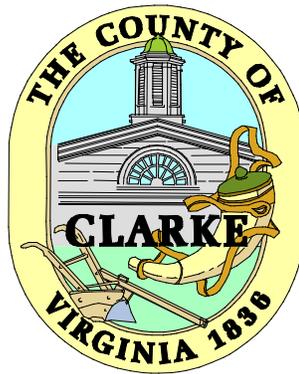


Clarke County Board of Supervisors



Regular Meeting Packet January 21, 2020



Clarke County Board of Supervisors Regular Meeting Agenda

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

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– December 17, 2019, Regular Meeting		
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– Letter of Support for the Clarke County Historic Preservation Commission Grant Proposal for American Battlefield Protection Program Planning		81
– Fire & EMS Commission John H. Enders Recommendation: Appoint Keith Veler to the Fire & EMS Commission, as the John H. Enders VFRC Rep, assumes the position previously held by Doug Lawrence, to serve a one-year term expiring August 31, 2020.		82
– Resolution of Recognition and Appreciation of David L. Ash 2020-02R.		84
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A. Organizational Items: Action Information Only		
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– Elect Vice Chair. Action: Information Only – Beverly McKay 2020 Vice Chair		87
– Set Meeting Date, Time, and Location. Action: Information only – schedule adopted as amended.		93
– Adopt Rules of Procedure. Action: Information only – adopted as amended.		94
– 2019 Chair Appointments Review. Action: Final review and approval of 2020 Chair Appointments.		121
– Annual Distribution: Title 2.2. Administration of Government Chapter 37. Virginia Freedom of Information Act and Title 42.1. Libraries Chapter 7. Virginia Public Records Act. Action: Information only.		124
B. Work Session Items: Action: Information Only		
a. Second Amendment Resolution. Action: Information only – adopted as presented.		187
b. FY2021 Budget Calendar. Action: Information only – adopted as presented.		190

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

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Clarke County Board of Supervisors Regular Meeting Agenda

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

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B.	FY2020 Supplemental Appropriations.	205
a.	<i>Morgan's Mill Appalachian Trail Access. "Be it resolved that FY 20 budgeted expenditures and appropriations in the General Government Capital Projects Fund be increased \$15,000, that revenue from the PATC be recognized in the amount of \$3,000, that revenue from the ATC be recognized in the amount of \$4,000, and that the designation for Community Facilities be reduced in the amount of \$8,000, all for the purpose of constructing vehicle access to the Appalachian Trail at Morgan's Mill."</i>	205
C.	Bills and Claims. Action: The Finance Committee recommends approval of the December 2019 Invoice History Report.	220
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14.	Board Member Committee Status Reports	235
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16.	Adjournment	237
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-	Commissioner of the Revenue	252
-	Fire & EMS December Closing Balance Summary & December 12, 2019, Minutes	259
-	Zoning and Subdivision Ordinance Update Project Progress Report (January 2020)	270
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Note: The order in which Agenda items are considered may be changed to assure that public hearings are started as close as possible to the scheduled time

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1/15/2020 10:24 AM

Clarke County Board of Supervisors

Call to Order

Clarke County Board of Supervisors

Adoption of Agenda

Clarke County Board of Supervisors

Citizen Comment Period

Clarke County Board of Supervisors

VDOT

Greg Brennen, Grant Brennen, Clay Brumback, Tom Caldwell, Sharon Caldwell, Bryant Condrey, Jay Corbalis, Jason Crahn, Adam Crider, Keith Crider, Britt de Cormier, Lauren Farrell, Brian Ferrell, Steve Fertig, Benjamin Findley, Mike Flagg, Alan Frederickson, Jay Garver, James Gennaro, Amanda Gray, Charlie Gray, Dawn Gray, Doug Hackworth, Sara Hartsell, Randy Hash, Joaquin Heard, Mike Herbaugh, Matt Hoff, Catherine Hott, Tim Johnson, Todd Johnson, Dan Jones, Anne Judge, Doug Kruhm, Scott Kreider, Doug Lawrence, Jesse Lepinsky, Barry Lewis, Darlene Lacey, Peter Lacey, Mark Louthan, Gwen Malone, Patrick Marsden, Mary Martin, Samuel Matrich, Pete Maynard, Joshua Miller, John Myer, David Nalls, Tim Olinger, ty Ortiz, Tony Parrot, Keith Patterson, Paul Pennington, Michael Perough, Denny Pierce, Glenn Poe, Billy Poston, Dennis Poston, Chris Quasebarth, Neil Raper, Shawn Reynolds, Carolyn Roberts, Craig Rucker, Jesse Russell, John Rutherford, Mary Rutherford, Phil Schenk, Ruth Shatkowski, Tommy Shepherd, Monica Sing-Smith, Scott Smith, Scottie Smith, Joanne Spano, Andrew Surface, Rob Swain, Amanda Tavenner, Kenny Tavenner, Nick Thiel, Bill Waite, Brenda Waugh, Barry Wells, Faith White, Pat Wiley, Paul Williams, Tim Williamson, Michael Wilson, Jim Wink, Michelle Worthington, Jeremy Wright, and other citizens.

1) Call to Order

Chairman Weiss called the afternoon session to order at 1:05 pm.

2) Adoption of Agenda

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

Barbara J. Byrd	-	Aye
Terri T. Catlett	-	Aye
Mary L.C. Daniel	-	Aye
Beverly B. McKay	-	Aye
David S. Weiss	-	Aye

3) Closed Session

At 1:06 pm, **Supervisor Daniel moved to enter closed session pursuant to §2.2-3711-A8 Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel. The motion carried by the following vote:**

Barbara J. Byrd - Aye
Terri T. Catlett - Aye
Mary L.C. Daniel - Aye
Beverly B. McKay - Aye
David S. Weiss - Aye

County Attorney, Robert Mitchell, and Doug Lawrence joined the Board in Closed Session.

At 1:28 pm, **the members of the Board of Supervisors being assembled within the designated meeting place, with open doors and in the presence of members of the public and/or the media desiring to attend, Supervisor Daniel moved to reconvene in open session. The motion carried as follows:**

Barbara J. Byrd - Aye
Terri T. Catlett - Aye
Mary L.C. Daniel - Aye
Beverly B. McKay - Aye
David S. Weiss - Aye

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

CERTIFICATION OF CLOSED SESSION

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

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

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

Barbara J. Byrd - Aye
Terri T. Catlett - Aye
Mary L.C. Daniel - Aye
Beverly B. McKay - Aye
David S. Weiss - Aye

No action was taken following Closed Session.

4) Law Enforcement Accreditation Presentation

Keith Hartman, Chief of Police for the Buena Vista Police Department presented the following to Sheriff Anthony “Tony” Roper, Travis Sumption, and Janine Rose.

I am Keith Hartman from the Buena Vista Police Department and I bring you greetings and congratulations from the Executive Board of the Virginia Law Enforcement Professional Standards Commission.

We are here to recognize the Clarke County Sheriff’s Office for their commitment to law enforcement excellence, as evidenced by their successful completion of the recertification process of the Virginia Law Enforcement Accreditation Program.

All accreditation programs are designed to measure and confirm the compliance of the participating organization with the professional standards in the profession that they serve. It is one of the only means by which citizens and government leaders can be assured that an agency is maintaining ethical standards and benchmarks of performance to which the community has a right to expect.

Your community’s law enforcement agency had previously made the commitment to pursue the goal of attaining state accreditation. This process involves bringing the administrative, operational, training, and personnel policies and practices of the department into compliance with the 190 professional standards of the Commission. The awarding of accreditation to a law enforcement agency is infinitely more than a paper exercise. An agency must first develop the policies and procedures that comply with the Commissions standards, but what is more important, it must put those policy statements into practice and prove over a period of years that the agency is in compliance with those standards. It is not just saying that you will meet the standards, but actually doing what you have said that you would do. That is the commitment of this process and the essence of a professionally accredited agency. The Clarke County Sheriff’s Office has maintained that commitment as we are here tonight

Board of Supervisors Meeting Minutes For December 17, 2019 – Regular Meeting

to officially recognize them for successfully completing the re-accreditation process.

The attainment of accreditation by a law enforcement agency has many advantages. It instills confidence in the public that the law enforcement agency it serves complies with established professional benchmarks. Secondly, the process assures public officials that the law enforcement agency they oversee is in compliance with established state of the art policies and procedures. The established protocols of an accredited department reduce the potential for liability issues resulting from the daily services it provides to its citizens. Fourth, compliance with established standards of professional operations reduces the probability that a lawsuit alleging a transgression by department personnel will be successful. Fifth, an agency recognized for, and discharging its duties as an accredited organization, instills pride among its members. Furthermore, while not ensuring that a community will be crime free, it requires that an agency conduct its investigative efforts in such a manner as to bring about as successful a resolution to an incident as possible given those circumstances. The existence of an accredited department in a community is a positive factor when a municipality markets itself for economic development. Eighth, the commission's standards assist agencies in effective and efficient policy development. Ninth, the process provides the framework for the professional self-inspection of agency policies and operations. Finally, an accredited agency is not only doing the right things within the community it serves but is also doing those things right.

The pursuit of accredited status by a law enforcement agency is a voluntary process. It is a commitment on the part the agency's chief executive, and the members of the department, that they will serve their community beyond the minimal requirements established by state law. Equally important, the process involves the assessment and evaluation of the agency by trained law enforcement professionals from outside of the organization. A department is critically judged by its peers, who not only know what is required to comply with the standards, but who also bring to the table, the knowledge and expertise to critically evaluate an organization's policies and practices. The result is a comprehensive and fair assessment of an agency and a final recommendation as to whether it should be approved to receive accreditation from the Commission.

Sheriff Roper and the members of the Clarke County Sheriff's Office have again successfully met those standards. We congratulate them on their accomplishment and are proud to present them with their certificate of accreditation from the Virginia Law Enforcement Professional Standards Commission.

Sheriff Tony Roper thanked the Board of Supervisors and the community for their support, adding that his staff did all of the hard work.

Supervisor Byrd asked how many years has this award been in his office, Tony stated that it has been ten years.

Supervisor Catlett asked what percentage of Law Enforcement Agencies receives this recognition; Chief Hartman answered that about 100 agencies out of 230 throughout the state.

Chairman Weiss opined that the Board is very proud of all of the hard work that you do, please pass along our good wishes to the rest of staff, and keep up the hard work.

Sheriff Tony Roper took a moment to present Supervisor Byrd with a gift from the Clarke County Sheriff's Office, in token of appreciation. Opining that Supervisor Byrd is a great example of constituent service, appreciate everything about you, and you will be missed terribly.

5) VDOT

Chairman Weiss clarified that VDOT representative Ed Carter comes to the Regular meeting every month to update the Board on all of the activities and projects.

Ed Carter, Residency Administrator, joined the supervisors to provide the monthly update.

Mr. Carter congratulated the Clarke County Sheriff's Office on their achievement.

Maintenance:

- Completed our fence-to-fence mowing on primary routes.
- Completed shoulder repairs on Rt. 50 and started shoulder repairs on Rt. 7 and will continue this month and start same on Rt. 340, as weather allows.
- Completed brush trimming on routes 664 and 613 and will continue on other various routes this month.
- Performed grading operations on various non-hard surfaced routes and will continue this month as weather permits.
- VDOT have mobilized for three weather events to date.

- Conducted pothole patching on various routes and will continue as they are found this month.

Board Issues:

- Appalachian Trail Head Rt. 605 - No change
- Rt. 9 Hillsboro Project - Meeting in January to review contractor schedule with Law Enforcement.
- Speed Study Rt. 612 - Completed, speed limit is being lowered to 45 MPH.
- Speed Study Rt. 609 – Underway
- Rt. 9 commission did sign off on all code changes effective today, December 17, 2019
- Estimates on Rt. 7 Safety Audit
 - o Will proceed with the lower budget items.
 - o Summary: additional signage \$2,200, 6inch headlines and skiffs \$20,000, pavement markings \$7,000, optical speed bars at Rt. 612 \$2,200.
 - o With state forces that total is about \$30,000.
 - o If contract is needed the total would be \$87,000.
- Dynamic warning flashers at Rt. 601 are currently being designed, anticipate having that in within the first quarter, weather permitting. Cost is \$100,000.
- Item budgeted under safety funds: widening, pave shoulders, installing rumble strips, updating guardrails from Rt. 7 business to Rt. 709. Timeframe is 2023 and estimate is \$2.2 million.
- For the same thing from Rt. 709 to Rt. 601, timeframe 2025 and estimate \$1.2 million.

Chairman Weiss opined that the Rt. 7 Safety Audit was productive and these changes will make things better.

Ed Carter stated that it has been a privilege to work with Supervisor Byrd.

Supervisor Byrd:

- Speed Recording Device: pleased that this is being worked on and moving forward.

- Crums Church Rd: concerned constituent asked why there is no 35 mph limit for the short section on Crums Church that has many houses. Hopeful that Supervisor Lawrence, Sheriff Roper, and Ed Carter review this in the near future.
 - Ed Carter stated that they would look at Crums Church Rd and see if it meets the criteria to be considered residential.

Chairman Weiss:

- Castleman Rd. / Shepherd’s Mill: several potholes.
 - Mr. Tapscott stated that it has already been graded.

Ed Carter introduced Matt Smith as his new assistant.

6) Citizens Comment Period

Chairman Weiss stated for the record that the Second Amendment Sanctuary Resolution is not on the agenda so the Board will not be taking any votes today, this includes both the afternoon and evening sessions.

In general, during the Citizen Comment Period, the Board does not interact with the speakers, simply here to listen. Then in the future, the Board may or may not take action on items that people discussed.

As a reminder, please come forward state your name and address, direct your comments to the Board and not to the audience, everyone will be given three minutes to speak.

County Administrator, Chris Boies stated that 16 speakers signed up to address the Board.

Shawn Reynolds, Boyce: addressed the Board concerning the Second Amendment Resolution. He put forth the following points:

- Request that the Board pass a resolution making Clarke County a Second Amendment Sanctuary.
- Livelihood is threatened by Richmond; by passing, these laws will make many people felons.
- Worked 20 years in public system and school system in a neighboring county, obviously these are two things that you cannot do as a felon.
- How is any citizen or local elected leader okay with these laws?

- Presented a sample resolution to the Board, stating that it was drafted from the resolution that Frederick County just passed.
- Request that the Board hold a special meeting the evening of January 1, 2020, to vote on a resolution.
- Counties are hesitant to pass a resolution due to the threats that are coming out of Richmond, for example withhold state funds and removal of law enforcement officers who refuse to enforce these new laws.
- When it comes to Richmond and their threats, we have your back; we are here to ask elected leadership to have our backs by passing a Second Amendment Sanctuary Resolution.

Robina Rich Bouffault, Boyce: addressed the Board concerning Schools FY19 Carryover. She put forth the following points:

- Today's agenda indicates that the Finance Committee is recommending the Schools Capital Carryover \$1,126,387 (packet page 139).
- Tom Judge included a new spreadsheet (packet page 125), not yet reviewed by the Finance Committee or seen by the full Board, it shows the breakdown of the 1.1 million the Schools want to carryover.
- Concerns with the spreadsheet:
 - The amount indicated as the original appropriation is shown as 850,618 dollars, when the FY19 Schools adopted Capital Budget approved on April 3, 2018 was only \$732,000.
 - On the bottom of packet page 125, seven items concerning technology and VPSA items for both classroom instruction and administration.
 - VPSA Technology Grant of \$154,000 is an annual grant, which according to the VPSA memo, May 24, 2019, is in order to, "improve the instructional, remedial, and testing capabilities of the SOL and local school systems."
 - The original appropriation to these seven major items was \$469,000, over the last 18 months, only about half of that, \$238,000 has actually been spent.
 - These ongoing annual grants with the ongoing SOL support expenditures should be under the schools operational budget, not listed under capital projects, being endlessly carried over year after year.
 - Painting item for \$135,167 listed as unspent and needed for 2021.

- This item was already a carryover from the prior year, with nothing else spent since then, even though the Superintendent in his narrative stated, “each summer staff schedules painting as needed in all schools.”
- Provided the Board with a document concerning the renovations of the Primary School, the superintendent in his narrative on packet page 127, at the bottom list under roof replacement \$119,547 for 2021 roof replacement at the Primary School, even though the renovation was completed in 2017.
- On December 2, sent two Code of Virginia Statutes that clearly state that all unexpended local school funds in any year are to return to the governing body for use in the next year’s budget. In addition, any current year budget amendments above 1% of the total budget require a public hearing; this carryover has not had that.

Barry Lewis, Boyce: addressed the Board concerning the Second Amendment Resolution. He put forth the following points:

- Focused specifically on SB16, SB64, and HB67, all target law-abiding citizens as well as law enforcement.
- Quoted Justice Scalia, who wrote the majority opinion of the Heller V. D.C Case.
- Concerned for Law Enforcement.
- Requested:
 - First, adoption of Second Amendment Sanctuary Resolution
 - Second, the Sheriff to “deputize” citizens “in the preservation of the peace”
 - Third, for the Board of Supervisors to restrict the Sheriff’s funding and use it in other areas for the Sheriff’s Office rather than enforcing these laws.
- These laws could make me be a Class 6 felon.
- The problem is the lack of knowledge of the legislators regarding firearms.
- Quoted George Washington, “A free people ought not only be armed and disciplined, but they should have sufficient arms and ammunition to maintain a status of independence from any who might attempt to abuse them, which would include their own government”.

Neil Raper, Boyce: addressed the Board concerning Second Amendment Resolution. He put forth the following points:

- Lived in Boyce since 1997
- Voiced support for any Clarke County Board of Supervisors Resolution that confirms that this County supports the Constitution of the United States, in particular the Second Amendment.
- Encourage that as a County we look into participating with other counties so that we can all move forward as one unit.
- Events happening around Richmond are disconcerting.
- Know fear but this is making me afraid because this will make me a felon at seventy years old and having my entire career in United States Government.
- Afraid for Law Enforcement.
- Another fear is the rederick on the idea to send out the National Guard.
- Sworn official for many years and I still believe in that Oath of Office.

David Jones, Paris: addressed the Board concerning Second Amendment Resolution. He put forth the following points:

- Served in the Army for 24 years with two years in combat, retired Army, and retired Department of Homeland security.
- Support a Resolution for the Second Amendment.
- Believe that the Second Amendment is second for a reason; it is to protect all of the other rights in the Bill of Rights.
- Do not know what the answer is but strongly believe that making law-abiding citizens criminals overnight is not the right thing.
- Any message that we can send now, to tell them that we are not for what they are suggesting is a good message.
- Mostly symbolic because if the laws pass than the laws pass but also know that this is just not right.

Richard Blick, Berryville: addressed the Board concerning the Second Amendment resolution. He put forth the following points:

- Resident of the Town of Berryville for 22 years.
- As a law abiding citizen and a lawful concealed weapons permit holder, my personal property and Constitutional rights will soon be infringed upon.

- Living on Main Street, being only 10 feet from the sidewalk protecting my family and property is paramount.
- This is my decision and not the States business.
- Youth hunting, target practicing, the right to gather while carrying, and more are under attack.
- A gun is not a weapon unless it is used as such just like a car, plane, knife, hammer, rope, bat, and more.
- Murder and terrorism are already illegal.
- Stand here as a victim of Emergency Protective Order system and process.
- State of Virginia already has a Red Flag law albeit dangerously flawed.
- To date 97 other localities in Virginia are standing up for the citizens.
- Urge the Board to immediately adopt a resolution sending a message to Richmond, that asserts that are natural born rights which are protected by the Second Amendment of the Constitution not be infringed on.
- We all heard you take your oath of office to protect the Constitution of the United States and Virginia.
- We need you to back us so that we can back you.

Brenda Waugh, Berryville: addressed the Board concerning agenda topics. She put forth the following points:

- Concerned that the Board might take up something that was not on the agenda, appreciate that the Board has restricted their actions to those their authorized to take to follow proper noticed.
- If the Board does decide to take up a resolution, request that the Board first determine if the subject should be considered. If so, that it is placed on the agenda pursuant to Code of Clarke County, Virginia Section 39-3, and a full copy of the proposed resolution be provided prior to public hearing on the enactment.
- Also, encourage that the Board work with legal counsel and with the public to fully study all issues to inform them in drafting a resolution.
- Board needs to examine the objectives and goals of any resolution and determine whether a proposal meets those goals.
- Board must consider the potential for unintended consequences.
- Board must may want to consider the following questions:
 - What are the implications of the resolution?
 - What are any potential costs associated with the resolution?

- How does the resolution impact existing code and ordinance provisions in Clarke County?
- How would a resolution be impacted by existing Constitutional provisions such as the preemption clause, U.S. Constitution, Article IV, or the Dillion Rule?
- How does this resolution promote the overriding mission of our county?
- Is there a way, consistent with federal and state law, to recognize the importance of the Second Amendment, alongside other Constitutional Articles and Amendments, and thereby avoid these potential unintended and adverse consequences?
- This is a big decision, given the procedural restrictions and the necessity to make sure that a decision does not create unintended consequences, we need to take our time.
- Need to make sure that what is presented is effective, cost-efficient, and furthers the values that our community in Clarke County shares.

Chris Quasebarth, Berryville: addressed the Board concerning agenda topics. He put forth the following points:

- Curious on why we are here for a Second Amendment resolution, since there is no language to discuss on this proposed resolution and there is no legislation that has been passed that it would effect.
- Proponents of this resolution use the word sanctuary. Sanctuary is a term that usually means place, historically a church, where people go to be safe.
- Curious on why the term sanctuary would be used for a place to hide deadly weapons.
- Board needs to consider what the effects of this resolution would be.
- Board also needs to study the relationships of Clarke County and the Commonwealth of Virginia.
- This relationship is entirely different compared the relationship between Federal and the States because Clarke County is not a separate sovereign from Virginia.
- With the Dillion Rule, Clarke County can only pass laws, ordinances, perhaps resolutions that they are enabled to pass by the Commonwealth.

