



# Board of Supervisors Committee Meeting Packet

## Thursday, November 7, 2019

Personnel Committee 9:30 am

Work Session 10:00 am

Finance Committee Immediately follows  
Work Session



## Personnel Committee Items

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

Thursday, November 7, 2019 9:30 am

*Item  
No.*

*Description*

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- A. Expiration of term for appointments expiring through December 2019.
- B. Board of Equalization Appointment Review
- C. Deputy Clerk to the Board of Supervisors Transition / Assumption of Duties and Responsibilities

# Appointments by Expiration Through December 2019

			<i>Appt Date</i>	<i>Exp Date</i>	<i>Orig Appt Date:</i>
<i>June 2016</i>					
Board of Equalization					
Dame	Thomas	Millwood District	1/1/2016	6/30/2016	12/20/2005
Appointed by Circuit Court; Send letter of recommendation to Clerk. § 58.1-3374. Qualifications of members; vacancies.					
Hope	Lindsay	Russell District	1/1/2016	6/30/2016	11/3/2009
Appointed by Circuit Court; Send letter of recommendation to Clerk. § 58.1-3374. Qualifications of members; vacancies.					
McIntosh	Anne	White Post District	1/1/2016	6/30/2016	12/21/2015
Appointed by Circuit Court; Send letter of recommendation to Clerk. § 58.1-3374. Qualifications of members; vacancies.					
Blatz	Joseph	White Post District	1/1/2016	6/30/2016	12/20/2005
Appointed by Circuit Court; Send letter of recommendation to Clerk. § 58.1-3374. Qualifications of members; vacancies.					
N/A					
McFillen	Thomas	Berryville District	1/1/2016	6/30/2016	12/21/2015
Appointed by Circuit Court; Send letter of recommendation to Clerk. § 58.1-3374. Qualifications of members; vacancies.					

## *November 2017*

Shenandoah Valley Workforce Development Board		4 Yr			
James	Patricia	Buckmarsh District	5/16/2017	11/9/2017	9/17/2013
Left area 11-09-2017 expires 6-30-2021					
3.01: MEMBERSHIP The voting members of the Consortium shall be the Chief Local Elected Official of each jurisdiction that is a party to this agreement, or that official's duly appointed designee. The Chair of the Shenandoah Valley Workforce Investment Board (SVWIB), or the Chair's duly appointed designee, shall serve as a voting member of the Consortium.					
3.02: TERMS OF OFFICE The term of office for a Consortium member or designee shall coincide with the member's term as chief elected official for the member jurisdiction.					

## *August 2019*

Fire & EMS Commission		1 Yr			
Grim	James	Blue Ridge VFRC Rep	4/16/2019	8/31/2019	4/16/2019
Fills unexpired term of Jacob White					
The Commission shall consist of eight (8) members including: -1 member of the Board of Supervisors; The Clarke County Sheri; 1 representative from each of the volunteer fire and EMS companies; 3 citizens-at-large representing consumers of fire and EMS services. The 3 volunteer fire and EMS company representatives shall serve one-year terms and shall be appointed by the Board of Supervisors with recommendation to be provided by the volunteer companies. The 3 citizens-at-large shall be appointed for 4 year terms. The Sheriff shall serve a term coterminous with the term of office. The Board of Supervisors shall appoint a representative annually at or shortly after its annual organizational meeting to serve a one-year term					

			<i>Appt Date</i>	<i>Exp Date</i>	<i>Orig Appt Date:</i>
Fire & EMS Commission			1 Yr		
Lawrence	Doug	John H. Enders VFRC Rep	10/16/2018	8/31/2019	10/16/2018
<p>The Commission shall consist of eight (8) members including:            -1 member of the Board of Supervisors; The Clarke County Sheri; 1 representative from each of the volunteer fire and EMS companies; 3 citizens-at-large representing consumers of fire and EMS services. The 3 volunteer fire and EMS company representatives shall serve one-year terms and shall be appointed by the Board of Supervisors with recommendation to be provided by the volunteer companies. The 3 citizens-at-large shall be appointed for 4 year terms. The Sheriff shall serve a term coterminous with the term of office.            The Board of Supervisors shall appoint a representative annually at or shortly after its annual organizational meeting to serve a one-year term</p>					
Industrial Development Authority of the Clarke County, Virginia			4 Yr		
Cochran	Mark	Buckmarsh District; Chair 2019	10/17/2017	8/17/2019	10/18/2011
<p>Chair 2018-2019; Vice Chair 2015-2016: Term expires 10-30-2021            Appointed by BOS; Oath of Office Required - Clerk of Circuit Court; 7 members, 1 BOS liaison (non-voting) and 6 others that are chosen on their expertise in the business field. Membership governed by IDA by-laws. 15.2-4904 No director shall be an officer or employee of the locality except in towns under 3,500</p>					

*October 2019*

Family Assessment and Planning Team			3 Yr		
Davis	Sara	Parent Representative	8/15/2017	10/1/2019	8/15/2017
<p>Resigned effective 10/01/2019 - term expires 12/31/2020            § 2.2-5207. Family assessment &amp; planning team; membership; immunity from liability. Each community policy and management team shall establish and appoint one or more family assessment and planning teams as the needs of the community require. Each family assessment and planning team shall include representatives of the following community agencies who have authority to access services within their respective agencies: community services board established pursuant to § 37.2-501, juvenile court services unit, department of social services, and local school division. Each family, planning team also shall include a parent representative, may include a representative of the department of health at the request of the chair of the local community policy and management team. Parent representatives who are employed by a public or private program that receives funds pursuant to this chapter or agencies represented on a family assessment, planning team may serve as a parent representative provided that they do not, as a part of their employment, interact directly on a regular and daily basis with children or supervise employees who interact directly on a regular basis with children. Notwithstanding this provision, foster parents may serve as parent representatives. The family assessment and planning team may include a representative of a private organization or association of providers for children's or family services and of other public agencies. COI - Parent &amp; Private - SOEI file at time of original appointment only</p>					

*December 2019*

Clarke County Historic Preservation Commission			1 Yr		
Kruhm	Doug	Planning Commission Representative	1/4/2019	12/31/2019	4/16/2013
<p>Section 3-E-3-d Zoning Ord "shall consist of at least 5 members not to exceed 7 members; Members shall be residents of Clarke County with a demonstrated interest in and knowledge of the historic character of Clarke County. Reasonable effort to appoint at least 2 members with professional training or equivalent experience in 1 or more of the following: architecture, architectural history, historic preservation, archeology, land use planning, or related fields. Reasonable effort to appoint at least 1 member that is a professional architect or architectural historian. At least 1 member shall be appointed from the Planning Commission upon recommendation to the Board by the Planning Commission. After the establishment of an Historic District, at least 1 member shall be a resident of a local Historic District."</p>					
Community Policy and Management Team			3 Yr		
Obradovic	Laura	Private Provider - Grafton School	7/18/2017	12/31/2019	6/12/2017
<p>Resigned effective 12/31/2019 - term expires 12/31/2020            2.2-5205 shall include, at a minimum, at least one elected official or appointed official or his designee from the governing body of a locality that is a member of the team, &amp; the local agency heads or their designees of the following community agencies: community services board established pursuant to § 37.2-501, juvenile court services unit, dept of health, dss, &amp; the local school div. The team shall also include a rep of a private org or assoc of providers for children's or family services if such organizations or associations are located within the locality, &amp; a parent representative. Parent representatives who are employed by a public or private program that receives funds pursuant to this chapter or agencies represented on a community policy and management team may serve as a parent representative provided that they do not, as a part of their employment, interact directly on a regular and daily basis with children or supervise employees who interact directly on a daily basis with children. Notwithstanding this provision, foster parents may serve as parent representatives. Those persons appointed to represent community agencies shall be authorized to make policy and funding decisions for their agencies. COI - Parent &amp; Private - SOEI file at time of original appointment only</p>					

			<i>Appt Date</i>	<i>Exp Date</i>	<i>Orig Appt Date:</i>
Community Policy and Management Team			3 Yr		
Legrys	Mark	Court Services Unit Supervisor	7/18/2017	12/31/2019	6/12/2017

2.2-5205 shall include, at a minimum, at least one elected official or appointed official or his designee from the governing body of a locality that is a member of the team, & the local agency heads or their designees of the following community agencies: community services board established pursuant to § 37.2-501, juvenile court services unit, dept of health, dss, & the local school div. The team shall also include a rep of a private org or assoc of providers for children's or family services if such organizations or associations are located within the locality, & a parent representative. Parent representatives who are employed by a public or private program that receives funds pursuant to this chapter or agencies represented on a community policy and management team may serve as a parent representative provided that they do not, as a part of their employment, interact directly on a regular and daily basis with children or supervise employees who interact directly on a daily basis with children. Notwithstanding this provision, foster parents may serve as parent representatives. Those persons appointed to represent community agencies shall be authorized to make policy and funding decisions for their agencies. COI - Parent & Private - SOEI file at time of original appointment only

Heine	Brittany	Director Clarke County DSS	7/16/2019	12/31/2019	7/16/2019
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2.2-5205 shall include, at a minimum, at least one elected official or appointed official or his designee from the governing body of a locality that is a member of the team, & the local agency heads or their designees of the following community agencies: community services board established pursuant to § 37.2-501, juvenile court services unit, dept of health, dss, & the local school div. The team shall also include a rep of a private org or assoc of providers for children's or family services if such organizations or associations are located within the locality, & a parent representative. Parent representatives who are employed by a public or private program that receives funds pursuant to this chapter or agencies represented on a community policy and management team may serve as a parent representative provided that they do not, as a part of their employment, interact directly on a regular and daily basis with children or supervise employees who interact directly on a daily basis with children. Notwithstanding this provision, foster parents may serve as parent representatives. Those persons appointed to represent community agencies shall be authorized to make policy and funding decisions for their agencies. COI - Parent & Private - SOEI file at time of original appointment only

**Conservation Easement Authority**

Buckley	Randy	White Post District	12/20/2016	12/31/2019	6/18/2002
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Board of Directors 7 members, appointed by the BOS, to be comprised of 1 member from the BOS, 1 member from the PC and 5 Clarke County citizen members. At the first meeting of the BOS each calendar year, beginning the Board shall appoint 1 member from the membership of the BOS for a term of 1 year beginning Jan 1; 1 member from the Planning Commission for a 1 year term beginning May 1; and a member or members to fill expiring citizen member terms, for a term of three (3) years beginning Jan 1. Oath of Office Required.

Jones	Michelle	Millwood / Pine Grove District	12/20/2016	12/31/2019	2/18/2014
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Board of Directors 7 members, appointed by the BOS, to be comprised of 1 member from the BOS, 1 member from the PC and 5 Clarke County citizen members. At the first meeting of the BOS each calendar year, beginning the Board shall appoint 1 member from the membership of the BOS for a term of 1 year beginning Jan 1; 1 member from the Planning Commission for a 1 year term beginning May 1; and a member or members to fill expiring citizen member terms, for a term of three (3) years beginning Jan 1. Oath of Office Required.

Bacon	Rives	Berryville District	8/15/2017	12/31/2019	8/15/2017
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Fill unexpired term of Laure Wallace  
 Board of Directors 7 members, appointed by the BOS, to be comprised of 1 member from the BOS, 1 member from the PC and 5 Clarke County citizen members. At the first meeting of the BOS each calendar year, beginning the Board shall appoint 1 member from the membership of the BOS for a term of 1 year beginning Jan 1; 1 member from the Planning Commission for a 1 year term beginning May 1; and a member or members to fill expiring citizen member terms, for a term of three (3) years beginning Jan 1. Oath of Office Required.

**Economic Development Advisory Committee** 4 Yr

Dunkle	Christy	Town of Berryville Representative	1/1/2016	12/31/2019	8/19/2003
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Members of the committee should include one or more people from all key government and business groups such as planning commission, board of supervisors, school board, industrial development authority, town of Berryville, chamber of commerce, and key business sectors such as agriculture, banking, realty, light industry, retail and tourism. Membership not limited.

			<i>Appt Date</i>	<i>Exp Date</i>	<i>Orig Appt Date:</i>
Family Assessment and Planning Team			3 Yr		
Thompson	Christine	CCPS - Social Worker	7/18/2017	12/31/2019	6/12/2017

§ 2.2-5207. Family assessment & planning team; membership; immunity from liability. Each community policy and management team shall establish and appoint one or more family assessment and planning teams as the needs of the community require. Each family assessment and planning team shall include representatives of the following community agencies who have authority to access services within their respective agencies: community services board established pursuant to § 37.2-501, juvenile court services unit, department of social services, and local school division. Each family, planning team also shall include a parent representative, may include a representative of the department of health at the request of the chair of the local community policy and management team. Parent representatives who are employed by a public or private program that receives funds pursuant to this chapter or agencies represented on a family assessment, planning team may serve as a parent representative provided that they do not, as a part of their employment, interact directly on a regular and daily basis with children or supervise employees who interact directly on a regular basis with children. Notwithstanding this provision, foster parents may serve as parent representatives. The family assessment and planning team may include a representative of a private organization or association of providers for children's or family services and of other public agencies. COI - Parent & Private - SOEI file at time of original appointment only

Casarotti	Erin	26th District Court Svcs Unit	2/19/2019	12/31/2019	2/19/2019
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Fills unexpired term of Courtney Phillips

§ 2.2-5207. Family assessment & planning team; membership; immunity from liability. Each community policy and management team shall establish and appoint one or more family assessment and planning teams as the needs of the community require. Each family assessment and planning team shall include representatives of the following community agencies who have authority to access services within their respective agencies: community services board established pursuant to § 37.2-501, juvenile court services unit, department of social services, and local school division. Each family, planning team also shall include a parent representative, may include a representative of the department of health at the request of the chair of the local community policy and management team. Parent representatives who are employed by a public or private program that receives funds pursuant to this chapter or agencies represented on a family assessment, planning team may serve as a parent representative provided that they do not, as a part of their employment, interact directly on a regular and daily basis with children or supervise employees who interact directly on a regular basis with children. Notwithstanding this provision, foster parents may serve as parent representatives. The family assessment and planning team may include a representative of a private organization or association of providers for children's or family services and of other public agencies. COI - Parent & Private - SOEI file at time of original appointment only

Fire & EMS Commission 4 Yr

Roper	Anthony	Sheriff	1/1/2016	12/31/2019	8/19/2014
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The Commission shall consist of eight (8) members including:  
 -1 member of the Board of Supervisors; The Clarke County Sheri; 1 representative from each of the volunteer fire and EMS companies; 3 citizens-at-large representing consumers of fire and EMS services. The 3 volunteer fire and EMS company representatives shall serve one-year terms and shall be appointed by the Board of Supervisors with recommendation to be provided by the volunteer companies. The 3 citizens-at-large shall be appointed for 4 year terms. The Sheriff shall serve a term coterminous with the term of office.  
 The Board of Supervisors shall appoint a representative annually at or shortly after its annual organizational meeting to serve a one-year term

