

Personnel Committee Meeting

May 9, 2011, 9:30 AM

Second Floor, Conference Rooms A & B

Berryville/Clarke County Government Center

101 Chalmers Court

Berryville, Virginia 22611

Item No.	Description	Packet Page No.
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| 1. | Expiration of Term for appointments expiring through August 2011. | 3 |
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Updates & Reminders on Previous Agenda Items

- | | | |
|----|---------------------------------------|-----|
| 2. | Appointee Information Feedback Update | N/A |
|----|---------------------------------------|-----|

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: FYI: Solicitation of Appointees - Boards and Commission web page updated for 2011.

01/24/2011: Questionnaires were collated and mailed to appointees. To aid analysis, Administration developed a database to log responses. As of 2/2/2011, Administration has received 37 of 83 [45%] responses.

02/07/2011: The Personnel Committee instructed staff to follow up with non-responsive appointees and to prepare a preliminary analysis for review at the March meeting with highlights of reported issues.

03/07/2011: Appointee Questionnaire Summary Analysis Report has been prepared and distributed with the March 7 materials. After reviewing the report, the Personnel Committee made the following recommendations: 1) Noting that a significant number of appointees expressed interest in securing additional information on FOIA, instructed staff to initiate a training session at the BCCGC and to make the session[s] available to appointees and staff. 2) Instructed staff to provide copies of the FOIA act to all responders indicating that they needed another copy. 3) Instructed staff to follow up on any non-responses asking specifically that at a minimum provide current contact information. 4) Instructed staff to follow up with any responders indicating that they were not in possession of bylaws or other organizational materials. 5) Instructed staff to further analyze the data as received and to provide letters to all members of each committee summarizing comments, general consensus and relaying any critical concerns or recommendations, as well as commendations.

04/11/2011: FOIA Training: On 3/21/2011, initial contact was made with Alan Gernhardt, Virginia Freedom of Information Advisory Council to arrange a training session tailored to appointees and staff representatives / employees. A two-hour training session is suggested broken into two one-hour segments to address meetings and records requirements. Committee Follow Up: A list of suggested training dates is requested. Distribution FOIA Guide: On 3/21/2011, "4th Edition 2007 Local Government Officials' Guide to the Virginia Freedom of Information Act" by Roger C. Wiley was mailed to all responders requesting a copy. Non-responders: As of 3/21/2011, 72 of 82 [88%] responding.

All non-responders have been contacted several times. Staff representatives have been asked to follow up as an agenda item at their next-regularly scheduled meeting. Bylaws or Other Organizational Materials: On 3/21/2011, forwarded information to staff representatives with the request that this information be provided, where available, to those requesting; and where unavailable, to provide an explanation as to why and/or by what statute the board, commission, authority, or council operates and include that as an agenda item at their next regularly scheduled meeting. Dissemination of Findings / Additional Analysis: On 3/21/2011, forwarded compiled information to staff representatives for follow up and inclusion as an agenda item at their next regularly scheduled meeting.

04/11/2011 Summary: The Personnel Committee instructed staff to provide them with the compiled data and inquired if the chairs of the various boards and committees had been provided with the data. Suggested FOIA training dates are still needed.

5/9/2011: Administration is coordinating training dates with FOIA Council.

3. Recommendation to Require Annual Audit or 990 filing

30

4/11/2011 Summary: The Personnel Committee recommends that the Finance Committee consider the implication of making local funding dependent upon the filing of current annual audits and/or current 990 filings for financially supported agencies and/or organization.

5/9/2011: Item added to the May 9, 2011 Finance Committee agenda.

Appointments by Expiration Thru August 2011

			<i>Appt Date</i>	<i>Exp Date</i>	<i>Orig Appt Date:</i>
<i>February 2011</i>					
Parks & Recreation Advisory Board		4 Yr			
White	Lawrence	Buckmarsh	12/18/2007	2/15/2011	11/18/2003
Resigned 2/15/2011 expires 12/31/2011					
<i>April 2011</i>					
Clarke County Planning Commission		4 Yr	Appointed by BOS; Oath of Office Required - Clerk of Circuit Court		
Wade	Robert	Millwood / Chapel	3/20/2007	4/30/2011	11/21/2000
<i>May 2011</i>					
Clarke County Historic Preservation Commission		4 Yr	Appointed by BOS		
Hiatt	Marty	Buckmarsh/Blue Ridge	6/19/2007	5/31/2011	6/19/2007
<i>August 2011</i>					
Economic Development Advisory Committee		4 Yr	Appointed by BOS		
Dunkle	Christy	Town of Berryville Rep	7/17/2007	8/31/2011	8/19/2003

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	12/31/2011
Dunning, Jr.	A.R.	BOS - Alternate	1/19/2010	12/31/2011
Hobert	J. Michael	BOS - Appointed Member	1/19/2010	12/31/2011
Staelin	John	BOS - Appointed Member	1/19/2010	12/31/2011
Weiss	David	BOS - Alternate	1/19/2010	12/31/2011
<i>Board of Supervisors Personnel Committee</i>				1 Yr
Byrd	Barbara J.	BOS - Appointed Member	1/19/2010	12/31/2011
Dunning, Jr.	A.R.	BOS - Alternate	1/19/2010	12/31/2011
Hobert	J. Michael	BOS - Appointed Member	1/19/2010	12/31/2011
Staelin	John	BOS - Alternate	1/19/2010	12/31/2011
Weiss	David	BOS - Alternate	1/19/2010	12/31/2011
<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	12/31/2011
McKay	Beverly	Planning Commission		
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	Millwood	12/14/2009	2/15/2016
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

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			<i>Appt Date</i>	<i>Exp Date</i>
Bieschke	John K.	White Post	4/21/2009	5/31/2013
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	4/19/2011	4/30/2012
<i>Clarke County Industrial Development Authority</i>				4 Yr
Armbrust	Wayne	Secretary/Treasurer	8/19/2008	10/30/2012
Frederickson	Allan	White Post	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	12/31/2011
<i>Clarke County Library Advisory Council</i>				4 Yr
Al-Khalili	Adeela		4/19/2011	4/15/2015
Badanes	Joyce		4/20/2010	4/15/2014
Byrd	Barbara J.	BOS - Liaison	1/19/2010	12/31/2011
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		4/19/2011	4/15/2015
Meeks	Robert B.		4/19/2011	4/15/2015
Wolk	Susan		6/16/2009	4/15/2012
Zinman	Maxine		4/19/2011	4/15/2015
<i>Clarke County Litter Committee</i>				1 Yr
Staelin	John	BOS - Liaison	1/19/2010	12/31/2011
Teetor	Alison	Staff Rep		
<i>Clarke County Planning Commission</i>				4 Yr
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	12/31/2011
Kreider	Scott	Buckmarsh / Battletown	3/15/2011	4/30/2012
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	4/19/2011	4/30/2015
Staelin	John	BOS - Alternate	1/19/2010	12/31/2011
Steinmetz, II	William	Berryville / Berryville	4/30/2008	4/30/2012
Thuss	Richard	Buckmarsh / Battletown	4/20/2010	4/30/2014

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			<i>Appt Date</i>	<i>Exp Date</i>
Wade	Robert	Millwood / Chapel	3/20/2007	4/30/2011
<i>Clarke County Sanitary Authority</i>				4 Yr
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
Pope	Wilma			
Staelin	John	BOS - Alternate	1/19/2010	12/31/2011
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	12/31/2011
<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	12/31/2011
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	12/31/2011