Wayne Armbrust, Boyce: addressed the Board concerning protection of Second Amendment rights. He put forth the following points:

- Asking the Board to be careful where we go, you are our last line of defense, in defending our rights, and making a statement on behalf of defending our right with or without power.
- We are all sworn to uphold the Constitution of the United States above all.
- Vietnam Veteran, sworn police officer, and sworn for duties within the County of Clarke.
- All of those gave me the opportunity to pledge in support of the Constitution.

Shane Boswell, Berryville: addressed the Board concerning the Second Amendment resolution. He put forth the following points:

- Article I Section 4: “That no free government, nor the blessings of liberty, can be preserved to any people, but by a firm adherence to justice, moderation, temperance, frugality, and virtue; by frequent recurrence to fundamental principles; and by the recognition by all citizens that they have duties as well as rights, and that such rights cannot be enjoyed save in a society where law is respected and due process is observed”.
- There has not been a process yet, there are provisional bills that have not been reviewed.
- Do not believe that asking the Board to violate the Oath for something that we do not know what it will be yet is the right thing to be asking.
- No matter what not everyone will be happy; but, we are trusting you to do the right thing however your heart leads you.

Scott Kreider, Bluemont: addressed the Board concerning the Second Amendment resolution. He put forth the following points:

- Obvious that our state government has determined to restrict or remove our Second Amendment rights under the guides of safety measures.
- Quoted Benjamin Franklin, “Those who give up essential liberty, to purchase a little temporary safety, deserve neither liberty nor safety.”
- When the state government proposes to take away Constitutional rights from law abiding citizens, and make them criminals for owning something that they purchased legally, then it falls to local government to stand up for its residents rights.

Tim Williamson, Berryville: addressed the Board concerning the Second Amendment resolution. He put forth the following points:

- Current situation: “guns save lives” and “all guns are bad”.
- The truth lies in the middle and that is what I would like to argue.
- As a military officer, sworn to protect and defend the Constitution.
- Second Amendment is one sentence long, second and third words are “well regulated”.
- Believe that what is being proposed in Richmond there will be some good and there will be somethings that have to be objected too.
- NRA has told for many years “Guns don’t kill people, people kill people”.
- Believe that getting background checks before being able to get a firearm is appropriate, but in Virginia, there is a loophole.
- Do not believe that citizens need to have military weapons that are used for warfare.
- Also, believe that this is also not the right time to take away those weapons, but believe that it is the right time to talk about how we could have a safe society.
- Saddening that in 2017, 39,773 people were killed by guns, 23,854 were suicide, and most of those suicides were white males 18,759.
- The 408 deaths in this country this year in mass shootings many children and people in public places who did not know it was coming, that is wrong and we do need to look at that.
- Encourage the Board to not get too far out one way or the other.

Doug Kruhm, Berryville: addressed the Board concerning the Second Amendment resolution. He put forth the following points:

- Told his one life experience overlooking the Sea of Galilee, heard three vehicles approaching ended up being school buses. First person off was an adult with a gun then seven children got off the bus, then another adult and seven more children, etc.
- Learned that this is how they travel with their children in this country.
- Those guns were fully automatic firearms with high capacity magazines, and the adults were parents not soldiers.
- He was glad that our country was not at this point, at that time.
- Now we are at that point in our country we hate each other, the election cycle that is coming will prove this.
- Thirty years in law enforcement and 20 years after that as a chair for a Board of a memorial for law enforcement officers.

- Opposed to this Second Amendment proposal, we do not get to choose the laws that we want to obey.
- We have sanctuary cities in Virginia, for larger cities that harbor people who are in our country illegally.
- We have to stop this stupidity of only seeing one way here and another there.
- We cannot pick the laws that we want to follow, we have to follow all of them.

Mark Louthan, Berryville addressed the Board concerning the Second Amendment resolution. He put forth the following points:

- We are about to have some very tough times.
- We have a governor that wants to take all of our guns, firing law enforcement that does not follow, and then use National Guard against us.
- People will not put up with this, this is treason.

Samuel Matrich, Berryville: addressed the Board concerning the Second Amendment resolution. He put forth the following points:

- Across Virginia, there are counties, cities, and towns considering themselves Second Amendment sanctuaries.
- This movement sends the message to Richmond that the right to keep and bear arms will be defended by local government.
- Twenty-two bills have been proposed to enact gun control legislation.
- These bills are not the solution to gun violence.
- Never known a car alone to kill someone but have known of a texting driver to experience a deadly crash.
- Most acts of violence occur in gun free zones like churches, schools, and military bases just think how many could have been stopped if someone else had a gun.
- If people are restricted in their choice of weapon then criminals gain the advantage.
- Our founding fathers knew this and codified the right to keep and bear arms.
- The Board of Supervisors and the Sheriff are sworn in to support the Constitution and have the duty and right to use the capacity of your office to protect the citizens that you represent from an overreach of power from the state of federal government.

- You should not obey the unconstitutional laws or court decisions; this means that Sheriff Roper should refuse to enforce certain law that violates the Constitution.
- Encourage the Board to pass some form of the Second Amendment resolution and support the Sheriff in defending the Constitution.

Faith White, Front Royal: addressed the Board concerning the Second Amendment resolution. She put forth the following points:

- As a stay at home mom who lives on the mountain, I do have a concealed carry permit.
- Conceal carry is my Constitutional right and it is my God given right to protect my family, and I will not give that up.
- Have been around guns all my life and want to be able to teach my children about guns and target practice, but with the proposed laws that could also make me a felon.
- Feel safe when carrying my weapon; living on the mountain, I never know when I will encounter a bear or a coyote.
- Encourage the Board to vote to become a Second Amendment sanctuary county.

Chairman Weiss thanked everyone for coming and sharing their thoughts. Stated that if the Board moves forward we will have consultation with our legal counsel and have staff work on this issue, and it will be advertised in the appropriate fashion.

At 2:50 pm, Chair Weiss called for a break to allow the crowd to exit the meeting room.

At 2:58 pm, Chair Weiss reconvened the meeting.

- 7) Set 2020 Board of Supervisors' Organizational Meeting Date, Time, and Location.
Staff recommendation: 10 am, Monday, January 13, 2020, Meeting Room AB

Chair Weiss suggested changing to January 6, 2020 at 10am.

By consensus, the Board set the 2020 Organizational Meeting for Monday, January 6, 2020, at 10 am, in Meeting Room AB, Berryville Clarke County Government Center.

8) Approval of Minutes

Supervisor Catlett made the following amendments:

Book 23 Page 968 Committee Status Reports by Supervisor Byrd – Town of Berryville
Will be changing street signs. Strike names replace with signs.

Book 23 Page 969 Committee Status Reports by Supervisor Catlett – School Board
Dorothy Davis, Josephine School Museum, thanked the Schools for working with
the museum. Strike her replace with the museum.

Book 23 Page 971 Committee Status Reports by Vice Chair McKay – VACo
Attended Solar Panel Presentation. Strike Alison Teetor.

**Supervisor Byrd moved to accept the minutes for October 29, 2019, and November
19, 2019, as amended. The motion carried by the following vote:**

Barbara J. Byrd	-	Aye
Terri T. Catlett	-	Aye
Mary L.C. Daniel	-	Aye
Beverly B. McKay	-	Aye
David S. Weiss	-	Aye

9) Consent Agenda

FY2020 Agreement Between The Virginia Department of Health And The Clarke
County Board of Supervisors For Funding And Services Of The Clarke County Health
Department

**Supervisor McKay moved to adopt the items on the Consent Agenda. The motion
carried by the following vote:**

Barbara J. Byrd	-	Aye
Terri T. Catlett	-	Aye
Mary L.C. Daniel	-	Aye
Beverly B. McKay	-	Aye
David S. Weiss	-	Aye

**AGREEMENT BETWEEN THE VIRGINIA DEPARTMENT OF HEALTH AND
THE CLARKE COUNTY BOARD OF SUPERVISORS FOR FUNDING AND
SERVICES OF THE CLARKE COUNTY HEALTH DEPARTMENT**

This agreement ("Agreement") for the services to be provided by the Clarke County Health Department and the funding therefore is by and between the Virginia Department of Health ("VDH") and the Clarke County Board of Supervisors (collectively "the Parties").

The Agreement is created in satisfaction of the requirements of § 32.1-31 of the Code of Virginia (1950), as amended, in order to operate the Clarke County Health Department under the terms of this Agreement.

NOW, THEREFORE, in consideration of the covenants and agreements in this Agreement, the sufficiency of which is acknowledged, the Parties agree as follows:

§ 1. VDH, over the course of one fiscal year, will pay an amount not to exceed \$278,382.00, from the state general fund to support the cooperative budget in accordance with, and dependent upon, appropriations by the General Assembly, and in like time frame, the Board of Supervisors of Clarke County will provide by appropriation and in equal quarterly payments a sum of \$182,623 local matching funds and \$10,000.00 one-hundred percent local funds for a total of \$192,623.00 local funds for this fiscal year.

In addition, the Board of Supervisors has approved the Clarke County Health Department to carry forward \$0.00 in local matching funds for a total of \$0.00 matching funds and an additional \$0.00 in one-hundred percent local funds from the prior fiscal year closing locality balance.

These joint funds will be distributed in timely installments, as services are rendered in the operation of the Clarke County Health Department, which shall perform public health services in Clarke County as indicated in Attachment A(1.), and will perform services required by local ordinances as indicated in Attachment A(2.). Payments from the local government are due on the third Monday of each fiscal quarter.

§ 2. The term of the agreement begins July 1, 2019. This Agreement will be automatically extended on a state fiscal year to year renewal basis under the existing terms and conditions of the Agreement unless timely written notice of termination is provided by either party. Such written notice shall be given at least 60 days prior to the beginning of the fiscal year in which the termination is to be effective.

§ 3. The Commonwealth of Virginia ("Commonwealth") and VDH shall be responsible for providing liability insurance coverage and will provide legal defense for state employees of the local health department for acts or occurrences arising from performance of activities conducted pursuant to state statutes and regulations.

- A. The responsibility of the Commonwealth and VDH to provide liability insurance coverage shall be limited to and governed by the Commonwealth of Virginia Public Liability Risk Management Plan, established under § 2.2-1837 of the Code of Virginia (1950), as amended. Such insurance coverage shall extend to the services specified in Attachments A(1.) and A(2.), unless the locality has opted to provide coverage for the employee under the Public Officials Liability Self-Insurance Plan, established under § 2.2-1839 of the Code of Virginia (1950), as amended, or under a policy procured by the locality.
- B. The Commonwealth and VDH will be responsible for providing legal defense for those acts or occurrences arising from the performance of those services listed in Attachment A(1.), conducted in the performance of this contract, as provided for under the Code of Virginia and as provided for under the terms and conditions of the Commonwealth of Virginia Public Liability Risk Management Plan.

LGA-Revised July 2018

- C. Services listed in Attachment A(2.), any services performed pursuant to a local ordinance, and any services authorized solely by Title 15.2 of the Code of Virginia (1950), as amended, when performed by a state employee, are herewith expressly exempted from any requirements of legal defense or representation by the Attorney General or the Commonwealth. For purposes of assuring the eligibility of a state employee performing such services for liability coverage under the Commonwealth of Virginia Public Liability Risk Management Plan, the Attorney General has approved, pursuant to § 2.2-507 of the Code of Virginia (1950), as amended, and the Commonwealth of Virginia Public Liability Risk Management Plan, the legal representation of said employee by the city or county attorney, and, the Board of Supervisors of Clarke County hereby expressly agrees to provide the legal defense or representation at its sole expense in such cases by its local attorney.
- D. In no event shall the Commonwealth or VDH be responsible for providing legal defense or insurance coverage for local government employees.

§ 4. Title to equipment purchased with funds appropriated by the local government and transferred to the Commonwealth, either as match for state dollars or as a purchase under appropriated funds expressly allocated to support the activities of the local health department, will be retained by the Commonwealth and will be entered into the Virginia Fixed Asset Accounting and Control System. Local appropriations for equipment to be locally owned and controlled should not be remitted to the Commonwealth, and the local government's procurement procedures shall apply in the purchase. The locality assumes the responsibility to maintain the equipment and all records thereon.

§ 5. This Agreement may only be amended or otherwise modified by an instrument in writing signed by the Parties.

Robert W. Hicks
Deputy Commissioner for Community Health Services
Virginia Department of Health

Local authorizing officer signature

Date

Authorizing officer printed name

Colin M. Greene, MD, MPH
District Health Director
Lord Fairfax Health District

Authorizing officer title

Date

Date

Approved as to form by the Office of the Attorney General on July 23, 2018

Attachments: Local Government Agreement, Attachment A(1.)
Local Government Agreement, Attachment A(2.)

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CLARKE COUNTY LOCAL GOVERNMENT AGREEMENT, ATTACHMENT A(1.)

VIRGINIA DEPARTMENT OF HEALTH
COMMUNITY HEALTH SERVICES

BASIC PUBLIC HEALTH SERVICES TO BE ASSURED BY LOCAL HEALTH DEPARTMENTS
INCOME LEVEL A IS DEFINED BY THE BOARD OF HEALTH TO BE MEDICALLY INDIGENT (32.1-11)

For Each Service Provided, Check Block for Highest Income Level Served			
	Income A only	Defined by Federal Regulations	All (specify income level if not ALL)
COLLABORATIVE COMMUNITY HEALTH IMPROVEMENT PROCESS			
Assure that ongoing collaborative community health assessment and strategic health improvement planning processes are established. To include public health, health care systems and community partners. As provided for in §32.1-122.03 Code Link- 32.1-122.03 ; State Health Plan Link Virginia Plan for Well-Being 2016-2020			X
COMMUNICABLE DISEASE SERVICES	Income A only	Defined by Federal Regulations	All (specify income level if not ALL)
Immunization of patients against certain diseases, including Childhood Immunizations As provided for in 32.1-46 Code Link- 32.1-46			X
Sexually transmitted disease screening, diagnosis, treatment, and surveillance 32.1-57. Districts may provide counseling Code Link- 32.1-57 .			X
Surveillance and investigation of disease 32.1-35 and 32.1-39 Code Links- 32.1-35 , 32.1-39 , 32.1-43			X
HIV/AIDS surveillance, investigation, and sero prevalence survey 32.1-36, 32.1-36.1, 32.1-39 Code Links- 32.1-36 , 32.1-36.1 , 32.1-39			X
Tuberculosis control screening, diagnosis, treatment, and surveillance 32.1-49, 32.1-50.1, and 32.1-54 Code Links- 32.1-49 , 32.1-50 , 32.1-50.1			X
FAMILY PLANING SERVICES	Income A only	Defined by Federal Regulations	All
Clinic services including drugs and Contraceptive supplies Family Planning Population Research Act of 1970, Title X Code Link- 32.1-77 , 42 U.S.C 300 et seq., and 42 CFR Part 59		X	
Pregnancy testing and counseling Family Planning Population Research Act of 1970, Title X Code Link- 32.1-77 , 42 U.S.C. 300 et seq., and 42 CFR Part 59		X	

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LOCAL GOVERNMENT AGREEMENT, ATTACHMENT A(1.)

VIRGINIA DEPARTMENT OF HEALTH
COMMUNITY HEALTH SERVICES

BASIC PUBLIC HEALTH SERVICES TO BE ASSURED BY LOCAL HEALTH DEPARTMENTS
INCOME LEVEL A IS DEFINED BY THE BOARD OF HEALTH TO BE MEDICALLY INDIGENT (32.1-11)

CHILD HEALTH SERVICES	Income A only	Defined by Federal Regulations	All
Children Specialty Services; diagnosis, treatment, follow-up, and parent teaching 32.1-77, 32.1-89 and 32.1-90 Code Links-32.1-77, 32.1-89, 32.1-90			
Screening for genetic traits and inborn errors of metabolism, and provision of dietary supplements Code Links-32.1-65, 32.1-67, 32.1-68			
Well child care up to age 19 Board of Health Code Link-32.1-77			X
WIC : Federal grant requirement Public Law 108-265 as amended, Child Nutrition Act of 1986; Child Nutrition and WIC Reauthorization Act 2009 Code Link 42 U.S.C. § 1786; 7 C.F.R. Part 26		X	
EPSDT: DMAS MOA Social Security Act section 1905(r) (5) Code Link-32.1-11			
Blood lead level testing Code Link-32.1-46.1, 32.1-46.2			X
Outreach, Patient and Community Health Education Code Link-32.1-11, 32.1-11.3			X
Community Education Code Link-32.1-11, 32.1-23			X
Pre-school Physicals for school entry Code Link-22.1-270			X
Services for Children with Special health care needs Title V, Social Security Act Code Link-32.1-77			
Child restraints in motor vehicles Code Link-48.2-1095, 48.2-1097		X	
Babycare, Child: DMAS MOA		X	
MATERNAL HEALTH SERVICES	Income A only	Defined by Federal Regulations	All
Prenatal and post partum care for low risk and intermediate risk women, Title V, Social Security Act Code Link-32.1-77			
Babycare, Maternal: DMAS MOA		X	
WIC: Federal grant requirement Public Law 108-265 as amended, Child Nutrition Act of 1986; Child Nutrition and WIC Reauthorization Act 2009 Code Link 42 U.S.C §1786 and 7CFR Part 26		X	

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LOCAL GOVERNMENT AGREEMENT, ATTACHMENT A(1.)

VIRGINIA DEPARTMENT OF HEALTH
COMMUNITY HEALTH SERVICES

ENVIRONMENTAL HEALTH SERVICES

BASIC PUBLIC HEALTH SERVICES TO BE ASSURED BY LOCAL HEALTH DEPARTMENTS

<p>The following services performed in accordance with the provisions of the Code of Virginia, the regulation of the Board of Health and/or VDH agreements with other state or federal agencies and VDH policies. Data regarding the below services shall be entered in, or exported to, the statewide environmental health database for all available data fields. Local health department staff shall be responsible for responding to all complaints, constituent responses, media inquiries, and Freedom of Information Act request related to the following services.</p>	
<p>Investigation of communicable diseases: Pursuant to §§ 32.1-35 and 32.1-39 of the Code of Virginia, the local health director and local staff are responsible for investigating any outbreak or unusual occurrence of a preventable disease that the Board of Health requires to be reported. Code Links-32.1-35, 32.1-39</p>	X
<p>Marinas: Pursuant to § 32.1-246 of the Code of Virginia, local health department staff are responsible for permitting marinas and other places where boats are moored and is responsible for inspecting them to ensure that their sanitary fixtures and sewage disposal facilities are in compliance with the Marina Regulations (12VAC5-570-10 et seq.) Code Link-32.1-246</p>	
<p>Migrant labor camps: Pursuant to §§ 32.1-203-32.1-211 of the Code of Virginia, local health departments are responsible for issuing, denying, suspending and revoking permits to operate migrant labor camps. Local health departments also must inspect migrant labor camps and ensure that the construction, operation and maintenance of such camps are in compliance with the Rules and Regulations Governing Migrant Labor Camps (12VAC5-601-10 et seq.). Code Links-32.1 Chapter 8 Article 6</p>	X
<p>Milk: Pursuant to §§ 3.2-5206, 3.2-5208 of the Code of Virginia and the agency's MOA with VDACS, the local health department is responsible for issuing, denying, suspending and revoking permits for Grade "A" milk processing plants which offer milk and or milk products for sale in Virginia. Local health departments are also responsible for the inspection of Grade "A" milk plants for compliance with the Regulations Governing Grade "A" Milk (2VAC5-490-10). Code Links- 3.2-5206, 3.2-5208</p>	
<p>Alternative discharging sewage systems: Pursuant to § 32.1-164(A) of the Code of Virginia, local health departments are responsible for issuing, denying and revoking construction and operation permits for alternative discharging systems serving individual family dwellings with flows less than or equal to 1,000 gallons per day on a monthly average. Local health departments are also required to conduct regular inspections of alternative discharging systems in order to ensure that their construction and operation are in compliance with the Alternative Discharging Sewage Treatment Regulations for Individual Family Dwellings (12VAC5-640-10 et seq.). Code Link-32.1-164</p>	X
<p>Onsite sewage systems: Pursuant to § 32.1-163 et seq. of the Code of Virginia, local health department staff is responsible for reviewing and processing site evaluations and designs of onsite sewage systems in accordance with applicable state regulations and may perform such evaluations and designs as allowed. Local health department staff is also responsible for issuing, denying and revoking construction and operation permits for conventional and alternative onsite sewage systems. Local health department staff are responsible for assuring that onsite sewage systems are inspected at time of construction for compliance with the Sewage Handling and Disposal Regulations (12VAC5-610-20 et seq.; "SHDR") and the Alternative Onsite Sewage System Regulations (12VAC5-613-10 et seq.; "AOSS Regulations"); local health department staff may perform such inspections as required. Local health department staff is also responsible for assuring the performance, operation, and maintenance of onsite sewage systems are in compliance with the SHDR and AOSS Regulations. Code Link-32.1-163</p>	X
<p>Rabies: Pursuant to § 3.2-6500 et seq. of the Code of Virginia, the local health department is responsible for investigating complaints and reports of suspected rabid animals exposing a person, companion animal, or livestock to rabies. Code Link- 3.2-6500</p>	X

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LOCAL GOVERNMENT AGREEMENT, ATTACHMENT A(1.)