Northwestern Regional Jail Authority

Roper	Anthony	Sheriff	1/1/2016	12/31/2019	1/1/2004
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Sheriff - Required Appointment to Jail Authority  
 3 Clarke County Members; Sheriff - required appointment - concurrent with term of office; May appoint alternates

Wyatt	Jimmy	Millwood District	11/17/2015	12/31/2019	6/20/2006
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3 Clarke County Members; Sheriff - required appointment - concurrent with term of office; May appoint alternates

Old Dominion Alcohol Safety Action Policy Board & Division of Court Services 3 Yr

Roper	Anthony	Sheriff	12/20/2016	12/31/2019	6/18/2013
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Complete unexpired term of Jerry Johnson 06/18/2013  
 1 Clarke County Member

			<i>Appt Date</i>	<i>Exp Date</i>	<i>Orig Appt Date:</i>
Old Dominion Community Criminal Justice Board			3 Yr		
Roper	Anthony	Sheriff	12/20/2016	12/31/2019	6/18/2013
Complete unexpired term of Jerry Johnson 06/18/2013					
1 Clarke County Member					

Parks & Recreation Advisory Board			4 Yr		
Heflin	Dennis	White Post District	12/20/2016	12/31/2019	9/16/2008
<p>There shall be nine (9) voting members on the Advisory Board. Six (6) members shall be appointed by the Board of Supervisors to represent the five (5) voting districts and one (1) at large. The Superintendent of Schools or the Superintendent's designee shall serve on the Advisory Board. The Town Councils for Berryville and Boyce shall each appoint a representative to serve on the Advisory Board. The Board of Supervisors shall also designate one (1) member of the Board of Supervisors to serve as a non-voting liaison to the Advisory Board. All terms, except the student representatives, shall be staggered and the initial terms shall be established by random lot. All terms subsequent to the initial terms shall be (4) years.</p>					

Rhodes	Emily	Buckmarsh District	11/17/2015	12/31/2019	2/21/2012
<p>There shall be nine (9) voting members on the Advisory Board. Six (6) members shall be appointed by the Board of Supervisors to represent the five (5) voting districts and one (1) at large. The Superintendent of Schools or the Superintendent's designee shall serve on the Advisory Board. The Town Councils for Berryville and Boyce shall each appoint a representative to serve on the Advisory Board. The Board of Supervisors shall also designate one (1) member of the Board of Supervisors to serve as a non-voting liaison to the Advisory Board. All terms, except the student representatives, shall be staggered and the initial terms shall be established by random lot. All terms subsequent to the initial terms shall be (4) years.</p>					

Lichliter	Gary	Russell District	12/20/2016	12/31/2019	11/18/1997
<p>There shall be nine (9) voting members on the Advisory Board. Six (6) members shall be appointed by the Board of Supervisors to represent the five (5) voting districts and one (1) at large. The Superintendent of Schools or the Superintendent's designee shall serve on the Advisory Board. The Town Councils for Berryville and Boyce shall each appoint a representative to serve on the Advisory Board. The Board of Supervisors shall also designate one (1) member of the Board of Supervisors to serve as a non-voting liaison to the Advisory Board. All terms, except the student representatives, shall be staggered and the initial terms shall be established by random lot. All terms subsequent to the initial terms shall be (4) years.</p>					

Huff	Ronnie	Town of Berryville Representative	1/1/2016	12/31/2019	
<p>Reappoint 12/16/03; Reappoint 1/08; Reappoint 01/2012</p> <p>There shall be nine (9) voting members on the Advisory Board. Six (6) members shall be appointed by the Board of Supervisors to represent the five (5) voting districts and one (1) at large. The Superintendent of Schools or the Superintendent's designee shall serve on the Advisory Board. The Town Councils for Berryville and Boyce shall each appoint a representative to serve on the Advisory Board. The Board of Supervisors shall also designate one (1) member of the Board of Supervisors to serve as a non-voting liaison to the Advisory Board. All terms, except the student representatives, shall be staggered and the initial terms shall be established by random lot. All terms subsequent to the initial terms shall be (4) years.</p>					

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## resignation

From: Laura Obradovic  
To: 'Blau, Judith'  
Cc: 'lwalburn@clarkecounty.gov'  
Sent: 10/21/2019 10:00:14 AM

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Good Morning,

It has been my honor and pleasure to serve on the Clarke County CMPT for the last several years as the private provider representative. Unfortunately we are moving to North Carolina and I will no longer be able to serve as a member as I am also leaving Grafton at the end of this year.

I would like to recommend Abdus Samad as my replacement for the private provider position. Abdus has worked in a variety of roles at Grafton and in behavioral health outside of Grafton. Currently he is the case management supervisor at the Berryville campus. I believe he would be an asset to the team.

Again, thank you for the opportunity.

Sincerely,

Laura

Laura A. Obradovic  
Director, Access and Case Management  
Grafton Integrated Health Network  
[laura.a.obradovic@grafton.org](mailto:laura.a.obradovic@grafton.org)  
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# Clarke County Public Body Listing

			<i>Appt Date</i>	<i>Exp Date</i>
<i>Agricultural &amp; Forestal District Advisory Committee</i>				6 Yr
Buckley	Samuel	Landowner/Producer	8/18/2015	7/15/2021
Childs	Corey	Landowner	8/18/2015	7/15/2021
Day	Emily	Landowner/Producer	8/18/2015	7/15/2021
Dorsey	Tupper	Landowner/Producer	8/18/2015	7/15/2021
Gordon	Carolyn	Landowner	8/18/2015	7/15/2021
Haynes	Carole	Landowner	9/15/2015	7/15/2021
McKay	Beverly B.	BoS - Appointed Member	8/18/2015	7/15/2021
Peake	Donna	Commissioner of the Revenue	8/18/2015	7/15/2021
<i>Barns of Rose Hill Board of Directors</i>				3 Yr
Cammack	Thomas		12/18/2018	12/31/2021
<i>BCCGC Joint Building Committee</i>				Open-End
Arnold, Jr.	Harry Lee	Berryville Town Council Representative	1/11/2018	
Ash	David L.	County Administrator	1/1/2009	
Dalton	Keith	Berryville Town Manager		
McKay	Beverly B.	BoS - Appointed Member	1/15/2019	12/31/2019
<i>Berryville Area Development Authority</i>				3 Yr
Ohrstrom, II	George	Russell District	4/16/2019	3/31/2022
Smart	Kathy	White Post District	2/21/2017	3/31/2020
Weiss	David S.	Buckmarsh/Blue Ridge District	4/16/2019	3/31/2022
<i>Berryville/Clarke County Joint Committee for Economic Development and Tourism</i>				Ongoing
Arnold, Jr.	Harry Lee	BTC - Appointed Member		
Ash	David L.	County Administrator	1/15/2019	12/31/2019
Capelli	Len	Director of Economic Development	4/14/2015	
Dunkle	Christy	Staff Representative - Town		
Weiss	David S.	BoS - Appointed Member	1/15/2019	12/31/2019
<i>Board of Equalization</i>				
Blatz	Joseph	White Post District	1/1/2016	6/30/2016
Dame	Thomas	Millwood District	1/1/2016	6/30/2016
Hope	Lindsay	Russell District	1/1/2016	6/30/2016
McFillen	Thomas	Berryville District	1/1/2016	6/30/2016
McIntosh	Anne	White Post District	1/1/2016	6/30/2016
<i>Board of Septic &amp; Well Appeals</i>				4 Yr
Blatz	Joseph	White Post District; Citizen Member	1/19/2016	2/15/2020

Thursday, October 31, 2019

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			<i>Appt Date</i>	<i>Exp Date</i>
Buckley	Randy	White Post District; 2019 Planning Commission Vice Chair - Alternate	1/4/2019	12/31/2019
Daniel	Mary L.C.	BoS - Alternate	1/15/2019	12/31/2019
Fincham	Ryan	Staff Representative	1/12/2015	
McKay	Beverly B.	BoS - Vice Chair Appointed Member	1/15/2019	12/31/2019
Ohrstrom, II	George	Russell District; Planning Commission Chair	1/4/2019	12/31/2019

*Board of Social Services*

1 Yr

Byrd	Barbara J.	BoS - Appointed Member	1/15/2019	12/31/2019
Dodson	Gerald	Berryville District	10/18/2016	7/15/2020
Gray	Lynn	Berryville District	7/17/2018	7/15/2022
Heine	Brittany	Staff Representative		
Melusen	Alan	Russell District	7/17/2018	7/15/2022
Smith	James	Berryville District	8/15/2017	7/15/2021

*Board of Supervisors*

4 Yr

Byrd	Barbara J.	Russell District	1/9/2017	12/31/2019
Catlett	Terri T.	Millwood/Pinegrove Districts	1/1/2016	12/31/2019
Daniel	Mary L.C.	Berryville District	1/1/2016	12/31/2019
McKay	Beverly B.	White Post District, Vice Chair	1/1/2016	12/31/2019
Weiss	David S.	Buckmarsh/Blue Ridge Districts; Chair	1/1/2016	12/31/2019

*Board of Supervisors Finance Committee*

1 Yr

Byrd	Barbara J.	BoS - Alternate	1/15/2019	12/31/2019
Catlett	Terri T.	BoS - Appointed Member	1/15/2019	12/31/2019
McKay	Beverly B.	BoS - Alternate	1/15/2019	12/31/2019
Weiss	David S.	BoS - Appointed Member	1/15/2019	12/31/2019

*Board of Supervisors Personnel Committee*

1 Yr

McKay	Beverly B.	BoS - Appointed Member	1/15/2019	12/31/2019
Weiss	David S.	BoS - Appointed Member	1/15/2019	12/31/2019

*Board of Zoning Appeals*

5 Yr

Borel	Alain F.	White Post District	4/1/2019	2/15/2024
Brumback	Clay	White Post District	4/1/2019	2/15/2024
Caldwell	Anne	Millwood District	2/25/2015	2/15/2020
Fincham	Ryan	Staff Representative	1/12/2015	
Kackley	Charles	Russell District	5/2/2018	2/12/2023
Means	Howard	Millwood District	2/15/2016	2/15/2021
Volk	Laurie	White Post District	7/15/2019	2/15/2024

*Broadband Implementation Committee*

Bouffault	Robina Rich	White Post District	2/21/2017	
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Thursday, October 31, 2019

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			<i>Appt Date</i>	<i>Exp Date</i>
Daniel	Mary L.C.	Berryville District	1/15/2019	12/31/2019
Kruhm	Doug	Buckmarsh / Battletown District	9/18/2018	
McKay	Beverly B.	White Post District	1/15/2019	12/31/2019
<i>Building and Grounds</i>				<i>1 Yr</i>
McKay	Beverly B.	BoS - Appointed Member	1/15/2019	12/31/2019
<i>Career and Technical Education Advisory Committee</i>				<i>1 Yr</i>
Catlett	Terri T.	BoS - Appointed Member	1/15/2019	12/31/2019
<i>Clarke County Historic Preservation Commission</i>				<i>4 Yr</i>
Arnett	Betsy	Berryville District	4/19/2016	5/31/2020
Berger	Katherine	Buckmarsh District	5/21/2019	5/31/2023
Carter	Paige	White Post District	4/19/2016	5/31/2020
Catlett	Terri T.	BoS - Liaison	1/15/2019	12/31/2019
Kruhm	Doug	Planning Commission Representative	1/4/2019	12/31/2019
Stieg, Jr.	Robert	Millwood District	6/17/2014	5/31/2022
Teetor	Alison	Staff Representative		
Thompson	Billy	White Post District	4/16/2019	5/31/2021
York	Robert	White Post District	4/18/2017	5/31/2021
<i>Clarke County Humane Foundation</i>				<i>1 Yr</i>
Byrd	Barbara J.	BoS - Liaison	1/15/2019	12/31/2019
<i>Clarke County Library Advisory Council</i>				<i>4 Yr</i>
Al-Khalili	Adeela	Buckmarsh District	4/16/2019	4/15/2022
Bogert	Aubrey	White Post District	4/17/2018	4/15/2022
Brondstater	Bette	Berryville District	4/16/2019	4/15/2022
Curran	Christopher	Buckmarsh District	2/21/2017	4/15/2021
Daisley	Shelley	Russell District	5/17/2016	4/15/2020
Daniel	Mary L.C.	BoS - Liaison	1/15/2019	12/31/2019
Foster	Nancy	Russell District	4/19/2016	4/15/2020
Graves	Suzette	Berryville District	11/21/2017	4/15/2021
Kalbian	Maral	Millwood District	4/16/2019	4/15/2022
Payne	Lisa	Berryville District	7/17/2018	4/15/2021
<i>Clarke County Planning Commission</i>				<i>4 Yr</i>
Bouffault	Robina Rich	White Post / Greenway District	3/15/2016	4/30/2020
Buckley	Randy	White Post District; 2019 Vice Chair	4/17/2018	4/30/2022
Byrd	Barbara J.	BoS - Alternate	1/15/2019	12/31/2019
Caldwell	Anne	Millwood / Chapel District	3/21/2017	4/30/2021
Daniel	Mary L.C.	BoS - Appointed Member	1/15/2019	12/31/2019
Glover	Robert	Millwood District	4/16/2019	4/30/2023

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			<i>Appt Date</i>	<i>Exp Date</i>
Kreider	Scott	Buckmarsh / Battletown District	3/15/2016	4/30/2020
Kruhm	Doug	Buckmarsh / Battletown District	4/17/2018	4/30/2022
Lee	Francis	Berryville District	4/17/2018	4/30/2022
Malone	Gwendolyn	Berryville District	3/15/2016	4/30/2020
Maynard	Peter	Russell District	4/16/2019	4/30/2021
Ohrstrom, II	George	Russell District; 2019 Chair	4/16/2019	4/30/2023
Stidham	Brandon	Staff Representative	4/30/2012	

*Clarke County Sanitary Authority*

4 Yr

Bauhan	Tom	White Post District	5/21/2019	1/5/2022
DeArment	Roderick	White Post District, Chair	1/17/2017	1/5/2021
Mackay-Smith, Jr.	Alexander	White Post District, Vice Chair	1/17/2017	1/5/2021
McKay	Beverly B.	BoS - Liaison	1/15/2019	12/31/2019
Meredith	Mary	Staff Representative	1/2/2018	
Myer	Joseph	Town of Boyce	11/17/2015	1/5/2020
Welliver	Ralph	Berryville District	7/19/2016	6/30/2020

*Community Policy and Management Team*

3 Yr

Acker	Denise	Northwestern Community Services	12/18/2018	12/31/2021
Byrd	Barbara J.	BoS - Appointed Member	1/15/2019	12/31/2019
Goshen	Lisa	Parent Representative	11/21/2017	12/31/2020
Greene	Colin	VDH Representative	12/18/2018	12/31/2021
Heine	Brittany	Director Clarke County DSS	7/16/2019	12/31/2019
Legrys	Mark	Court Services Unit Supervisor	7/18/2017	12/31/2019
Moore	Frank	CCPS Representative	10/15/2019	12/31/2022
Obradovic	Laura	Private Provider - Grafton School	7/18/2017	12/31/2019