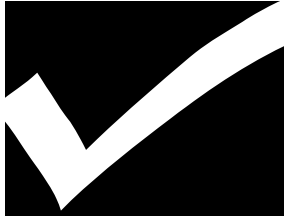
			<i>Appt Date</i>	<i>Exp Date</i>
<i>Handley Regional Library Board</i>				4 Yr
Myer	Tamara	Town of Boyce	9/15/2009	11/30/2013
<i>Joint Administrative Services Board</i>				Open-End
Ash	David L.	County Administrator	1/18/2011	12/31/2011
Hobert	J. Michael	BOS - Appointed Member	1/19/2010	12/31/2011
Judge	Tom	Staff Representative		
Keeler	Sharon	Treasurer		
Murphy	Michael	School Superintendent		
Rhodes	Emily	JAS Chair; School Board Representative	1/1/2011	12/31/2011
Weiss	David	BOS - Alternate	1/19/2010	12/31/2011
<i>Joint Building Committee of the Joint Government Center</i>				Open-End
Ash	David L.	Building Manager		
Dalton	Keith	Berryville Town Manager		
Kitselman	Allen	Berryville Town Council Representative		
Weiss	David	Board of Supervisors Representative		
<i>Legislative Liaison and High Growth Coalition</i>				1 Yr
Hobert	J. Michael	BOS - Liaison	1/19/2010	12/31/2011
<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
Wagaman	Julie		6/30/2010	6/30/2013
<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	12/31/2011
Weiss	David	BOS - Appointed Member	1/19/2010	12/31/2011
<i>Northwestern Community Services Board</i>				3 Yr
Harris	Lucille		12/21/2010	12/31/2012
Stieg, Jr.	Robert		11/28/2008	12/31/2012
<i>Northwestern Regional Jail Authority</i>				4 Yr
Ash	David L.	County Administrator	1/19/2011	12/31/2011
Byrd	Barbara J.	BOS - Liaison Alternate	1/19/2010	12/31/2011
Roper	Anthony	Sheriff	9/18/2007	12/31/2011

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			<i>Appt Date</i>	<i>Exp Date</i>
Wyatt	James		12/18/2007	12/31/2011
<i>Northwestern Regional Juvenile Detention Center Commission</i>				
Byrd	Barbara J.	BOS - Liaison	1/19/2010	12/31/2011
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	12/31/2013
<i>Old Dominion Community Criminal Justice Board</i>				3 Yr
Johnson	Jerry L.		12/18/2007	12/31/2013
<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
McCall	Michael A.	School Board Rep		12/31/2004
Rhodes	Emily	School Board Representative	1/1/2011	12/31/2011
Sheetz	Daniel A.	Berryville	5/18/2010	12/31/2013
White	Lawrence	Buckmarsh	12/18/2007	2/15/2011
Wisecarver	Steve	Appointed by Town of Boyce	2/2/2010	12/31/2013
<i>People Inc. of Virginia</i>				3 Yr
Hillerson	Coleen	Clarke County Rep Board of Directors	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	12/31/2011
<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
<i>The 150th Committee</i>				4 Yr
Al-Khalili	Adeela	Clarke County African-American Cultural Center / Josephine Community Museum	1/18/2011	12/31/2015

			<i>Appt Date</i>	<i>Exp Date</i>
Davis	Dorothy	Clarke County African-American Cultural Center / Josephine Community Museum	1/18/2011	12/31/2015
Heder	Terence	Shenandoah Valley Battlefields Foundation	1/18/2011	12/31/2015
Johnston	Charles	Staff Representative HPC	1/18/2011	12/31/2015
Kalbian	Maral	Community Representative	1/18/2011	12/31/2015
Lee	Jennifer	Clarke County Historic Museum Representative	1/18/2011	12/31/2015
Means	Howard	CCHA Representative	1/18/2011	12/31/2015
Morris	Mary	Clarke County Historic Museum Representative	1/18/2011	12/31/2015
Murphy	Michael	CCPS Representative	1/18/2011	12/31/2015
Russell	Jesse	Staff Representative Economic Development	1/18/2011	12/31/2015
Sours, Jr.	John	Community Representative	1/18/2011	12/31/2015
Stieg, Jr.	Robert		1/18/2011	12/31/2015
Weiss	David	BOS - Appointed Member	2/15/2011	12/31/2011



Board of Supervisors Work Session

May 9, 2011 10:00 Am

Second Floor, Conference Rooms A & B

Berryville/Clarke County Government Center

101 Chalmers Court, Berryville, Virginia 22611

<i>Item No.</i>	<i>Description</i>	<i>Packet Page No.</i>
1.	<p>Historic Long Branch Rock N River Special Event Permit Application Request for Waiver</p> <p>5/9/2011: The Chairman has asked that this matter be placed before the Board members to seek agreement of the members to review a complete application and act to approve or deny the same at the next Regular Meeting scheduled for May 24, 2011, foregoing the option to call for a public hearing on the matter and to allow continued advertisement of the event in the interim. Normally, a medium event application is reviewed by the Board of Supervisors during a regular meeting at which time the Board may approve, disapprove, or at the Board's discretion, set the matter for public hearing at the next regular Board of Supervisors meeting. As the proposed event is scheduled for June 4, 2011, this application has not been submitted in time to allow the Board of Supervisors to follow the review and approval process. If the Board agrees to modify its process, a complete, consistent, and accurate application from Long Branch, with all required forms, notices, and responses, must be submitted to the County Administrator's office no later than the close of business on Monday May 16, 2011. Staff will review the application and include it on the Board agenda along with notation of any omission, error, concern or question. The Board will then make its decision upon the application and comments submitted. Note: an application for a medium size event for 999 attendees was received May 2, 2011; however just a quick review revealed that the application was incomplete and it was returned to Historic Long Branch.</p>	13
2.	<p>Double Tollgate Planning Project</p> <p><i>3/7/2011: Chuck Johnston advised the Board that the business client necessary to pursue the CIG grant had withdrawn; and, therefore, there would be no CIG grant request this year. However, work on the planning grant would continue with efforts made to redefine the service area. A copy of the notification letter sent to area property owners was provided for the March regular meeting packet.</i></p> <p><i>4/11/2011: Chuck Johnston reviewed a draft RFP for Double Tollgate Corridor Land Use Analysis. Mr. Johnston was directed to prepare additional information and maps depicting possible limits for a Double Tollgate Highway Corridor Plan and to modify the RFP to address evaluation of an alternative plan for development of corridor using wells and drainfields for presentation at the next work session May 9.</i></p> <p><i>4/19/2011: As instructed, a letter was prepared April 26 and sent to Barbara Seldon in response to her query about water and sewer access in the Double Tollgate area.</i></p> <p>5/09/2011: Project update shall be provided by Chuck Johnston.</p>	10

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3.	Additional Funds Mosby Project 5/09/2011: In support of the Mosby project, the Board is being asked to consider preparing a letter of support to aid local VDOT in securing the remaining funds [approximately \$266K] from Richmond.	15
4.	Request for Technical Adjustment to the boundary line dividing the 10th and 33rd House of Delegate districts in Clarke County to eliminate the split House district in the Millwood voting precinct 5/09/2011: The Board is being asked to ratify the request letter sent to Governor McDonnell on May 2.	16
5.	Line of Duty 4/11/2011: <i>The County Administrator shall provide an update on the status of the program and seek direction from the Supervisors on the response.</i> 4/11/2011: <i>David Ash provided an update on status of line of duty coverage mandated by the state. The Board directed the County Administrator to ask the fire companies to review and provide the information required for active members only as requested by VRS.</i> 5/09/2011: David Ash is reviewing the proposal from VACo and is still waiting on response from VRS. Update shall be given at the Work Session.	27
6.	Closed Session: A. Senior Center Status Update 5/09/2011: The Board anticipates convening in closed session pursuant to 2.2-3711(A)(7) to consult with staff regarding specific legal matters. B. Personnel Budget Matters 5/09/2011: The Board anticipates convening in closed session pursuant to §2.2.3711-(A)(1) to consult with staff regarding specific employees.	N/A
Updates & Reminders on Previous Work Session Items		
7.	Fee for Service 3/07/2011: <i>This item was added at the Work Session. By consensus, the Board authorized and directed staff to seek an analysis of the feasibility of implementation of fee for service in Clarke County.</i> 4/11/2011: <i>Contacted the service provider that works with Winchester and Administration is in the process of</i>	N/A

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providing the information they requested in order to make a recommendation on the feasibility of fee for service in Clarke County. David Ash updated the Board on the status of fee for service noting that upon provision of information regarding details of the number and nature of calls that Premier Accounts Receivable Management, a division of Valley Health, will provide an initial feasibility analysis.