VIRGINIA DEPARTMENT OF HEALTH
COMMUNITY HEALTH SERVICES

ENVIRONMENTAL HEALTH SERVICES

BASIC PUBLIC HEALTH SERVICES TO BE ASSURED BY LOCAL HEALTH DEPARTMENTS

<p>Restaurants/eating establishments: Pursuant to § 35.1-14 of the Code of Virginia, local health departments are responsible for issuing, denying, renewing, revoking and suspending permits to operate food establishments. In addition, local health departments are required to conduct at least one annual inspection of each food establishment to ensure compliance with the requirements of the Food Regulations (12VAC5-421-10 et seq.). These regulations include requirements and standards for the safe preparation, handling, protection, and preservation of food; the sanitary maintenance and use of equipment and physical facilities; the safe and sanitary supply of water and disposal of waste and employee hygiene standards. Code Link- 35.1-14</p>	X
<p>Hotels/Motels: In accordance with § 35.1-13 of the Code of Virginia, local health department staff is responsible for issuing, denying, revoking and suspending permits to operate hotels. The local health department is responsible for conducting inspections of hotels to ensure compliance with the Hotel Regulations (12VAC5-431-10 et seq.). These regulations include requirements and standards for physical plant sanitation; safe and sanitary housekeeping and maintenance practices; safe and sanitary water supply and sewage disposal and vector and pest control. Code Link-35.1-13</p>	X
<p>Wells: Pursuant to § 32.1-176.4, and the resulting authority provided by the Board, local health departments are responsible for issuing, denying and revoking construction permits and inspection statements for private wells. Local health departments are also responsible for inspecting private wells to ensure that their construction and location are in compliance with the Private Well Regulations. (12VAC5-830-10 et seq.) Code Link-32.1-176.4</p>	X
<p>Homes for adults: The local health department, at the request of the Department of Social Services (DSS), will inspect DSS-permitted homes for adults to evaluate their food safety operations, wastewater disposal and general environmental health conditions. (22VAC40-80-160(B)(3))</p>	X
<p>Juvenile Justice Institutions: Pursuant to § 35.1-23 of the Code of Virginia and the agency's memorandum of understanding with the Department of Corrections, local health departments are responsible for conducting at least one annual unannounced inspection of juvenile justice institutions in order to evaluate their kitchen facilities, general sanitation and environmental health conditions. Code Link-35.1-23</p>	X
<p>Jail inspections: Pursuant to § 53.1-88 of the Code of Virginia and the agency's memorandum of understanding with the Department of Corrections, local health departments are responsible for conducting at least one annual unannounced inspection of correction facilities in order to evaluate their kitchen facilities, general sanitation and environmental health conditions. Code Link-53.1-88</p>	X
<p>Daycare centers: At the request of DSS will inspect DSS-permitted daycare centers to evaluate their food safety operations, wastewater disposal and general environmental health conditions. (22VAC40-80-160(B)(3))</p>	X
<p>Radon Pursuant to § 32.1-229, local health department may assist VDH Central Office with Radon testing and analysis. Code Link-32.1-229.</p>	X
<p>Summer camps/ Campgrounds: Pursuant to §§ 35.1-16 and 35.1-17 of the Code of Virginia and the corresponding regulations, local health departments are responsible for issuing, denying, and revoking permits to operate summer camps and campgrounds. The local health department is responsible for conducting inspections of summer camps and campgrounds not less than annually to ensure that their construction, operation and maintenance are in compliance with the Regulations for Summer Camps (12VAC5-440-10 et seq.) and the Rules and Regulations Governing Campgrounds (12VAC5-450-10 et seq.). Code Links-35.1-16, 35.1-17</p>	X

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LOCAL GOVERNMENT AGREEMENT, ATTACHMENT A(1.)

VIRGINIA DEPARTMENT OF HEALTH
COMMUNITY HEALTH SERVICES

OTHER PUBLIC HEALTH SERVICES
BASIC PUBLIC HEALTH SERVICES TO BE ASSURED BY LOCAL HEALTH DEPARTMENTS

The following services performed in accordance with the provisions of the Code of Virginia, the regulations of the Board of Health and/or the policies and procedures of the State Department of Health	
Pre-Admission Screenings (PAS) DMAS MOA Code Link- 32.1-330	X
Comprehensive Services Act Community Policy and Management Teams (CPMT) 2.2-5201-2.2-5211 Code Link- 2.2-5201 , 2.2-5211	X
Interagency Coordinating Council (Infants/Toddlers) Early Intervention Services Code Link- 2.2-5305 , 2.2-5306	
Vital Records Code Link- 32.1-254 , 32.1-255 , 32.1-272	X
Immunizations for maternity and post-partum patients Code Link- 32.1-11 , 32.1-325 , 54.1-3406 .	X
AIDS Drug Assistance Program (ADAP) Code Link- 32.1-11 .	X
Emergency Preparedness and Response Code Link- 32.1-42 , 32.1-43 et seq., 32.1-229 .	X
HIV Counseling, Testing and Referral Code Link- 32.1-37.2	X

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LOCAL GOVERNMENT AGREEMENT, ATTACHMENT A(1.)

VIRGINIA DEPARTMENT OF HEALTH
COMMUNITY HEALTH SERVICES

OPTIONAL PUBLIC HEALTH SERVICES

For Each Service Provided, Check Block for Highest Income Level Served			
	Income A only	Defined by Federal Regulations	All
COMMUNICABLE DISEASE SERVICES			
Foreign Travel Immunizations			X
Other:			
CHILD HEALTH SERVICES			
Disabled/disability Waiver Screenings DMAS MOA Code Link-32.1-330Other:			
Other: Community Education			X
Other: ECD Waiver			X
MATERNAL HEALTH SERVICES	Income A only	Defined by Federal Regulations	All
Other: Community Education			X
FAMILY PLANNING SERVICES	Income A only	Defined by Federal Regulations	All
Nutrition Education		X	
Preventive Health Services		X	
Pre-Conception Health Care		X	
Other: Community Education			X
MEDICAL SERVICES - Please identify services	Income A only	Defined by Federal Regulations	All
Community Education			X
Pharmacy services-Alternate Drug Delivery Site			X
Hypertension screening, referral, and counseling			X
Other			

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LOCAL GOVERNMENT AGREEMENT, ATTACHMENT A(1.)

VIRGINIA DEPARTMENT OF HEALTH
COMMUNITY HEALTH SERVICES

OPTIONAL PUBLIC HEALTH SERVICES

For Each Service Provided, Check Block for Highest Income Level Served			
SPECIALTY CLINIC SERVICES - Please identify services	Income A only	Defined by Federal Regulations	All
N/A			
DENTAL HEALTH SERVICES - Please identify services	Income A only	Defined by Federal Regulations	All
WIC Dental Varnish		X	

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LOCAL GOVERNMENT AGREEMENT, ATTACHMENT A(2.)

VIRGINIA DEPARTMENT OF HEALTH
COMMUNITY HEALTH SERVICES

PUBLIC HEALTH ENVIRONMENTAL SERVICES PROVIDED
UNDER LOCAL ORDINANCE OR CONTRACT

Neither the Code of Virginia nor Regulations of the Board of Health requires the following services to be provided by the local health department	Place an X in this column if service is provided for locality	Local ordinance code cite	Provide a brief description of local ordinance requirements
Water supply sanitation-inspection of Water Supplies. Code Link- 15.2-2144 on local regulation	X		
Other Environmental – identify services below			
General Environmental	X	Chapter 61, 124, 137	Animals, Nuisances, and Property Maintenance – Investigate Complaints
Housing - BOCA & local building codes	X	Chapter 124, 137	Nuisance and Property Maintenance-Investigate Complaints
Insect control	X	Chapter 124, 137	Nuisance and Property Maintenance-Investigate Complaints
Rodent Control	X	Chapter 124, 137	Nuisance and Property Maintenance-Investigate Complaints
Solid Waste	X	Chapter 137	Property Maintenance-Investigate Complaints
Weeds	X	Chapter 137	Property Maintenance-Investigate Complaints
Building Permit Walkover	X	Chapter 143 / Code of VA 32.1-165	Safe, Adequate, and Proper Review per Code
Local Septic Ordinance	X	Chapter 143	Determination of adequate site requirements and proper documentation per Ordinance
Local Well ordinance	X	Chapter 184	Determination of adequate site requirements and proper documentation per Ordinance

Revised 10/2019

Approval of Leave Pay-out Agreement

10) Board of Supervisors Personnel Committee Items

A. Closed Session Pursuant to §2.2-3711(A1)

- a. Deputy Clerk Considerations.
- b. Leave Pay-out Agreement.

2019-12-09 Summary: At 9:38 am, **Supervisor McKay moved to convene into Closed Session pursuant to §2.2-3711-A1. The motion carried as follows:**

Beverly B. McKay	-	Aye
David S. Weiss	-	Aye

At 10:00 am, the members of the Board of Supervisors Personnel Committee being assembled within the designated meeting place, with open doors and in the presence of members of the public and/or the media desiring to attend, **Supervisor McKay moved to reconvene in open session. The motion carried as follows:**

Beverly B. McKay	-	Aye
David S. Weiss	-	Aye

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

CERTIFICATION OF CLOSED SESSION

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

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

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

matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Board of Supervisors of the County of Clarke, Virginia.

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

Beverly B. McKay - **Aye**
David S. Weiss - **Aye**

No action was taken following Closed Session.

2019-12-17 Action: See Consent Agenda

B. Expiration of term for appointments expiring through February 2020.

2019-12-09 Summary: The Personnel Committee recommends the following:

- Appoint David Beatty to the Fire & EMS Commission, assumes the seat previously held by Jay Grimm, to serve a one-year term expiring August 31, 2020.
- Reappoint Anthony Roper to the Fire & EMS Commission to serve a four-year term expiring December 31, 2023.
- Reappoint Christine Thompson to serve on the Family Assessment and Planning Team for an additional three-year term expiring December 31, 2022.
- Reappoint Erin Casarotti to serve on the Family Assessment and Planning Team for an additional three-year term expiring December 31, 2022.
- Reappoint Brittany Heine to serve on the Community Policy and Management Team for an additional three-year term expiring December 31, 2022.
- Reappoint Mark Legrys to serve on the Community Policy and Management Team for an additional three-year term expiring December 31, 2022.
- Appoint Abdus Samad to serve on the Community Policy and Management Team, assumes the seat previously held by Laura Obradovic, for an additional three-year term expiring December 31, 2022.
- Reappoint Michelle Jones to serve on the Conservation Easement Authority for an additional three-year term expiring December 31, 2022.

- Reappoint Randy Buckley to serve on the Conservation Easement Authority for an additional three-year term expiring December 31, 2022.
- Reappoint Rives Bacon to serve on the Conservation Easement Authority for an additional three-year term expiring December 31, 2022.
- Appoint Chris Boies to the Northwestern Regional Jail Authority, assumes the seat previously held by David Ash, to serve a one-year term expiring December 31, 2020.
- Reappoint Anthony Roper to the Northwestern Regional Jail Authority to serve a four-year term expiring December 31, 2023.
- Reappoint Jimmy Wyatt to the Northwestern Regional Jail Authority to serve a four-year term expiring December 31, 2023.
- Reappoint Anthony Roper to the Old Dominion Alcohol Safety Action Policy Board & Division of Court Services to serve a three-year term expiring December 31, 2022.
- Reappoint Anthony Roper to the Old Dominion Community Criminal Justice Board to serve a three-year term expiring December 31, 2022.
- Reappoint Gary Lichliter to the Parks & Recreation Advisory Board to serve a four-year term expiring December 31, 2023.
- Reappoint Dennis Heflin to the Parks & Recreation Advisory Board to serve a four-year term expiring December 31, 2023.
- Reappoint Emily Rhodes to the Parks & Recreation Advisory Board to serve a four-year term expiring December 31, 2023.
- Appoint Barbara Byrd to the Board of Social Services, as a citizen member, to serve a four-year term expiring December 31, 2023.
- Appoint Margaret LaGard to the Board of Social Services, as a citizen member, to serve a four-year term expiring December 31, 2023.

2019-12-17 Action: Chris Boies reviewed the Personnel Committee recommendations.

Vice Chair McKay moved to approve the Personnel Committee recommendations. The motion carried by the following vote:

- | | | |
|------------------|---|-----|
| Barbara J. Byrd | - | Aye |
| Terri T. Catlett | - | Aye |
| Mary L.C. Daniel | - | Aye |
| Beverly B. McKay | - | Aye |
| David S. Weiss | - | Aye |

C. Board of Equalization Appointment Review

2019-12-09 Summary: The Personnel Committee recommends the following to the Clarke County Circuit Court:

- Re-appointment of Joseph Blatz to the Board of Equalization to serve a full six month term expiring June 30, 2020.
- Re-appointment of Lindsay Hope to the Board of Equalization to serve a full six month term expiring June 30, 2020.
- Appointment of Thomas Cammack to the Board of Equalization to serve a full six month term expiring June 30, 2020.

2019-12-17 Action: David Weiss reviewed the Personnel Committee recommendations, adding:

- Appointment of Justin McKay-Smith to the Board of Equalization to serve a full six month term expiring June 30, 2020.
- Re-appointment of Thomas McFillen to the Board of Equalization to serve a full six month term expiring June 30, 2020.

Supervisor Byrd moved to approve the Personnel Committee recommendations, including the two mentioned in the Regular meeting. The motion carried by the following vote:

Barbara J. Byrd	-	Aye
Terri T. Catlett	-	Aye
Mary L.C. Daniel	-	Aye
Beverly B. McKay	-	Aye
David S. Weiss	-	Aye

D. Personnel Policy Review

2019-12-09 Summary: Continued meeting scheduled for 9 am Friday, December 13, 2019.

2019-12-13 Summary: Review proposed changes to the PD-121101-05 County of Clarke - Personnel Policy Revision 18. The Personnel Committee recommends the proposed changes.

2019-12-17 Action: Chris Boies reviewed the Personnel Committee recommendations, stating that the significant change dealt with Public Safety Personnel and Holiday.

Supervisor Daniel asked Deputy Sumption if these changes addressed the issue that we discussed previously. Deputy Sumption stated that employees worked hard with the Personnel Committee. Supervisor Daniel thanked Deputy Sumption for his hard work.

Chair Weiss stated that this is a complicated issue so if you need further clarification please ask. In the end, we are following the law.

Chair Weiss added that the other changes to the policy are updates and clarifications done by Chris and Brianna.

Supervisor Daniel thanked Chris and Brianna for their hard work and the easy to follow changes layout of the policy.

Vice Chair McKay moved to approve PD-121101-05 County of Clarke - Personnel Policy Revision 18 with the Personnel Committee recommendations as presented. The motion carried by the following vote:

Barbara J. Byrd	-	Aye
Terri T. Catlett	-	Aye
Mary L.C. Daniel	-	Aye
Beverly B. McKay	-	Aye
David S. Weiss	-	Aye

11) Board of Supervisors Work Session Items

2019-12-09 Summary: Board of Supervisors Work Session Agenda
Berryville/Clarke County Government Center, 2nd Floor
101 Chalmers Court, Berryville, Virginia 22611

December 9, 2019, 10:00 AM, Meeting Room AB

Present: Barbara J. Byrd; Terri T. Catlett; Mary L.C. Daniel; Bev B. McKay; David S. Weiss

Staff Present: David Ash, Chris Boies, Tom Judge, Cathy Kuehner, Mike Legge, Brian Lichty, Brandon Stidham, Travis Sumption, Brianna Taylor

Also Present: Doug Lawrence – Russell District Supervisor Elect, Robina Rich Bouffault

Press Present: None

Call to Order

At 10:05 am, Chairman Weiss called the meeting to order.

A. Purchasing Presentation by Mike Legge

2019-12-09 Summary: Mike Legge presented the Purchasing Presentation to the Board.

2019-12-17 Action: Chris Boies summarized the presentation.

B. Closed Session Pursuant to §2.2-3711(A1)

2019-12-09 Summary: At 10:34 am, **Supervisor Byrd moved to convene into Closed Session pursuant to §2.2-3711-A1. The motion carried as follows:**

Barbara J. Byrd	-	Aye
Terri T. Catlett	-	Aye
Mary L.C. Daniel	-	Aye
Beverly B. McKay	-	Aye
David S. Weiss	-	Aye

At 10:52 am, the members of the Board of Supervisors being assembled within the designated meeting place, with open doors and in the presence of members of the public and/or the media desiring to attend, **Supervisor Daniel moved to reconvene in open session. The motion carried as follows:**

Barbara J. Byrd	-	Aye
Terri T. Catlett	-	Aye

Mary L.C. Daniel	-	Aye
Beverly B. McKay	-	Aye
David S. Weiss	-	Aye

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

CERTIFICATION OF CLOSED SESSION

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

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

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

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

Barbara J. Byrd	-	Aye
Terri T. Catlett	-	Aye
Mary L.C. Daniel	-	Aye
Beverly B. McKay	-	Aye
David S. Weiss	-	Aye

No action was taken following Closed Session.

2019-12-17 Action: No action taken.

12) Finance Board of Supervisors Finance Committee Items for December 9, 2019

A. FY2020 Supplemental Appropriations

2019-12-09 Summary: The following will be considered at the evening session of the Regular Board meeting on December 17. The documentation for this action has been modified to provide further detail.

2019-12-17 Action: Evening Session: PH 19-11 CCPS Operating Expenditures: FY2020 School Capital budgeted expenditure and appropriations be increased \$480,884 for various capital needs specified by the School Board.

B. FY2019 to FY2020 Capital Carryover

2019-12-09 Summary: The documentation for this action has been modified to provide further detail. The Finance Committee recommends the following:

Clarke County Capital Projects Fund 301							
FY19 Year End							
10/29/2019							
<i>WORK IN PROGRESS</i>							
FY19 CAPITAL CARRYFORWARD							
ACCOUNT DESCRIPTION	ORIGINAL APPROP	TRANFRS/ADJ	REVISED BUDGET	YTD EXPENDED	Proposed Adjstmnts	AVAILABLE BUDGET	Notes
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		0	complete
Expense Total	597,000	1,680,712	2,277,712	1,400,485		877,227	
Revenue							
94508 Dept Historic Resources-Josephine Roof		-17,785.00	-17,785.00	-17,255		-530	will complete in FY20
94328 RSAF-FMS 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	
Revenue Total	0	-2,277,712	-2,277,712	-1,400,485	0	-877,227	
Expense Total	597,000	1,680,712	2,277,712	1,400,485	0	877,227	
Grand Total	597,000	-597,000	0	0	0	0	

Clarke County Capital Projects Fund 302
FY19 Year End
12/10/2019

FY19 SCHOOL CAPITAL CARRYFORWARD

ACCOUNT DESCRIPTION	ORIGINAL		REVISED	YTD	Proposed	AVAILABLE BUDGET	Notes
	APPROP	TRANFRS/ADJ	BUDGET	EXPENDED	Adjstmnts		
61100 Classroom Instruction (Dorsch Schirshp)	0	22,851	22,851	22,851		0	complete
61110 School Furniture Replace	35,000	40,102	75,102	64,729		10,373	
61130 Uniform Repl & Band Inst	0	77,413	77,413	66,276		11,137	
61140 Athletics Equipment & Un	16,000	22,330	38,330	38,330		0	
63500 School Bus Purchases	170,000	142,603	312,603	312,603		0	
63700 Other Veh & Equip Purcha	0	60,650	60,650	60,649		0	
65100 School Food Services	0	32,723	32,723	18,317		14,407	
66223 Fencing	0	7,980	7,980	7,980		0	
66233 School Signage	0	5,879	5,879	492	-3,387	2,000	move \$3,387 to roofing acct
66250 Fields and Playgrounds	0	61,472	61,472	58,765		2,707	
66253 Asphalt/Sidewalk/Track/C	40,000	51,560	91,560	50,544		41,016	
66612 Painting	0	135,167	135,167	0		135,167	
66616 Heating, Ventilation & A	75,000	247,519	322,519	250,589		71,930	
66625 Cooley Lower Campus Reno	0	24,917	24,917	24,886	-31	0	move \$31 to roofing acct
66627 Cooley Upper Campus Reno	10,000	-1,283	8,717	0	-8,717	0	move \$8,717 to roofing acct
66636 Roof Replacements	0	129,923	129,923	10,376	12,135	131,682	
66644 Flooring	0	34,876	34,876	34,875		0	
66645 Security Improvements	35,000	277,348	312,348	288,842		23,506	
66646 Boyce School Repairs	0	59,440	59,440	59,439		0	
66648 Johnson Wms Middle Sch R	0	2,381	2,381	2,380		0	
68200 Technology Inst Support	146,000	358,573	504,573	0		504,573	
68300 Technology Administratio	0	158,769	158,769	158,769		0	
68301 ERP System	200	-200	0	0		0	
68700 Tech Fd Svc & Other Non-	10,000	-486	9,514	9,514		0	
68100 Technology Classroom Ins	23,075	48,416	71,491	42,604		28,887	
115-68100 Technology Classroom Ins (VPSA)	270,343	-93,794	176,549	27,549		149,000	
115-68300 Technology Administratio (VPSA)	20,000	-20,000	0	0		0	
Expense Total	850,618	1,887,129	2,737,747	1,611,360	0	1,126,387	
Revenue							
115-68800 VPSA Technology Grant	-154,000	-22,549	-176,549	-27,549		-149,000	
Transfer from General Fund		-2,561,198	-2,561,198	-1,583,811		-977,387	
	-154,000	-2,583,747	-2,737,747	-1,611,360	0	-1,126,387	
Revenue Total	-154,000	-2,583,747	-2,737,747	-1,611,360	0	-1,126,387	
Expense Total	850,618	1,887,129	2,737,747	1,611,360	0	1,126,387	
Grand Total	696,618	-696,618	0	0	0	0	

ACCOUNT DESCRIPTION	AVAILABLE BUDGET	DESCRIPTION	Targeted Completion Date
EXPENDITURE			
61110 School Furniture Replace	10,373	Furniture replacement and redesign of school libraries. An additional appropriation of \$50,000 is requested from the FY19 operating fund balance to address this need. Meeting will be held with a vendor on 12/4/19 to develop layouts of each space.	6/30/20
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. Quotes have been received and order is ready to place pending action by the BOS.	2/28/20
65100 School Food Services	14,407	Carryover requested to fund repair and replacement of food service equipment. 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.	1/31/20
66233 School Signage	5,387	Carryover requested in the amount of \$2000 for signage with \$3387 being applied to roofing account.	6/30/20
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.	6/30/20

66253 Asphalt/Sidewalk/Track/C	41,016	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.	6/30/20
66612 Painting	135,167	Carryover is requested to address painting at Cooley Elementary. 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.	6/30/20
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.	6/30/20
66625 Cooley Lower Campus Reno	31	Requested that this amount be added to roofing account	Roof 6/30/21
66627 Cooley Upper Campus Reno	8,717	Requested that this amount be added to the roofing account.	Roof 6/30/21
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 for the roof replacement prior to June 30, 2021. 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.	6/30/21

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.	1/31/20
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.	6/30/20
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 (switches and related hardware) 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.	6/30/20
EXPENDITURE TOTAL	1,126,387		
REVENUE			
68800 State Technology Bond	-149,000		
LOCAL TAX FUNDING	977,387		

2019-12-17 Afternoon Session Action: Tom Judge summarized: There was an error from the original to the new, Judge asked to defer the carry over until the error is fixed.