*Conservation Easement Authority*

3 Yr

Bacon	Rives	Berryville District	8/15/2017	12/31/2019
Buckley	Randy	White Post District	12/20/2016	12/31/2019
Byrd	Barbara J.	BoS - Appointed Member	1/15/2019	12/31/2019
Engel	Peter	White Post District	12/18/2018	12/31/2021
Jones	Michelle	Millwood / Pine Grove District	12/20/2016	12/31/2019
Ohrstrom, II	George	Russell District; Planning Commission Representative	4/16/2019	4/30/2022
Teetor	Alison	Staff Representative		
Thomas	Walker	Buckmarsh District	12/18/2018	12/31/2021

*Constitutional Officer*

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

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			<i>Appt Date</i>	<i>Exp Date</i>
Williams	Anne	Commonwealth Attorney	11/7/2017	12/31/2019
<i>County Administrator</i>				<i>Open-End</i>
Ash	David L.	County Administrator	3/19/1991	
<i>Director of Economic Development</i>				
Capelli	Len	Director of Economic Development	4/14/2015	
<i>Economic Development Advisory Committee</i>				<i>4 Yr</i>
Barb	Jim	Real Estate Rep, Business Owner	12/19/2017	12/31/2021
Bates	Chris	Agriculture, Equine, Transportation	2/19/2019	12/31/2022
Capelli	Len	Director of Economic Development		
Dunkle	Christy	Town of Berryville Representative	1/1/2016	12/31/2019
Kraybill	Christina	2019 Vice Chair, Berryville District, Business Owner	12/19/2017	12/31/2021
McKay	Beverly B.	BoS - Appointed Member	1/15/2019	12/31/2019
Milleson	John R.	2019 Chair, Banking, Finance	1/15/2019	12/31/2022
Pritchard	Betsy	Hospitality Industry, agriculture	8/16/2016	8/31/2020
Sheaffer	Lee	Russell District	3/19/2019	12/31/2022
Walburn	Lora	EDAC Clerk		
<i>Family Assessment and Planning Team</i>				<i>3 Yr</i>
Austin	Michael	DSS - Foster Care Worker	10/15/2019	12/31/2021
Casarotti	Erin	26th District Court Svcs Unit	2/19/2019	12/31/2019
Davis	Sara	Parent Representative	8/15/2017	10/1/2019
Myers-DePina	Martia	Northwestern Community Svcs Board Rep	12/18/2018	12/31/2021
Rousseau	Christian	Private Provider - Intensive Supervisor & Counseling	6/12/2017	12/31/2020
Thompson	Christine	CCPS - Social Worker	7/18/2017	12/31/2019
<i>Fire &amp; EMS Commission</i>				<i>4 Yr</i>
Buckley	Randy	Citizen-at-Large	10/15/2019	8/31/2023
Grim	James	Blue Ridge VFRC Rep	4/16/2019	8/31/2019
Harrison	Diane	Citizen-at-large	6/20/2017	8/31/2021
Hoff	Matt	Boyce VFRC Rep	10/15/2019	8/31/2020
Lawrence	Doug	John H. Enders VFRC Rep	10/16/2018	8/31/2019
Lichty	Brian	Staff Representative	11/14/2016	
Nicholson	Andrew	Citizen-at-large	10/17/2017	8/31/2020
Roper	Anthony	Sheriff	1/1/2016	12/31/2019
Weiss	David S.	BoS - Representative	1/15/2019	12/31/2019
<i>Handley Regional Library Board</i>				<i>4 Yr</i>
Leahy	Cindy	White Post District	11/21/2017	11/30/2021

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			<i>Appt Date</i>	<i>Exp Date</i>
<i>Industrial Development Authority of the Clarke County, Virginia</i>				
Capelli	Len	Director of Economic Development		
Cochran	Mark	Buckmarsh District; Chair 2019	10/17/2017	8/17/2019
Ferrell	Brian	Buckmarsh District; Chair 08-2019	10/15/2019	10/30/2023
Koontz	English	Buckmarsh District	10/16/2018	10/30/2022
Pierce	Rodney	Buckmarsh District	10/18/2016	10/30/2020
Preston	Isreal	Berryville District	2/19/2019	10/30/2022
Waite	William	Millwood District; Secretary/Treasurer 2019	10/31/2017	10/30/2021
Walburn	Lora	IDA Clerk		
Weiss	David S.	BoS - Liaison	1/15/2019	12/31/2019
Wolfe	William	Millwood District	10/15/2019	10/30/2023
<i>Joint Administrative Services Board</i>				<i>Open-End</i>
Ash	David L.	County Administrator	12/22/1993	
Bishop	Chuck	School Superintendent	7/1/2014	
Judge	Tom	Staff Representative	2/14/1994	
Keeler	Sharon	Treasurer	3/12/2005	
McKay	Beverly B.	BoS - Alternate	1/15/2019	12/31/2019
Schutte	Charles	School Board Representative	1/8/2012	
Taylor	Brianna R.	Recording Clerk		
Weiss	David S.	BoS - Appointed Member	1/15/2019	12/31/2019
<i>Josephine School Community Museum Board</i>				
Daniel	Mary L.C.	BoS - Liaison	1/15/2019	12/31/2019
<i>Legislative Liaison and High Growth Coalition</i>				<i>1 Yr</i>
Daniel	Mary L.C.	BoS - Liaison	1/15/2019	12/31/2019
<i>Lord Fairfax Community College Board</i>				<i>4 Yr</i>
Daniel	William	Berryville District	7/19/2016	6/30/2020
<i>Lord Fairfax Emergency Medical Services Council</i>				<i>1 Yr</i>
Conrad	Bryan H.	Volunteer Representative; White Post District	8/29/2019	8/15/2020
Trent	Carolyn	Medical Professional	8/29/2019	8/15/2020
Wilson	Wade	Career Representative	8/29/2019	8/15/2020
<i>Lord Fairfax Soil &amp; Water Conservation District</i>				<i>Elected</i>
Mackay-Smith	Justin	Soil and Water Conservation Director Lord Fairfax District	1/1/2016	12/31/2019
Webb	Wayne	Soil and Water Conservation Director Lord Fairfax District	1/1/2016	12/31/2019
<i>Northern Shenandoah Valley Regional Commission</i>				<i>1 Yr</i>
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			<i>Appt Date</i>	<i>Exp Date</i>
Daniel	Mary L.C.	BoS - Alternate	1/15/2019	12/31/2019
McKay	Beverly B.	BoS - Appointed Member	1/15/2019	12/31/2019
Stidham	Brandon	Citizen Representative [Planning Director]	1/15/2019	1/31/2022
<i>Northwest Regional Adult Drug Treatment Court Advisory Committee</i>				<i>Open End</i>
Byrd	Barbara J.	Russell District	1/15/2019	12/31/2019
<i>Northwestern Community Services Board</i>				<i>3 Yr</i>
Brown	Audrey	White Post District	11/21/2017	12/31/2020
Harris	Celie	Millwood District; 3rd Term Ends 12/31/2021	2/19/2019	12/31/2021
<i>Northwestern Regional Jail Authority</i>				<i>1 Yr</i>
Ash	David L.	BoS - Appointed Member	1/15/2019	12/31/2019
Byrd	Barbara J.	BoS - Liaison - Alternate	1/15/2019	12/31/2019
Roper	Anthony	Sheriff	1/1/2016	12/31/2019
Wyatt	Jimmy	Millwood District	11/17/2015	12/31/2019
<i>Northwestern Regional Juvenile Detention Center Commission</i>				<i>1 Yr</i>
Byrd	Barbara J.	BoS - Liaison	1/15/2019	12/31/2019
Wyatt	Jimmy	Millwood District	12/20/2016	12/20/2020
<i>Old Dominion Alcohol Safety Action Policy Board &amp; Division of Court Services</i>				<i>3 Yr</i>
Roper	Anthony	Sheriff	12/20/2016	12/31/2019
<i>Old Dominion Community Criminal Justice Board</i>				<i>3 Yr</i>
Roper	Anthony	Sheriff	12/20/2016	12/31/2019
<i>Our Health</i>				<i>3 Yr</i>
Shipe	Diane	Buckmarsh District	4/16/2019	3/15/2022
<i>Parks &amp; Recreation Advisory Board</i>				<i>1 Yr</i>
Catlett	Terri T.	BoS - Liaison	1/15/2019	12/31/2019
Heflin	Dennis	White Post District	12/20/2016	12/31/2019
Hillerson	Jay	Russell District; At Large	6/18/2019	12/31/2022
Huff	Ronnie	Town of Berryville Representative	1/1/2016	12/31/2019
Lichliter	Gary	Russell District	12/20/2016	12/31/2019
Rhodes	Emily	Buckmarsh District	11/17/2015	12/31/2019
Sheetz	Daniel A.	Berryville District	12/19/2017	12/31/2021
Smith	Tracy	Millwood District	12/19/2017	12/31/2021
Trenary	Randy	School Superintendent Designee	10/24/2013	
Wisecarver	Steve	Appointed by Town of Boyce	7/23/2019	12/31/2022
<i>People Inc. of Virginia</i>				<i>3 Yr</i>

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			<i>Appt Date</i>	<i>Exp Date</i>
Hillerson	Coleen	Clarke County Rep Board of Directors	10/15/2019	7/31/2022
<i>Regional Airport Authority</i>				1 Yr
Ash	David L.	BoS - Alternate	1/15/2019	12/31/2019
Crawford	John	Buckmarsh District	7/19/2016	6/30/2020
McKay	Beverly B.	BoS - Alternate	1/15/2019	12/31/2019
<i>Shenandoah Area Agency on Aging, Inc.</i>				4 Yr
Pritchard	Betsy		9/30/2018	9/30/2022
<i>Shenandoah Valley Chief Local Elected Officials Consortium</i>				
Ash	David L.	BoS Designee for Chief Elected Official		
<i>Shenandoah Valley Workforce Development Board</i>				4 Yr
James	Patricia	Buckmarsh District	5/16/2017	11/9/2017
<i>Strategic Planning Committee</i>				1 Yr
Catlett	Terri T.	BoS - Appointed Member	1/15/2019	12/31/2019
<i>Towns and Villages: Berryville</i>				1 Yr
Byrd	Barbara J.	BoS - Liaison	1/15/2019	12/31/2019
Daniel	Mary L.C.	BoS - Liaison - Alternate	1/15/2019	12/31/2019
<i>Towns and Villages: Boyce</i>				1 Yr
Catlett	Terri T.	BoS - Liaison	1/15/2019	12/31/2019
McKay	Beverly B.	BoS - Liaison	1/15/2019	12/31/2019
<i>Towns and Villages: Millwood</i>				1 Yr
Catlett	Terri T.	BoS - Liaison	1/15/2019	12/31/2019
<i>Towns and Villages: Pine Grove</i>				1 Yr
Catlett	Terri T.	BoS - Liaison	1/15/2019	12/31/2019
Weiss	David S.	BoS - Liaison	1/15/2019	12/31/2019
<i>Towns and Villages: White Post</i>				1 Yr
McKay	Beverly B.	BoS - Liaison	1/15/2019	12/31/2019



## Article 14. Boards of Equalization

### § 58.1-3370. Appointment.

A. The circuit court having jurisdiction within each city and each county other than those counties operating under § 58.1-3371 shall, in each tax year immediately following the year a general reassessment or annual or biennial assessment is conducted in such city or county, appoint for such city or county a board of equalization of real estate assessments, unless such county or city has a permanent board of equalization appointed according to law. In addition, at the request of the local governing body, the circuit court may appoint alternate members as provided in subsection B of § 58.1-3373, and the provisions of that subsection shall apply mutatis mutandis.

B. The term of any board of equalization appointed under the authority of this section shall expire one year after the effective date of the assessment for which it was appointed. However, if a taxpayer applies to the commissioner of the revenue or other official performing the duties imposed on commissioners of the revenue for relief from a real property tax assessment prior to the expiration of the board of equalization's term, and the term of the board of equalization expires prior to a final determination on such application for relief, and the taxpayer advises the circuit court that he wishes to appeal the determination to the board of equalization, then the circuit court may reappoint the board of equalization to hear and act on such appeal.

Code 1950, § 58-895; 1975, c. 575; 1979, c. 577; 1983, c. 304; 1984, cc. 273, 675; 1991, c. 240; 2014, c. 19; 2018, c. 604.

### § 58.1-3371. Appointment in counties with county executive or county manager form of government.

Unless the county has a permanent board of equalization appointed according to law, the board of supervisors or other governing body of any county operating under the county executive form of government, or the county manager form of organization and government provided for in Chapter 5 (§ 15.2-500 et seq.) or Chapter 6 (§ 15.2-600 et seq.) of Title 15.2, shall for the year following any year a general reassessment or annual or biennial assessment is conducted create and appoint for the county a board of equalization of real estate assessments. For any county operating under the county executive form of government, the board shall be composed of not less than three nor more than the number of districts for the election of members of the board of supervisors in the county. In addition to such members, at the request of the local governing body, the circuit court for the locality may appoint not more than two alternate members. The qualifications, terms, and compensation of alternate members shall be the same as those of regular members. A regular member when he knows he will be absent from or will have to abstain from any proceeding at a meeting shall notify the chairman of the board of equalization at least 24 hours prior to the meeting of such fact. The chairman may select an alternate to serve in the absent or abstaining member's place and the records of the board shall so note. Such alternate member may vote on any proceeding in which a regular member is absent or abstains. A regular member shall have the right to apply to the board of equalization for relief the same as any other taxpayer. If a regular member applies for relief, and one or more alternate members has been appointed pursuant to this section, then the chairman shall appoint an alternate member to hear

and vote on such regular member's application for relief. If the chairman applies for relief, then the vice chairman shall appoint an alternate member to hear and vote on the chairman's application for relief.

The terms of the regular and alternate members of any board so appointed shall expire on December 31 of the year in which they are appointed. Members of any board shall have the qualifications prescribed by § 58.1-3374 and shall conduct their business as required by § 58.1-3378.

Code 1950, § 58-897; 1950, p. 851; 1979, c. 577; 1983, c. 304; 1984, c. 675; 1995, c. 24; 2011, c. 10; 2014, c. 19.

**§ 58.1-3372. Repealed.**

Repealed by Acts 1985, c. 62.

**§ 58.1-3373. Permanent board of equalization.**

A. Any county or city which uses the annual assessment method or the biennial assessment method authorized under § 58.1-3253 in lieu of periodic general assessments, may elect to create a permanent board of equalization in lieu of the board of equalization required under §§ 58.1-3370 and 58.1-3371. Such board shall consist of three or five members to be appointed by the circuit court of such county or city, or the circuit court having jurisdiction within such city, as follows: In the case of a three-member board, one member shall be appointed for a term of one year, one member shall be appointed for a term of two years, and one member shall be appointed for a term of three years. In the case of a five-member board, one member shall be appointed for a one-year term, one member shall be appointed for a two-year term, and three members shall be appointed for a three-year term. However, for any county operating under the county executive form of government, the number of members of the permanent board of equalization shall be no less than three nor more than the number of districts for the election of members of the board of supervisors in the county, and the members of the permanent board of equalization shall be appointed by the circuit court of such county for three-year terms. As the terms of the initial appointees expire, their successors shall be appointed for terms of three years. Members of such boards shall have the qualifications prescribed by § 58.1-3374, and shall conduct their business as required by § 58.1-3378. The compensation of the members of any such boards shall be fixed by the governing body.