5/09/2011: Response from billing company under review.

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. Staclin
(540) 837-1903

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

May 3, 2011

Historic Long Branch
830 Long Branch Lane
P.O. Box 241
Millwood, VA 22646

Attention: Angela Anderson

Re: Notice of Return of Incomplete Special Event Application - Rock N River June 4, 2011

Enclosed please find the above referenced application dated April 28, 2011 addressed to J. Michael Hobert, Chair, Clarke County Board of Supervisors, received on May 2, 2011, in the Clarke County Administrators Office.

Normally, a medium event application is reviewed by the Board of Supervisors during a regular meeting at which time the Board may approve, disapprove, or at the Board's discretion, set the matter for public hearing at the next regular Board of Supervisors meeting. As the proposed event is scheduled for June 4, 2011, this application has not been submitted in time to allow the Board of Supervisors to follow the review and approval process.

However, the Chairman has asked that this matter be placed before the Board members at the next work session to seek agreement of the members to review a complete application and act to approve or deny the same at the next Regular Meeting scheduled for May 24, 2011, foregoing the option to call for a public hearing on the matter and to allow continued advertisement of the event in the interim.

If the Board agrees to modify its process, a complete, consistent, and accurate application, with all required forms, notices, and responses must be submitted to the County Administrator's office no later than the close of business on Monday May 16, 2011. Staff will review the application and include it on the Board agenda along with notation of any omission, error, concern or question. The Board will then make its decision upon the application and comments submitted.

We will notify you following the work session on May 9, 2011, of the Board members decision to modify the approval process for this one event.

In anticipation of a positive response by the board, and to assist you in completing your application so that it will not be denied solely on the basis of error or omission, a quick staff review has determined the current application as submitted to be incomplete. This should not be considered a complete review or staff approval of the application:

101 Chalmers Court, Suite B
Berryville, VA 22611

www.clarkecounty.gov

Telephone: [540] 955-5175

Fax: [540] 955-5180

- 1) Responses/written approvals from agencies not included with submission.
- 2) \$250 Permit Fee not included [Medium Event 500 to 999]
- 3) Certificate of Event Insurance not included
- 4) § 57.4. Application for Permit a) Written application for a Special Event permit shall be made to the Board of Supervisors or its designee. Such application shall contain such information and be on such forms as the Board of Supervisors, or its designee, may from time to time require. No application shall be submitted, or accepted, unless presented on the required forms along with all additional required plans, documents, approvals, fees, and other material required by this ordinance.

Again, if the Board of Supervisors agrees to this revised review process, it is necessary that you submit a complete and accurate application with all notices, approvals and replies no later than the close of business on May 16, 2011. I will be happy to answer any technical questions that you may have about the application process; however, I cannot waive requirements.

Please let me know if this revised process is of interest to you so that I can ensure the matter is placed on the work session agenda for May 9, 2011.

Regards,

David Ash
County Administrator

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

May 9, 2011

Draft

Virginia Department of Transportation
1401 E. Broad Street
Richmond, Virginia 23219

Attention: Programming Director

Re: Route 636 Westwood Road / Mosby Boulevard Funding

On April 19, 2011 the Clarke County Board of Supervisors identified the Route 7 Business (West Main Street)/ Rt. 636 (Westwood Rd) intersection and Rt. T-1035 (Mosby Boulevard) as the number one VDOT construction project as the proposed construction and improvements will be necessary to serve the new county high school now under construction, as well as provide improved access to two existing schools that will be served by the same intersection.

The Clarke County Board of Supervisors is appreciative of the additional \$36,000 allocated to the project from the proceeds of the Fiscal Year 2012 Bond Proceeds but is requesting additional support and funding to overcome the \$266,000 shortfall still identified in the VDOT budget.

This project is vital to the continued operation of our school system and timely completion of the project to coincide with the opening of the new school facilities will be of great benefit to the County.

Please use your best effort to insure that this project is fully funded and completed to provide safe and efficient access to our schools.

Regards,

J. Michael Hobert, Chair

pc: Dr. James Davis
Allen Louderback

Clarke County Board of Supervisors



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John R. Staelin
(540) 837-1903

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

May 2, 2011

Office of the Governor
Patrick Henry Building 3rd Floor
1111 East Broad Street
Richmond, Virginia 23219

Attention: Governor Robert McDonnell

Clarke County would like to request a Technical Adjustment to the boundary line dividing the 10th and 33rd House of Delegate districts in Clarke County. Our goal is to eliminate the split House district in the Millwood voting precinct.

The Clarke County Board of Supervisors adopted changes in the county voting precincts on April 19. The boundary line dividing the two house districts that was signed by you on April 29 now splits the re-delineated Millwood (301) voting precinct. Adjusting the House district boundary line to follow Springsbury Road to its intersection with Jack Enders Blvd and then along the boundary line between the Berryville (201) and Millwood (301) election districts and the boundary line between the Millwood and Russell (101) precincts (to the west) would eliminate the split. The adjustment would move 286 people from the 33rd district into the 10th district and 18 from the 10th to the 33rd. It would also reduce confusion at the election site along with the chance of error that comes with a split precinct.

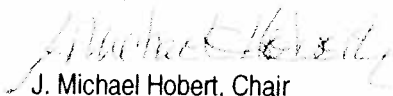
Clarke County cannot adjust its local precinct boundaries to match the House boundary lines because doing so would put too many people in the Berryville District. The only solution to our problem is to change the House lines.

Attached is Clarke County's adopted ordinance outlining the reapportionment, currently being reviewed by the Department of Justice. The text provides the boundary line description for the area to be adjusted. Also enclosed are the maps included with our DOJ pre-clearance submission. Maps for the technical adjustment and proposed changes are also attached.

I realize that the House plan has been signed and the DOJ pre-clearance submission is underway; however, implementing the technical adjustment would greatly benefit the voters of Clarke County.

Please contact our office if further details are required.

Sincerely,



J. Michael Hobert, Chair

Attachment

pc: Delegate Joe May
Delegate S. Chris Jones

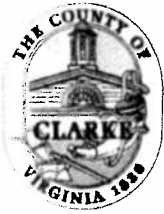
101 Chalmers Court, Suite B
Berryville, VA 22611

Clarke County Electoral Board
Barbara Bosserman, Voter Registrar

www.clarkecounty.gov

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

Clarke County Board of Supervisors



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(540) 955-5175

ORDINANCE 2011-02ORD

At a regular meeting of the Board of Supervisors of Clarke County, Virginia, held at the Town/County Government Center on 2011 April 19, on motion by Supervisor Staelin, the Board of Supervisors adopted an Ordinance (Byrd Aye; Dunning Aye; Hobert Aye; Staelin Aye; Weiss Aye) of proposed amendments to Clarke County Code, Section 40, Election Districts, so as to change the Clarke County Election District boundaries including reference to the attachment and maps.

WHEREAS, the 2010 Census shows the County population to have increased from 12,652 to 14,034 (+11.4%);

WHEREAS, the Code of Virginia, Section 24.2-304.1 requires equal population for Election Districts, which based on the 2010 Census would be 2807;

WHEREAS, Election Districts populations are allowed to vary by plus or minus 5%, which is a range of 2667 to 2947;

WHEREAS, the Code of Virginia, Section 24.2-305, requires Election District Boundaries to be "clearly defined and clearly observable boundaries" to include roads, rivers, and other permanent physical features recognized on official maps; and

WHEREAS, several segments of the Berryville Election District boundaries followed the Town of Berryville corporate limits in 2001 and Town corporate limits have changed since 2001;

NOW THEREFORE BE IT ORDAINED THAT the Clarke County Board of Supervisors approves the following amendments to Clarke County Code, Section 40, Election Districts, so as to change the Clarke County Election District boundaries.