Supervisor Byrd asked if Tom could answer anything on the roof replacement on the Primary Building.

Tom Judge opined that it was held off because the roof was still under warranty; therefore, the amount was deferred until the roof needed replaced.

Chair Weiss opined that Maintenance Director, Joe Braithwaite is in charge of all of these projects for both Government and Schools.

Supervisor Byrd thanked Tom for the more detailed report.

By consensus, the Board deferred FY2019 to FY2020 Capital Carryover for both the Government and Schools until the error was addressed and fixed.

2019-12-17 Evening Session Action: The error that was found had no net effect on the Capital Carryover that was under discussion.

Supervisor Byrd stated that some of the items would not be replaced until 2021, asking why the money is here now.

Tom Judge stated that it is typical with Capital budgets to accumulate funds toward a given expense, amounts left over are added together to take care of the known future projects. Some of these projects are not as fixed as thought because we may be able to get another year out of the roof but at the same time in these Capital budgets we provisions in case those items do not last that long.

Supervisor Byrd added that she appreciated having more information on how the taxpayers' money is spent, thanked Tom for getting the extra figures.

Supervisor Catlett moved to accept “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 by the fund totals in the documents attached.” (Documents under 2019-12-09 Summary)

The motion carried as follows:

- Barbara J. Byrd - Aye
- Terri T. Catlett - Aye
- Mary L.C. Daniel - Aye
- Beverly B. McKay - Aye
- David S. Weiss - Aye

C. FY 19 Year – End Fund Balance Designation

2019-12-09 Summary: The Finance Committee recommends approval of the Fund Balance Designations detailed in the attached document.

Title: General Fund Balance

12/10/2019

Source: Clarke County Joint Administrative Services

Prior Titles

	<u>Current</u>	<u>Notes</u>
General Fund Balance Year End 17/18	11,595,889	Exhibit 3 General Fund Balance less inventory
Expenditure FY 18/19	(\$30,167,156)	
Revenue FY 18/19	29,439,735	
General Fund Balance Year End FY 18/19	10,868,468	

	<u>CURRENT</u>
General Fund Balance (as of 6/30/2019)	10,868,468

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)	Includes use for Kohn
Emergency Vehicles	(100,000)	General use
Government Savings (GenGov, JAS, DSS)	(500,000)	\$664,023 reduced to \$500K
Data and Communications Technology	(600,000)	Final phase of communications upgrade
Leave Liability	(269,667)	Source for Public Safety holiday pay retro
Community Facilities	(319,667)	General Use (ex. CCSA)
Economic Development	(150,000)	General use for new opportunities
Jack Enders Blvd Project	(102,434)	From Business Park sale proceeds
Human Services space	(237,811)	DSS, NWCS, VDH
School Construction	(79,270)	BES or JWMS
Real Estate Assessment Software	(130,000)	May request FY 20 supplement
FY 19/20 Original Budget Surplus (Deficit)	(590,712)	
TOTAL Designations	(10,433,468)	
Undesignated	435,000	



12/03/2019 10:39
2600tjudge

Clarke County
YEAR-TO-DATE BUDGET REPORT

P 1
glytdbud

FOR 2020 05

	ORIGINAL APPROP	TRNFRS/ ADJUSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
301 General Govt Capital Proj Fund							
94130 Painting and Flooring	25,000	0	25,000	.00	.00	25,000.00	.0%
94150 Asphalt, Sidewalk, Path	25,000	0	25,000	.00	.00	25,000.00	.0%
94180 Courthouse Complex Repairs	0	0	0	5,312.50	7,187.50	-12,500.00	100.0%
94310 Sheriff's Equipment	10,000	0	10,000	.00	9,660.86	339.14	96.6%
94320 Auto Replacement	30,000	0	30,000	.00	.00	30,000.00	.0%
94331 Sheriff's Vehicles	159,000	0	159,000	44,372.10	111,148.60	3,479.30	97.8%
94409 Citizen's Convenience Center	0	0	0	4,105.00	.00	-4,105.00	100.0%
94502 Southeastern Coll. Trans Stud	0	0	0	19,584.32	.00	-19,584.32	100.0%
94601 Technology Improvements	40,000	0	40,000	10,754.61	8,512.50	20,732.89	48.2%
94603 Mobile Radio System	590,085	0	590,085	273,192.50	71,240.00	245,652.50	58.4%
94604 911 Phone System	241,452	0	241,452	.00	.00	241,452.00	.0%
94702 Swimming Pool	0	0	0	.00	5,404.00	-5,404.00	100.0%
94802 Reassessment	0	0	0	34,114.50	53,665.50	-87,780.00	100.0%
TOTAL General Govt Capital Proj Fund	1,120,537	0	1,120,537	391,435.53	266,818.96	462,282.51	58.7%
GRAND TOTAL	1,120,537	0	1,120,537	391,435.53	266,818.96	462,282.51	58.7%

** END OF REPORT - Generated by Thomas Judge **

2019-12-17 Afternoon Session Action: Tom Judge stated that this would also be affected by the Capital Carryover error. He then summarized line by line:

By consensus, the Board deferred FY 19 Year-end Fund Balance Designation until the School Capital Carryover error was addressed and fixed.

Chair Weiss asked the Board to review these line items and funds, and to take any questions to Tom.

Supervisor Daniel asked for clarification on which number was under review for the error. Tom Judge stated that the Appropriations for Capital Projects (third line down) for 1.8 million, that might be over stated by \$100,000.

2019-12-17 Evening Session Action: Since the Capital Carryover was not changed the Fund Balance had no error so it is correct as recommended by the Finance Committee and as reviewed by the Board this afternoon.

For the audience Chair Weiss stated that these are fund balance designations. The Board designates funds for future uses from our savings and we place them into a variety of places that are thought to be needed in the future. Again, it is a method to save money over years so we do not have to ask citizens to have a tax increase. These funds are designated not appropriated so a future Board can change where funds are needed as needs arise and priorities change.

Supervisor Daniel moved to approve the fund balance designations as detailed in the documents. (Documents under 2019-12-09 Summary)

The motion carried as follows:

- Barbara J. Byrd - Aye
- Terri T. Catlett - Aye
- Mary L.C. Daniel - Aye
- Beverly B. McKay - Aye
- David S. Weiss - Aye

D. Speed Recording Device

2019-12-09 Summary: The committee considered costs and advantages of different models. The Committee directed that this item be brought forward by the Sheriff in the context of the FY 21 budget development that is underway.

2019-12-17 Action: Tom Judge summarized.

Chair Weiss stated that instead of the signs, a speed trailer with a message board would be researched. At this time, no action required but the discussion and decision will come up in the FY2021 budget process.

E. Public Safety Holiday Pay Financial Impact

2019-12-09 Summary: The Finance Committee discussed dependent on Personnel Policy review by Personnel committee.

2019-12-17 Action: Tom Judge briefly summarized giving the figures for both the Fire and EMS department and the Sheriff’s department.

a) Supervisor Catlett moved to accept: “Be it resolved that FY 20 budgeted and appropriations of the Fire and EMS department be increased \$17,131, and that the fund balance designation for leave liability be decreased in the same amount, all for the purpose of making payment for holidays retroactive to July 1, 2018.”

- Barbara J. Byrd - Aye
- Terri T. Catlett - Aye

Mary L.C. Daniel	-	Aye
Beverly B. McKay	-	Aye
David S. Weiss	-	Aye

b) Supervisor Catlett moved to accept: “Be it resolved that FY 20 budgeted and appropriations of the Sheriff’s department be increased \$36,487, and that the fund balance designation for leave liability be decreased in the same amount, all for the purpose of making payment for holidays retroactive to January 1, 2019.”

Barbara J. Byrd	-	Aye
Terri T. Catlett	-	Aye
Mary L.C. Daniel	-	Aye
Beverly B. McKay	-	Aye
David S. Weiss	-	Aye

F. Bills and Claims.

2019-12-09 Summary: The Finance Committee recommends acceptance.

2019-12-17 Action: Following review, **Supervisor Catlett moved to accept the November 2019 Invoice History Report. The motion carried by the following vote:**

Barbara J. Byrd	-	Aye
Terri T. Catlett	-	Aye
Mary L.C. Daniel	-	Aye
Beverly B. McKay	-	Aye
David S. Weiss	-	Aye

G. Standing Reports. FYI: Reconciliation of Appropriation, Expenditure Summary

FYI: Reconciliation of Appropriation

13) Joint Administrative Services Board Update

Highlights of review include:

- Closed Session No action taken

14) Government Projects Update

Chris Boies provided the monthly project update.

- VATI Comcast
 - Received an update that they have completed their infrastructure project in White Post, which included line extensions totaling approximately five mile.
 - Over the next month, staff will work to confirm completion of this work.
 - Once confirmed, will pay them for the work completed using grant funding received from the Commonwealth.
- Boundary Line Warren County
 - David Ash was able to get the finalized Warren County boundary line survey back from the surveyor last week.
 - Forwarded the document to Warren County.
 - Will work to set up a meeting with Warren County staff at the beginning of the year to discuss the next steps in this process.
- Government Website
 - Cathy Kuehner and Gordon Russell have been working very hard on the county website update.
 - Hope to make it live in January.
 - If possible, will do a preview for the Board at the January work session.
 - Working out next steps with the vendor.
- Old courthouse HVAC
 - Joey Braithwaite continues to have the design on a new HVAC system in the old courthouse developed in order to provide a long-term solution to issues within the building.

15) Miscellaneous Items

Chair Weiss presented Supervisor Byrd with a Plaque from the Virginia Association of Counties, Supervisor service award. For over 20 years of dedicated service to county government.

Chris Boies presented a signed picture from staff, framed with the Clarke Courier Picture from when she was first elected.

Supervisor Byrd stated that it started out as just making comments and then Jack Hardesty tapped her on the shoulder and the rest is history.

16) Summary of Required Action

<u>Item</u>	<u>Description</u>	<u>Responsibility</u>
1.	Coordinate calendar update to reflect 2020 Organizational meeting January 6, 2020.	Brianna R. Taylor
2.	Process, archive, and post approved minutes.	Brianna R. Taylor
3.	Execute FY2020 Agreement Between The Virginia Department Of Health And The Clarke County Board Of Supervisors For Funding And Services Of The Clarke County Health Department	Chris Boies
4.	Process FY2020 Agreement Between The Virginia Department Of Health And The Clarke County Board Of Supervisors For Funding And Services Of The Clarke County Health Department	Brianna R. Taylor
5.	Execute Leave Pay-out Agreement	David Weiss
6.	Process appointments and update database.	Brianna R. Taylor
7.	Execute notice of appointments.	David Weiss
8.	Execute Notice to Clarke County Circuit Court –Board of Equalization	Chris Boies
9.	Process Personnel Policy Rev 18	Brianna R. Taylor
10.	Process Code of Clarke County for CC-2019-02.	Brianna R. Taylor Lora B. Walburn
11.	Provide Code of Clarke Notice of update	Brianna R. Taylor

17) Board Member Committee Status Reports

Supervisor Barbara J. Byrd

- Community Policy and Management Team: down in clients so funding will be down.
- Board of Social Services: meeting tomorrow, the Board had a tour of Cooley and most of the Board was there and are excited for what they saw.

By Consensus, the remainder of the Board Member Committee Status Reports was suspended.

At 3:48 pm, Chairman Weiss recessed the meeting.

At 6:30 pm, Chairman Weiss reconvened the meeting.

18) PH 19-11 CCPS Operating Expenditures: FY2020 School Capital budgeted expenditures and appropriations be increased \$480,884 for various capital needs specified by the School Board.

Chair Weiss thanked the School Board Chair and Superintendent for attending.

Tom Judge summarized by line item.

**School Operating Carryover Request
FY19 - FY20**

Account Number	Re-allocation Amount from FY19 Fund Balance	Notes	Targeted Completion Date
30201110/Furniture	\$50,000	Furniture replacements and additions in each building. Focus on libraries throughout the division.	6/30/2020
30201140/Athletics	\$10,884	Equipment reconditioning costs (safety of student athletes)	3/30/2020
30203700/Vehicles	\$25,000	Replacement passenger vehicle (van) for Transportation Department	2/28/2020
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	6/30/2020
30206616/HVAC	\$360,000	For the past 3 years, we have kept the current chiller running. During the Fall 2019, it was operating at approximately 60% capacity. Order of magnitude cost for the engineering services and equipment cost to replace the chiller at Cooley Elementary. Bid documents are in the final phase of preparation.	4/1/2020
30206645/Security	\$20,000	Funds to purchase crisis management equipment (To Go Buckets), repair and replace cameras, electronic door hardware	6/30/2020

\$480,884

Amounts will be adjusted based on final audit

Public hearing opened at 6:36 pm

Robina Rich Bouffault, Boyce: addressed the Board concerning the Public Hearing. She put forth the following points:

- School requesting that their unspent FY19 Operating Funds be carried over to the current FY20 budget.
- Pointed out the \$360,000 for HVAC to replace the chiller at the Lower Cooley Campus, complete renovation was complete in 2015, the chiller was included in the total estimate.
- Questioned why the chiller needed to be replaced after only five years, especially if the chiller was still under warranty.
- Also asked for clarification if the chiller was not replaced then what was the 1.5 million spent on.
- Believes the Board needs to get clarification on these various questions prior to approving any School carryovers.
- Asked that both the carryovers, be deferred and integrated into the FY 2021 Budget process for complete clarification of the questions raised this afternoon and tonight.

At 6:38 pm Chair Weiss closed the Public Hearing.

Board Discussion:

Vice Chair McKay asked for clarification on the chiller, Tom Judge stated:

- Cooley renovation was done.
- There were funds left over from the Cooley renovation.
- Those funds were utilized to do the renovations to the Primary School
- Then there were funds from that, which were returned back to the Board of Supervisors.
- Adding that some work was done to the HVAC System at Cooley but during the renovation, the decision was made that there was not sufficient funds to complete the whole HVAC and that it would disrupt the rest of the project.
- The chiller was not replaced at that time.
- The hope was that it would last a few more years.

Chair Weiss added that chillers have had to be rented in last few years to keep the building cool, so this is a long ongoing project that has reached the end of its life and we got everything out of it that we could.

Supervisor Catlett moved to carry over the \$480,884 from operating expenses into the FY2020 School Capital Budget per the description provided by the School Board. The motion carried by the following vote:

Barbara J. Byrd	-	Aye
Terri T. Catlett	-	Aye
Mary L.C. Daniel	-	Aye
Beverly B. McKay	-	Aye
David S. Weiss	-	Aye

19) PH 19-12 CC2019-02 Chapter 106, Chapter 120; The Clarke County Board of Supervisors shall consider amending Clarke County Code Chapter 106 Hunting and Firearms so that penalties cannot be interpreted to exceed what is authorized by the Virginia Code §15.2-915.2 and 15.2-1209.1. Further, it shall consider amending Clarke County Code Chapter 120 Noise so that penalties are not more stringent than its enabling statute Virginia Code §15.2-980.

Chris Boies explained that the Code of Clarke County was interpreted to conflict with State Code. In Virginia, localities cannot exceed the penalties allowed by State Code, our code was currently interpreted to do that, so the County Attorney has drafted amendments to correct that issue. This should solve that problem and it would lower those penalties in the current Code to match what the State statute allows.

Chair Weiss opened the Public Hearing at 6:43 pm, being no persons desiring to speak; he closed the Public Hearing at 6:44 pm.

Chair Weiss explained further that we thought that we were in compliance and the court has pointed out that we are not in compliance so it was sent to our County Attorney who created language that puts us in compliance, which lowers the penalty and matches the State as we are supposed to.

Supervisor Byrd moved to amend the Code of Clarke County Chapter 106 Hunting and Firearms so that penalties cannot be interpreted to exceed what is authorized by Virginia Code §15.2-915.2 and 15.2-1209.1, and amend Clarke County Code Chapter 120 Noise so that penalties are not

more stringent than its enabling statute Virginia Code §15.2-980 as presented. The motion carried by the following vote:

Barbara J. Byrd	-	Aye
Terri T. Catlett	-	Aye
Mary L.C. Daniel	-	Aye
Beverly B. McKay	-	Aye
David S. Weiss	-	Aye

The Board then discussed and took action on Items 12 B: FY2019 to FY 2020 Capital Carryover and 12 C: FY 19 Year – End Fund Balance Designation. See discussion and action in Finance Committee under 2019-12-17 Evening Session Action, page 42 for Item 12 B and page 44 for item 12 C.

Chair Weiss stated the Barbara Byrd is finishing her twentieth year on the Board of Supervisors and is retiring. She has asked to make a statement to citizens about the Second Amendment issue prior to the citizen comment period. Adding that Delegate Dave LaRock would also like to make a statement prior to the citizen comment period, once those messages are stated then we will move to the citizen comment period.

Supervisor Byrd read the following statement:

In 1950, my family moved from Cleveland, Ohio, which – at that time—was not the nicest or safest place to raise a family. After settling in Clarke County, my father enrolled my younger brother and me in a rifle course offered at the Winchester Guard Armory. We learned how to handle guns safely and practiced target shooting. Unfortunately for all the young boys, I beat them at target shooting.

I am a firm supporter of the Second Amendment and support Virginia’s existing gun laws.

I do not like the word “sanctuary”, as I associate it with sanctuary cities. Therefore, I prefer the word “support” in place of “sanctuary”.

We, in the hinterlands, need to send a well written, legal message to Richmond stating that we support the 2nd Amendment and Virginia’s existing gun laws and oppose any proposed laws that would infringe on our 2nd Amendment rights and place unnecessary restrictions on law-abiding citizens.

Richmond must be careful not to make changes to existing laws that would negatively impact the right to bear arms for self-defense and hunting. We live in a dangerous world with an opioid crisis and desperate and sometimes unhinged individuals. If law-abiding citizens wish, they should have access to a gun and a dog with a big bark to protect themselves and their families.

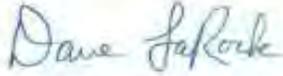
Our Founding Fathers recognized that men are flawed, corruptible and can become tyrants who need to have their hands tied when given power over the rest of us. As a result, they wrote the 2nd Amendment, which protects all the other Amendments in the Constitution.

Chair Weiss and Delegate Dave LaRock thanked Supervisor Byrd for her 20 years of service.

Delegate Dave LaRock read the following statement:



After you consider what action, if any, you are willing to take, I hope to go to Richmond in a couple weeks and, with your blessing, communicate to lawmakers that The Clarke County Board of Supervisors will not sit idle while our rights and freedoms are violated.



Dave LaRock
Delegate, VA District 33

Board Members

Mary C. Daniel, Berryville District

David Weiss, Buckmarsh District

Barbara Byrd, Russell District

Terri Catlett, Millwood District

Bev McKay, White Post District

20) Citizen's Comment Period

Chair Weiss clarified that the County Administrator will read names from the citizens comment period sign in sheets. Asked all to be respectful and courteous for all speakers, and direct all comments to the Board.

County Administrator, Chris Boies stated that 45 speakers signed up to address the Board.

Jay Garver, Berryville: addressed the Board concerning the Second Amendment resolution. He put forth the following points:

- Grew up in Clarke County, learned how to shoot at the age of five.
- U.S. Air Force service on active duty for 22 years.
- Represent the Facebook group Clarke County Land of the free, have over 1,000 members and a majority agree with what I am asking tonight.
- There is a petition in the public that has over 1,000 signatures.
- Behind me is your taxpaying, law abiding, voting citizens of Clarke County; who come before you tonight to ask you to consider a resolution to make Clarke County a Second Amendment Sanctuary.
- Ask that the Board call a special meeting to adopt the resolution before January 19, 2020.
- Join the ranks of over 90 other counties and municipalities in the commonwealth who have already adopted a resolution.
- In order to send a unified message to Richmond, that message being that we oppose your Constitutional overreach

- This is the time for talk and reason.
- Now is not the time to respond emotionally, nor in anger. Now is the time to respond rationally.
- We come before you tonight to tell you that the citizens of Clarke County have your back.
- Our founding fathers risked everything to give us the freedoms that we enjoy today.
- We will not comply.