B. In addition to regular members appointed under subsection A, at the request of the local governing body, the circuit court for any locality may appoint one alternate member in the case of a three-member board and two alternate members in the case of a five-member board. The qualifications and compensation of alternate members shall be the same as those of regular members. In the case of a three-member board, the alternate shall be appointed for a two-year term. In the case of a five-member board, one alternate shall be appointed for a term of one year and one alternate shall be appointed for a term of two years. Thereafter, the terms for alternate members of five-member boards shall be for three-year terms.

A regular member when he knows he will be absent from or will have to abstain from any proceeding at a meeting shall notify the chairman of the board of equalization at least 24 hours prior to the meeting of such fact. The chairman may select an alternate to serve in the absent or abstaining member's place and the records of the board shall so note. Such alternate member may vote on any proceeding in which a regular member is absent or abstains. A regular member shall have the right to apply to the board of equalization for relief the same as any other

taxpayer. If a regular member applies for relief, and one or more alternate members has been appointed pursuant to this section, then the chairman shall appoint an alternate member to hear and vote on such regular member's application for relief. If the chairman applies for relief, then the vice chairman shall appoint an alternate member to hear and vote on the chairman's application for relief.

C. Notwithstanding the provisions of subsections A and B concerning appointment of members and alternate members by the circuit court, the board of supervisors of Loudoun County may elect to appoint the members and alternate members of its board of equalization of real estate assessments.

Code 1950, § 58-898.1; 1979, c. 577; 1984, c. 675; 1989, c. 390; 1995, c. 24; 2011, c. 10; 2013, c. 548; 2014, c. 19.

**§ 58.1-3373.1. City may elect to provide for board of equalization.**

Notwithstanding any other provision of law, the City of Richmond may by ordinance elect to provide for a board of equalization or permanent board of equalization as provided in this article instead of a board of review.

2014, cc. 61, 607.

**§ 58.1-3374. Qualifications of members; vacancies.**

Except as provided in § 58.1-3371 or 58.1-3373, every board of equalization shall be composed of not less than three members nor more than five members or the number of local election districts in the locality, whichever is greater. In addition to such regular members, at the request of the local governing body, the circuit court for any locality shall appoint one alternate member in the case of a board with less than five members, and two alternate members in the case of a board with five or more members. The qualifications, terms and compensation of alternate members shall be the same as those of regular members. A regular member when he knows he will be absent from or will have to abstain from any proceeding at a meeting shall notify the chairman of the board of equalization at least 24 hours prior to the meeting of such fact. The chairman may select an alternate to serve in the absent or abstaining member's place and the records of the board shall so note. Such alternate member may vote on any proceeding in which a regular member is absent or abstains.

All members of every board of equalization, including alternate members, shall be residents, a majority of whom shall be freeholders, in the county or city for which they are to serve and shall be selected from the citizens of the county or city. Appointments to the board of equalization shall be broadly representative of the community. Thirty percent of the members of the board shall be commercial or residential real estate appraisers, other real estate professionals, builders, developers, or legal or financial professionals, and at least one such member shall sit in all cases involving commercial, industrial or multi-family residential property, unless waived by the taxpayer. No member of the board of assessors shall be eligible for appointment to the board of equalization for the same reassessment. In order to be eligible for appointment, each prospective member of such board shall attend and participate in the basic course of instruction given by the Department of Taxation under § 58.1-206. In addition, at least once in every four years of service on a board of equalization, each member of a board of equalization shall take continuing education instruction provided by the Tax Commissioner pursuant to § 58.1-206. Any vacancy occurring on any board of equalization shall be filled for the unexpired term by the authority making the original appointment.

On any board or panel thereof considering appeals of commercial or multi-family residential property in a locality with a population exceeding 100,000, 30 percent of the members of such board or panel shall be commercial or multi-family residential real estate appraisers who are licensed and certified by the Virginia Real Estate Appraiser Board to serve as general real estate appraisers, other commercial or multi-family real estate professionals or licensed commercial or multi-family real estate brokers, builders, developers, active or retired members of the Virginia State Bar, or other legal or financial professionals whose area of practice requires or required knowledge of the valuation of property, real estate transactions, building costs, accounting, finance, or statistics. For the purposes of this section, commercial or multi-family residential property shall be defined as any property that is either operated as or zoned for use as commercial, industrial or multi-family residential rental property.

Code 1950, § 58-899; 1979, c. 577; 1983, c. 304; 1984, c. 675; 1995, c. 24; 2003, c. 1036; 2009, c. 25; 2010, c. 552; 2011, c. 10; 2013, c. 197; 2016, c. 38.

**§ 58.1-3375. Compensation of members.**

The members of every board of equalization shall receive compensation, for time actually engaged in the duties of the board, to be fixed by the governing body of the county or city and paid out of the local treasury. The governing body of every county and of every city may limit the compensation to such number of days as in its opinion is sufficient for the completion of the work of the board.

Code 1950, § 58-900; 1984, c. 675.

**§ 58.1-3376. Organization and assistants; legal assistance.**

A. Every board of equalization shall elect one of its members as chairman and another as secretary, and may employ necessary clerical and other assistants and call in advisors and fix their compensation, subject to the approval of the governing body of the county or city, to be paid out of the local treasury.

B. In any city with a population of more than 100,000, when the board of equalization, in fulfilling its functions, desires legal advice, the board shall request such advice from the attorney for the city or county for which they were appointed.

Notwithstanding any contrary provision of law, general or special, such attorney shall in a timely manner give his advice to the board.

If there is no such attorney or the attorney has a conflict, the board shall make a written request to the city or county governing body to employ an attorney to advise the board. The governing body shall respond in writing within ten days from receipt of such request.

If the governing body refuses to honor the board's request, then the board shall apply to the circuit court that appointed it. The judge of such circuit court may authorize the employment of an attorney to advise the board and order that the attorney be paid out of the local treasury.

Code 1950, § 58-901; 1984, c. 675; 1994, c. 509.

**§ 58.1-3377. Use of land books.**

Every board of equalization for a county not having a general reassessment of real estate shall procure for its use from the clerk of the circuit court of the county the copy of the land book on

file in his office for the current year if available, otherwise for the preceding year, and the board shall return the land book to the clerk upon the completion of its work. Every board of equalization for a city having need of a copy of the land book for any year shall procure an existing copy if available for the purpose; otherwise the governing body of the city shall cause a new copy to be made and furnished the board at the expense of the city.

Code 1950, § 58-902; 1984, c. 675.

**§ 58.1-3378. Sittings; notices thereof.**

Each board of equalization shall sit at and for such time or times as may be necessary to discharge the duties imposed and to exercise the powers conferred by this chapter. Of each sitting public notice shall be given at least 10 days beforehand by publication in a newspaper having general circulation in the county or city and, in a county, also by posting the notice at the courthouse and at each public library, voting precinct or both. Such posting shall be done by the sheriff or his deputy. Such notice shall inform the public that the board shall sit at the place or places and on the days named therein for the purpose of equalizing real estate assessments in such county or city and for the purpose of hearing complaints of inequalities wherein the property owners allege a lack of uniformity in assessment, or errors in acreage in such real estate assessments. The board also shall hear complaints that real property is assessed at more than fair market value. Except as otherwise provided by the Code of Virginia:

1. The fair market value of real property shall be established by the board as of January 1 of the applicable year; or
2. If a county or city has adopted July 1 as its tax day for real property pursuant to § 58.1-3011, then, for other than public service corporation property, the fair market value of real property shall be established by the board as of July 1 of the applicable year.

The governing body of any county or city may provide by ordinance the date by which applications must be made by property owners or lessees for relief. Such date shall not be earlier than 30 days after the termination of the date set by the assessing officer to hear objections to the assessments as provided in § 58.1-3330. If no applications for relief are received by such date, the board of equalization shall be deemed to have discharged its duties. Such governing body may also provide by ordinance the deadline by which all applications must be finally disposed of by the board of equalization. All such deadlines shall be clearly stated on the notice of assessment. Notwithstanding such deadlines, if a taxpayer applies to the commissioner of the revenue or other official performing the duties imposed on commissioners of the revenue for relief from a real property tax assessment prior to such deadlines, and such deadlines occur prior to a final determination on such application for relief, and the taxpayer advises the circuit court that he wishes to appeal the determination to the board of equalization, then the circuit court may require the board of equalization to hear and act on such appeal. The governing body may provide for applications for relief to be made electronically; however, taxpayers retain the right to file applications on traditional paper forms provided by the governing body as long as such forms are submitted prior to the established deadline. If such paper forms are mailed by the applicant, the postmark date shall be considered the date of receipt by the governing body. A hearing for relief before the board of equalization regarding an assessment on residential property shall not be denied on the basis of a lack of information on the application for relief, as long as the application includes the address, the parcel number, and the owner's proposed assessed value for the property. If the application for relief is sent electronically, the date the

applicant sends the application shall be considered the date of receipt by the governing body. The application is considered sent when it meets the requirements of subsection (a) of § 59.1-493 . A hearing for relief before the board of equalization regarding an assessment on commercial, multi-family residential, or industrial property on the basis of fair market value shall not be denied on the basis of a lack of information on the application, as long as documentation of any applicable assessment methodologies is submitted with the application, and the application includes the address, the parcel number, and the owner's proposed assessed value for the property.

Code 1950, § 58-903; 1976, c. 679; 1983, c. 304; 1984, c. 675; 1989, c. 300; 2000, c. 383; 2003, c. 1036; 2013, c. 197; 2018, cc. 341, 604.

**§ 58.1-3379. Hearing complaints and equalizing assessments.**

A. The board shall hear and give consideration to such complaints and shall adjust and equalize such assessments and shall, moreover, be charged with the especial duty of increasing as well as decreasing assessments, whether specific complaint be laid or not, if in its judgment, the same be necessary to equalize and accomplish the end that the burden of taxation shall rest equally upon all citizens of such county or city.

B. In all cases brought before the board, there shall be a presumption that the valuation determined by the assessor is correct. The burden of proof on appeal to the board shall be on the taxpayer to rebut the presumption and show by a preponderance of the evidence that the property in question is valued at more than its fair market value or that the assessment is not uniform in its application and that it was not arrived at in accordance with generally accepted appraisal practices, procedures, rules, and standards as prescribed by nationally recognized professional appraisal organizations such as the International Association of Assessing Officers (IAAO) and applicable Virginia law relating to valuation of property. Mistakes of fact, including computation, that affect the assessment shall be deemed not to be in accordance with generally accepted appraisal practice.

However, in any appeal of the assessment of residential property filed by a taxpayer as an owner of real property containing less than four residential units, the assessing officer shall give the required written notice to the taxpayer, or his duly authorized representative, under subsection E of § 58.1-3331, and, upon written request, shall provide the taxpayer or his duly authorized representative copies of the assessment records set out in subsections A, B, and C of § 58.1-3331 pertaining to the assessing officer's determination of fair market value of the property under appeal. The assessing officer shall provide such records within 15 days of a written request by the taxpayer or his duly authorized representative. If the assessing officer fails to do so, the assessing officer shall present the following into evidence prior to the presentation of evidence by the taxpayer at the hearing: (i) copies of the assessment records maintained by the assessing officer under § 58.1-3331, (ii) testimony that explains the methodologies employed by the assessing officer to determine the assessed value of the property, and (iii) testimony that states that the assessed value was arrived at in accordance with generally accepted appraisal practices, procedures, rules, and standards as prescribed by nationally recognized professional appraisal organizations such as the International Association of Assessing Officers (IAAO) and applicable Virginia law regarding the valuation of property. Upon the conclusion of the presentation of the evidence of the assessing officer, the taxpayer shall have the burden of proof by a preponderance of the evidence to rebut such evidence presented by the assessing officer as otherwise provided in this section.

C. In considering complaints, nothing shall be construed to prohibit consideration of any statement of income and expense or market sales that occurred through December 31, prior to the effective date of the assessment, so long as such information is submitted to the board no later than the locality's deadline for the application for relief. No studies or analyses published after December 31 immediately preceding the effective date of the assessment shall be considered in an appeal filed relating to that assessment.

D. In any case before the board concerning a taxpayer's complaint in which the commissioner of the revenue or other local assessing officer requests the board to increase the assessment after the taxpayer files an appeal to the board on a commercial, multifamily residential, or industrial property, the commissioner or other officer shall provide the taxpayer notice of the request not less than 14 days prior to the hearing of the board. Except as provided herein, if the taxpayer contests the requested increase, the assessor shall either withdraw the request or shall provide the board an appraisal performed by an independent contractor who is licensed and certified by the Virginia Real Estate Appraiser Board to serve as a general real estate appraiser, which appraisal affirms that such increase in value represents the property's fair market value as of the date of the assessment in dispute. The provisions of this subsection that require that the assessor provide the board with an appraisal shall not apply if (i) the requested increase is based on mistakes of fact, including computation errors, or (ii) the information on which the commissioner or other officer bases the requested increase was available to, but not provided by, the taxpayer in response to a request for information made by the commissioner or other officer at the time the challenged assessment was made.

E. The commissioner of the revenue or other local assessing officer of such county or city shall, when requested, attend the meetings of the board, without additional compensation, and shall call the attention of the board to such inequalities in real estate assessments in his county or city as may be known to him.

F. Every board of equalization may go upon and inspect any real estate subject to adjustment or equalization by it.

Code 1950, § 58-904; 1984, c. 675; 2003, c. [1036](#);2010, c. [552](#);2011, cc. [184](#), [232](#);2013, c. [197](#).

**§ 58.1-3380. Taxpayer or local authorities may apply for equalization.**

Any taxpayer or his duly appointed representative may apply to the board of equalization for the adjustment to fair market value and equalization of his assessment, including errors in acreage, and any county or city through its appointed representative or attorney may apply to the board of equalization to adjust an assessment of real property to its fair market value and to equalize the assessment of any taxpayer. An executed and properly notarized letter from the property owner designating an appointed representative for the taxpayer shall be presumed to be a valid designation from the taxpayer, and the person whose signature is notarized shall be presumed to have the authority to designate such representative on behalf of the taxpayer.

Code 1950, § 58-905; 1984, c. 675; 2003, c. [1036](#);2013, c. [197](#).

**§ 58.1-3381. Action of board; notice required before increase made.**

A. The board shall hear and determine any and all such petitions and, by order, may increase, decrease or affirm the assessment of which complaint is made; and, by order, it may increase or decrease any assessment, upon its own motion. No assessment shall be increased until after the

owner of the property has been notified and given an opportunity to show cause against such increase. In addition, no assessment shall be increased on commercial, multi-family residential, or industrial property unless such increase is recommended by the assessor in compliance with the provisions of § 58.1-3379.

B. Any determination of the assessment by the board shall be deemed presumptively correct for the succeeding two years unless the assessor can demonstrate by clear and convincing evidence that a substantial change in value of the property has occurred. This subsection shall apply to the City of Virginia Beach.