Code of Clarke County, Virginia Chapter 40 Voting Election Districts

§ 40-1. Voting Election districts established and defined; population of districts and supervisor A. ***Election Districts of Clarke County***, ~~p~~Pursuant to, ~~voting districts,~~ established and as set ~~to~~ **by the** authority contained in the Code of Virginia, § 15.2-1400, § 24.2-304.1-7, and § 15.2-1211 ~~of Clarke County~~ are hereby created and set forth in ~~subsection (c)~~ of this section.

(a) The ~~voting~~ **election** districts with populations set forth are as follows; supervisor representation to be as indicated:

101 Chalmers Court, Suite B
Berryville, VA 22611

www.clarkecounty.gov

Telephone: (540) 955-5175
Fax: (540) 955-5180

representation

- Berryville --- 2,631 **2,852**, represented by one supervisor.
- Buckmarsh --- 2,491 **2,854**, represented by one supervisor.
- Millwood --- 2,549 **2,729**, represented by one supervisor.
- Russell --- 2,429 **2,896**, represented by one supervisor.
- White Post --- 2,552 **2,703**, represented by one supervisor.

(b) The boundaries of the respective voting **election** districts are as set forth below, and when reference is made in the following descriptions to a road, **railroad**, or river as a boundary, it shall be construed to mean the center line of such boundary:

*Berryville
Voting
Election
district.*

- Berryville voting **election** district shall comprise the area bounded as follows:
- ~~Beginning at the intersection of U.S. Route 340 and Harry Byrd Highway (Virginia Route 7 Bypass),~~
 - **Beginning at the intersection of North Buckmarsh Street (U.S. Route 340) and Mosby Boulevard (Virginia Route 1035),**
 - ~~thence in a northwesterly direction with Harry Byrd Highway to the western limits of the Town of Berryville,~~
 - **thence in a northwesterly direction with Mosby Boulevard to its intersection with Jackson Drive (Virginia Route 1041),**
 - **thence in a southwesterly direction with Jackson Drive to its intersection with West Main Street (Virginia Route 7 Business),**
 - **thence in a northwesterly direction with West Main Street to corporate limits of the Town of Berryville,**
 - thence in southwesterly and southeasterly direction with the town limits to Alexander Street Drive,
 - ~~thence in an southeasterly direction with Alexander Street and Hermitage Boulevard to the southern limits of the Town of Berryville at U.S. Route 340,~~
 - **thence in a southeasterly direction with Alexander Drive to its intersection with Hermitage Boulevard (Virginia Route 1029)**
 - **thence in a southeasterly direction with Hermitage Boulevard to its intersection with Dunlap Drive (Virginia Route 1028),**
 - **thence in a northeasterly direction with Dunlap Drive to its intersection with Henderson Court (Virginia Route 1027)**
 - **thence in a southeasterly direction with Henderson Court to its intersection with Taylor Street (Virginia Route 1006),**
 - **thence in a southeasterly direction with Taylor Street to its intersection with South Buckmarsh Street (U.S. Route 340),**

- *thence in a southwesterly direction with South Buckmarsh Street to its intersection with Hermitage Boulevard (Virginia Route 1029),*
- *thence in a southeasterly direction with Hermitage Boulevard to its intersection with South Church Street (Virginia Route 616),*
- *thence in a southwesterly direction with South Church Street to its intersection with South Buckmarsh Street (U.S. Route 340),*
- *thence in a southwesterly direction with South Buckmarsh Street to the corporate limits of the Town of Berryville,*
- *thence in a southeasterly direction with the Berryville town limits to its intersection with the Norfolk Southern Railroad,*
- *thence in a northeasterly direction with the Norfolk Southern Railroad its intersection with Jack Enders Boulevard (Virginia Route 613 700),*
- *thence in a northerly direction with Jack Enders Boulevard to its intersection with East Main Street (Virginia Route 7 Business), thence in a westerly direction with East Main Street to its intersection with ~~Beam~~ Road **First Street** (Virginia Route 615),*
- *thence in a northeasterly direction with ~~Beam~~ Road **First Street** to its intersection with **East** Fairfax Street (**Virginia Route 1026**),*
- *thence in a westerly direction with **East** Fairfax Street to its intersection with Soldiers Rest Lane (the eastern property line of Tax Map Parcel 142A-((A))-17),*
- *thence in a northeasterly direction with Soldiers Rest Lane, (the eastern property line of Tax Map Parcels 14A2-((A))-17 and 17A) to its intersection with the northern limits of the Town of Berryville,*
- *thence in a westerly direction with the Berryville town limits to its intersection with **North Buckmarsh Street** (U. S. Route 340),*
- *thence in a ~~northerly~~ **southerly** direction with ~~U.S. Route 340~~ **North Buckmarsh Street**, to its intersection with ~~Harry Byrd Highway~~, **Mosby Boulevard (Virginia Route 1035)**, the point of beginning.*

*Buckmarsh
Voting
Election
District*

Buckmarsh ~~voting~~ **election** district shall comprise the area bounded as follows:

- Beginning at **the intersection of** Lord Fairfax Highway (U. S. Route 340) with the Jefferson County line,
- thence in a southeasterly direction with the Clarke-Jefferson County line to its intersection with the Loudoun County line,
- thence in a southwesterly direction with the Clarke-Loudoun County line to **Harry Byrd Highway** (Virginia Route 7),
- thence in a westerly direction with Harry Byrd Highway (~~Virginia Route 7~~)

to ~~the~~ **its** intersection of **with** Pine Grove Road (Virginia Route 679),

- thence **in a westerly direction** with Pine Grove Road to its intersection with Harry Byrd Highway (**Virginia Route 7**),
- thence with **in a westerly direction with** Harry Byrd Highway to the Shenandoah River,
- thence in a southwesterly direction with the Shenandoah River to a point in the center of the Shenandoah River nearest the intersection of Lockes Mill Road (Virginia Route 613) and Briggs Road (Virginia Route 621),
- thence in a westerly direction with Lockes Mill Road and in a northerly direction with Springsbury Road (both Virginia Route 613) to its intersection with **Jack Enders Boulevard (Route 700)**,
- **thence in a northerly direction with Jack Enders Boulevard to its intersection with** East Main Street (Virginia Route 7 Business),
- thence in a westerly direction with East Main Street to its intersection with ~~Boon Road~~ **First Street** (Virginia Route 615),
- thence in a northeasterly direction with ~~Boon Road~~ **First Street** to its intersection with Fairfax Street,
- thence in a westerly direction with Fairfax Street to Soldiers Rest Lane (the eastern property line of Tax Map Parcel 14A2-((A))-17),
- thence in a northeasterly direction with Soldiers Rest Lane (the eastern property line of Tax Map Parcel 14A2-((A))-17 and 17A) to its intersection with the northern ~~corporate town~~ limits of **the Town of Berryville**,
- thence in a westerly direction with the Berryville town limits to its intersection with **Lord Fairfax Highway** (U. S. Route 340),
- thence in a northeasterly direction with ~~U. S. Route 340~~ **Lord Fairfax Highway** to its intersection with the Jefferson County line, the point of beginning.

*Blue Ridge
Precinct of the
Buckmarsh
Voting
Election
District*

The Blue Ridge Precinct of the Buckmarsh Voting **Election** District described above shall comprise the area bounded as follows:

- Beginning at the intersection of the Clarke-Jefferson County line with the Clarke-Loudoun County line,
- thence in a southwesterly direction with the Clarke-Loudoun County line to Harry Byrd Highway (Virginia Route 7),
- thence in a westerly direction with Harry Byrd Highway to the intersection of Pine Grove Road (Virginia Route 679),
- thence with Pine Grove to its intersection with Harry Byrd Highway (**Virginia Route 7**),
- thence with Harry Byrd Highway in a westerly direction to the Shenandoah River,

- thence in a northerly direction with the Shenandoah River to the Clarke-Jefferson County line,
- thence in an easterly direction with the Clarke-Jefferson County line, the point of beginning.