Steve Fertig, Stephenson: addressed the Board concerning the Second Amendment resolution. He put forth the following points:

- Lived in Clarke County for 16 years and during that time had many shooting events for example SWAT team and deputies training.
- Son is one of the most decorated police officer in the Commonwealth of Virginia history.
- He has won every award that Virginia has had to offer, broke all of the shooting records in Chesterfield County and those records still stand today.
- Youngest son is first lieutenant Army Ranger.
- Firearms have been a big part of my life, can say that it is not the firearm that is the problem; the problem is the mentally ill and the criminal element.
- Politicians, Liberal Democrats, who say we will not do anything with the criminal element, they will not increase the penalties or laws, they are going to attack us law-abiding citizens.
- We have to realize what our forefathers gave up to give us the second greatest document in the history of this country, the first one being the Bible.
- Have had to protect my life twice with a firearm and may not be here if I did not have a handgun.
- Stand for firearms and stand for the Second Amendment.

Joshua Miller, Paris: addressed the Board concerning the Second Amendment resolution. He put forth the following points:

- Support Clarke County to become a sanctuary for the Second Amendment.
- The legislation that is proposed will affect my life.

- If the sanctuary proposal passes, I will be able to continue to live in Clarke County with a piece of mind, knowing that when I do have a family, my right to defend them and my property will remain intact.
- These proposals are just the beginning.
- It is time to stand up to the tyranny of the state government, time to take action of the overreach that they have proposed, and it is time to ensure the freedom that our forefathers fought and died for will be secured for the generations to come.
- Not representing any political party, I am here representing my generation

Nick Thiel, Bluemont: addressed the Board concerning the Second Amendment resolution. He put forth the following points:

- If drunk driving related deaths were on the rise, what sane, rational person would propose 'common sense vehicle control' as a solution?
- Restricting the driving rights of the majority of drivers, who have no history of alcohol abuse or past DUIs, is absurd.
- If we really wanted to solve the problem, going after the gun in the hands of the law-abiding makes no more sense than restricting the car in the garage of a responsible driver.
- A drunk person choosing to get behind the wheel of a vehicle and killing someone with it is no different from an evil or crazy person picking up a gun and killing someone with it.
- Criminals, by definition, not only do not care about obeying laws -they are literally professionals at breaking them.
- If passing a few laws actually worked, then why are illegal drugs still a problem?
- Gun control is like a sheep farmer removing his sheep dog from the pasture, and replacing it with a sign that says 'Wolf Free Zone'. It does nothing to go after the wolves, and nothing to actually protect the sheep. If anything, the wolves will only become emboldened, knowing they will face less resistance from their victims.
- Many people are hung up on the language of the Second Amendment, primarily the "well-regulated militia" part.
- When translated into today's common language, the Second Amendment would read something like this: "A well-organized and effective force, comprised of everyday citizens independent of the government, shall possess the means necessary to protect themselves and their rights from

any form of tyranny that may threaten them. Any action by the government intending to restrict the ability of this group to do so, including restricting access to adequate weaponry, is illegal."

- It would break my heart to see this county side with Northern Virginia over the rest of the Valley-the real Virginia.
- Ask that Clarke County join the sanctuary counties and cities that have already taken the oath to refuse to use precious resources, and risk the safety of police officers and gun owners alike, to enforce any unconstitutional gun control laws.

Paul Pennington, Boyce: addressed the Board concerning the Second Amendment resolution. He put forth the following points:

- Have 22 years in law enforcement between patrol and corrections side.
- Believe strongly in the Second Amendment, the U.S. Constitution, and the Virginia Constitution.
- If I was still currently active as a police officer I would be very uncomfortable at this point because of my belief, I took an oath to uphold the Constitution. Feel like we would be infringing upon these citizens. Also would be concerned for my safety and the safety of my fellow officers.
- Currently a firearms instructor, some of these laws could make that a felony "teaching someone to shot a weapon of death".
- Encourage the Board to consider making Clarke a sanctuary county.

Todd Johnson, Berryville: addressed the Board concerning the Second Amendment resolution. He put forth the following points:

- Speaking in favor of adopting a Second Amendment sanctuary resolution.
- We realize that this resolution is mostly symbolic, realize that adopting a resolution would not nullify or negotiate any legislation that Richmond may pass into law.
- The adoption of this resolution would unify us as a county, gives creditability to our voices when many of us go to Richmond in January stating that we will not tolerate abuse of our national Constitution or our state rights.
- Grandfather Clause will not be kind to us: registration always leads to confiscation.
- Scared our local law enforcement who we deeply appreciate will be forced to follow laws that they know that are wrong.

- Stated FBI statistics on AR style rifles and statistics on mass shootings.
- Proposed legislation operates on two extremely flawed assumptions: taking away firearms from law-abiding citizens will take them from the hands of criminals. In addition, if all the guns went away people would stop killing.
- Ask the Board to convene an early session and adopt this resolution, well in advance of January 20, 2020.

Paul Williams, Berryville: addressed the Board concerning the Second Amendment resolution. He put forth the following points:

- Lifelong shooter with thousands of hours in advanced training on the national and international level.
- Firearms instructor, coach of local youth shooting team, and own a gun store.
- All of these things give me a neat perspective inside all of these pending laws.
- “We have to do something” and “In politics both sides of the isle forget about the rights of the other side when it suits their needs”.
- Scared for where we are and where this legislation could take this county and the state.
- This will place law enforcement in a no win situation.
- These laws never affect criminals because by definition criminals do not obey the law.
- It not fair that my 80-year-old father could wake up next year a class 6 felon.
- The proposed laws are all based on emotion rather than the need to do something.
- We do not prosecute criminals who break our firearm laws today, so why would we make criminals out of law-abiding citizens.
- Straw purchases do occur meaning that a felon who is not allowed to possess a firearm gets someone else to purchase the firearm for them.
- We no longer teach children about firearm safety in school or in society.
- A firearm is a tool just like a hammer or a drill, no one firearm is more dangerous than the other is, so why one type should be singled out.
- We blame the drunk driver not the car, so why should we blame the firearms.

- To enforce laws we should suspend emotion and should embrace reason.
- Competition shooting is my daughters sport, it has boosted her confidence and no one can take that skill away from her.
- The legislation that is proposed is classifying several of the guns that my daughter uses as assault weapons.
- Implore the Board to vote to establish Clarke County as a Second Amendment sanctuary county.

Lauren Farrell, Berryville: addressed the Board concerning the Second Amendment resolution. She put forth the following points:

- Freedom is never more than one generation away from extinction.
- True today now more than ever.
- The Second Amendment plays a huge role in securing that freedom from a tyrannical government like the one we see before us now in Richmond.
- Virginia is made up of more than a few counties that continuously elect democrats who wish to strip us of our Constitutional rights.
- It is not a question of whether Clarke County should or not become a gun sanctuary county, we must.

Bryant Condrey, Boyce: addressed the Board concerning the Second Amendment resolution. He put forth the following points:

- Represent the Facebook group called Clarke County Second Amendment Sanctuary.
- Vast majority of counties in Virginia are passing resolutions because these proposed laws seek to ban extremely common firearms that most of us tend to own.
- AR 15 platform is chosen often because it is ergonomic and they have many safety features.
- These laws seek to make these guns illegal for law-abiding citizens.
- Asking the Board to pass a resolution, we are all here willing to stand with our Board of Supervisors, Sheriff, and Town Police, so please stand with us by passing this resolution.

Jay Corbalis, Berryville: addressed the Board concerning the Second Amendment resolution. He put forth the following points:

- Family has lived in Virginia for seven generations.
- Veteran

- Registered engineer in Virginia.
- As an engineer, believe that I have little bit of common sense along with a logical mind, also guilty of hating waste and loving efficiency.
- That parking lot is full of cars of all colors and sizes. Each one of those cars has the mechanical capability of running over someone. What is the difference; it is the driver not the car. If someone tonight in a green car kills someone, does that mean we should ban all green cars, the answer is no, it will not solve anything.
- Waste – Let us not waste time, money, and resources jacking around with citizens that are law abiding and be more efficient with our efforts on the real problem i.e. mental health, drug abuse, and family values.
- Let us not have the word assault scare anyone.
- Again, it is not the weapon; it is the person behind the wheel and the person behind the trigger.

Joaquin Heard, Boyce: addressed the Board concerning the Second Amendment resolution. He put forth the following points:

- Since the age of three, I have been shooting firearms.
- Would appreciate it if the Board of Supervisors would put forth a Second Amendment sanctuary resolution.
- At some point, the laws become intolerable we would have to revert to civil disobedience.
- For these particular proposed laws, I will not obey the law.

Patrick Marsden, Berryville: addressed the Board concerning the Second Amendment resolution. He put forth the following points:

- The proposed laws are unconstitutional, tyrannical, and break with historic American and Western *juris prudence*.
- Bill HB9 penalizes the reporting of a stolen firearm, if done greater than 24 hours after the event it is discovered.
- Clarified that if your gun is stolen and it is not reported to law enforcement in a day, you are guilty of a civil offense. You are no longer the victim of a crime, by fiat you become the criminal.
- If this precedent were applied to rape, if the rape victim did not report in time would the victim be put into jail?
- It is ironic that at the local level we must reassert our Constitutional rights in the state where American liberty was first codified.

- Look for the Boards support in matters pertaining to this. These issues have become the issue on which all of my future votes will be decided.

Tony Parrot, Boyce: addressed the Board concerning the Second Amendment resolution. He put forth the following points:

- Here to speak in support of making Clarke a Second Amendment sanctuary county.
- Personally, what is proposed in Richmond attacks our freedoms, which I cannot stand for.
- Thirty-three years ago, took an oath to defend the Constitution from enemies both foreign and domestic, and have never been relieved of that duty.
- We are for sanctuaries because we are talking about law-abiding citizens.
- The Second Amendment only has 27 words in it ending in “shall not be infringed”
- Nothing in this amendment states for hunting purposes, skeet shooting, or for home protection; our founders knew that without the right to bear arms and the Second Amendment, nothing would stop a radical government from taking over and taking those rights away.
- These rights are not given but they were guaranteed by the Constitution.
- See the sanctuary county, as an opportunity to exercise our first amendment right of free speech, sending a clear message to Richmond that “shall not be infringed,” means something.
- Encourage the Board to join in with all of the other counties and send that clear message to Richmond and beyond the borders of the great state of Virginia.

Peter Lacey, White Post: addressed the Board concerning the Second Amendment resolution. He put forth the following points:

- Huge supporter of the Second Amendment grew up hunting and enjoying the outdoors.
- Clarke is a unique county it is not just the fine law enforcement, that keeps us safe, it is also the citizens because we are a family, and we will protect each other.
- The Board has done a good job of preserving our way of life living in a rural county.

- Preserve our Second Amendment right to bear arms, let us keep our firearms so we can defend our neighbors if needed.

Jesse Russell, Berryville: addressed the Board concerning the Second Amendment resolution. He put forth the following points:

- Not anti-gun, I have always shot and own guns to this day.
- Disagree with the idea that passing the resolution to unify the county because not everyone tonight is here wanting to be a sanctuary.
- Concerned that this county will suddenly become divided, the Country and the State are already divided; but this county has never been divided.
- Citizens of Clarke County do not vote by party politics.
- This issue needs to be looked at closely in order to come up with a solution, rather than to divide.
- Seems redundant that we are going through this motion because the Board has already took the Oath of Office and pledged yourself to both the U.S. and Virginia Constitution.
- If in the future, if the Board does consider a resolution to please do so in the Constitutions entirety.

Dan Jones, Berryville: addressed the Board concerning the Second Amendment resolution. He put forth the following points

- The Second Amendment secures our right to defend not just ourselves and our family; it secures our right to defend our community, our state, and our country.
- The Second Amendment is the only thing we have to prevent tyranny.
- We need to stand together.
- As a priority, Clarke County needs to be adopted as a Second Amendment sanctuary status.
- Use sanctuary because it implies that my right and firearms will be safe here in Clarke County.

Billy Poston, Berryville: addressed the Board concerning the Second Amendment resolution. He put forth the following points:

- Residents of Clarke County are family.
- Personally, do have a large family five children who all graduated from Clarke and 13 grandchildren most who have or will graduate from Clarke.
- If harm comes to anyone in the county, I will protect him or her.

John Myer, Boyce: addressed the Board concerning the Second Amendment resolution. He put forth the following points:

- Have been in the gun business in Clarke County for 31 years.
- Encourage the Board to pass a resolution in support of the Second Amendment as well as other Constitutional rights.

Michael Perough, Berryville: addressed the Board concerning the Second Amendment resolution. He put forth the following points:

- Twenty-three years of service for this Country, 15 as a police officer and 8 in the marine corp.
- Every time after taking that oath to defend the Constitution, I did it without asking if it was right or not, it was just done.
- Not asking, demanding that the Board to do their job and protect the citizens' rights be the sheep dog and protect us.

Jay Blevins, Berryville: addressed the Board concerning the Second Amendment resolution. He put forth the following points:

- Served in law enforcement, have taken the oath twice to defend the Constitution.
- Carry a gun because I cannot carry a cop.
- It is obvious and overwhelming what the citizens of Clarke County here tonight wants.
- In the last ten days there was a mass shooting in Washington State, no one has heard of it because two armed citizens stepped up using their right of the Constitution to defend themselves and stopped that mass shooting.
- Thank all law enforcement.
- My children are the main reason I am here tonight, because they cannot stand up for themselves so I am here to stand up for them.
- Citizens of Clarke County need the Board to represent us in Richmond.
- Stated that there are two sides of this argument and the ones on the gun control side are names like Hitler, Stalin, King George, Cornwallis, and Northam.
- This is an emotional issue; with all due respect, when history looks back on this vote do you want your names to be besides Hitler and those others or do you want to be on the other side.

Keith Patterson, Berryville: addressed the Board concerning the Second Amendment resolution. He put forth the following points:

- Have been moved by all that I have heard tonight, very pro Second Amendment.
- As a teacher in Loudoun County, everyday children ask me what we would do if someone came through the doors with a firearm.
- Asked to come here by some concerned citizens, this group would like to strengthen the Second Amendment as it is.
- A resolution would open up more issues because it puts one amendment in front of the others.
- Believe that the Second Amendment is needed in order to have freedom of speech.
- We need to do something and am proud to be in Clarke County.

William Bigelow, Berryville: addressed the Board concerning the Second Amendment resolution. He put forth the following points:

- Speaking as a pro Second Amendment person, who has never owned a firearm or never been hunting.
- We live in a very dangerous time and believe that in many ways we have a culture of death in this country and many other countries.
- Humbly request that the Board adopt a sanctuary proposal and hope that it is unanimous because a strong statement from the Board is more effective than a 4 to 1 or 3 to 2 vote.
- No one is anti-gun; left wings who preach anti-gun have personnel with guns to protect them. Government officials who preach anti-gun rules have personnel with guns to protect them also.
- Every amendment to the Constitution is important but there is no first amendment without the Second Amendment.

Michael Wilson, Bluemont: addressed the Board concerning the Second Amendment resolution. He put forth the following points:

- Seventy-nine years old who still works and pays taxes, only have had one speeding ticket many decades ago.
- May be deemed a felon because I will refuse to surrender my weapons.
- Have a concealed carry permit but have only had to use it once in the last 27 years.

- Concerned of these proposed laws.
- The reason we are in this position is that we have been gentle, civil, and polite for far too long.

Craig Anderson, Warren County: addressed the Board concerning the Second Amendment resolution. He put forth the following points:

- We all have tough decisions to make, law enforcement being the toughest.
- Be a patriot and lose their job, Sheriff is elected but his deputies could lose their jobs. Personally, I will always support the patriotic deputies.
- If we see citizens being picked off by the Red Flag Laws then some will die on the spot.
- Please support us in Richmond on January 20, 2020.

Ty Ortiz, Berryville: addressed the Board concerning the Second Amendment resolution. He put forth the following points:

- Have many years of service defending this country.
- Guns are just a tool, if the guns are taken away the tool become the knives, when the knives are taken, the tool becomes the car, etc.
- A weapon of opportunity is anywhere you look; guns really are not the issue here.
- Asking for common sense in the commonwealth, realistically need to take a stronger approach.
- Believe that the Board will do the right thing.

James Gennaro, Bluemont: addressed the Board concerning the Second Amendment resolution. He put forth the following points:

- Compelled to speak because I have known the feeling of being completely helpless, 4 am my dog was barking went downstairs and turned the corner in my house and two flashlights were pointing at me.
- In Virginia in 2018, there were 5,835 forcible sex acts, of those 1,184 committed by a stranger or unknown person. There were 925 aggravated assaults by strangers.
- On average 41 burglaries or attempted burglaries occurred every day, totaling 15,106.
- Last year, there were 89,701 crimes against the person, averaging one every 5 minutes and 52 seconds.

- These facts are why my choice and everyone's choice of weapons in common use shall not be infringed.

Jesse Lepinsky, Front Royal: addressed the Board concerning the Second Amendment resolution. He put forth the following points:

- Here to show my support for the law-abiding gun owners of this county and the entire commonwealth of Virginia.
- The unconstitutional laws currently pre filed in the state cannot be allowed to pass.
- The Second Amendment sanctuary resolution, although largely symbolic, would help send the message to Richmond that we as Virginians will not stand for the erosion of our Constitutional right to bear arms and our God given right to self-defense.
- We are concerned that we will be turned into criminals for owning an inanimate piece of property, something that has no will of its own.
- A gun is a tool; it can be neither inherently good nor evil.
- If firearms safety is truly a concern to the politicians in Richmond, we need to focus on real solutions. A few examples are re-implementing firearm trainings like hunters safety, opening public gun ranges, and medical trainings.
- Hope you make the right decision in declaring Clarke County a Second Amendment sanctuary.

Dennis Poston, Berryville: addressed the Board concerning the Second Amendment resolution. He put forth the following points:

- Have lived in Clarke whole life, was taught at a young age how to handle firearms.
- Do not let them take our right and the rights of the many generations to come.

Jason Crahn, Boyce: addressed the Board concerning the Second Amendment resolution. He put forth the following points:

- Quoted Saint Augustine, "An unjust law, is no law at all."
- In 1963, Dr. Martin Luther King Jr. wrote in his letter from Birmingham jail, that there are "two types of laws just laws and unjust laws", going onto say that "we have a legal and moral responsibility to obey just laws, conversely we a have a moral responsibility to disobey unjust laws".

- Senate Bill 16 and Senate Bill 64 will turn everyday law-abiding citizens into class 5 and class 6 felons overnight, this is an unjust law and immoral.
- Article VI Clause II of the Constitution is the “Supreme law of the land” and states that no state law shall supersede the Constitution.
- The Second Amendment states, “A well-regulated Militia, being necessary to the security of a Free State, the right of the people to keep and bear Arms shall not be infringed.”
- These two laws are not only unjust and immoral; but also, illegal.
- If we do not come together as a community to stand up for this then what are we really doing here.
- Here in support to stand up to this act and these laws.

Britt de Cormier, Berryville: addressed the Board concerning the Second Amendment resolution. He put forth the following points:

- Appalled that the far left Democrats that hold office would not support and defend the Constitution of the United States.
- Our elected officials are not following the oath and are trying to get rid of our Constitution by infringing on the Second Amendment.
- Senate Bill 16 and 64 will negate the Second Amendment.
- It goes further than that children’s jujitsu, karate, and any kind of self-defense class will not be allowed.
- No one will be able to get a concealed carry license.

Tim Johnson, Berryville: addressed the Board concerning the Second Amendment resolution. He put forth the following points:

- Support the Second Amendment Sanctuary Resolutions that are proposed.
- Grew up in New Jersey where the expectation was that only police had guns and no one else should have them.
- Clarke is not that type of community, liberal expectation is that our governor will take care of us.
- In our rural community, there are times when people need to rely upon defending themselves.
- Everyone in our community has a Second Amendment right, hope that the Board will pass a resolution that will support the Second Amendment rights.

Glenn Poe, Bluemont: addressed the Board concerning the Second Amendment resolution. He put forth the following points:

- Not asking the Board to defend his Second Amendment rights, if it comes to that I will be asking the citizens of Clarke County.
- Asking the Board to give this matter the serious duration, it has been asked that it be put on the agenda and to deal with it swiftly so that Richmond understands that this is serious.
- Give this the consideration and to move it forward quickly.

Tom Caldwell, Berryville: addressed the Board concerning the Second Amendment resolution. He put forth the following points:

- Here to add my voice to those urging the Board of Supervisors to immediately take up consideration of establishing Clarke County as a Second Amendment sanctuary county.
- The gun laws proposed violate the United States Constitution; therefore, they are illegal. Also, violate the Virginia State Constitution and put everyone in this county at risk.
- Virginia State Constitution states that any law or code that is contradictory to the U.S. Constitution is null and void.
- What is happening in Richmond scares me because gun laws are just the beginning.
- The Board must act, ask you to declare that you support the Constitution in its entirety and will not recognize or enforce laws that violate the Constitutional rights of the citizens of Clarke County.
- Ask that the Board move forward with drafting and approving a sanctuary resolution for the County of Clarke.
- A week and a half ago my 94 year old father asked if I was going to the meeting on December 17, he wanted to be here tonight but unfortunately he pass a few days ago.
- The other night as I sat there looking at all of his possessions, the metals he earned in the two wars he served, his wallet with his concealed carry permit, and his favorite pocket watch.
- As I held the pocket watch in my hand, I saw the inscription “the right of the people to keep and bear arms shall not be infringed.”
- Ask you to act in accordance with the oath that you swore, now is the time where history holds out its hand, where liberty holds out her hand, please take her hand and support the citizens of Clarke County.