Code 1950, § 58-906; 1984, c. 675; 1993, c. 136; 2007, c. 813; 2013, c. 197.

**§ 58.1-3382. Appeal.**

The attorney for the county, city or town or any taxpayer, aggrieved by any such order, may apply to the circuit court of the county or city, for the correction and revision of such order, in the same manner and within the same time as is provided by law for the correction of erroneous assessments of real estate by any person who is aggrieved thereby.

Code 1950, § 58-907; 1984, c. 675.

**§ 58.1-3383. Omitted real estate and duplicate assessments.**

The board may direct the commissioner of the revenue to enter upon the land books real estate which is found to have been omitted, and to cancel duplicate assessments of real estate.

Code 1950, § 58-908; 1984, c. 675.

**§ 58.1-3384. Minutes and copies of orders.**

The board shall keep minutes of its meetings and enter therein all orders made and transmit promptly copies of such orders as relate to the increase or decrease of assessments to the taxpayer and commissioner of the revenue. The orders shall be recorded on forms prepared by the Tax Commissioner and provided to localities by the Department of Taxation or on forms prepared by the board that contain, at a minimum, all the information required on the forms prepared by the Tax Commissioner.

Code 1950, § 58-909; 1984, c. 675; 2003, c. 1036.

**§ 58.1-3385. Commissioner to make changes ordered; when order exonerates taxpayer.**

The commissioner of the revenue shall make on his land book the changes so ordered by the board and, if such changes affect the land book for the then current year and such land book has been then completed, the commissioner of the revenue may for that year make a supplemental assessment in case of an increase in valuation. In case of a decrease in valuation, the order of the board shall entitle the taxpayer to an exoneration from so much of the assessment as exceeds the proper amount, if the taxes have not been paid by him and, in case the taxes have been paid, to a refund of so much thereof as is erroneous.

Code 1950, § 58-910; 1984, c. 675.

**§ 58.1-3386. Power of boards to send for persons and papers.**

Such board shall have authority to summon taxpayers or their agents, or any person: (1) to furnish information relating to the real estate of any and all taxpayers, (2) to answer, under oath, all questions touching the ownership and value of real estate of any and all taxpayers, and (3) to



bring before it their books of account or other papers and records containing information with respect to the valuation of real estate of the taxpayer or any other real estate subject to taxation within the county or city under review by the board. Such summons may be served in person or by registered mail.

Code 1950, § 58-911; 1984, c. 675.

**§ 58.1-3387. Penalty for failure to obey summons.**

Any person refusing to answer the summons of the board of equalization, to furnish information or to produce his books of account, papers and other records, as required by this chapter, shall be deemed guilty of a Class 4 misdemeanor, and each day's failure to answer such summons, to furnish such information or to produce such books of account, papers and other records shall constitute a separate offense.

Code 1950, § 58-912; 1984, c. 675.

**§ 58.1-3388. In counties not having general reassessment, or annual or biennial assessment, taxes to be extended on basis of last equalization made.**

In every county not having a general reassessment or an annual or biennial assessment of real estate, taxes for each year on real estate shall be extended on the basis of the last equalization made prior to such year, subject to such changes as may have been lawfully made.

Code 1950, § 58-913; 1979, c. 577; 1984, c. 675.

**§ 58.1-3389. Article not applicable to real estate assessable by Corporation Commission or Department.**

This article shall not apply to any real estate which is assessable under the law by the State Corporation Commission or the Department of Taxation.

Code 1950, § 58-915; 1983, cc. 304, 570; 1984, c. 675.

# Clarke County Board of Supervisors



**Berryville Voting District**  
Mary L.C. Daniel  
(540) 955-1971

**Millwood Voting District**  
Terri T. Catlett  
(540) 837-2328

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

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

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

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

## Resolution Appointing Clerk and Deputy Clerk to the Clarke County Board of Supervisors 2019-13R [DRAFT]

**Whereas** effective December 2, 2019, Christopher M. Boies shall assume the duties and responsibilities of the position of County Administrator pursuant to §15.2-407 of the Code of Virginia [1950] as amended, replacing David L. Ash;

**Whereas** effective December 2, 2019, Christopher M. Boies shall assume the duties and responsibilities of the Clerk to the Clarke County Board of Supervisors pursuant to §15.2-1538 and §15.2-1539 of the Code of Virginia [1950] as amended, replacing David L. Ash;

**Whereas** as set forth in §15.2-1502 and §15.2-1503 of the Code of Virginia [1950] as amended, local government officers may employ, when duly authorized by the governing body, deputies to aid them in carrying out their powers and duties. Deputy meaning a person who is appointed to act as a substitute for his principal, in the name of the principal and in his behalf, in matters in which the principal himself may act; such person shall be a public officer;

**Whereas** effective December 2, 2019, Brianna R. Taylor shall assume the duties and responsibilities of the position of Deputy Clerk to the Board of Supervisor replacing Lora B. Walburn; and,

**Now Therefore, Be It Resolved** that the Clarke County Board of Supervisors appoints Christopher M. Boies, Clerk to the Clarke County Board of Supervisors, and Brianna R. Taylor, Deputy Clerk to the Board of Supervisors; and, pursuant to §15.2-1512, it requests the Honorable Helen Butts, Clerk of the Clarke County Circuit Court, to administer the oath of office as set forth in §49-1 of the Code of Virginia [1950] as amended.

**Adopted** this 19th day of November, 2019, by the Board of Supervisors, County of Clarke, Virginia.

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David S. Weiss, Chair

## § 15.2-407. Powers and duties of county administrator

- A. The board may by resolution designate the county administrator as clerk of the board. In such case and upon the qualification of the county administrator authorized by this article the county clerk of such county shall be relieved of his duties in connection with the board and all of his duties shall be imposed upon and performed by the county administrator. If the board does not designate the county administrator as clerk, the county clerk or one of his deputies shall attend the meetings of the board and record in a book provided for the purpose all of the proceedings of the board, but he shall not be authorized and required to sign any warrants of the board, such authority being hereby vested in the county administrator. However, the board may by resolution of record require the county clerk to sign all warrants of the board.
- B. The county administrator shall, insofar as the board requires, be responsible to the board for the proper administration of all affairs of the county which the board has authority to control. He shall keep the board advised as to the financial condition of the county and shall submit to the board monthly, and at such other times as may be required, reports concerning the administrative affairs of the county.
- C. The county administrator shall, if the board requires, examine regularly the books and papers of each department, officer and agency of the county and report to the board the condition in which he finds them and such other information as the board may direct.
- D. The county administrator shall from time to time submit to the board recommendations concerning the affairs of the county and its departments, officers and agencies as he deems proper.
- E. Under the direction of the board, the county administrator, for informative and fiscal planning purposes only, shall prepare and submit to the board a proposed annual budget for the county. The board may, however, direct that the county budget be prepared by the county clerk.
- F. The county administrator shall audit all claims against the county for services, materials and equipment for such county agencies and departments as the board may direct, except those required to be received and audited by the county school board, and shall present the audits to the board of county supervisors together with his recommendation and such information as necessary to enable the board to act on such claims.
- G. If the board, by resolution, designates the county administrator as clerk of the board, the county administrator shall: (i) have all the powers, authority and duties vested in the county clerk as clerk of the board, under general law; (ii) pay, with his warrant, all claims against the county chargeable against any fund under the control of the board, other than the general county fund, when such expenditure is authorized and approved by the officer and/or employee authorized to procure the services, supplies, materials or equipment accountable for such claims and after auditing the claims as to their authority and correctness; (iii) pay with his warrant all claims against the county chargeable against the general county fund where the claim arose out of purchase made by the county administrator or for contractual services by him authorized and contracted within the power and authority given him by board resolution; and (iv) pay with his

warrant all claims against the county authorized to be paid by the board.

Code 1950, § 15-370; 1950, pp. 123, 694; 1959, Ex. Sess., c. 69; 1962, c. 623, § 15.1-705; 1997, c. 587.

The chapters of the acts of assembly referenced in the historical citation at the end of this section may not constitute a comprehensive list of such chapters and may exclude chapters whose provisions have expired.

Code of Virginia

Title 15.2. Counties, Cities and Towns

Chapter 15. Local Government Personnel, Qualification for Office, Bonds, Dual Office Holding and Certain Local Government Officers

## § 15.2-1538. Clerk for the governing body

The governing body of every locality in this Commonwealth shall appoint a qualified person, who shall not be a member of the governing body, to record the official actions of such governing body. The person so appointed shall be called clerk for the board of supervisors or council, as the case may be.

In localities where the clerk of court also serves as clerk of the governing body such person may receive as compensation for his services as clerk of the governing body a salary in an amount determined by the governing body. Such compensation shall be in lieu of, and in satisfaction of, any compensation allowable under § 33.2-721. Such compensation shall not be considered in determining the maximum total annual compensation of officers as set forth in §§ 17.1-283 and 17.1-287.

Code 1950, § 15-238; 1962, c. 623, § 15.1-533; 1968, c. 328; 1980, c. 257; 1985, c. 108; 1997, c. 587.

The chapters of the acts of assembly referenced in the historical citation at the end of this section may not constitute a comprehensive list of such chapters and may exclude chapters whose provisions have expired.

Code of Virginia

Title 15.2. Counties, Cities and Towns

Chapter 15. Local Government Personnel, Qualification for Office, Bonds, Dual Office Holding and Certain Local Government Officers

## § 15.2-1539. General duties of clerk

It shall be the clerk's general duty to:

1. Record in a book the proceedings of the governing body;
2. Make regular entries of all its ordinances, resolutions and decisions on all questions concerning the raising of money, and within five days after any order for a levy is made, to deliver a copy thereof to the commissioner of revenue of his locality or the person performing such commissioner's duties, as the case may be;
3. Record the vote of each supervisor or council member on any question submitted to the board or council, as required by law or his governing body; and
4. Preserve and file all accounts acted upon by the governing body, with its actions thereon, for a period of five years after audit and thereafter until the governing body shall authorize their destruction in accordance with retention regulations for records established pursuant to the Virginia Public Records Act.

Code 1950, § 15-237; 1956, c. 710; 1960, c. 34; 1962, c. 623, § 15.1-532; 1982, c. 493; 1997, c. 587.

The chapters of the acts of assembly referenced in the historical citation at the end of this section may not constitute a comprehensive list of such chapters and may exclude chapters whose provisions have expired.

## § 15.2-1502. Employment of certain deputies and assistants; delegation of powers and duties

A. Local government officers may employ, when duly authorized by the governing body, deputies and assistants to aid them in carrying out their powers and duties. The provisions of this section and § 15.2-1503 shall not be applicable to the constitutional offices of treasurer, commissioner of the revenue, sheriff, attorney for the Commonwealth and clerk of the circuit court.

B. "Deputy" means a person who is appointed to act as a substitute for his principal, in the name of the principal and in his behalf, in matters in which the principal himself may act; such person shall be a public officer. Members of governing bodies may not have or appoint deputies for themselves.

C. "Assistant" means a person who is not a public officer or deputy but who aids or helps a public officer.

D. Subject to the limitations and requirements of the preceding subsections, an officer of a locality may delegate, to a person reporting to him, his powers and duties unless it is some power or duty the exercise of which by another person is expressly forbidden by law or requires the exercise of judgment for the public welfare. However, such delegation shall not act to relieve the officer making such delegation of his legal obligations for the exercise of powers and performance of duties of his office.

Persons employed by virtue of this subsection shall be designated either deputy or assistant and shall take such oath and post such bond as may be required by ordinance.

1978, c. 264, §§ 15.1-19.4, 15.1-19.5; 1997, c. 587.

The chapters of the acts of assembly referenced in the historical citation at the end of this section may not constitute a comprehensive list of such chapters and may exclude chapters whose provisions have expired.

Code of Virginia

Title 15.2. Counties, Cities and Towns

Chapter 15. Local Government Personnel, Qualification for Office, Bonds, Dual Office Holding and Certain Local Government Officers

## § 15.2-1512. Oath and bond

Before entering upon the duties of his office, the person appointed or employed by the governing body, or its delegated representative, (i) shall take the oath of office if required by general law, special act or the governing body, (ii) shall give a bond before the clerk of the circuit court serving such governing body, if required by general law, special act or the governing body, and (iii) shall furnish surety to be approved by such clerk in an amount to be fixed by the governing body, if required by general law, special act or the governing body. The premium for such bond shall be paid by the governing body out of its general fund. The form of oath of office is that prescribed by § 49-1.

1997, c. 587.

The chapters of the acts of assembly referenced in the historical citation at the end of this section may not constitute a comprehensive list of such chapters and may exclude chapters whose provisions have expired.



## § 49-1. Form of general oath required of officers

Every person before entering upon the discharge of any function as an officer of this Commonwealth shall take and subscribe the following oath: "I do solemnly swear (or affirm) that I will support the Constitution of the United States, and the Constitution of the Commonwealth of Virginia, and that I will faithfully and impartially discharge all the duties incumbent upon me as \_\_\_\_\_ according to the best of my ability, (so help me God)."

Any person reappointed to any office filled by gubernatorial appointment for a subsequent term to begin immediately upon expiration of an existing term shall not be required to renew the oath set out in this section; however, the original oath taken shall continue in effect with respect to the subsequent term.

Const., § 34; Code 1919, § 269; 1936, p. 49; 1971, Ex. Sess., c. 16; 1980, c. 320; 1988, c. 255.

The chapters of the acts of assembly referenced in the historical citation at the end of this section may not constitute a comprehensive list of such chapters and may exclude chapters whose provisions have expired.

Code of Virginia

Title 15.2. Counties, Cities and Towns

Chapter 15. Local Government Personnel, Qualification for Office, Bonds, Dual Office Holding and Certain Local Government Officers

## § 15.2-1503. Tenure of officers and employees; suspension or removal

A. All appointments of officers and hiring of other employees by a locality shall be without definite term, unless for temporary services not to exceed one year or except as otherwise provided by general law or special act.

B. Any officer or employee of a locality employed pursuant to subsection A of this section may be suspended or removed from office or employment in accordance with the provisions of §§ 24.2-230 through 24.2-238, if such sections are applicable. Otherwise, any such employee may be suspended or removed in accordance with procedure established by special act or by the governing body, if any.

C. In case of the absence or disability of any officer or employee, the governing body or other appointing power may designate some responsible person to temporarily perform the duties of the office.

1997, c. 587.

The chapters of the acts of assembly referenced in the historical citation at the end of this section may not constitute a comprehensive list of such chapters and may exclude chapters whose provisions have expired.