The Buckmarsh Precinct shall comprise the remaining area as set forth in the above description of the Buckmarsh ~~voting~~ **election** District.)

*Millwood
voting
Election
District*

Millwood ~~voting~~ **election** district shall comprise the area bounded as follows:

- Beginning at the intersection of Senseny Road (Virginia Route 657) and Janeville Road (Virginia Route 652),
- thence in an easterly direction with Senseny Road to the ~~its~~ intersection with ~~Lord Fairfax Highway (U.S. Route 340)~~ **Westwood Road (Route 636)**,
- *thence in a northeasterly direction with Westwood Road to its intersection with West Main Street (Virginia Route 7 Business),*
- *thence in a southwesterly direction with West Main Street to corporate limits of the Town of Berryville,*
- *thence in southwesterly and southeasterly direction with the town limits to Alexander Drive,*
- *thence in a southeasterly direction with Alexander Drive to its intersection with Hermitage Boulevard (Virginia Route 1029)*
- *thence in a southeasterly direction with Hermitage Boulevard to its intersection with Dunlap Drive (Virginia Route 1028),*
- *thence in a northeasterly direction with Dunlap Drive to its intersection with Henderson Court (Virginia Route 1027)*
- *thence in a southeasterly direction with Henderson Court to its intersection with Taylor Street (Virginia Route 1006),*
- *thence in a southeasterly direction with Taylor Street to its intersection with South Buckmarsh Street (U.S. Route 340),*
- *thence in a southwesterly direction with South Buckmarsh Street to its intersection with Hermitage Boulevard (Virginia Route 1029),*
- *thence in a southeasterly direction with Hermitage Boulevard to its intersection with South Church Street (Virginia Route 616),*
- *thence in a southwesterly direction with South Church Street to its intersection with South Buckmarsh Street (U.S. Route 340),*
- *thence in a southwesterly direction with South Buckmarsh Street to the corporate limits of the Town of Berryville,*
- thence in a southeasterly direction with the Berryville town limits to *its intersection with the Norfolk Southern Railroad,*

- **thence in a northeasterly direction with the Norfolk Southern Railroad** its intersection with Jack Enders Boulevard (Virginia Route 643 700),
- thence in a north**easterly** direction with Jack Enders Boulevard to its intersection ~~with East Main Street (Virginia Route 7 Business),~~
- ~~thence in a northerly direction to a point where Lord Fairfax Highway intersects the southern limits of the Town of Berryville,~~
- ~~thence in an easterly direction with the town limits to Springsbury Road (Virginia Route 613),~~
- thence in a southerly direction with Springsbury Road to its intersection with Lockes Mill Road (Virginia Routes 618 and 613),
- thence in an easterly direction with Lockes Mill Road (Virginia Route 613) to the intersection of Briggs Road (Virginia Route 621),
- thence to a point in the center of the Shenandoah River nearest the intersection of Lockes Mill Road and Briggs Road,
- thence in a northeasterly direction with the Shenandoah River to its intersection with Harry Byrd Highway (Virginia Route 7),
- thence in an easterly direction with Harry Byrd Highway to ~~the~~ **its** intersection with Pine Grove Road (Virginia Route 679),
- thence in an easterly direction with Pine Grove Road to its intersection with Harry Byrd Highway (**Virginia Route 7**),
- thence continuing with Harry Byrd Highway to the Loudoun County line,
- thence in a southwesterly direction with the Clarke-Loudoun County line to its intersection with John Mosby Highway (U. S. Route 50),
- thence in a westerly direction with John Mosby Highway to its intersection with Millwood Road (Virginia Route 723),
- thence continuing in a westerly direction with Millwood Road to a point where Spout Run intersects Millwood Road east of the village of Millwood,
- thence in a northwesterly direction with Spout Run and its tributary Page Brook Run to a point where Page Brook Run intersects Lord Fairfax Highway (U. S. Route 340),
- thence in a northeasterly direction with Lord Fairfax Highway to its intersection with ~~Pyletown Road (Virginia Route 620)~~ **Annefield Road (Virginia Route 633)**,
- thence in a westerly direction with ~~Pyletown Road~~ **Annefield Road** to its intersection with ~~Summerville Road~~ **Janeville Road** (Virginia Route 652),
- thence with ~~Summerville Road which becomes~~ Janeville Road (both ~~Virginia Route 652~~) in a northerly direction to its intersection with Senseny Road (Virginia Route 657), the point of beginning.

*Pine Grove
Precinct of the
Millwood
Voting
Election
District*

The Pine Grove Precinct of the Millwood Voting **Election** District described above shall comprise the area bounded as follows:

- Beginning **in the center of the Shenandoah River nearest to a point** at the intersection of Lockes Mill Road and Briggs Road (Virginia Route 613 and 621),
- thence in a northeasterly direction with the Shenandoah River to its intersection with Harry Byrd Highway (Virginia Route 7),
- thence in an easterly direction with Harry Byrd Highway to the intersection with Pine Grove Road (Virginia Route 679),
- thence in an easterly direction with Pine Grove Road to its intersection with Harry Byrd Highway (**Virginia Route 7**),
- thence continuing with Harry Byrd Highway to the Clarke-Loudoun County line,
- thence in a southwesterly direction with the Clarke-Loudoun County line to its intersection with Morgans Mill Road (Virginia Route 605),
- thence in a westerly direction with Morgans Mill Road, to its intersection with Frogtown Road (Virginia Route 649),
- thence in a southerly direction to Morgan Mill Stream,
- thence in a westerly direction with Morgan Mill Stream to its intersection with the Shenandoah River,
- thence in a northwesterly direction with the Shenandoah River to a point in the center of the Shenandoah River nearest the intersection of Lockes Mill Road and Briggs Road (Virginia Route 613 and 621), the point of beginning.

(The Millwood Precinct shall comprise the remaining area as set forth in the above description of the Millwood Voting **Election** District.)

*Russell Voting
Election
District*

Russell voting **election** district shall comprise the area bounded as follows:

- Beginning at a corner of Frederick, Clarke, and Jefferson Counties,
- thence in a southeasterly direction with the Clarke-Jefferson County line to its intersection with Lord Fairfax Highway (U. S. Route 340),
- thence in a southwesterly direction with Lord Fairfax Highway to its intersection with Harry Byrd Highway (Virginia Route 7 Bypass), **at which point U.S. Route 340 becomes North Buckmarsh Street** thence in a northwesterly direction with Harry Byrd Highway to the western limits of the Town of Berryville, **southwesterly direction with North Buckmarsh Street to its intersection with Mosby Boulevard, (Virginia Route 1035),**

- *thence in a northwesterly direction with Mosby Boulevard to its intersection with Jackson Drive (Virginia Route 1041),*
- *thence in a southwesterly direction with Jackson Drive to its intersection with West Main Street (Virginia Route 7 Business),*
- *thence in a northwesterly direction with West Main Street to Westwood Road (Virginia Route 636),*
- *thence in a southwesterly direction with Westwood Road to its intersection with Senseny Road (Route 657),*
- ~~thence in southwesterly and southeasterly direction with the town limits to Alexander Street,~~
- ~~thence in an southeasterly direction with Alexander Street and Hermitage Boulevard to the southern limits of the Town of Berryville at Lord Fairfax Highway,~~
- ~~thence in a southwesterly direction to its intersection with Senseny Road (Virginia Route 657),~~
- thence in a westerly direction with Senseny Road to the Frederick County Line,
- thence in a northeasterly direction with the Clarke-Frederick County line to the corner of Frederick, Clarke, and Jefferson Counties, the point of beginning.