Mary Martin, Boyce: addressed the Board concerning the Second Amendment resolution. She put forth the following points:

- Served four years in the Marine Corp, is a gun owner, and a member of the organization Veterans for Peace.
- Asked the Board what or who are you afraid of?
- The legislator has not met and a lot of fear is being generated by the rumor mills.
- If the legislature is proposing limiting ownership of military style weapons with large capacity magazines, that seems to be only common sense.
- These military guns are not used for hunting animals; they are used for killing people quickly, and in large numbers.
- If it is not for safety but entertainment that citizens are after, then you should consider the incredible carnage these weapons leave in their wake.
- The truth is no one knows when a mass shooting will occur; having fewer semi-automatic weapons in the hands of the general public would reduce the risk of these shootings happening.
- Believes that regulating gun ownership is both compatible with the Second Amendment and a lifesaving must. We can enjoy a gun hobby while we also respect the right of our neighbors and fellow Americans that live their lives feeling safe from uniquely extreme and deadly gun violence that comes from weapons designed for war.

Sharon Caldwell, Berryville: addressed the Board concerning the Second Amendment resolution. She put forth the following points:

- Strongly request that the Board take up the matter quickly and swiftly by passing a resolution that Clarke County will support Second Amendment rights.
- Request that you listen to all citizens, consider the matter, and call a special session if necessary to get this item on the agenda and state your intentions to protect the Second Amendment rights.
- It is time to take a stand , if I become a felon overnight then I will, this is the land of the free and the home of the brave so we all need to choose to be free, choose to be brave, and choose to take action that supports all of our Constitutional rights.

Robert Swain, White Post: addressed the Board concerning the Second Amendment resolution. He put forth the following points:

- If it were a gun issue or an AR 15 issue, then there would be more murders and other shootings in this country than there are.
- Do not believe that banning certain guns will not change anything. Personally, think that it is more the gun free zones that are causing these issues.
- Believe the youth need more education.
- Stand for the Second Amendment sanctuary county.

Ruth Shatkowski, Berryville: addressed the Board concerning the Second Amendment resolution. She put forth the following points:

- Previously lived in California and moved here many years ago, reason for the move was because we had three murders in front of our house.
- The proposed bills in Richmond are unacceptable.
- In Germany, the guns had to be registered before World War II, then government knew who had guns, the guns were then confiscated from people who they did not want to have guns so those people could no longer defend themselves.
- We do not want to repeat this history, if you think it cannot happen in America, look around yes it can.
- If you are on the wrong side of who is in control then you lose.
- Governor Northam said that a grandfather clause would be granted, that only protects the registered people today not our kids and grandkids.
- Quoted Ken Plum a democrat from Reston, “the notion that you can have a locality void a state law by declaring yourself a sanctuary simply is not going to hold up in court”. But isn’t the Constitution of the United States a higher law then what they are doing in Richmond.
- I disagree with the gun control laws because according to research Nations with gun control laws have substantially higher murder rates.
- FBI Crime stats found that states that adopted concealed carry laws reduced murder rates by 8.5 percent, rape by 5 percent, aggravated assault by 7 percent, and robberies by 3 percent.
- Please consider the rights of those who own guns now, those who want to own guns in the future, and pass a Second Amendment sanctuary resolution.

Joanne Spano, Bluemont: addressed the Board concerning the Second Amendment resolution. She put forth the following points:

- Represent the tenth congressional district democratic committee.
- Would like to give a different perspective, went to a rural caucus meeting where a third of those members were gun owners.
- Discussed not wanting to demonize gun owners, not messing with law-abiding people, and certainly do not want to make people into felons.
- There are bills in the hopper that will probably never get anywhere; the worst-case scenarios that people are worried about here may not get support.
- Spoke directly to Supervisor Byrd - know that you do not want change but change is coming.
- A vast majority do support these common sense guns laws.
- Believe that we can all work together, a lot of this emotional hyperbole and talk about takin your guns away, personally believe that those will not happen.
- If you are law-abiding then why are you worried about the background checks and the registration?
- Believe that the Board should urge citizens to follow the law and not encourage people to break it.

Dawn Gray, Berryville: addressed the Board concerning the Second Amendment resolution. She put forth the following points:

- Implore that the Board of Supervisors pass a resolution identifying Clarke County as a Second Amendment sanctuary county.
- Second Amendment rights were enacted to protect our inalienable rights – to life, liberty, and the pursuit of happiness.
- Concerned due to the influx in population in the urban areas in the state of Virginia, which many of our legislators in Richmond no longer understand or represent the needs of rural Virginia communities, like ours.
- Know that my neighbors have guns in their homes, guns that will be deemed as high capacity and illegal.
- Am not afraid that my neighbors have these types of guns, am grateful that my neighbors are willing to exercise their Second Amendment rights and bear the responsibility that comes with owning these types of guns.

- Apologize to my neighbors because I am not a gun owner and for not being able to protect them at the same level that they can protect me.
- In conclusion, this non-gun owning citizen comes before you to implore you to take action to protect the rights of my law abiding, gun-owning neighbors that I truly believe would come to my aid and defense if needed.
- Asked the Board to take action to declare Clarke County, Virginia a Second Amendment sanctuary county.

Citizens that signed up but did not come forth to speak: Robert Armstrong, Catherine Hott, Barry Wells, Jeremy Wright, Benjamin Findley, and Craig Rucker.

Chair Weiss thanked everyone for coming tonight. Stating that as individuals and as the Board, we support the Second Amendment. Staff and legal counsel are working on this for this Board. We will then inform all of what we will do, we will take things cautiously and carefully to protect both the citizens of Clarke County and us as the Board. Think that I speak for the entire Board that the composure and the passion in which you shared your thoughts this afternoon and this evening is another reason of why we serve for you. You are all good people and you have been heard, as always you can contact any of us, and we do consider this very serious situation.

21) Adjournment

At 8:57 pm, Chairman Weiss adjourned the meeting.

Next Regular Meeting Date

The next regular meeting of the Board of Supervisors is set for Tuesday, January 21, 2020, at 1:00 p.m. in the Berryville Clarke County Government Center, Main Meeting Room, 101 Chalmers Court, Berryville, Virginia.

ATTEST: December 17,
2019

David S. Weiss, Chair

Chris Boies, County
Administrator

Recorded and transcribed by Brianna R. Taylor, Deputy Clerk to the Board of Supervisors

Board of Supervisors Meeting Minutes For December 17, 2019 – Regular Meeting

Clarke County Board of Supervisors

Consent Agenda:

- Letter of Support for the Clarke County Historic Preservation Commission Grant Proposal for American Battlefield Protection Program Planning
- Fire & EMS Commission John H. Enders Recommendation: Appoint Keith Veler to the Fire & EMS Commission, as the John H. Enders VFRC Rep, assumes the position previously held by Doug Lawrence, to serve a one-year term expiring August 31, 2020.
- Resolution of Recognition and Appreciation of David L. Ash 2020-02R

Clarke County Board of Supervisors



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

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

Russell Voting District
Doug Lawrence
(540) 955-2144

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

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

County Administrator
Chris Boies
(540) 955-5175

January 21, 2020

Sarah Glass
Acting Manager, American Battlefield Protection Program
National Park Service
1849 C Street NW
Mail Stop 7228
Washington, D.C. 20240

Re: Grant Proposal for American Battlefield Protection Program Planning Grants

Dear Ms. Glass,

On behalf of the Clarke County Board of Supervisors, I strongly support the proposed "Battle of Berryville Research & Documentation" grant application proposed by the Clarke County Historic Preservation Commission.

Today, the boundaries of the Berryville Battlefield, as delineated by the American Battlefield Protection Program, include over 7,000 acres within the Battlefield Study Area and approximately 6,200 acres of the landscape still intact. The proposed grant will provide funding to conduct research of the history of the Battle of Berryville and confirm the accuracy of current battlefield boundaries and areas of integrity.

This application supports the County's Comprehensive Plan by protecting and preserving the County's historic resources, including its built features and its open-space and agricultural landscapes for the benefit of citizens of the County. It also does this to promote heritage tourism and related activities, which support the County's economic development. Promoting the preservation of these resources includes identifying them and making their history more accessible. I appreciate your time in considering this application.

Sincerely,

David Weiss, Chair
Clarke County Board of Supervisors

www.clarkecounty.gov

101 Chalmers Court, Suite B
Berryville, VA 22611

Telephone: [540] 955-5175

Zimbra**lwalburn@clarkecounty.gov**

Enders Fire Commission Representative

From : president@endersfire.com

Fri, Dec 27, 2019 05:26 PM

Subject : Enders Fire Commission Representative 1 attachment**To :** cboies@clarkecounty.gov**Cc :** mdaniel@clarkecounty.gov, dweiss@clarkecounty.gov,
tcatlett@clarkecounty.gov, bmckay@clarkecounty.gov,
lwalburn@clarkecounty.gov, Keith Veler
<kv.bdaddy@gmail.com>,
dougmlawrence@hotmail.com,
secretary@endersfire.com

County Administrator and Board of Supervisors,

Since Doug Lawrence was elected to the Board of Supervisors, Keith Veler was elected by the membership of the John H. Enders Fire Company at our regular Company meeting on December 19th to succeed Doug as our Fire and Rescue Commission Representative.

Keith has been a volunteer firefighter for over 25 years and has been active in development of Junior Firefighter Programs at both Leesburg Volunteer Fire Company and Citizens Volunteer Fire Company before finding a home at John H. Enders. He is currently employed in the IT Industry as an Account Consultant with Compuware, and an active Volunteer at John H. Enders.

We certainly hope that the Board of Supervisors will support the John H. Enders Fire Company's recommendation of Mr. Keith Veler, and appoint him to serve on the Fire and Rescue Commission.

Should you have any comments or require additional information please
feel
free to reply to this email or call me at 540-974-8265.

Harold L. Rohde

President,

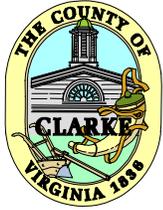
John H. Enders Fire Company.



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Clarke County Board of Supervisors



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(540) 955-1971

Millwood Voting District
Terri T. Catlett
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Russell Voting District
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Buckmarsh Voting District
David S. Weiss – Chair
(540) 955-2151

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

County Administrator
Chris Boies
(540) 955-5175

Resolution of Recognition and Appreciation of David L. Ash

WHEREAS, David L. Ash assumed the duties and responsibilities of County Administrator and Clerk to the Clarke County Board of Supervisors on March 19, 1991, serving in that capacity, as the second County Administrator in Clarke's history, until December 2, 2019;

WHEREAS, during his tenure, he also served on the BCCGC Joint Building Committee, Berryville-Clarke County Joint Committee for Economic Development and Tourism, Clarke County Communications Committee, Coalition on the Effects of Illegal Immigration, Events Ordinance Review Committee, Housing Rehabilitation Board, Joint Administrative Services Board, Joint Budget Review Committee, Joint Information Technology Oversight Committee, Northwestern Regional Jail Authority, NSVRC Planning District Commission, Regional Airport Authority, Regional Water Committee, Shenandoah Valley Chief Local Elected Officials Consortium, and VACORP Board;



WHEREAS, he also acted as the Director of Emergency Management from 1991 until the creation of the Fire, Emergency Medical Services, and Emergency Management Department on October 21, 2014; and, in order to best serve the interests of the citizens of Clarke County, he maintained his certifications as an Emergency Medical Technician and responded to emergency medical service calls as needed;

WHEREAS, during his tenure, he oversaw numerous building projects including the Berryville-Clarke County Government Center, Animal Shelter on Ramsburg Lane, the Quarry Road Convenience Center, and the expansion of the Clarke County Recreation Center to include the new Parks and Recreation Administrative Offices and the Clarke County Senior Center. He also coordinated renovation projects at 34, 36, 311 East Main Street; 301 Josephine Street; 100 North Buckmarsh Street; 100, 104, 106 North Church Street; and 524 Westwood Road. He also instituted the employee service awards, the digitization of records in County Administration, and the digitization and in-house publication of the Code of Clarke County; and,

NOW, THEREFORE, BE IT RESOLVED by the Clarke County Board of Supervisors that **DAVID L. ASH** be recognized and congratulated for his service and that his dedication to the Board of Supervisors, Clarke's employees, and all citizens of Clarke County be hereby memorialized as a token of the respect and high esteem in which he is held.

APPROVED AND ORDERED ENTERED in the official records by the unanimous vote of the members of the Clarke County Board of Supervisors assembled on the 21st day of January, 2020.

ATTEST 2020-02R

David S. Weiss, Chair

www.clarkecounty.gov

101 Chalmers Court, Suite B
Berryville, VA 22611

Telephone: [540] 955-5175

Clarke County Board of Supervisors

Review of FY2019 Financial Report by Matthew A. McLearn, Robinson Farmer Cox Associates

COUNTY OF CLARKE, VIRGINIA



FINANCIAL REPORT

YEAR ENDED JUNE 30, 2019

COUNTY OF CLARKE, VIRGINIA

FINANCIAL REPORT

FOR THE YEAR ENDED JUNE 30, 2019

COUNTY OF CLARKE, VIRGINIA

Board of Supervisors

David Weiss, Chairman
Beverly B. McKay, Vice Chairman

Barbara J. Byrd

Mary L. C. Daniel

Terri T. Catlett

County School Board

Monica Singh-Smith, Chairman
Jonathan Turkel, Vice-Chairman
Renée F. Weir, Clerk

Charles "Chip" Schutte

Zara Ryan

Katie Kerr-Hobert

Board of Social Services

Gerald Dodson, Chairman
Alan Melusen, Vice-Chairman

Barbara Byrd

James Smith

Lynn Gray

Other Officials

Judge of the Circuit Court Clark Andrew Ritchie
Judge of the Circuit Court Charles Ricketts III
Judge of the Circuit Court Alexander R. Iden
Judge of the Circuit Court John E. Wetsel, Jr.
Judge of the Circuit Court Bruce D. Albertson
Clerk of the Circuit Court..... Helen Butts
Judge of the General District Court..... Amy Beth Tisinger
Judge of the General District Court..... William W. Eldridge, IV
Judge of the General District Court..... W. Dale Houff
Judge of the General District Court..... John Stanley Hart, Jr.
Judge of the General District Court..... Ian R.D. Williams
Judge of the Juvenile and Domestic Relations Court Kimberly Marion Athey
Commonwealth's Attorney Anne M. Williams
Commissioner of the Revenue Donna Peake
Treasurer Sharon Keeler
Sheriff Anthony W. Roper
Superintendent of Schools Dr. Chuck Bishop
County Administrator David L. Ash
Director of Joint Administrative Services Thomas J. Judge
Director of Department of Social Services Brittany A. Heine

COUNTY OF CLARKE, VIRGINIA
FINANCIAL REPORT
FOR THE FISCAL YEAR ENDED JUNE 30, 2019

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Independent Auditors' Report

To the Honorable Members of
The Board of Supervisors
County of Clarke, Virginia

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the County of Clarke, Virginia, as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the County's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the *Specifications for Audits of Counties, Cities, and Towns*, issued by the Auditor of Public Accounts of the Commonwealth of Virginia. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the aggregate discretely presented component units, each major fund, and the aggregate remaining fund information of the County of Clarke, Virginia, as of June 30, 2019, and the respective changes in financial position, and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Change in Accounting Principle

As described in Note 20 to the financial statements, in 2019, the County adopted new accounting guidance, GASB Statement No. 88 *Certain Disclosures Related to Debt, Including Direct Borrowing and Direct Placements* and early implemented GASB Statement No. 89, *Accounting for Interest Cost Incurred Before the End of a Construction Period*. Our opinion is not modified with respect to this matter.

Other Matters

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis, budgetary comparison information, and schedules related to pension and OPEB funding on pages 4-10, 86-87, and 88-104 be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The budgetary comparison information has been subjected to the auditing procedures applied in the audit of the basic financial statements and, in our opinion, is fairly stated in all material respects in relation to the basic financial statements taken as a whole.

Supplementary and Other Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the County of Clarke, Virginia's basic financial statements. The other supplementary information and other statistical information are presented for purposes of additional analysis and are not a required part of the basic financial statements. The schedule of expenditures of federal awards is presented for purposes of additional analysis as required by Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, and is also not a required part of the basic financial statements.

Other Matters: (Continued)

Supplementary and Other Information: (Continued)

The other supplementary information and the schedule of expenditures of federal awards are the responsibility of management and were derived from and relate directly to the underlying accounting and other records used to prepare the basic financial statements. Such information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the other supplementary information and the schedule of expenditures of federal awards are fairly stated in all material respects in relation to the basic financial statements as a whole.

The other statistical information has not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on them.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated December 20, 2019, on our consideration of the County of Clarke, Virginia's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is solely to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the effectiveness of County of Clarke, Virginia's internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the County of Clarke, Virginia's internal control over financial reporting and compliance.

Robinson, Farmer Cox Associates
(Charlottesville, Virginia
December 20, 2019

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County of Clarke, Virginia Management's Discussion and Analysis

As management of the County of Clarke (the "County"), we offer readers of the County's financial statements this narrative overview and analysis of the financial activities of the County for the fiscal year ended June 30, 2019.

Financial Highlights

- The assets and deferred outflows of resources of the County (excluding component units) exceeded its liabilities and deferred inflows of resources at the close of the most recent fiscal year by \$26.8 million (*net position*). Of this amount, \$10.3 million (*unrestricted net position*) may be used to meet the County's ongoing obligations to citizens and creditors.
- The County's total net position decreased by \$9.2 million, of which the governmental activities accounted for 100% of the decrease.
- At the end of the current fiscal year, unassigned fund balance for the General Fund was \$207,340. The Fiscal Policy of Clarke County requires that certain financial designations of General Fund balance be maintained. These financial designations are reported as assigned fund balance of \$10,433,468 and are comprised of the numerous designations. Liquidity and stabilization funds comprise \$4,438,939. Saving for pay-as-you-go capital expenditures comprises \$3,703,266. A total of \$2,021,596 is assigned for other requests. \$269,667 is assigned for compensated absences.
- The County's total long-term obligations decreased by \$2,389,227 (8%) during the current fiscal year.

Overview of the Financial Statements

This discussion and analysis is intended to serve as an introduction to the County's basic financial statements. The County's basic financial statements comprise three components: 1) government-wide financial statements, 2) fund financial statements, and 3) notes to the financial statements. This report also contains other supplementary information in addition to the basic financial statements themselves.

Government-wide financial statements

The *government-wide financial statements* are designed to provide the readers with a broad overview of the County's finances, in a manner similar to a private-sector business. The *statement of net position* presents information on all of the County's assets, liabilities and deferred inflows of resources with the difference between the two reported as *net position*. Over time, increases or decreases in net position may serve as a useful indicator of how the financial position of the County may be changing. Increases in net position may indicate an improved financial position; however, even decreases in net position may reflect a changing manner in which the County may have used previously accumulated funds.

The *statement of activities* presents information showing how the County's net position changed during the most recent fiscal year. All changes in net position are reported as soon as the underlying event giving rise to the change occurs, *regardless of the timing of related cash flows*. Thus, revenues and expenses are reported in this statement for some items that will only result in cash flows in future fiscal periods, (e.g., uncollected taxes and earned but unused vacation leave).

Overview of the Financial Statements (Continued)

Government-wide financial statements: (Continued)

Both of the government-wide financial statements distinguish functions of the County that are principally supported by taxes and intergovernmental revenues (*governmental activities*) from other functions that are intended to recover all or a significant portion of their costs through user fees and charges (*business-type activities*). The governmental activities of the County include general government administration, judicial administration, public safety, public works, health and welfare, parks, recreation and cultural, community development, and education. The County did not operate any business-type activities.

The government-wide financial statements include not only the County itself (known as the *primary government*), but also a legally separate school board, a legally separate industrial development authority and a legally separate sanitary authority for which the County is financially accountable. Financial information for these *component units* is reported separately from the financial information presented for the primary government itself. The government-wide financial statements can be found on pages 11 through 13 of this report.

Fund financial statements

A *fund* is a grouping of related accounts that is used to maintain control over resources that have been segregated for specific activities or objectives. The County, like other state and local governments, uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the funds of the County can be divided into three categories: governmental funds, proprietary funds, and fiduciary funds.

Governmental funds are used to account for essentially the same functions reported as *governmental activities* in the government-wide financial statements. However, unlike the government-wide financial statements, governmental fund financial statements focus on *near-term inflows and outflows of spendable resources*, as well as on *balances of spendable resources* available at the end of the fiscal year. Such information may be useful in evaluating a government's near-term financing requirements.

Because the focus of governmental funds is narrower than that of the government-wide financial statements, it is useful to compare the information presented for *governmental funds* with similar information presented for *governmental activities* in the government-wide financial statements. By doing so, readers may better understand the long-term impact of the County's near-term financing decisions. Both the governmental fund balance sheet and the governmental fund statement of revenues, expenditures, and changes in fund balances provide a reconciliation to facilitate this comparison between *governmental funds and governmental activities*.

The County reports ten individual governmental funds. Information is presented separately in the governmental fund balance sheet and in the governmental fund statement of revenues, expenditures, and changes in fund balances for the General Fund, the Virginia Public Assistance Fund and the School Debt Service Fund, all of which are considered to be major funds. Data from the other County funds are combined into a single, aggregated presentation. Individual fund data for each of these nonmajor governmental funds is provided in the form of *combining statements* elsewhere in this report.