Board of Supervisors Work Session Agenda  
Berryville/Clarke County Government Center, 2<sup>nd</sup> Floor  
101 Chalmers Court, Berryville, Virginia 22611

November 7, 2019, 9:00 AM, Meeting Room AB

*Item No. Description*

- A. Northwestern Community Services Board Update by Michael F. Elwell, Chief Executive Officer
  
- B. Reassessment Update by Steve Wampler / Mike Didawick



Northwestern Community Services Board  
Overview of Services Provided in Clarke County

Northwestern provides a number of services to Clarke residents such as:

- Psychiatric and nursing services
- Nurse Practitioner Services in the local Free Medical Clinic
- Case management and services coordination
- 24 hour emergency/crisis services
- Substance abuse services for high risk populations
- Expanding Substance Abuse Partnerships: Substance Exposed Infant Initiative with Valley Health; Treatment Drug Court Initiative with Community Partners
- Program of Assertive Community Treatment for At Risk Individuals
- Crisis Intervention Team (CIT) training for law enforcement
- Prevention and Early Education Services
- Psychosocial Day Support Program for individuals with Serious Mental Illness & Transitional Apartment Program
- Telephone triage and referral services
- Intellectual disability waiver services

We are a community partner, with both a comprehensive community mental health outpatient clinic and Youth Services Building located in Winchester, Virginia. We are also active members of the Family Assessment and Planning Team (FAPT) and the Community Policy and Management Team (CPMT).

In 2018 Northwestern served approximately 7,400 clients throughout the region. Clarke County residents total 223 clients served or approximately 3%.

For fiscal 2020 we are receiving \$94,000 contribution from Clarke County. For this \$94,000 you contribute to your CSB, your residents receive **\$1,463,918** in other government supported behavioral health services.

State (DBHDS,Medicaid)	\$	13,854,099
Federal (Medicare)	\$	790,606
Local Government	\$	1,426,195
Other	\$	127,540
<u>TOTAL</u>	\$	<b>16,198,440</b>

Serving Winchester and the Counties of Clarke, Frederick, Page, Shenandoah and Warren

Administrative Offices  
209 West Criser Road, Suite 300  
Front Royal, Virginia 22630-2360  
540-636-4250

## MEMORANDUM

TO: Board of Supervisors

FR: Thomas Judge, Director of Joint Administrative Services

DT: 11/7/2019

RE: *November Finance Agenda*

*General Note: The combination of a late audit and early November meetings makes numbers in the attached documents subject to change. New documents may be introduced at future stages.*

1. **FY 19 General Fund Transfers.** *“Be it resolved that budgeted expenditure and revenue be transferred per the attached statement for the purpose of covering overdrawn FY 19 accounts from underdrawn FY 19 accounts”.*
2. **FY 19 Supplemental Appropriations.**
  - a. **Conservation Easement Fund.** *“Be it resolved that budgeted expenditure and appropriations of the Conservation Easement Fund be increased \$7,087, and that local fund balance of that fund of \$7,087 be utilized.”*
3. **FY 20 Supplemental Appropriations.** Please see attached the School Operating Carryover request of the Clarke County School Board:

*“Be it resolved that a public hearing be set for December 17, at 6:30 pm, or as soon thereafter as the matter may be heard on the following action: ‘Be it resolved that FY 20 School Capital budgeted expenditure and appropriations be increased \$480,884 for various capital needs specified by the School Board.’”*
4. **FY 19 to FY 20 Capital Carryovers** *“Be it resolved that budgeted expenditure, appropriations, and revenue of the School Capital and Government Capital Project Funds be carried forward from FY 19 to FY 20 as stated in the documents attached.”*
5. **FY 19 Year-End Fund Balance Designation.** Please find a draft attached. Audit adjustments are still expected so these designations will not be presented for action until December.
6. **Use of Budgeted Funds for Volunteer Tuition.** Please find attached a memo from the Fire/EMS/EM Director regarding the use of budgeted funds to partially compensate a volunteer for tuition expenses.
7. **Public Safety Holiday Pay Financial Impact.** This is a placeholder for consideration of action taken by the Personnel Committee, if any.
8. **Bills and Claims.** The report is recommended for approval. (Note: agenda deadline came before the end of the month, so this report may not be available in advance.)
9. **Standing Reports.** See Reconciliation of Appropriations attached.

Row Labels	Expenditure			Transfers	NOTE
	Revised Budget	Actual	Available Budget		
<b>100 - General Fund</b>	<b>(18,378,216)</b>	<b>(18,177,425)</b>	<b>(201,017)</b>		
00000 - Non-Categorical	(26,104,435)	(25,079,202)	(1,025,233)		
Revenue	(26,104,435)	(25,079,202)	(1,025,233)		
11010 - Board of Supervisors	58,459	64,406	(5,947)		
Expense	58,459	64,406	(5,947)	6,000	Mary Price
12110 - County Administrator	409,309	406,660	2,649		
Expense	409,309	406,660	2,649	(2,000)	
12120 - Public Information Services	52,765	54,275	(1,510)		
Expense	52,765	54,275	(1,510)	1,550	Leave payout
12210 - Legal Services	34,053	18,327	15,726		
Expense	35,000	18,614	16,386	(15,000)	
Revenue	(947)	(287)	(660)		
12310 - Commissioner of Revenue	131,832	126,293	5,539		
Expense	210,490	204,949	5,541		
Revenue	(78,658)	(78,655)	(3)		
12320 - Assessor	4,500	4,500	-		
Expense	4,500	4,500	-		
12330 - Equalization Board	-	-	-		
Expense	-	-	-		
12410 - Treasurer	188,876	181,829	7,047		
Expense	302,167	307,146	(4,979)	5,000	Credit Card Fees/DMV Stops
Revenue	(113,291)	(125,318)	12,027		
12510 - Data Processing/IT	305,152	313,307	(8,155)		
Expense	305,152	313,307	(8,155)	8,200	Software/Online Content
13100 - Electoral Board and Officials	46,903	28,038	18,865		
Expense	46,903	28,038	18,865		
13200 - Registrar	45,638	41,501	4,137		
Expense	83,338	79,001	4,337		
Revenue	(37,700)	(37,500)	(200)		
21100 - Circuit Court	11,620	16,210	(4,590)		
Expense	13,680	17,557	(3,877)	4,000	Copier, but see CCC below
Revenue	(2,060)	(1,347)	(713)		
21200 - General District Court	4,320	4,815	(495)		
Expense	4,320	4,815	(495)	500	Maint Contract (old/new)
21300 - Magistrate	40	-	40		
Expense	40	-	40		
21510 - Blue Ridge Legal Services	1,500	1,500	-		
Expense	1,500	1,500	-		
21600 - Juvenile & Domestic Relations	2,900	3,324	(424)		
Expense	2,900	3,324	(424)	500	Maint Contract (old/new)
21700 - Clerk of the Circuit Court	105,648	63,826	41,822		
Expense	264,897	251,729	13,168	(4,000)	
Revenue	(159,249)	(187,903)	28,654		
21910 - Victim and Witness Assistance	(294)	296	(590)		
Expense	71,897	69,360	2,537		
Revenue	(72,191)	(69,064)	(3,127)		
21940 - Regl Crt Srvc/Adult	6,500	6,179	321		
Expense	6,500	6,179	321		
22100 - Commonwealth's Attorney	156,476	156,935	(459)		
Expense	380,418	379,318	1,100		
Revenue	(223,942)	(222,383)	(1,559)		
31200 - Sheriff	1,309,621	1,185,938	123,683		
Expense	2,586,285	2,472,612	113,673		
Revenue	(1,276,664)	(1,286,674)	10,010		
31210 - Criminal Justice Training Ctr	19,593	18,252	1,341		
Expense	19,593	18,252	1,341		

<b>31220 - Drug Task Force</b>	<b>12,500</b>	<b>11,895</b>	<b>605</b>	
Expense	12,500	11,895	605	
<b>31400 - Communications</b>	-	-	-	
Expense	-	-	-	
<b>32200 - Volunteer Fire Companies</b>	<b>126,058</b>	<b>115,442</b>	<b>10,616</b>	
Expense	172,200	165,932	6,268	
Revenue	(46,142)	(50,490)	4,348	
<b>32201 - Blue Ridge Volunteer Fire Co</b>	<b>66,250</b>	<b>66,200</b>	<b>50</b>	
Expense	66,250	66,200	50	
<b>32202 - Boyce Volunteer Fire Co</b>	<b>66,700</b>	<b>66,600</b>	<b>100</b>	
Expense	66,700	66,600	100	
<b>32203 - Enders Volunteer Fire Co</b>	<b>93,300</b>	<b>92,800</b>	<b>500</b>	
Expense	93,300	92,800	500	
<b>32204 - Shenandoah Farms Fire Co</b>	-	-	-	
Expense	-	-	-	
<b>32310 - Fire and Rescue Services</b>	<b>524,419</b>	<b>503,429</b>	<b>20,990</b>	
Expense	996,330	1,017,684	(21,354)	21,500 PT Salaries/Worker's Comp
Revenue	(471,911)	(514,254)	42,343	
<b>32320 - Lord Fairfax Emergency Medical</b>	<b>6,262</b>	<b>6,262</b>	-	
Expense	6,262	6,262	-	
<b>32400 - Forestry Services</b>	<b>2,874</b>	<b>2,873</b>	<b>1</b>	
Expense	2,874	2,873	1	
<b>33210 - Regional Jail</b>	<b>547,984</b>	<b>533,000</b>	<b>14,984</b>	
Expense	547,984	533,000	14,984	
<b>33220 - Juvenile Detention Center</b>	<b>13,179</b>	<b>13,179</b>	-	
Expense	13,179	13,179	-	
<b>33300 - Crt Srvc/Juvenile Probation</b>	<b>500</b>	<b>48</b>	<b>452</b>	
Expense	500	48	452	
<b>34100 - Building Inspections</b>	<b>7,459</b>	<b>(81,430)</b>	<b>88,889</b>	
Expense	203,704	198,835	4,869	
Revenue	(196,245)	(280,265)	84,020	
<b>35100 - Animal Control</b>	<b>75,506</b>	<b>96,548</b>	<b>(21,042)</b>	
Expense	112,695	109,686	3,009	
Revenue	(37,189)	(13,138)	(24,051)	
<b>35300 - Med Examiner &amp; Indigent Burial</b>	<b>200</b>	<b>220</b>	<b>(20)</b>	
Expense	200	220	(20)	20
Revenue	-	-	-	
<b>41200 - Streets, Bridges &amp; Sidewalks</b>	-	-	-	
Expense	-	-	-	
Revenue	-	-	-	
<b>42400 - Refuse Disposal</b>	<b>127,891</b>	<b>154,515</b>	<b>(26,624)</b>	
Expense	150,000	178,373	(28,373)	30,000 New Conv Center, see below.
Revenue	(22,109)	(23,858)	1,749	
<b>42410 - Solid Waste Convenience Center</b>	<b>61,104</b>	<b>16,896</b>	<b>44,208</b>	
Expense	61,104	16,896	44,208	(30,000)
<b>42600 - Litter Control</b>	<b>810</b>	<b>(2,899)</b>	<b>3,709</b>	
Expense	5,310	3,308	2,002	
Revenue	(4,500)	(6,207)	1,707	
<b>42700 - Sanitation</b>	<b>242,000</b>	<b>241,011</b>	<b>989</b>	
Expense	242,000	241,011	989	
<b>43200 - General Property Maintenance</b>	<b>891,301</b>	<b>804,766</b>	<b>86,309</b>	
Expense	891,301	804,766	86,309	
Revenue	-	-	-	
<b>51100 - Local Health Department</b>	<b>191,362</b>	<b>191,362</b>	-	
Expense	191,362	191,362	-	
<b>51200 - Our Health</b>	<b>6,500</b>	<b>6,500</b>	-	
Expense	6,500	6,500	-	
<b>52400 - N Shen Valley Subst Abuse Coal</b>	<b>15,000</b>	<b>15,000</b>	-	
Expense	15,000	15,000	-	
<b>52500 - Northwestern Community Svcs</b>	<b>92,000</b>	<b>92,000</b>	-	

Expense	92,000	92,000	-	
52800 - Concern Hotline	750	750	-	
Expense	750	750	-	
52900 - NW Works	1,000	1,000	-	
Expense	1,000	1,000	-	
53230 - Shenandoah Area Agency on Aging	40,000	40,000	-	
Expense	40,000	40,000	-	
53240 - Loudoun Transit Service	19,302	19,302	-	
Expense	19,302	19,302	-	
53250 - FISH of Clarke County	1,000	1,000	-	
Expense	1,000	1,000	-	
53600 - Access Independence	1,000	1,000	-	
Expense	1,000	1,000	-	
53700 - The Laurel Ctr (Women's Shltr)	3,000	3,000	-	
Expense	3,000	3,000	-	
53710 - Tax Relief for the Elderly	213,396	-	213,396	
Expense	213,396	-	213,396	
69100 - Lord Fairfax Community College	18,441	18,441	-	
Expense	18,441	18,441	-	
71100 - Parks Administration	459,168	449,318	9,850	
Expense	459,168	449,318	9,850	
71310 - Recreation Center	77,884	67,114	10,770	
Expense	114,384	108,514	5,870	
Revenue	(36,500)	(41,400)	4,900	
71320 - Swimming Pool	5,339	(11,899)	17,238	
Expense	87,858	66,222	21,636	
Revenue	(82,519)	(78,122)	(4,397)	
71350 - Programs	(20,699)	(92,051)	71,352	
Expense	244,301	183,140	61,161	
Revenue	(265,000)	(275,191)	10,191	
71360 - Concession Stand	(370)	(1,766)	1,396	
Expense	16,130	13,800	2,330	
Revenue	(16,500)	(15,566)	(934)	
72220 - Josephine School Comm Museum	-	-	-	
Expense	-	-	-	
72240 - Barns of Rose Hill	10,000	10,000	-	
Expense	10,000	10,000	-	
72700 - VA Commission for the Arts	4,500	4,500	-	
Expense	9,000	9,000	-	
Revenue	(4,500)	(4,500)	-	
73200 - Handley Regional Library	232,000	232,000	-	
Expense	232,000	232,000	-	
81110 - Planning Administration	327,394	332,112	(4,718)	
Expense	452,856	438,907	13,949	
Revenue	(125,462)	(106,795)	(18,667)	
81120 - Planning Commission	14,389	8,967	5,422	
Expense	14,389	8,967	5,422	
81130 - Berryville Dev Authority	900	200	700	
Expense	900	200	700	
81140 - Regional Airport Authority	2,500	2,500	-	
Expense	2,500	2,500	-	
81310 - Housing Services	2,500	2,500	-	
Expense	2,500	2,500	-	
81400 - Board of Zoning Appeals	3,520	415	3,105	
Expense	3,520	415	3,105	
81510 - Office of Economic Development	64,100	65,964	(1,864)	2,000 Travel
Expense	64,100	65,964	(1,864)	
81530 - Small Business Dev Center	1,500	1,500	-	
Expense	1,500	1,500	-	
81540 - Blandy Experimental Farm	3,000	3,000	-	