*White Post
Voting
Election
District*

White Post voting ***election*** district shall comprise the area bounded as follows:

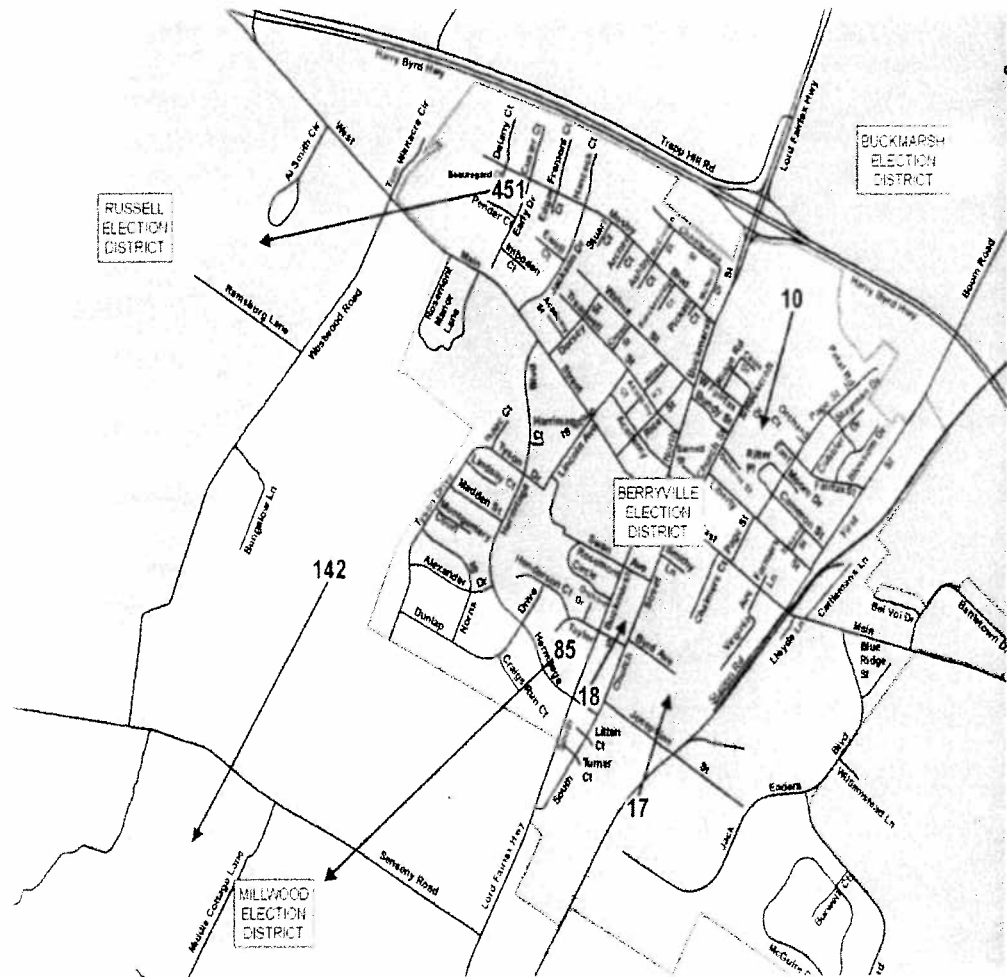
- Beginning at a corner between Frederick, Clarke, and Warren Counties,
- thence in a northerly direction with the Frederick and Clarke County line to Senseny Road (Virginia Route 657),
- thence in an easterly direction with Senseny Road to its intersection with Janeville Road (Virginia Route 652),
- thence with Janeville Road ~~which becomes Summerville Road (both Virginia Route 652)~~ in a southerly direction to its intersection with Pyletown Road (Virginia Route 620) ***Annefield Road (Virginia Route 633)***,
- thence with ~~Pyletown Road~~ ***Annefield Road*** in a southeasterly direction to its intersection with Lord Fairfax Highway (U.S. Route 340),
- thence in a southerly direction with Lord Fairfax Highway to its intersection with Page Brook Run,
- thence in a southerly direction with Page Brook until it joins Spout Run,
- thence in a southerly direction with Spout Run to a point east of the village of Millwood where Spout Run intersects Millwood Road (Virginia Route

723),

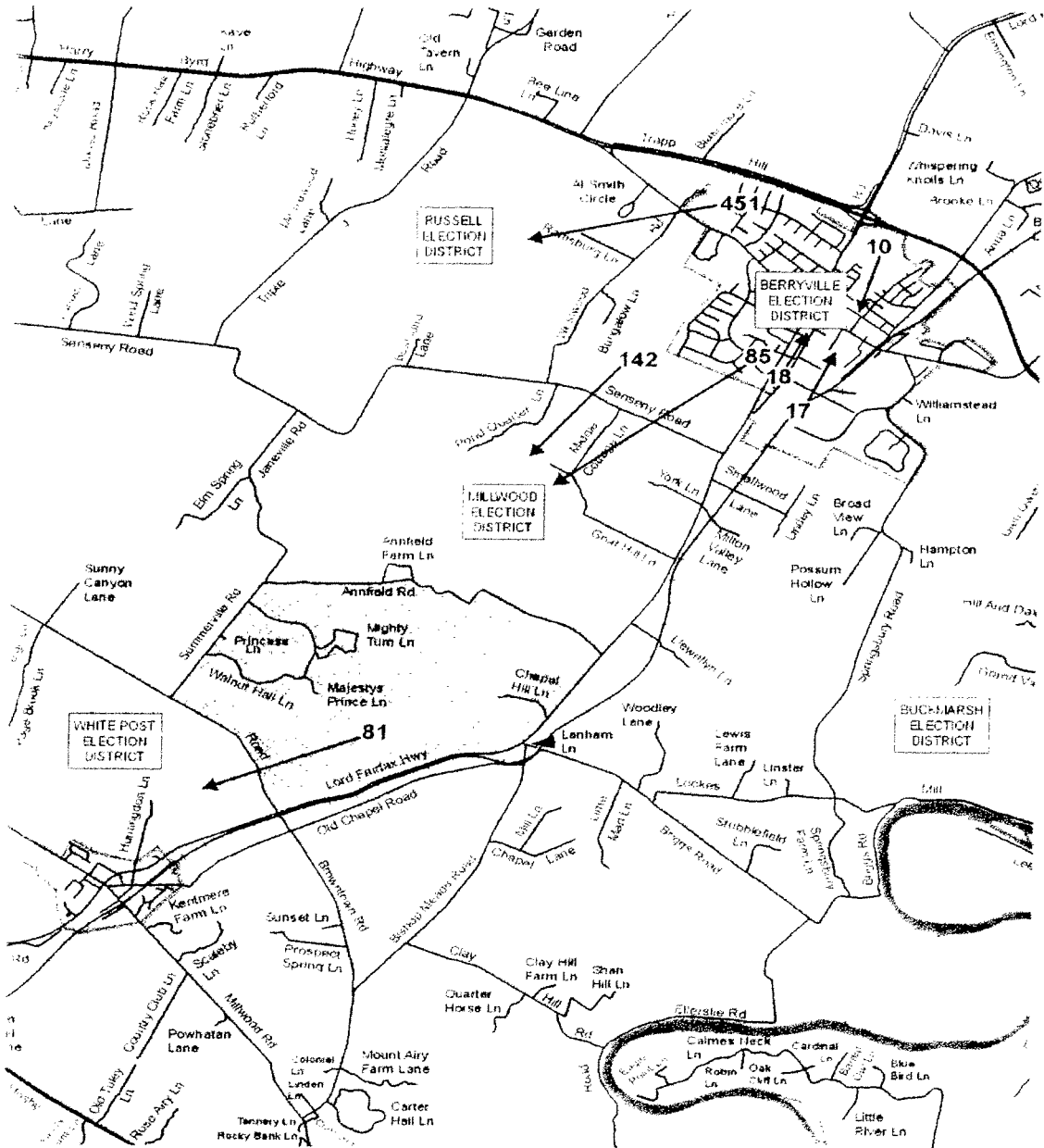
- thence in an easterly direction with ~~Lord Fairfax Highway~~ **Millwood Road** to its intersection with John Mosby Highway (U.S. Route 50),
- thence continuing in an easterly direction with John Mosby Highway to the Loudoun County line,
- thence in a southwesterly direction with the Fauquier County line at its intersection with the Warren County line,
- thence in a westerly direction with the Warren County line to a corner between Frederick, Clarke, and Warren Counties, the point of beginning.

