clauses (iii) through (ix), or clause (xii) of subsection C of § 18.2-186.3, shall be destroyed within six months of the expiration of the records retention period. (1990, c. 778; 1998, c. 427; 2005, c. 787; 2006, cc. 60, 909.)

§ 42.1-87. *Archival public records.*

- A. Custodians of archival public records shall keep them in fire-resistant, environmentally controlled, physically secure rooms designed to

ensure proper preservation and in such arrangement as to be easily accessible. Current public records should be kept in the buildings in which they are ordinarily used. It shall be the duty of each agency to consult with The Library of Virginia to determine the best manner in which to store long-term or archival electronic records. In entering into a contract with a third-party storage provider for the storage of public records, an agency shall require the third-party to cooperate with The Library of Virginia in complying with rules and regulations promulgated by the Board.

- B. Public records deemed unnecessary for the transaction of the business of any state agency, yet deemed to be of archival value, may be transferred with the consent of the Librarian of Virginia to the custody of the Library of Virginia.
- C. Public records deemed unnecessary for the transaction of the business of any county, city, or town, yet deemed to be of archival value, shall be stored either in The Library of Virginia or in the locality, at the decision of the local officials responsible for maintaining public records. Archival public records shall be returned to the locality upon the written request of the local officials responsible for maintaining local public records. Microfilm shall be stored in The Library of Virginia but the use thereof shall be subject to the control of the local officials responsible for maintaining local public records.
- D. Record books deemed archival should be copied or repaired, renovated or rebound if worn, mutilated, damaged or difficult to read. Whenever the public records of any public official are in need of repair, restoration or rebinding, a judge of the court of record or the head of such agency or political subdivision of the Commonwealth may authorize that the records in need of repair be removed from the building or office in which such records are ordinarily kept, for the length of time necessary to repair, restore or rebind them, provided such restoration and rebinding preserves the records without loss or damage to them. Before any restoration or repair work is initiated, a treatment proposal from the contractor shall be submitted and reviewed in consultation with The Library of Virginia. Any public official who causes a record book to be

copied shall attest it and shall certify an oath that it is an accurate copy of the original book. The copy shall then have the force of the original.

E. Nothing in this chapter shall be construed to divest agency heads of the authority to determine the nature and form of the records required in the administration of their several departments or to compel the removal of records deemed necessary by them in the performance of their statutory duty.

(1976, c. 746; 1994, cc. 64, 955; 2005, c. 787; 2006, c. 60.)

§ 42.1-88. *Custodians to deliver all records at expiration of term; penalty for noncompliance.*

Any custodian of any public records shall, at the expiration of his term of office, appointment or employment, deliver to his successor, or, if there be none, to The Library of Virginia, all books, writings, letters, documents, public records, or other information, recorded on any medium kept or received by him in the transaction of his official business; and any such person who shall refuse or neglect for a period of ten days after a request is made in writing by the successor or Librarian of Virginia to deliver the public records as herein required shall be guilty of a Class 3 misdemeanor.

(1976, c. 746; 1994, c. 64; 1998, c. 427.)

§ 42.1-89. *Petition and court order for return of public records not in authorized possession.*

The Librarian of Virginia or his designated representative such as the State Archivist or any public official who is the custodian of public records in the possession of a person or agency not authorized by the custodian or by law to possess such public records shall petition the circuit court in the city or county in which the person holding such records resides or in which the materials in issue, or any part thereof, are located for the return of such records. The court shall order such public records be delivered to the petitioner upon finding that the materials in issue are public records and that such public records are in the possession of a person not authorized by the custodian of the public records or by law to possess

such public records. If the order of delivery does not receive compliance, the plaintiff shall request that the court enforce such order through its contempt power and procedures.

(1975, c. 180; 1976, c. 746; 1998, c. 427.)

§ 42.1-90. *Seizure of public records not in authorized possession.*

- A. At any time after the filing of the petition set out in § 42.1-89 or contemporaneous with such filing, the person seeking the return of the public records may by ex parte petition request the judge or the court in which the action was filed to issue an order directed at the sheriff or other proper officer, as the case may be, commanding him to seize the materials which are the subject of the action and deliver the same to the court under the circumstances hereinafter set forth.
- B. The judge aforesaid shall issue an order of seizure upon receipt of an affidavit from the petitioner which alleges that the material at issue may be sold, secreted, removed out of this Commonwealth or otherwise disposed of so as not to be forthcoming to answer the final judgment of the court respecting the same; or that such property may be destroyed or materially damaged or injured if permitted to remain out of the petitioner's possession.
- C. The aforementioned order of seizure shall issue without notice to the respondent and without the posting of any bond or other security by the petitioner.

(1975, c. 180; 1976, c. 746.)

§ 42.1-90.1. *Auditing.*

The Librarian may, in his discretion, conduct an audit of the records management practices of any agency. Any agency subject to the audit shall cooperate and provide the Library with any records or assistance that it requests. The Librarian shall compile a written summary of the findings of the audit and any actions necessary to bring the agency into compliance with this chapter. The summary shall be a public record, and shall be made available to the agency subject to the audit, the Governor,

and the chairmen of the House and Senate Committees on General Laws and the House Appropriations and Senate Finance Committees of the General Assembly.

(2006, c. 60.)

§ 42.1-91. *Repealed by Acts 2006, c. 60, cl. 2.*

FOR FURTHER INFORMATION

Code of Virginia, Title 2.2 Administration of Government, Chapter 37 Virginia Freedom of Information Act (§§ 2.2-3700 through 2.2-3714)

Code of Virginia, Title 2.2 Administration of Government, Chapter 38 Government Data Collection and Dissemination Practices Act (§§ 2.2-3800 through 2.2-3809) *formerly the Virginia Privacy Protection Act of 1976* (§§ 2.1-377 through 2.1-386)

Code of Virginia, Title 8.01 Civil Remedies and Procedure, Chapter 14 Evidence (§§ 8.01-385 through 8.01-420.6), § 8.01-391 Copies of originals as evidence

Code of Virginia, Title 59.1 Trade and Commerce, Chapter 43 Uniform Computer Information Transactions Act (§§ 59.1-501 through 59.1-509.2)

CAPTIONS/CREDITS FOR A GUIDE TO THE VIRGINIA PUBLIC RECORDS ACT

On the cover: South elevation drawing of the Public Records Office, Williamsburg, Va., ca. 1747–1748. Built after the 1747 fire that destroyed the Capitol, the Public Records Office was constructed of brick and stone in order to minimize fire risks. Courtesy of The Colonial Williamsburg Foundation.

Title page: The Public Records Office building, Williamsburg, Va., had many incarnations between its original construction and Colonial Williamsburg's preservation and reconstruction. This photograph was taken after the building was restored from a private residence to its original configuration as the Public Records Office. Courtesy of The Colonial Williamsburg Foundation.

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State Records Center (SRC)

The SRC provides secure, efficient, and economical storage and management of inactive records for state agency and locality government offices.

Telephone: 804.236.3705

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