Expense	3,000	3,000	-	
<b>81550 - Berryville Main Street</b>	<b>2,500</b>	<b>1,361</b>	<b>1,139</b>	
Expense	2,500	1,361	1,139	
<b>81800 - Historic Preservation Comm</b>	<b>9,900</b>	<b>9,622</b>	<b>278</b>	
Expense	9,900	9,622	278	
<b>81910 - Northern Shen Valley Reg Comm</b>	<b>10,273</b>	<b>10,273</b>	<b>0</b>	
Expense	10,273	10,273	0	
<b>82210 - Water Quality Management</b>	<b>30,000</b>	<b>30,000</b>	<b>-</b>	
Expense	30,000	30,000	-	
Revenue	-	-	-	
<b>82220 - Friends of the Shenandoah</b>	<b>3,000</b>	<b>3,000</b>	<b>-</b>	
Expense	3,000	3,000	-	
<b>82230 - Board of Septic Appeals</b>	<b>1,566</b>	<b>365</b>	<b>1,201</b>	
Expense	1,566	365	1,201	
<b>82400 - LF Soil &amp; Water Cons Dist</b>	<b>5,000</b>	<b>5,000</b>	<b>-</b>	
Expense	5,000	5,000	-	
<b>82600 - Bio-solids Application</b>	<b>1</b>	<b>57</b>	<b>(56)</b>	
Expense	1,001	708	293	
Revenue	(1,000)	(650)	(350)	
<b>83100 - Cooperative Extension Program</b>	<b>50,443</b>	<b>38,305</b>	<b>12,138</b>	
Expense	50,443	38,305	12,138	
<b>83400 - 4-H Center</b>	<b>2,300</b>	<b>2,300</b>	<b>-</b>	
Expense	2,300	2,300	-	
<b>91600 - Contingency Reserves</b>	<b>59,152</b>	<b>-</b>	<b>59,152</b>	<b>(28,270)</b>
Expense	59,152	-	59,152	
<b>107 - Joint Administrative Svcs Fund</b>	<b>0</b>	<b>-</b>	<b>-</b>	
<b>00000 - Non-Categorical</b>	<b>(793,131)</b>	<b>(774,527)</b>	<b>(18,604)</b>	
Revenue	(793,131)	(774,527)	(18,604)	
<b>12430 - Finance &amp; Purchasing</b>	<b>679,215</b>	<b>669,181</b>	<b>10,034</b>	
Expense	679,215	669,181	10,034	
<b>12510 - Data Processing/IT</b>	<b>113,916</b>	<b>105,345</b>	<b>8,571</b>	
Expense	113,916	105,345	8,571	
<b>201 - Social Services Fund</b>	<b>(130,522)</b>	<b>142,680</b>	<b>(273,161)</b>	
<b>53100 - Welfare Administration</b>	<b>(455,511)</b>	<b>(109,766)</b>	<b>(345,704)</b>	
Expense	1,293,971	1,174,548	119,465	
Revenue	(1,749,482)	(1,284,313)	(465,169)	
<b>53210 - Public Assistance Direct</b>	<b>221,436</b>	<b>209,440</b>	<b>11,996</b>	
Expense	221,436	209,440	11,996	
<b>53211 - Public Assistance Purchased</b>	<b>103,553</b>	<b>43,006</b>	<b>60,547</b>	
Expense	103,553	43,006	60,547	
<b>Grand Total</b>	<b>(18,508,738)</b>	<b>(18,034,744)</b>	<b>(474,178)</b>	

Fund 235 - Conservation Easement Balances

	Total Fund Balance	Donations	Stewardship Account	Local Funds
<b>SOY FY19 -</b>	<b>261,137</b>	<b>70,303</b>	<b>116,530</b>	<b>74,304</b>
<b>Fiscal Year 2019</b>				
July Rev/AR		220	85	33,000
July Exps/AP		-1,115	0	0
Aug Rev/AR		125	85	
Aug Exps/AP		-1,200	-2,220	0
Sept Rev/AR		1,420	82	
Sept Exps/AP		-6,242	-207	0
Oct Rev/AR		2,760	120	
Oct Exps/AP		-2,038	0	-2,019
Nov Rev/AR		1,450	44,906	
Nov Exps/AP		-2,618	-11,894	-65,620
Dec Rev/AR		10,921	152	33,695
Dec Exps/AP		-3,013	0	-309
Jan Rev/AR		7,770	177	
Jan Exps/AP		-36	0	-123
Feb Rev/AR		54	6,006	
Feb Exps/AP		-11,354	0	-413,555
Mar Rev/AR		1,209	3	
Mar Exps/AP		-2,386	0	-530
Apr Rev/AR		2,123	494	
Apr Exps/AP		-1,849	0	105,713
May Rev/AR		1,095	230	268,292
May Exps/AP		-3,369	0	-75,608
June Rev/AR		2,169	222	51,516
June Exps/AP		-2,759	-176	-1,113
YTD Rev/AR	470,382	31,317	52,562	386,502
YTD Exps/AP	505,639	37,979	14,497	453,163
Adjustments	0			
<b>YTD FUND BALANCE (AR &amp; AP)</b>	<b>225,880</b>	<b>63,641</b>	<b>154,595</b>	<b>7,644</b>

**Brenda Bennett:**  
Transfer from Gen Fund

**Brenda Bennett:**  
Annual Stewardship revenue=44,758.63

**Brenda Bennett:**  
Accts Rec-VDACS, Sprouse=31,104  
Land Use Rollback Tax=2,590.56

**Brenda Bennett:**  
\$5,947 -to offset 1/2 of expense of \$11,894 from November

**Brenda Bennett:**  
Includes refund of \$105,875 from Bob Mitchell's office for Opequon Cattle closing

**Brenda Bennett:**  
Accts Rec-ALE, \$211,750 and VDACS, \$56,542. For Opequon Cattle easement

**Brenda Bennett:**  
Accts Rec- VDACS for Rowland CE purchase 38,148.50  
Land Use Rollback Tax=13,367.17

**VDACS**

86,950.00	Expires 12/31/2018 (FY2017)
61,615.23	Expires 12/31/2019 (FY2018)
75,738.77	Expires 12/31/2020 (FY2019)
<b>224,304.00</b>	
-31,104.00	
-56,542.00	
-38,148.50	
-20,000.00	
<b>78,509.50</b>	AVAILABLE Estimated YTD BALANCE-VDACS

**Anticipated Easement Closings:**

- Randy Sprouse-CLOSED-Actual Exp/Rev above
- Opequon Cattle Company - CLOSED-Actual Exp/Rev above
- Katharine Rowland- CLOSED-Actual Exp/Rev above
- Sam & Elizabeth Conrad

**ESTIMATED YTD FUND BALANCE**      **225,880**      **63,641**      **154,595**      **7,644**

FY19 Expenditure Appropriations	Appropriated Balance		Remaining
	Appropriated	Actual Expenses	
General Expenses	45,000	44,871	129
Randy Sprouse	60,000	60,792	-792
Opequon Cattle Company	317,625	324,049	-6,424
Katharine Rowland	75,927	75,927	0
	<b>498,552</b>	<b>505,639</b>	<b>-7,087</b>

**Clarke County:**  
Includes expenses not specifically designated to an easement (including

School Operating Carryover Request  
 FY19 - FY20

Account Number	Re-allocation Amount from FY19 Fund Balance	Notes
30201110/Furniture	\$50,000	Furniture replacements and additions in each building. Focus on libraries in the division. CCHS, BES and CES all have needs.
30201140/Athletics	\$10,884	Equipment reconditioning costs (safety of student athletes)
30203700/Vehicles	\$25,000	Replacement passenger vehicle (van) for Transportation Department
30206250/Fields and Playgrounds	\$15,000	Partner with PTO at Boyce to replace the playground near the parking area. PTO is planning to raise an additional \$40,000
30206616/HVAC	\$360,000	Order of magnitude cost for the engineering services and equipment cost to replace the chiller at Cooley Elementary.
30206645/Security	\$20,000	Funds to purchase crisis management equipment (To Go Buckets), repair and replace cameras, electronic door hardware
	<b>\$480,884</b>	

Amounts will be adjusted based on final audit

WORK IN PROGRESS

FY19 CAPITAL CARRYFORWARD

ACCOUNT DESCRIPTION	ORIGINAL		REVISED	YTD	Proposed		Notes
	APPROP	TRANFRS/ADJ	BUDGET	EXPENDED	Adjstmnts	AVAILABLE BUDGET	
94110 HVAC System Replacement	0	131,216	131,216	11,936		119,280	
94120 Roofing	0	76,039	76,039	23,305		52,734	
94140 Landscaping	0	10,375	10,375	0		10,375	
94150 Asphalt, Sidewalk, Path	0	3,136	3,136	0		3,136	
94180 Courthouse Complex Repai	0	66,373	66,373	38,692		27,681	\$12,500 spent/encumbered in FY20 so far
94310 Sheriff's Equipment	10,000	0	10,000	10,000		0	
94320 Auto Replacement	30,000	6,475	36,475	36,229		246	
94331 Sheriff's Vehicles	135,000	1,685	136,685	133,200		3,485	
94409 Citizen's Convenience Ce	0	734,006	734,006	730,994		3,012	\$942.50 spent in FY20 so far
94502 Southeastern Coll. Trans	0	42,900	42,900	0		42,900	spending in FY20
94508 Josephine School Museum	0	18,785	18,785	17,933		852	will complete in FY20
94601 Technology Improvements	65,000	79,339	144,339	126,268	4,058	22,129	
94602 Systems Integration	0	13,440	13,440	9,382	-4,058	0	
94603 Mobile Radio System	0	414,045	414,045	102,492		311,554	
94702 Swimming Pool	0	53,378	53,378	0	1,822	55,200	
94703 Park Fencing	10,000	71,036	81,036	2,029		79,007	
94706 Park Sitework and Parkin	20,000	4,101	24,101	24,000	-101	0	
94707 Recreation Center Additi	0	1,220	1,220	0	-1,220	0	
94708 Park-Kohn Prpty Developm	15,000	0	15,000	0		15,000	
94709 New Park Shelter	0	57,964	57,964	37,241		20,723	
94710 Park Trash Cans	0	501	501	0	-501	0	
94802 Reassessment	312,000	-112,000	200,000	90,086		109,915	
94803 Tourism Signs	0	6,698	6,698	6,697			complete
<b>Expense Total</b>	<b>597,000</b>	<b>1,680,712</b>	<b>2,277,712</b>	<b>1,400,485</b>		<b>877,227</b>	
<b>Revenue</b>							
94508 Dept Historic Resources-Josephine Roof		-17,785.00	-17,785.00	-17,255		-530	will complete in FY20
94328 RSAF-EMS Intubation Equi		-13,595.00	-13,595.00	-12,716			this project is complete
Gov Capital donations				-885			donation for a bench (not appropriated)
Transfer from General Fund		-2,246,332.00	-2,246,332.00	-1,369,628		-876,697	
	0.00	-2,277,712.00	-2,277,712.00	-1,400,485	0	-877,227	
<b>Revenue Total</b>	<b>0</b>	<b>-2,277,712</b>	<b>-2,277,712</b>	<b>-1,400,485</b>	<b>0</b>	<b>-877,227</b>	
<b>Expense Total</b>	<b>597,000</b>	<b>1,680,712</b>	<b>2,277,712</b>	<b>1,400,485</b>	<b>0</b>	<b>877,227</b>	
<b>Grand Total</b>	<b>597,000</b>	<b>-597,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	

## ACCOUNT DESCRIPTION

## AVAILABLE BUDGET

## DESCRIPTION

## EXPENDITURE

61110 School Furniture Replace	10,373	Begin planning for furniture replacement and redesign of libraries at CCHS, BES and CES. An additional appropriation of \$50,000 is requested from the FY19 operating fund balance to address this need.
61130 Uniform Repl & Band Inst	11,137	Need to replace a sousaphone, french horn, and purchase a new drumline floor cover and equipment for flag corps.
65100 School Food Services	14,407	Carryover requested to fund repair and replacement of food service equipment as needed. Currently, need to replace a milk cooler at JWMS at approx \$3000. All repairs and replacements are the responsibility of the school division in the contract with Sodexo.
66233 School Signage	5,387	Carryover requested in the amount of \$2000 for signage with \$3387 being applied to roofing account.
66250 Fields and Playgrounds	2,707	Working with Boyce PTO to replace the playground equipment adjacent to the main parking area in the back of the building. Also requesting an appropriation of \$15,000 from FY19 operating fund balance to address this need.
66253 Asphalt/Sidewalk/Track/C	41,016	Currently planning to reconfigure the front entrance to Boyce Elem School. Planned to complete the work during Summer 2019, but engineered plans weren't completed in time to get the project finished prior to the start of the school year. Estimated cost of replacement \$18,000. Need also exists to resurface the tennis courts at JWMS with a quote of between \$50,000-\$145,000 depending on the degree to which courts are repaired.

66612 Painting	135,167	Carryover is requested to address painting at Cooley Elementary which will occur over Christmas break. Each summer staff schedules painting as needed in all schools, parking lot lines and curb painting is also completed when needed. \$20,441 will be used to offset expenses that occurred in FY20 which were not able to be completed prior to June 30, 2019.
66616 Heating, Ventilation & A	71,930	Continue to address HVAC needs in all schools. During FY19, HVAC work cost the division \$250,589. To date in FY20, HVAC repairs have cost the division \$15,960. The FY19 operating carryover request also contains a request for \$360,000 to replace the chiller at Cooley. Order of magnitude replacement of the chiller is \$350,000-\$400,000.
66625 Cooley Lower Campus Reno	31	Requested that this amount be added to roofing account
66627 Cooley Upper Campus Reno	8,717	Requested that this amount be added to the roofing account
66636 Roof Replacements	119,547	During the renovation of the Primary School, it was estimated that the roof had approximately 5 years before replacement would be required. Carryover is requested to begin planning for the replacement and to possibly do so prior to 2021-2022. It is requested that \$8730 be added from 66625 and 66627. Also request that \$3387 be moved from signage to roofing. Estimated roof cost for Primary Building is \$150,000.

66645 Security Improvements	23,506	Carryover is requested to offset the cost of a unified door access system. Although it was planned for installation prior to June 30, the final work was not completed until after July 1 thus categorizing it as a FY20 expense. An additional appropriation is requested from FY19 operating carryover of \$20,000 to defray cost and to purchase crisis management materials for each classroom.
68100 Technology Classroom Ins	177,887	Balance in this account is associated with the VDOE's VPSA Technology Bond initiative. Allowable expenses are well defined and must support the SOL testing program. Revenue is provided to school division on a reimbursement basis.
68200 Technology Inst Support	504,573	\$19,513 is requested to offset an expense which occurred in FY20. Based on our Comprehensive Tech refresh plan, the following expenses will be incurred in FY 20- (1) network refresh at JWMS and the Admin Office (\$250,000), replacement staff computers at CCHS and BES(\$30,000), replacement classroom display panels at across all schools (\$60,000), and the replacement of classroom telephones (\$12,000) which is a county initiative. The remainder of the funds will be used to offset expenses that were initially scheduled to be incurred during FY19, but due to scheduling of vendors did not occur until FY20.
<b>EXPENDITURE TOTAL</b>	1,126,387	
<b>REVENUE</b>		
68800 State Technology Bond	-149,000	
<b>LOCAL TAX FUNDING</b>	977,387	

CURRENT

General Fund Balance 11,556,252 Not an accurate number

Designations

Liquidity Designation @ 12% of FY 20 Budgeted Operating Revenue	(\$3,551,151)	
Stabilization Designation @ 3% of FY 20 Budgeted Operating Revenue	(887,788)	
Continuing Local GF Appropriations for Capital Projects	(1,854,084)	
Conservation Easements from Government Savings	(150,000)	\$142,000 increased to \$150K
School Operating Savings	(480,884)	
Comprehensive Services Act Shortfall	(300,000)	
Parks Master Plan	(130,000)	
Emergency Vehicles	(75,000)	
Government Savings (GenGov, JAS, DSS)	(500,000)	\$664,023 reduced to \$500K
Data and Communications Technology	(600,000)	
Leave Liability	(269,667)	
Community Facilities	(319,667)	
Economic Development	(150,000)	
FY 19/20 Original Budget Surplus (Deficit)	(590,712)	
TOTAL Designations	(9,858,953)	

Undesignated 1,697,299





**County of Clarke, Virginia**  
**Department of Fire, EMS and Emergency Management**  
**Director Brian Lichty**



**MEMORANDUM**

To: Tom Judge, JAS Director  
From: Brian Lichty, Director Fire, EMS and Emergency Management  
Cc:  
Date: October 16, 2019  
RE: Finance Committee Agenda Item

At the October meeting of the Fire – EMS Commission a recommendation was made to use funds from the volunteer purchased services line item for a volunteer EMS education request. Attached you will find the original request from the President of John H. Enders VFD and all associated information.