2011 Redistricting Maps

Map 1: Below is a map of changes to County Board of Supervisors election districts in the Berryville area.



Map 2: This map shows the other area of change in election districts, near Boyce.



The effective date of this ordinance shall be 2011 May 16, or as soon thereafter as the U.S. Department of Justice interposes no objection.

J. Michael Hobert

 J. Michael Hobert, Chair

David L. Ash

 David L. Ash, Clerk

Attest:
 CC-11-03

MEMORANDUM

TO: Board of Supervisors Finance Committee
CC: David Ash, County Administrator
FR: Thomas Judge, Director of Joint Administrative Services
DT: May 9, 2011
RE: *May Finance Committee Report*

1. Supplemental Appropriations. The following transfer is proposed (see memo following):

“Be it resolved that Animal Control budgeted expenditures be increased \$3,443, and the same appropriated, for the purpose of purchasing supplies for the care of cats, and be it further resolved that the same amount be transferred from the Animal Care Trust Fund to the General Fund.”

“Be it resolved that the Joint Administrative Services Budget be increased \$5,000, and the same appropriated, for the purpose of covering an annual payout for the resignation of the Payroll and Benefits Coordinator; and be it further resolved that the fund balance designation for government savings be reduced in the same amount” .

2. **Line of Duty Act (LODA).** Costs to fund this program for FY 12 have been requested from the Virginia Retirement System, and from VACorp, based on data submitted to these organizations concerning employees and volunteer fire members. It is hoped that such data will be available at the meeting. The Board of Supervisors needs to declare to the Virginia Retirement System by June 30 that it is opting out of the VRS LODA plan, or it will be automatically, and irrevocably, enrolled in that plan. It should be noted that the LODA program may require funding of an actuarial study to determine liabilities under the “Other Post Employment Benefit (OPEB)” financial reporting requirement.
3. **Submission of Federal Form 990 with Annual Budget Submission.** Clarke County government currently requires that outside organizations seeking funding submit their most recent audited financial report. In addition, the Finance Committee may wish to require that such organizations also submit federal form 990.
4. **Animal Adoption Fee Increase.** The Humane Foundation recommends that the fee for adoption of animals be increased from \$10 to \$25 dollars per animal. This fee will better reflect the actual costs of preparing an animal for adoption.
5. **VRS Deferred Compensation Plan versus Nationwide Deferred Compensation Plan (FYI).** The Joint Administrative Services Board discussed the benefits of offering the VRS deferred compensation program instead of the Nationwide program. These include lower fees, coordination with the Virginia Retirement System defined benefit program in terms of customer access, and simpler investment options. There is no exit fee for leaving Nationwide. However, there may be a market adjustment for those with funds in the fixed account (see attached). JAS is considering this change so that the new plan could also be available to school employees. If JAS recommends a change, the following actions would be requested:
 - a. Termination of Nationwide Plan by BOS.
 - b. Adoption of VRS plan by BOS.
 - c. Adoption of VRS plan by SB.

6. **Acceptance of April Bills and Claims.** The acceptance of this report is proposed.
7. **Standing Reports.** The following are included: Reconciliation of Appropriations. General Fund Balance. General Fund Expenditure Summary. Capital Projects.

Cat supplies we need

These two things Hillside vet could get us

- **Biomox - (amoxicillin)** For cats that get upper respiratory infection.
If you don't mix it with water we can keep it for a while.
\$ 3.84 each bottle X 15 bottles = \$57.60
 - **Snap FIV/FeLV Combo Test** – (to test cats for feline aids & leukemia)
We don't test them all, but casually we get one in that we would like to test before we put up for adoption.
\$17.49 each X 30 = \$524.70
-

These things could be ordered online through the KV Supply catalog

- **Terramycin (Order number 50701)** (for eye infection)
\$13.45 each tube X 20 tubes = \$269.00
 - **Nemex – 2 (order number 20502)** (This is a De-wormer)
\$58.95 each bottle X 4 Bottles = \$235.80
 - **Fel-o-Vax IV & Calici Vax (Order number 13403)**
\$249.95 per box of fifty X 5 boxes = \$ 1,249.75
 - **Stainless steel cat food and water bowls** – we are always short on these bowls. If we could order 25 of each that would give us enough to go around to every cage.
(Order number 80722-) **\$1.69 each X 25 = \$42.25**
(Order number 81062-) **\$3.89 each X 25 = \$97.25**
-

This could be ordered by calling Corrugated Container 540-869-5353

- **Litter Boxes**
2000 litter boxes = \$966.00

Return of Organization Exempt From Income Tax

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except black lung benefit trust or private foundation)

2010

Open to Public Inspection

Department of the Treasury
Internal Revenue Service

▶ The organization may have to use a copy of this return to satisfy state reporting requirements.

A For the 2010 calendar year, or tax year beginning _____, 2010, and ending _____, 20

B Check if applicable:
 Address change
 Name change
 Initial return
 Terminated
 Amended return
 Application pending

C Name of organization
 Doing Business As
 Number and street (or P.O. box if mail is not delivered to street address) Room/suite
 City or town, state or country, and ZIP + 4

D Employer identification number
E Telephone number
G Gross receipts \$

F Name and address of principal officer:
H(a) Is this a group return for affiliates? Yes No
H(b) Are all affiliates included? Yes No
 If "No," attach a list. (see instructions)
H(c) Group exemption number ▶

I Tax-exempt status: 501(c)(3) 501(c) () ◀ (insert no.) 4947(a)(1) or 527

J Website: ▶

K Form of organization: Corporation Trust Association Other ▶

L Year of formation: _____

M State of legal domicile: _____

Part I Summary

1 Briefly describe the organization's mission or most significant activities: _____

2 Check this box if the organization discontinued its operations or disposed of more than 25% of its net assets.

3 Number of voting members of the governing body (Part VI, line 1a)	3
4 Number of independent voting members of the governing body (Part VI, line 1b)	4
5 Total number of individuals employed in calendar year 2010 (Part V, line 2a)	5
6 Total number of volunteers (estimate if necessary)	6
7a Total unrelated business revenue from Part VIII, column (C), line 12	7a
b Net unrelated business taxable income from Form 990-T, line 34	7b

	Prior Year	Current Year
8 Contributions and grants (Part VIII, line 1h)		
9 Program service revenue (Part VIII, line 2g)		
10 Investment income (Part VIII, column (A), lines 3, 4, and 7d)		
11 Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)		
12 Total revenue—add lines 8 through 11 (must equal Part VIII, column (A), line 12)		
13 Grants and similar amounts paid (Part IX, column (A), lines 1–3)		
14 Benefits paid to or for members (Part IX, column (A), line 4)		
15 Salaries, other compensation, employee benefits (Part IX, column (A), lines 5–10)		
16a Professional fundraising fees (Part IX, column (A), line 11e)		
b Total fundraising expenses (Part IX, column (D), line 25) ▶		
17 Other expenses (Part IX, column (A), lines 11a–11d, 11f–24f)		
18 Total expenses. Add lines 13–17 (must equal Part IX, column (A), line 25)		
19 Revenue less expenses. Subtract line 18 from line 12		

	Beginning of Current Year	End of Year
20 Total assets (Part X, line 16)		
21 Total liabilities (Part X, line 26)		
22 Net assets or fund balances. Subtract line 21 from line 20		

Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here

Signature of officer _____ Date _____

Type or print name and title _____

Paid Preparer Use Only

Print/Type preparer's name _____ Preparer's signature _____ Date _____ Check if self-employed PTIN _____

Firm's name ▶ _____ Firm's EIN ▶ _____

Firm's address ▶ _____ Phone no. _____

May the IRS discuss this return with the preparer shown above? (see instructions) Yes No

Part III Statement of Program Service Accomplishments

Check if Schedule O contains a response to any question in this Part III

1 Briefly describe the organization's mission:

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2 Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ? Yes No
If "Yes," describe these new services on Schedule O.