Overview of the Financial Statements (Continued)

Fund financial statements: (Continued)

The County adopts an annual appropriated budget for its General Fund. A budgetary comparison statement has been provided for the General Fund to demonstrate compliance with this budget. The basic governmental fund financial statements can be found on pages 14 through 17 of this report.

Fiduciary funds are used to account for resources held for the benefit of parties outside the County. Fiduciary funds are *not* reflected in the government-wide financial statement because the resources of those funds are *not* available to support the County's own programs. The accounting used for fiduciary funds is much like that used for proprietary funds. The basic fiduciary fund statement can be found on page 18 of this report.

Notes to the financial statements

The notes provide additional information that is essential to a full understanding of the data provided in the government-wide and fund financial statements. The notes to the financial statements can be found on pages 19 through 85 of this report.

Other information

In addition to the basic financial statements and accompanying notes, this report also presents *required supplementary information* concerning budgetary comparisons for the general fund and VPA special revenue fund. Required supplementary information can be found on pages 86 through 104 of this report.

The combining statements referred to earlier in connection with nonmajor governmental funds are presented immediately following the required supplementary information. Combining and individual fund statements and schedules can be found starting on page 105 of this report.

Government-Wide Financial Analysis

As noted earlier, net position may serve over time as a useful indicator of a government's financial position. In the case of the County, assets exceeded liabilities by \$26.8 million at the close of the most recent fiscal year. A large portion of the County's net position (\$16.5 million, 62% of total) reflects its investment in capital assets (e.g., land, buildings, machinery, and equipment), less any related debt used to acquire those assets that is still outstanding. The County uses these capital assets to provide services to citizens; consequently, these assets are *not* available for future spending. Although the County's investment in its capital assets is reported net of related debt, it should be noted that the resources needed to repay this debt must be provided from other sources, since the capital assets themselves cannot be used to liquidate these liabilities (i.e., the County's investment in capital assets are of a permanent nature as assets acquired are generally not sold or otherwise disposed of during their useful life).

Government-Wide Financial Analysis (Continued)

The following table provides a comparative summary of the County's Statement of Net Position:

County of Clarke, Virginia		
Summary of Net Position		
As of June 30, 2019 and 2018		
	Governmental Activities	
	2019	2018
Current and other assets	\$ 24,895,914	\$ 24,960,877
Capital assets	42,534,743	54,003,039
Total assets	<u>\$ 67,430,657</u>	<u>\$ 78,963,916</u>
Deferred outflows of resources	<u>\$ 472,512</u>	<u>\$ 426,443</u>
Long-term liabilities outstanding	\$ 28,507,758	\$ 30,896,985
Other liabilities	892,606	1,029,609
Total liabilities	<u>\$ 29,400,364</u>	<u>\$ 31,926,594</u>
Deferred inflows of resources	<u>\$ 11,709,374</u>	<u>\$ 11,461,225</u>
Net position:		
Net investment in capital assets	\$ 16,504,787	\$ 25,987,214
Restricted	6,510	6,510
Unrestricted	10,282,134	10,008,816
Total net position	<u>\$ 26,793,431</u>	<u>\$ 36,002,540</u>

An additional portion of the County's net position (\$6,510) represents resources that are subject to external restrictions on how they may be used. The remaining balance of *unrestricted net position* (\$10.3 million) may be used to meet the County's ongoing obligations to citizens and creditors.

At the end of the current fiscal year, the County is able to report positive balances in all three categories of net position.

As noted previously, the County's net position decreased by \$9.2 million during the current fiscal year. This is largely attributable to paying principal due on long-term debt obligations and transfer of a school construction project to the School Board.

Government-Wide Financial Analysis (Continued)

Governmental activities decreased the County's net position by \$9.2 million. The following table summarizes the County's Statement of Activities:

**County of Clarke, Virginia
Changes in Net Position
Years Ended June 30, 2019 and 2018**

	<u>Governmental Activities</u>	
	<u>2019</u>	<u>2018</u>
Revenues:		
Program revenues:		
Charges for services	\$ 1,747,714	\$ 1,653,241
Operating grants and contributions	2,724,960	2,727,440
Capital grants and contributions	529,937	241,152
General revenues:		
Property taxes	21,340,980	20,679,221
Other taxes	2,005,268	1,949,217
Unrestricted revenues from the use of money and property	166,957	95,578
Miscellaneous	237,274	199,057
Grants and contributions not restricted to specific programs	<u>2,965,641</u>	<u>3,026,459</u>
Total revenues	<u>\$ 31,718,731</u>	<u>\$ 30,571,365</u>
Expenses:		
General governmental administration	\$ 2,432,025	\$ 2,183,992
Judicial administration	815,472	756,574
Public safety	5,018,338	4,390,173
Public works	1,356,634	1,247,596
Health and welfare	2,177,021	2,553,964
Parks, recreation, and cultural	1,221,501	1,184,765
Community development	1,114,874	751,064
Interest on long-term debt	1,165,960	1,262,545
Education	<u>25,626,015</u>	<u>16,807,648</u>
Total expenses	<u>\$ 40,927,840</u>	<u>\$ 31,138,321</u>
Increase (decrease) in net position	<u>\$ (9,209,109)</u>	<u>\$ (566,956)</u>
Net position - beginning of year	<u>36,002,540</u>	<u>36,569,496</u>
Net position - end of year	<u><u>\$ 26,793,431</u></u>	<u><u>\$ 36,002,540</u></u>

Generally, net asset changes are for the difference between revenues and expenses. Key elements of this net increase are as follows:

- Overall stabilization in operating expenses.
- Increase in capital grants.
- Increase in transfers out to School Board reported as education expense. These transfers represent a change in long-term assets and liability transferred between Component Unit School Board and the County, as well as unexpended local transfer at year end.

Financial Analysis of the County's Funds

As noted earlier, the County uses fund accounting to ensure and demonstrate compliance with finance-related legal requirements.

Governmental funds: The focus of the County's *governmental funds* is to provide information on near-term inflows, outflows, and balances of *spendable* resources. Such information is useful in assessing the County's financing requirements. In particular, *unassigned fund balance* may serve as a useful measure of a government's net resources available for spending at the end of the fiscal year.

As of the end of the current fiscal year, the County's governmental funds reported combined ending fund balances of \$11.4 million, a decrease of 0.7 million in comparison with the prior year. Of this total amount, \$10.8 million or 95% constitutes *assigned and unassigned fund balance*, which is available for spending at the County's discretion. The remainder of fund balance is *nonspendable, restricted, or committed* to indicate that it is not available for new spending because it has already been committed to a specific purpose.

The General Fund is the chief operating fund of the County. At the end of the current fiscal year, assigned and unassigned fund balance of the General Fund was \$10.6 million. As a measure of the General Fund's liquidity, it may be useful to compare both unassigned fund balance and total fund balance to total fund expenditures. Assigned and unassigned fund balance represents 42% of total General Fund expenditures. This is a common measure for the strength of the County's equity and an overall indicator of a healthy financial condition.

Restricted fund balance of \$6,510 for the swim team and pool in the Parks Construction Fund is included in other governmental funds.

General Fund Budgetary Highlights

There was an increase of \$2,746,636 between the original budget and the final amended budgeted expenditures. The majority of this increase was for local transfer to the School Board.

Capital Asset and Debt Administration

Capital assets: The County's investment in capital assets for its governmental activities as of June 30, 2019 amounts to \$42.5 million (net of accumulated depreciation). This investment in capital assets includes land, buildings, improvements, machinery and equipment and construction in progress. Major capital asset events during the current fiscal year included the following:

- Purchase of several Sheriff vehicles
- Park updates
- Purchase of computer and other electronic equipment for joint government and circuit court

Capital Asset and Debt Administration (Continued)

Capital assets, net of accumulated depreciation, are illustrated in the following table:

	Governmental Activities	
	2019	2018
Land	\$ 857,713	\$ 857,713
Buildings	38,877,966	43,737,543
Improvements	593,342	659,119
Machinery & Equipment	777,442	831,045
Construction in progress	1,428,280	7,917,619
Total	\$ 42,534,743	\$ 54,003,039

Additional information on the County's capital assets can be found in note 6 on pages 33 through 34 of this report.

Long-term debt: At the end of the current fiscal year, the County had total outstanding debt of \$28.5 million and details are summarized in the following table:

	Governmental Activities	
	2019	2018
Bonds payable:		
General obligation bonds	\$ 21,640,000	\$ 23,340,000
Premiums and discounts	160,318	183,308
Lease revenue bond	3,912,875	4,001,175
Net OPEB liabilities	796,957	751,683
Capital leases	316,763	491,342
Net pension liability	1,125,050	1,620,195
Compensated absences	555,795	509,282
Total	\$ 28,507,758	\$ 30,896,985

Additional information on the County's long-term debt can be found in Note 8.

Economic Factors and Next Year's Budgets and Rates

- Revenue from the Commonwealth and Federal Government will continue to be weak.
- Employee benefit costs will continue to rise.

Requests for Information

This financial report is designed to provide a general overview of the County's finances for all those with an interest in the government's finances. Questions concerning any of the information provided in this report or requests for additional financial information should be addressed to the Director of Joint Administrative Services, County of Clarke, 317 W. Main Street, Suite B, Berryville, VA 22611.

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BASIC FINANCIAL STATEMENTS

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Government-wide Financial Statements

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Statement of Net Position
June 30, 2019

	Primary Government Governmental Activities	Component Units		
		School Board	Clarke County Sanitary Authority	Industrial Development Authority
ASSETS				
Cash and cash equivalents	\$ 9,150,348	\$ 1,882,731	\$ 353,167	\$ 154,364
Receivables (net of allowance for uncollectibles):				
Taxes receivable	13,287,352	-	-	-
Accounts receivable	209,106	357	139,398	-
Notes receivable	3,472	-	-	-
Due from agency fund	191,242	-	-	-
Due from component unit	2,966	-	-	-
Due from other governmental units	1,588,034	553,112	-	-
Inventories	16,898	-	-	-
Prepaid items	-	30,048	-	1,340
Restricted assets:				
Cash and cash equivalents	247,795	-	-	-
Notes receivable - net of current portion	4,487	-	-	-
Net pension asset	-	332,917	-	-
Capital assets (net of accumulated depreciation):				
Land	857,713	3,054,699	13,200	-
Buildings	38,877,966	15,997,092	-	-
Improvements other than buildings	593,342	555,023	-	-
Equipment	777,442	2,183,436	-	-
Utility plant in service	-	-	8,701,022	-
Construction in progress	1,428,280	-	-	-
Total assets	\$ 67,236,443	\$ 24,589,415	\$ 9,206,787	\$ 155,704
DEFERRED OUTFLOW OF RESOURCES				
Pension related items	\$ 406,834	\$ 2,218,849	\$ 3,238	\$ -
OPEB related items	65,678	307,342	-	-
Total deferred outflows of resources	\$ 472,512	\$ 2,526,191	\$ 3,238	\$ -
LIABILITIES				
Accounts payable	\$ 226,892	\$ 335,587	\$ 74,721	\$ -
Accrued liabilities	4,471	2,115,471	-	-
Customers' deposits	-	-	7,750	-
Accrued interest payable	467,029	-	3,738	-
Due to primary government	-	2,966	-	-
Long-term liabilities:				
Due within one year	1,696,103	47,456	332,151	-
Due in more than one year	26,811,655	22,435,115	3,237,944	-
Total liabilities	\$ 29,206,150	\$ 24,936,595	\$ 3,656,304	\$ -
DEFERRED INFLOWS OF RESOURCES				
Deferred property tax revenue	\$ 11,161,876	\$ -	\$ -	\$ -
Pension related items	506,581	2,190,400	6,350	-
OPEB related items	40,917	151,988	-	-
Total deferred inflows of resources	\$ 11,709,374	\$ 2,342,388	\$ 6,350	\$ -
NET POSITION				
Net investment in capital assets	\$ 16,504,787	\$ 21,790,250	\$ 5,153,199	\$ -
Restricted				
Swim team	4,851	-	-	-
Pool	1,659	-	-	-
Unrestricted	10,282,134	(21,953,627)	394,172	155,704
Total net position	\$ 26,793,431	\$ (163,377)	\$ 5,547,371	\$ 155,704

The notes to the financial statements are an integral part of this statement.

COUNTY OF CLARKE, VIRGINIA

Statement of Activities
 For the Year Ended June 30, 2019

Functions/Programs	Expenses	Program Revenues		
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions
PRIMARY GOVERNMENT:				
Governmental activities:				
General government administration	\$ 2,432,025	\$ 33,260	\$ 212,206	\$ -
Judicial administration	815,472	1,647	378,813	-
Public safety	5,018,338	929,281	1,034,459	13,698
Public works	1,356,634	373,248	-	-
Health and welfare	2,177,021	-	1,094,982	-
Education	25,626,015	-	-	110,734
Parks, recreation, and cultural	1,221,501	410,278	-	-
Community development	1,114,874	-	4,500	405,505
Interest on long-term debt	1,165,960	-	-	-
Total governmental activities	\$ 40,927,840	\$ 1,747,714	\$ 2,724,960	\$ 529,937
Total primary government	\$ 40,927,840	\$ 1,747,714	\$ 2,724,960	\$ 529,937
COMPONENT UNITS:				
School Board	\$ 17,680,915	\$ 682,495	\$ 10,111,939	\$ -
Clarke County Sanitary Authority	1,101,563	999,978	-	-
Clarke County Industrial Development Authority	14,863	9,208	-	-
Total component units	\$ 18,797,341	\$ 1,691,681	\$ 10,111,939	\$ -
General revenues:				
General property taxes				
Other local taxes:				
Local sales and use tax				
Consumer utility tax				
Taxes on recordation and wills				
Motor vehicle licenses				
Other local taxes				
Unrestricted revenues from use of money and property				
Miscellaneous				
Grants and contributions not restricted to specific programs				
Contribution from County of Clarke				
Total general revenues				
Change in net position				
Net position - beginning				
Net position - ending				

The notes to the financial statements are an integral part of this statement.

Net (Expense) Revenue and Changes in Net Position				
Primary Government	Component Units			
Governmental Activities	School Board	Clarke County Sanitary Authority	Industrial Development Authority	
\$ (2,186,559)	\$ -	\$ -	\$ -	\$ -
(435,012)	-	-	-	-
(3,040,900)	-	-	-	-
(983,386)	-	-	-	-
(1,082,039)	-	-	-	-
(25,515,281)	-	-	-	-
(811,223)	-	-	-	-
(704,869)	-	-	-	-
(1,165,960)	-	-	-	-
<u>\$ (35,925,229)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
<u>\$ (35,925,229)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
\$ -	\$ (6,886,481)	\$ -	\$ -	\$ -
-	-	(101,585)	-	-
-	-	-	(5,655)	-
<u>\$ -</u>	<u>\$ (6,886,481)</u>	<u>\$ (101,585)</u>	<u>\$ (5,655)</u>	<u>\$ -</u>
\$ 21,340,980	\$ -	\$ -	\$ -	\$ -
957,003	-	-	-	-
357,654	-	-	-	-
288,834	-	-	-	-
321,283	-	-	-	-
80,494	-	-	-	-
166,957	48,665	3,355	6,666	-
237,274	78,058	147,677	-	-
2,965,641	-	-	-	-
-	18,503,757	207,000	-	-
<u>\$ 26,716,120</u>	<u>\$ 18,630,480</u>	<u>\$ 358,032</u>	<u>\$ 6,666</u>	<u>\$ -</u>
(9,209,109)	11,743,999	256,447	1,011	-
36,002,540	(11,907,376)	5,290,924	154,693	-
<u>\$ 26,793,431</u>	<u>\$ (163,377)</u>	<u>\$ 5,547,371</u>	<u>\$ 155,704</u>	<u>\$ -</u>

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Fund Financial Statements

Balance Sheet
Governmental Funds
June 30, 2019

	General	Virginia Public Assistance	School Debt Service	Other Govern- mental Funds	Total
ASSETS					
Cash and cash equivalents	\$ 8,544,651	\$ 61,109	\$ -	\$ 544,588	\$ 9,150,348
Receivables (net of allowance for uncollectibles):					
Taxes receivable	13,287,352	-	-	-	13,287,352
Accounts receivable	209,106	-	-	-	209,106
Due from other funds	194,214	-	-	-	194,214
Due from agency fund	191,242	-	-	-	191,242
Due from component unit	2,966	-	-	-	2,966
Due from other governmental units	1,444,753	113,727	-	29,554	1,588,034
Inventories	16,898	-	-	-	16,898
Restricted assets:					
Cash and cash equivalents	247,795	-	-	-	247,795
Total assets	<u>\$ 24,138,977</u>	<u>\$ 174,836</u>	<u>\$ -</u>	<u>\$ 574,142</u>	<u>\$ 24,887,955</u>
LIABILITIES					
Accounts payable	\$ 135,362	\$ 10,176	\$ -	\$ 81,354	\$ 226,892
Accrued liabilities	4,471	-	-	-	4,471
Due to other funds	-	164,660	-	29,554	194,214
Total liabilities	<u>\$ 139,833</u>	<u>\$ 174,836</u>	<u>\$ -</u>	<u>\$ 110,908</u>	<u>\$ 425,577</u>
DEFERRED INFLOWS OF RESOURCES					
Unavailable property tax revenue	\$ 13,093,643	\$ -	\$ -	\$ -	\$ 13,093,643
FUND BALANCES:					
Nonspendable:					
Inventory	\$ 16,898	\$ -	\$ -	\$ -	\$ 16,898
Restricted:					
Swim team	-	-	-	4,851	4,851
Pool	-	-	-	1,659	1,659
Debt service	247,795	-	-	-	247,795
Committed:					
Community development	-	-	-	225,880	225,880
Public safety expenditures	-	-	-	94,231	94,231
Assigned:					
Capital projects	-	-	-	136,613	136,613
Other (Note 15)	10,433,468	-	-	-	10,433,468
Unassigned	207,340	-	-	-	207,340
Total fund balances	<u>\$ 10,905,501</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 463,234</u>	<u>\$ 11,368,735</u>
Total liabilities, deferred inflows of resources, and fund balances	<u>\$ 24,138,977</u>	<u>\$ 174,836</u>	<u>\$ -</u>	<u>\$ 574,142</u>	<u>\$ 24,887,955</u>

The notes to the financial statements are an integral part of this statement.

Reconciliation of the Balance Sheet of Governmental Funds
 To the Statement of Net Position
 June 30, 2019

Amounts reported for governmental activities in the statement of net position are different because:

Total fund balances per Exhibit 3 - Balance Sheet - Governmental Funds	\$	11,368,735	
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds.			42,534,743
Other long-term assets are not available to pay for current-period expenditures and, therefore, are deferred in the funds.			
Unavailable property taxes			1,931,767
Long-term note receivable is not available to pay for current period expenditures and, therefore, is not reported in the funds.			7,959
Interest on long-term debt is not accrued in governmental funds, but rather is recognized when paid.			(467,029)
Deferred outflows of resources are not available to pay for current-period expenditures and, therefore, are not reported in the funds.			
Pension related items	\$	406,834	
OPEB related items		<u>65,678</u>	472,512
Deferred inflows of resources are not due and payable in the current period and, therefore, are not reported in the funds.			
Pension related items	\$	(506,581)	
OPEB related items		<u>(40,917)</u>	(547,498)
Long-term liabilities, including bonds payable, are not due and payable in the current period and, therefore, are not reported in the funds.			<u>(28,507,758)</u>
Net position of governmental activities	\$		<u><u>26,793,431</u></u>

The notes to the financial statements are an integral part of this statement.

Statement of Revenues, Expenditures, and Changes in Fund Balances
 Governmental Funds
 For the Year Ended June 30, 2019

	General	Virginia Public Assistance	School Debt Service	Total Nonmajor Governmental Funds	Total
REVENUES					
General property taxes	\$ 20,779,491	\$ -	\$ -	\$ 15,958	\$ 20,795,449
Other local taxes	2,005,268	-	-	-	2,005,268
Permits, privilege fees, and regulatory licenses	385,048	-	-	-	385,048
Fines and forfeitures	320,568	-	-	-	320,568
Revenue from the use of money and property	163,165	-	-	3,792	166,957
Charges for services	1,037,143	-	-	4,955	1,042,098
Miscellaneous	29,411	-	107,732	103,501	240,644
Recovered costs	148,971	2,181	-	-	151,152
Intergovernmental:					
Commonwealth	4,470,537	316,355	-	280,635	5,067,527
Federal	118,088	689,490	110,734	234,699	1,153,011
Total revenues	<u>\$ 29,457,690</u>	<u>\$ 1,008,026</u>	<u>\$ 218,466</u>	<u>\$ 643,540</u>	<u>\$ 31,327,722</u>
EXPENDITURES					
Current:					
General government administration	\$ 2,255,423	\$ -	\$ -	\$ -	\$ 2,255,423
Judicial administration	733,782	-	-	-	733,782
Public safety	4,776,075	-	-	66,942	4,843,017
Public works	1,244,354	-	-	-	1,244,354
Health and welfare	645,156	1,426,993	-	152,088	2,224,237
Education	13,958,751	-	-	-	13,958,751
Parks, recreation, and cultural	1,071,994	-	-	-	1,071,994
Community development	624,887	-	-	505,639	1,130,526
Nondepartmental	12,460	-	-	-	12,460
Capital projects	-	-	-	1,400,485	1,400,485
Debt service:					
Principal retirement	-	-	1,874,579	88,300	1,962,879
Interest and other fiscal charges	-	-	1,067,811	163,400	1,231,211
Total expenditures	<u>\$ 25,322,882</u>	<u>\$ 1,426,993</u>	<u>\$ 2,942,390</u>	<u>\$ 2,376,854</u>	<u>\$ 32,069,119</u>
Excess (deficiency) of revenues over (under) expenditures	<u>\$ 4,134,808</u>	<u>\$ (418,967)</u>	<u>\$ (2,723,924)</u>	<u>\$ (1,733,314)</u>	<u>\$ (741,397)</u>
OTHER FINANCING SOURCES (USES)					
Transfers in	\$ -	\$ 418,967	\$ 2,723,924	\$ 1,702,930	\$ 4,845,821
Transfers out	<u>(4,845,821)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(4,845,821)</u>
Total other financing sources (uses)	<u>\$ (4,845,821)</u>	<u>\$ 418,967</u>	<u>\$ 2,723,924</u>	<u>\$ 1,702,930</u>	<u>\$ -</u>
Net change in fund balances	\$ (711,013)	\$ -	\$ -	\$ (30,384)	\$ (741,397)
Fund balances - beginning	<u>11,616,514</u>	<u>-</u>	<u>-</u>	<u>493,618</u>	<u>12,110,132</u>
Fund balances - ending	<u>\$ 10,905,501</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 463,234</u>	<u>\$ 11,368,735</u>

The notes to the financial statements are an integral part of this statement.