Although the request was for matching funds of \$2,000, the recommendation from the Commission is \$1,000. All information used in evaluating this request is attached to this memo.

I respectfully request this item be added to the November Finance Committee agenda for further action. Should you have any further questions or concerns please feel free to contact me.

Office: 540-955-5113

101 Chalmers Ct., Suite B  
Berryville, VA 22611

Fax: 540-955-5180

Zimbra

blichty@clarkecounty.gov

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**Additional Information for reimbursement request**

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**From :** Brian Lichty <blichty@clarkecounty.gov> Mon, Sep 23, 2019 11:17 AM  
**Subject :** Additional Information for reimbursement request  
**To :** Harold Rohde <rohdeeng@comcast.net>  
**Cc :** dougmlawrence <dougmlawrence@hotmail.com>

Mr. Rohde,

I received your letter in regards to the request for Mrs. Glidden's tuition. In anticipation of the Commissions questions can you provide the following information:

- How long has she been a member with your department?
- Is there any contract your department is having her sign as part of the future duty hours? If so can you provide the specifics of that contract; hour requirements, time frame for hours, etc.
- Besides your contribution has she received any other funding assistance

Thank you.

Brian Lichty, M.S. Public Safety, BBA  
Director Fire, EMS  
and Emergency Management  
101 Chalmers Ct. Ste. B  
Berryville, VA 22611  
(C) 540-277-7993  
(W) 540-955-5113  
(email) blichty@clarkecounty.gov



Core Values  
T- Teamwork  
I- Integrity  
P- Professional Excellence

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### Recruitment/Retention/Training Budget

Item	Cost
CPR Items EMP-Manikins, masks, etc.	\$1,091.88
CPR Books	\$216.00
Projector & speakers	\$470.95
Bags	\$98.23
AED & Pads	\$807.84
USB Cable	\$10.00

Total- \$2,694.90  
Original Allotment- \$5,000.00  
Balance- \$2,305.10



## JOHN H. ENDERS FIRE &amp; RESCUE (VA)

Total number of All shifts hours for JOHN H. ENDERS FIRE & RESCUE (VA): 100 hrs 15 mins

Last name	First name	Start date	Start time	End date	End time	On duty for	On duty at	Shift hours
Glidden	Meghan	01/02/2019	10:30	01/02/2019	16:00	Fire/EMS	Station	5.5
Glidden	Meghan	01/02/2019	16:00	01/02/2019	20:45	Available	Station	4.75
Glidden	Meghan	01/03/2019	16:30	01/03/2019	22:00	Fire/EMS	Station	5.5
Glidden	Meghan	02/28/2019	21:00	02/28/2019	22:00	BLS	Station	1
Glidden	Meghan	03/04/2019	09:15	03/04/2019	16:00	Fire/EMS	Station	6.75
Glidden	Meghan	03/07/2019	17:15	03/07/2019	22:00	Fire/EMS	Station	4.75
Glidden	Meghan	05/02/2019	18:15	05/02/2019	22:00	Fire/EMS	Station	3.75
Glidden	Meghan	05/16/2019	17:30	05/16/2019	21:45	Fire/EMS	Station	4.25
Glidden	Meghan	05/23/2019	17:00	05/23/2019	21:00	Fire/EMS	Station	4
Glidden	Meghan	05/30/2019	17:15	05/30/2019	21:00	Fire/EMS	Station	3.75
Glidden	Meghan	06/10/2019	09:45	06/10/2019	13:00	Fire/EMS	Station	3.25
Glidden	Meghan	06/10/2019	12:15	06/10/2019	13:30	Fire/EMS	Station	1.25
Glidden	Meghan	06/11/2019	08:30	06/11/2019	13:00	Fire/EMS	Station	4.5
Glidden	Meghan	06/13/2019	17:15	06/13/2019	21:30	Fire/EMS	Station	4.25
Glidden	Meghan	06/20/2019	17:45	06/20/2019	21:30	Fire/EMS	Station	3.75
Glidden	Meghan	07/02/2019	10:15	07/02/2019	13:00	Fire/EMS	Station	2.75
Glidden	Meghan	07/06/2019	14:00	07/06/2019	18:00	Fire/EMS	Station	4
Glidden	Meghan	07/11/2019	17:30	07/11/2019	21:30	Fire/EMS	Station	4
Glidden	Meghan	07/18/2019	17:15	07/18/2019	21:30	Fire/EMS	Station	4.25
Glidden	Meghan	07/20/2019	07:00	07/20/2019	19:00	Fire/EMS	Station	12
Glidden	Meghan	07/25/2019	17:00	07/25/2019	21:30	Fire/EMS	Station	4.5
Glidden	Meghan	08/01/2019	18:00	08/01/2019	21:30	Fire/EMS	Station	3.5
Glidden	Meghan	08/08/2019	17:15	08/08/2019	21:30	Fire/EMS	Station	4.25

1/1/2019 - 9/23/19

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https://iamresponding.com/v3/csnotes/SubscriberReportsScheduling.aspx?mid=537123374&od=-1&st=01/01/2019&end=09/23/2019&ls=false&oda=-1 1/1



**JOHN H. ENDERS FIRE CO., INC. & RESCUE SQUAD**

9 South Buckmarsh Street  
Berryville, Virginia 22611  
(540) 955-1110



September 19, 2019

Clarke County Fire and EMS Commission  
101 Chalmers Court, Suite B  
Berryville, Virginia 22611

Dear Sirs:

Meghan Glidden is an EMT-B at John H. Enders Fire Company, and has recently enrolled in a paramedic program through AEC in Elkton, VA. The total cost of this program is \$8,475, and the class runs from August 5, 2019 to May 2, 2020. As the busiest station in the county, we are looking forward to having a volunteer medic available to serve the needs of our community.

Our station has agreed to reimburse Ms. Glidden \$2000 towards her tuition in return for future duty hours served in our community. We are asking the county to match this, and provide \$2000 to Ms. Glidden to assist her in her efforts to further her EMS education. This investment in a member of the volunteer system will go a long way to help her and our station to continue to provide care to our community.

Thank you for your consideration of this matter. If you have any further questions, please feel free to contact us.

Sincerely,

Harold Rohde  
President

*"Stafford County & Associates in Emergency Care Consortium"*



***COURSE ANNOUNCEMENT:***

*Course: Paramedic Program*

*Location: MillerCoors Business Center*

*Address: 5135 Southeast Side Highway Elkton, VA 22827*

*Start Date: August 5<sup>th</sup>, 2019*

*End Date: May 2<sup>nd</sup>, 2020*





Non-refundable Deposit to reserve your seat: \$300

**Course Tuition & Important Information:**

- Must be certified as a Virginia State EMT Basic prior to the start of Class. Out of state applicants or those with national certification only need to gain temporary reciprocity from the VA Office of EMS
- Mondays & Wednesdays from 6p-10p and intermittent *Saturdays* from 9a-5p
- Course Tuition: \$7999 which includes:
  - iPad
  - Cadaver Lab
  - AEC Membership w/ Office 365
  - Fisdap
  - Fisdap's Paramedic Study Tools
  - 2 Student Polos

**Additional Course Cost:**

- AEC requires a mandatory national background check and 12-panel drug screen through [www.castlebranch.com](http://www.castlebranch.com). The current cost for this is \$82.00 and must be completed no earlier than 30 days before the class start date. AEC will provide the necessary instructions after the student has registered.
- National Registry Psychomotor Exam - \$269.00 (due dates and procedure will be explained during orientation)
- National Registry Computer Based Test - \$125.00 (paid directly to NREMT after passing class)

Associates in Emergency Care has partnered with Stafford County to form the "Stafford County and Associates in Emergency Care Consortium" to continue the achieved goal of national accreditation that began in 2003 and to successfully provide student services in all of our EMS programs. The "Stafford County and Associates in Emergency Care Consortium" is accredited by the Commission on Accreditation of Allied Health Education Programs (CAAHEP) upon the recommendation of the Committee on Accreditation of Educational Programs for Emergency Medical Services Professions (CoAEMSP).



**County of Clarke, Virginia**  
**Department of Fire, EMS and Emergency Management**  
**Director Brian Lichty**



**MEMORANDUM**

To: All Fire – EMS Commission Members  
 From: Brian Lichty, Director Fire, EMS and Emergency Management  
 Cc:  
 Date: October 4, 2019  
 RE: Additional Information for Training Funds Request

For additional information, the following was provided by Commissioner Doug Lawerance;

- This member has been with the department for 2 years
- Future duty Contract – After certification required to run 200 hours within two years
- Received Virginia OEMS (Office of Emergency Medical Services) grant for \$3455

In addition, I have spoken to our Jurisdictional Coordinator who recommends the amount of \$1000. His recommendation is based on two primary factors:

1. In the past these members have not stayed around Clarke County
2. Since this is a new funding line, he feels this amount would be a good evaluation

To further assist in the decision process here is a breakdown of the costs and awarded funding to date;

Tuition	\$7999
Background Check	\$82
Psychomotor Exam	\$269
Computer Based Exam	\$125
<b>Total All costs</b>	<b>\$8475</b>

OEMS Scholarship	\$3455
Enders	\$2000
<b>Total Awards</b>	<b>\$5455</b>

**Remaining Balance \$3020**

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Clarke Co. **Reconciliation of Appropriations** Year Ending June 30, 2020

30-Oct-19

Date	Total	General Fund	Soc Svcs Fund	CSA Fund	Sch Oper Fund	Food Serv Fund	GG Cap Fund	School Cap Fund	GG Debt Fund	School Debt Fund	Joint Fund	Conservation Easements	Unemploy. Fund
04/16/19 Appropriations Resolution: Total	43,374,482	11,324,524	1,672,332	303,818	23,833,352	811,452	1,120,537	676,750	251,700	2,519,632	805,385	45,000	10,000
<i>Adjustments:</i>													
7/16/2019 Sheriff's Body Armor		14,400											
7/16/2019 Sheriff's Crisis Intervention Team		5,000											
7/16/2019 Sheriff's School Resource Officer		67,407											
7/16/2019 Barns of Rose Hill Matching Grant		5,000											
7/16/2019 Conservation Easement: Conrad												40,000	
8/20/2019 Conservation Easement: Coleman												40,000	
9/17/2019 Sheriff Liability Claims		6,725											
10/15/2019 Broadband Grant							209,513						
10/15/2019 Medical Transport Insurance		500											
10/15/2019 SAFER Grant for 5 EMTs		67,259											
11/19/2019 FY 19 Government Capital Carryover								877,227					
11/19/2019 FY 19 School Capital Carryover								1,126,387					
12/17/2019 FY 19 School Operating Carryover								480,884					
<b>Revised Appropriation</b>	<b>46,314,784</b>	<b>11,490,815</b>	<b>1,672,332</b>	<b>303,818</b>	<b>23,833,352</b>	<b>811,452</b>	<b>1,330,050</b>	<b>3,161,248</b>	<b>251,700</b>	<b>2,519,632</b>	<b>805,385</b>	<b>125,000</b>	<b>10,000</b>
<b>Change to Appropriation</b>	<b>2,940,302</b>	<b>166,291</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>209,513</b>	<b>2,484,498</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>80,000</b>	<b>0</b>
<b>Original Revenue Estimate</b>	<b>16,543,314</b>	<b>3,352,470</b>	<b>1,070,369</b>	<b>156,675</b>	<b>10,478,424</b>	<b>811,452</b>	<b>275,452</b>	<b>154,000</b>	<b>0</b>	<b>212,472</b>	<b>2,000</b>	<b>30,000</b>	<b>0</b>
<i>Adjustments:</i>													
7/16/2019 Sheriff's Body Armor		4,000											
7/16/2019 Sheriff's Crisis Intervention Team		5,000											
7/16/2019 Sheriff's School Resource Officer		30,293											
7/16/2019 Conservation Easement: Conrad												20,000	
8/20/2019 Conservation Easement: Coleman												20,000	
9/17/2019 Sheriff Liability Claims		6,476											
10/15/2019 Broadband Grant							209,513						
10/15/2019 Medical Transport Insurance Donation		500											
10/15/2019 SAFER Grant for 5 EMTs		126,111											
11/19/2019 FY 19 Government Capital Carryover								530					
11/19/2019 FY 19 School Capital Carryover								149,000					
<b>Revised Revenue Estimate</b>	<b>17,114,737</b>	<b>3,524,850</b>	<b>1,070,369</b>	<b>156,675</b>	<b>10,478,424</b>	<b>811,452</b>	<b>484,965</b>	<b>303,530</b>	<b>0</b>	<b>212,472</b>	<b>2,000</b>	<b>70,000</b>	<b>0</b>
<b>Change to Revenue Estimate</b>	<b>571,423</b>	<b>172,380</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>209,513</b>	<b>149,530</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>40,000</b>	<b>0</b>
<b>Original Local Tax Funding</b>	<b>26,831,168</b>	<b>7,972,054</b>	<b>601,963</b>	<b>147,143</b>	<b>13,354,928</b>	<b>0</b>	<b>845,085</b>	<b>522,750</b>	<b>251,700</b>	<b>2,307,160</b>	<b>803,385</b>	<b>15,000</b>	<b>10,000</b>
<b>Revised Local Tax Funding</b>	<b>29,200,047</b>	<b>7,965,965</b>	<b>601,963</b>	<b>147,143</b>	<b>13,354,928</b>	<b>0</b>	<b>845,085</b>	<b>2,857,718</b>	<b>251,700</b>	<b>2,307,160</b>	<b>803,385</b>	<b>55,000</b>	<b>10,000</b>
<b>Change to Local Tax Funding</b>	<b>2,368,879</b>	<b>-6,089</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,334,968</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>40,000</b>	<b>0</b>

*Italics = Proposed actions*