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services? Yes No
If "Yes," describe these changes on Schedule O.

4 Describe the exempt purpose achievements for each of the organization's three largest program services by expenses. Section 501(c)(3) and 501(c)(4) organizations and section 4947(a)(1) trusts are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.

4a (Code: _____) (Expenses \$ _____ including grants of \$ _____) (Revenue \$ _____)

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4b (Code: _____) (Expenses \$ _____ including grants of \$ _____) (Revenue \$ _____)

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4c (Code: _____) (Expenses \$ _____ including grants of \$ _____) (Revenue \$ _____)

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4d Other program services. (Describe in Schedule O.)
(Expenses \$ _____ including grants of \$ _____) (Revenue \$ _____)

4e Total program service expenses ▶

Clarke Co. Reconciliation of Appropriations Year Ending June 30, 2011 04-May-11

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 Easements	Unemploy. Fund
05/03/10 Appropriations Resolution: Total	36,430,821	8,153,177	1,397,588	1,100,583	18,931,781	759,952	390,491	690,400	364,701	3,636,438	510,810	480,000	15,000
<i>Adjustments:</i>													
07/20/10 High School Debt Service		1,835								86,753			
07/20/10 Cooperative Extension		6,000					40,150						
07/20/10 Emergency Operations Center		55,290											
07/20/10 Arts Grant		2,118											
09/21/10 NSV Water Study							12,794						
11/16/10 Swim Blocks							12,400						
12/21/10 Sheriff's Vehicle		3,538						151,447					
12/21/10 Septage Tracking Software							25,000						
01/18/11 School Carryover		6,253											
01/18/11 Double Tollgate Study		481											
02/15/11 Victim Witness Grant		11,000											
03/07/11 Litter Control		3,443			94,028						5,000		
04/19/11 Chapel District Historic District Pre Application													
04/19/11 School Operations (Grants)													
05/10/11 Animal Control Cat Costs													
05/10/11 Joint Services Leave Payout													
Revised Appropriation	36,948,451	8,243,135	1,397,588	1,100,583	19,025,809	759,952	480,835	841,847	364,701	3,723,191	515,810	480,000	15,000
Change to Appropriation	517,630	89,958	0	0	94,028	0	90,344	151,447	0	86,753	5,000	0	0
Original Revenue Estimate	14,257,287	2,419,087	989,200	453,945	8,943,033	759,952	0	154,000	0	218,070	0	320,000	0
<i>Adjustments:</i>													
07/20/10 High School Debt Service		3,000								86,753			
07/20/10 Emergency Operations Center							40,150						
07/20/10 Arts Grant													
11/16/10 Swim Blocks							12,794						
12/21/10 Sheriff's Vehicle							12,400						
01/18/11 Double Tollgate Study							25,000						
02/15/11 Victim Witness Grant		7,476											
03/07/11 Litter Control		481											
03/07/11 Chapel District Historic District Pre Application		11,000											
04/19/11 School Operations (Grants)													
05/10/11 Animal Control Cat Costs		3,443			94,028								
Revised Revenue Estimate	14,553,812	2,444,487	989,200	453,945	9,037,061	759,952	90,344	154,000	0	304,823	0	320,000	0
Change to Revenue Estimate	296,525	25,400	0	0	94,028	0	90,344	0	0	86,753	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	22,394,639	5,799,648	408,388	646,638	9,988,748	0	390,491	687,847	364,701	3,418,368	515,810	160,000	15,000
Change to Local Tax Funding	221,005	64,558	0	0	0	0	0	151,447	0	0	5,000	0	0

Italics = Proposed actions

05/04/11

Title: General Fund Balance
Source: Clarke County Joint Administrative Services

	Previous	Current	Notes
General Fund Balance Year End FY 2009			
Expenditure FY 10	14,001,757	14,001,757	
Revenue FY 10	(24,433,541)	(24,433,541)	
General Fund Balance (year end FY 10)	24,586,665	24,586,665	
	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)	
Government Carryover Requests from Government Savings	(396,462)	(391,462)	Less Joint Services Leave Payout
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)	(13,429,303)	

FY 11 Expenditure Budget Adjustments (517,530)

FY 11 Revenue Budget Adjustments 296,525

Undesignated Fund Balance Projected June 30 504,574

Government Capital Projects
As of April 30, 2011

May 2011	Description	FY 10 Carryover	FY 11 Original Budget/ Revenue Estimate	FY11 Supplemental Budget	Cumulative Budget With Adjusts	Outstanding Encumbrance	Year-to Date Expenditure/ Revenue	Available Balance	Notes
General Government Capital Expenditure									
	Clark								
	Administrative Building	332,000			354,019	15,008	193,803	145,208	This available balance needs to be adjusted to approx 45,000. Brenda is currently working on to bring available balance to actual
	Sheriff's Equipment (fingerprinting, etc.)	38,902		12,400	51,302	688	15,504	35,110	
	Auto Replacement	33,929			33,929			33,929	
	Pool Repairs				12,794				
	Sheriff's Vehicles	37,256	24,098		61,354		11,627	15,561	Dressing room renovation, purchase and install swim blocks
	Park Expansion	30,000			30,000			30,000	
	Groundwater Study		37,544		37,545	9,387	28,158	-	
	Circle Courthouse Renovation (and GD Cells)	457,217			466,692	80,566	386,106	-	- includes all approved Hammerhead CO's to date
	Social Services Building	50,093			50,093			50,093	
	Economic Development	347,050		(12,100)	334,950			334,950	\$12,100 was transferred to the Double Tollgate Project
	Technology Improvements	60,573	55,363		115,936	28,365	75,345	12,226	
	Park & Town Utility Upgrades		210,000		209,999	7,400	13,143	189,456	
	Sheriff's Building Renovation	265,695			228,995	21,100		207,895	
	Roofing	196,190			196,190			196,190	
	Plan Updates	11,786			11,786			11,786	
	Greenway Court Preservation	79,514			79,514			5,024	
	Carporting (Includes GD Courthouse Seating)	53,745			53,745	53,768	20,702		53,745 courthouse area, etc.
	Landscaping	15,375			15,375			15,375	
	Park & Westside Sitework/Parking	63,728			63,728			63,728	
	Recreation Center Additions/Wall Crack	111,102			124,588			124,588	
	Systems Integration		13,486		50,000			25,900	
	Mobile Data Terminals	96,385			96,385		1,500	35,500	
	VDEM Emergency Operations Center			40,150	40,150	5,585	35,778	4,372	
	Double Tollgate Commercial Area			37,100	37,100			37,100	The suppl. includes \$25,000 plus \$12,100 transf from Economic Dev
	Total Expenditure	2,280,540	390,491	90,344	2,756,169	244,506	882,761	1,628,903	
	Revenue			480,835					
	Mobile Data Terminals Grant	96,385			96,385		49,988	46,397	
	VA Historic Resources (Greenway Court)	47,500			47,500			47,500	
	Easement Authority Donation (Greenway Court)	10,000			10,000		5,000	5,000	
	Debt Proceeds	965,736			965,736		389,935	575,801	
	VDEM Emergency Operations Center Grant			40,150	40,150		35,778	4,372	
	Commonwealth of Virginia-Double Tollgate Area			25,000	25,000		25,000	-	
	Total Revenue	1,119,621		65,150	1,184,771		505,701	679,070	
	Capital Projects Fund Balance			65,150					
	Economic Development	347,050			347,050			347,050	
	Total Revenue and Fund Balance	1,468,671			1,531,821			1,026,120	
	Total Expenditures less Revenue and Fund Balance	813,869			1,224,348			602,783	