Reconciliation of Statement of Revenues,
Expenditures, and Changes in Fund Balances of Governmental Funds
To the Statement of Activities
For the Year Ended June 30, 2019

Amounts reported for governmental activities in the statement of activities are different because:

Net change in fund balances - total governmental funds \$ (741,397)

Governmental funds report capital outlays as expenditures. However, in the Statement of Activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which the capital outlays exceeded depreciation in the current period.

Capital outlay	\$ (6,114,408)	
Depreciation expense	(790,441)	
Joint tenancy asset transfer	<u>(4,563,447)</u>	(11,468,296)

Revenues in the Statement of Activities that do not provide current financial resources are not reported as revenues in the funds.

Property taxes \$ 545,531

The issuance of notes receivable requires the use of current financial resources, while the receipt of payments on these notes provides current financial resources to governmental funds. However, these transactions have no effect on net position. This amount is the net effect of these differences in the treatment of long-term assets.

Principal payments received (3,370)

The issuance of long-term debt (e.g. bonds, leases) provides current financial resources to governmental funds, while the repayment of the principal of long-term debt consumes the current financial resources of governmental funds. Neither transaction, however, has any effect on net position. Also, governmental funds report the effect of premiums, discounts, and similar items when debt is first issued, whereas these amounts are deferred and amortized in the statement of activities. This amount is the net effect of these differences in the treatment of long-term debt and related items.

Principal retired	\$ 1,962,879	
Bond discount amortization	(2,237)	
Bond premium amortization	<u>25,227</u>	1,985,869

Some expenses reported in the Statement of Activities do not require the use of current financial resources and, therefore are not reported as expenditures in governmental funds.

(Increase)/decrease in compensated absences	\$ (46,513)	
Pension expense	483,151	
OPEB expense	(6,345)	
(Increase)/decrease in accrued interest payable	<u>42,261</u>	<u>472,554</u>

Change in net position of governmental activities \$ (9,209,109)

The notes to the financial statements are an integral part of this statement.

Statement of Fiduciary Net Position
 Fiduciary Funds
 June 30, 2019

	<u>Agency Funds</u>
ASSETS	
Cash and cash equivalents	\$ 295,781
Due from other governments	<u>236,701</u>
Total assets	<u><u>\$ 532,482</u></u>
LIABILITIES	
Accounts payable	\$ 4,764
Amounts held for Town	145,894
Sales tax payable to other towns	45,459
Due to other funds	191,242
Amounts held for social services clients	54,644
Accrued liabilities	<u>90,479</u>
Total liabilities	<u><u>\$ 532,482</u></u>

The notes to the financial statements are an integral part of this statement.

COUNTY OF CLARKE, VIRGINIA

Notes to Financial Statements
June 30, 2019

Note 1—Summary of Significant Accounting Policies:

The County of Clarke, Virginia (the "County") is governed by an elected five-member Board of Supervisors. The County provides a full range of services for its citizens. These services include police and volunteer fire protection and rescue service, sanitation services, recreational activities, cultural events, education, and social services.

The financial statements of the County of Clarke, Virginia have been prepared in conformity with the accounting principles generally accepted in the United States as specified by the Governmental Accounting Standards Board and the specifications promulgated by the Auditor of Public Accounts (APA) of the Commonwealth of Virginia. The more significant of the government's accounting policies are described below.

Government-wide and Fund Financial Statements

Management's Discussion and Analysis - The financial statements are accompanied by a narrative introduction and analytical overview of the government's financial activities in the form of "Management's Discussion and Analysis" (MD&A).

Government-wide financial statements - The reporting model includes financial statements prepared using full accrual accounting for all of the government's activities. This approach includes not just current assets and liabilities but also capital assets and long-term liabilities (such as buildings and general obligation debt).

The government-wide financial statements (i.e., the Statement of Net Position and the Statement of Activities) report information on all of the nonfiduciary activities of the primary government and its component units. For the most part, the effect of interfund activity has been removed from these statements. Governmental activities, which normally are supported by taxes and intergovernmental revenues, are reported separately from business-type activities, which rely to a significant extent on fees and charges for support. Likewise, the primary government is reported separately from certain legally separate component units for which the primary government is financially accountable.

Statement of Net Position - The Statement of Net Position is designed to display the financial position of the primary government (governmental and business-type activities) and its discretely presented component units. Governments will report all capital assets in the government-wide Statement of Net Position and will report depreciation expense - the cost of "using up" capital assets - in the Statement of Activities. The net position of a government will be broken down into three categories - 1) net investment in capital assets; 2) restricted; and 3) unrestricted.

Statement of Activities - The government-wide Statement of Activities reports expenses and revenues in a format that focuses on the cost of each of the government's functions. The expense of individual functions is compared to the revenues generated directly by the function (for instance, through user charges or intergovernmental grants).

The Statement of Activities demonstrates the degree to which the direct expenses of a given function or segment is offset by program revenues. Direct expenses are those that are clearly identifiable with a specific function or segment. Program revenues include 1) charges to customers or applicants who purchase, use, or directly benefit from goods, services, or privileges provided by a given function or segment and 2) grants and contributions that are restricted to meeting the operational or capital requirements of a particular function or segment. Taxes and other items not properly included among program revenues are reported instead as general revenues.

Note 1—Summary of Significant Accounting Policies: (Continued)

Separate financial statements are provided for governmental funds, proprietary funds, and fiduciary funds, even though the latter are excluded from the government-wide financial statements. Major individual governmental funds and major individual enterprise funds are reported as separate columns in the fund financial statements.

Budgetary comparison schedules - Demonstrating compliance with the adopted budget is an important component of a government's accountability to the public. Many citizens participate in one way or another in the process of establishing the annual operating budgets of state and local governments and have a keen interest in following the actual financial progress of their governments over the course of the year. Many governments revise their original budgets over the course of the year for a variety of reasons. Under the GASB 34 reporting model, governments provide budgetary comparison information in their annual reports, including the original budget and a comparison of final budget and actual results.

A. Financial Reporting Entity

The basic criterion for determining whether a governmental department, agency, institution, commission, public authority, or other governmental organization should be included in a primary governmental unit's reporting entity for the basic financial statements is financial accountability. Financial accountability includes the appointment of a voting majority of the organization's governing body and the ability of the primary government to impose its will on the organization or if there is a financial benefit/burden relationship. In addition, an organization which is fiscally dependent on the primary government should be included in its reporting entity. These financial statements present the County of Clarke (the primary government) and its component units. Blended component units, although legally separate entities, are, in substance, part of the government's operations and so data from these units are combined with data of the primary government. Each discretely presented component unit, on the other hand, is reported in a separate column in the combined financial statements to emphasize it is legally separate from the government.

B. Individual Component Unit Disclosures

Blended Component Unit: The Conservation Easement Authority is reported as a blended component unit.

Discretely Presented Component Units:

The School Board members are elected by the citizens of Clarke County. The School Board is responsible for the operations of the County's School System within the County boundaries. The School Board is fiscally dependent on the County. The County has the ability to approve its budget and any amendments. The primary funding of the School Board is from the General Fund of the County. The School Board does not issue a separate financial report. The financial statements of the School Board are presented as a discrete presentation of the County financial statements for the fiscal year ended June 30, 2019.

The Clarke County Sanitary Authority is responsible for water and sewer treatment for many citizens in Clarke County. The Sanitary Authority consists of five members appointed by the Board of Supervisors. The Board of Supervisors has the ability to impose its will on the Sanitary Authority and therefore it is included in the County's financial statements as a discrete presentation for the year ended June 30, 2019. The Sanitary Authority does not issue a separate financial report.

Note 1—Summary of Significant Accounting Policies: (Continued)

B. Individual Component Unit Disclosures: (Continued)

Discretely Presented Component Units: (Continued)

The Clarke County Industrial Development Authority is responsible for industrial and commercial development in the County. The Authority consists of seven members appointed by the Board of Supervisors. The Authority is fiscally dependent on the County, and therefore, it is included in the County's financial statements as a discrete presentation for the year ended June 30, 2019. The Authority does not issue a separate financial report.

C. Other Related Organizations

Included in the County's Financial Report

None

D. Measurement Focus, Basis of Accounting and Financial Statement Presentation

The accompanying financial statements are prepared in accordance with pronouncements issued by the Governmental Accounting Standards Board. The principles prescribed by GASB represent generally accepted accounting principles applicable to governmental units.

The government-wide financial statements are reported using the economic resources measurement focus and the accrual basis of accounting, as does the proprietary fund. The fiduciary fund financial statements have no measurement focus but utilize the accrual basis of accounting for reporting its assets and liabilities. Revenues are recorded when earned and expenses are recorded when a liability is incurred, regardless of timing of related cash flows. Property taxes are recognized as revenues in the year for which they are levied. Grants and similar items are recognized as revenue as soon as all eligibility requirements imposed by the provider have been met.

The government-wide Statement of Activities reflects both the gross and net cost per functional category (public safety, public works, health and welfare, etc.) which are otherwise being supported by general government revenues (property, sales and use taxes, certain intergovernmental revenues, fines, permits and charges, etc). The Statement of Activities reduces gross expenses (including depreciation) by related program revenues, operating and capital grants, and contributions. The program revenues must be directly associated with the function (public safety, public works, health and welfare, etc.) or a business-type activity.

Governmental fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. This is the manner in which these funds are normally budgeted. Revenues are recognized as soon as they are both measurable and available. Revenues are considered to be available when they are collectible within the current period or soon enough thereafter to pay liabilities of the current period. For this purpose, the government considers revenues to be available if they are collected within 60 days of the end of the current fiscal period. All other revenue items are considered to be measurable and available only when cash is received by the government. Expenditures generally are recorded when a liability is incurred, as under accrual accounting. However, debt service expenditures as well as expenditures related to compensated absences and claims and judgments, are recorded only when payment is due.

Note 1—Summary of Significant Accounting Policies: (Continued)

D. Measurement Focus, Basis of Accounting and Financial Statement Presentation: (Continued)

The County's fiduciary funds are presented in the fund financial statements by type. Since by definition these assets are being held for the benefit of a third party and cannot be used to address activities or obligations of the government, these funds are not incorporated into the government-wide financial statements.

Property taxes, franchise taxes, licenses, and interest associated with the current fiscal period are all considered to be susceptible to accrual and so have been recognized as revenues of the current fiscal period. Accordingly, real and personal property taxes are recorded as revenues and receivables when billed, net of allowances for uncollectible amounts. Property taxes not collected within 60 days after year-end are reflected as unavailable revenues. Sales and utility taxes, which are collected by the state or utilities and subsequently remitted to the County, are recognized as revenues and receivables upon collection by the state or utility, which is generally within two months preceding receipt by the County.

Licenses, permits, fines and rents are recorded as revenues when received. Intergovernmental revenues, consisting primarily of federal, state, and other grants for the purpose of funding specific expenditures are either recognized when earned, at the time other specific expenditures are recognized or at the time of the specific expenditure. Revenues from general purpose grants are recognized in the period to which the grant applies. All other revenue items are considered to be measurable and available only when cash is received by the government.

In the fund financial statements, financial transactions and accounts of the County are organized on the basis of funds. The operation of each fund is considered to be an independent fiscal and separate accounting entity, with a self-balancing set of accounts recording cash and/or other financial resources together with all related liabilities and residual equities or balances, and changes therein, which are segregated for the purpose of carrying on specific activities or attaining certain objectives in accordance with special regulations, restrictions, or limitations.

1. Governmental Funds

Governmental Funds are those through which most governmental functions typically are financed. The government reports the following governmental funds.

a. General Fund

The General Fund is the primary operating fund of the County. This fund is used to account for and report all financial resources except those required to be accounted for and reported in another fund. Revenues are derived primarily from property and other local taxes, state and federal distributions, licenses, permits, charges for service, and interest income. A significant part of the General Fund's revenues are used principally to finance the operations of the Component Unit School Board. The General Fund is considered a major fund for reporting purposes.

Note 1—Summary of Significant Accounting Policies: (Continued)

D. Measurement Focus, Basis of Accounting and Financial Statement Presentation: (Continued)

1. Governmental Funds: (Continued)

b. Special Revenue Funds

Special revenue funds account for and report the proceeds of specific revenue sources that are restricted or committed to expenditure for specified purposes other than debt service or capital projects. The Virginia Public Assistance Fund is considered a major fund. The CSA Fund, Drug Enforcement Fund, Animal Care Fund, Shenandoah Farms Sanitary District, and Conservation Easement Fund are considered nonmajor funds.

c. Capital Projects Fund

The Capital Projects Fund accounts for and reports financial resources that are restricted, committed or assigned to expenditure for capital outlays, except for those financed by proprietary funds or for assets held in trust for individuals, private organizations, or other governments. The General Government Capital Projects Fund and Parks Construction Fund are considered nonmajor funds.

d. Debt Service Funds

The Debt Service Funds account for and report financial resources that are restricted, committed, or assigned to expenditure for principal and interest. Debt service funds should also be used to report financial resources being accumulated for future debt service. The School Debt Service Fund is considered a major fund. The Primary Government Debt Service Fund is considered a nonmajor fund.

2. Fiduciary Funds (Trust and Agency Funds)

Fiduciary Funds (Trust and Agency Funds) account for assets held by the County in a trustee capacity or as an agent or custodian for individuals, private organizations, other governmental units, or other funds. These funds include Agency Funds consisting of the Special Welfare Fund, Town of Berryville, Undistributed Local Sales Tax, Cafeteria Plan Withholding, and the Unemployment Compensation Benefits. Fiduciary funds are not reflected in the government-wide financial statements because the resources of those funds are not available to support the County's own programs. These funds utilize the accrual basis of accounting.

Note 1—Summary of Significant Accounting Policies: (Continued)

D. Measurement Focus, Basis of Accounting and Financial Statement Presentation: (Continued)

3. Component Unit:

The Clarke County School Board has the following funds:

Governmental Funds:

School Operating Fund - This fund is the primary operating fund of the School Board and accounts for and reports all revenues and expenditures applicable to the general operations of the public-school system. Revenues are derived primarily from charges for services, appropriations from the County of Clarke and state and federal grants. The School Operating Fund is considered a major fund of the School Board for financial reporting purposes.

School Food Service Fund - This fund accounts for the operations of the School Board's food service program. Financing is provided primarily by food and beverage sales and state and federal grants. This fund is considered a major fund.

School Capital Projects Proffers Fund: Capital projects funds account for and report financial resources that are restricted, committed or assigned to expenditure for capital outlays, except for those financed by proprietary funds or for assets held in trust for individuals, private organizations, or other governments. This fund is considered a nonmajor fund.

School Capital Projects Fund - This fund accounts for all financial resources used for the acquisition or construction of major capital needs. This fund is considered a major fund.

E. Cash and Cash Equivalents:

Cash and cash equivalents include amounts in demand deposits as well as short-term investments with a maturity date within three months of the date acquired by the government.

State statutes authorize the government to invest in obligations of the U.S. Treasury, commercial paper, corporate bonds and repurchase agreements.

F. Investments

Money market investments, participating interest-earning investment contracts (repurchase agreements) that have a remaining maturity at time of purchase of one year or less, nonparticipating interest-earning investment contracts (nonnegotiable certificates of deposit (CDs) and external investment pools are measured at amortized cost. All other investments are reported at fair value.

G. Receivables and Payables

Activity between funds that are representative of lending/borrowing arrangements outstanding at the end of the fiscal year are referred to as either "due to/from other funds" (i.e. the current portion of the interfund loans). All other outstanding balances between funds are reported as "advances to/from other funds" (i.e. the noncurrent portion of interfund loans).

COUNTY OF CLARKE, VIRGINIA

Notes to Financial Statements
June 30, 2019 (Continued)

Note 1—Summary of Significant Accounting Policies: (Continued)

G. Receivables and Payables: (Continued)

All trade and property tax receivables are shown net of an allowance for uncollectibles. The County calculates its allowance for uncollectible accounts using historical collection data and, in certain cases, specific account analysis. The allowance amounted to approximately \$313,996 at June 30, 2019 and is comprised solely of property taxes.

Real and Personal Property Tax Data:

The tax calendars for real and personal property taxes are summarized below.

	<u>Real Property</u>	<u>Personal Property</u>
Levy	January 1	January 1
Due Date	June 5/December 5 (50% each date)	June 5/December 5 (50% each date)
Lien Date	January 1	January 1

The County bills and collects its own property taxes.

H. Capital Assets

Capital assets, which include property, plant and equipment, are reported in the applicable governmental columns in the government-wide financial statements. Capital assets are defined by the County and Component Unit School Board as land, buildings, and equipment with an initial individual cost of more than \$5,000 (amount not rounded) and an estimated useful life in excess of two years. The County does not have any infrastructure in its capital assets since roads, streets, bridges and similar assets within its boundaries are the property of the Commonwealth of Virginia. Such assets are recorded at historical cost or estimated historical cost if purchased or constructed. Donated capital assets are recorded at acquisition value at the date of donation.

The Component Unit, Clarke County Sanitary Authority, a proprietary fund type, is required to capitalize its capital assets including the infrastructure constructed.

The Component Unit, Industrial Development Authority of Clarke County, does not have any capital assets to report.

The costs of normal maintenance and repairs that do not add to the value of the asset or materially extend the asset's life are not capitalized.

Note 1—Summary of Significant Accounting Policies: (Continued)

H. Capital Assets: (Continued)

Property, plant and equipment of the primary government, as well as the component units, are depreciated using the straight-line method over the following estimated useful lives.

<u>Assets</u>	<u>Years</u>
Buildings and improvements	20-40
Plant, equipment and system	20-45
Motor vehicles	5-10
Equipment	5-15
Infrastructure	25-50

I. Compensated Absences

Vested or accumulated vacation leave that is expected to be liquidated with expendable available financial resources is reported as an expenditure and a fund liability of the governmental fund that will pay it. Amounts of vested or accumulated vacation leave that are not expected to be liquidated with expendable available financial resources are reported as an expense in the Statement of Activities and a long-term obligation in the Statement of Net Position. No liability is recorded for nonvesting accumulating rights to receive sick pay benefits. However, a liability is recognized for that portion of accumulating sick leave benefits that is estimated will be taken as “terminal leave” prior to retirement.

J. Use of Estimates

The preparation of financial statements in conformity with generally accepted accounting principles requires management to make estimates and assumptions that affect certain reported amounts and disclosures. Accordingly, actual results could differ from those estimates.

K. Net Position

Net position is the difference between (a) assets and deferred outflows of resources and (b) liabilities and deferred inflows of resources. Net investment in capital assets represents capital assets, less accumulated depreciation, less any outstanding debt related to the acquisition, construction or improvement of those assets. Deferred outflows of resources and deferred inflows of resources that are attributable to the acquisition, construction, or improvement of those assets or related debt are also included in this component of net position.

L. Net Position Flow Assumption

Sometimes the County will fund outlays for a particular purpose from both restricted (e.g., restricted bond or grant proceeds) and unrestricted resources. In order to calculate the amounts to report as restricted - net position and unrestricted - net position in the government-wide and proprietary fund financial statements, a flow assumption must be made about the order in which the resources are considered to be applied. It is the County’s policy to consider restricted - net position to have been depleted before unrestricted - net position is applied.

Note 1—Summary of Significant Accounting Policies: (Continued)

M. Long-term Obligations

In the government-wide financial statements, long-term obligations are reported as liabilities in the applicable governmental activities, business-type activities, or proprietary fund type statement of net position. Bonds payable are reported net of the applicable bond premium or discount.

In the fund financial statements, governmental fund types recognize bond premiums and discounts, during the current period. The face amount of debt issued is reported as other financing sources. Premiums received on debt issuances are reported as other financing sources while discounts on debt issuances are reported as other financing uses.

N. Prepaid Items

Certain payments to vendors represent costs applicable to future accounting periods and are recorded as prepaid items in both the government-wide and fund financial statements. The cost of prepaid items is recorded as expenditures/expenses when consumed rather than when purchased.

O. Fund Equity

The following classifications describe the relative strength of the spending constraints placed on the purposes for which resources can be used:

- Nonspendable fund balance - amounts that are not in spendable form (such as inventory and prepaids) or are required to be maintained intact (corpus of a permanent fund);
- Restricted fund balance - amounts constrained to specific purposes by their providers (such as grantors, bondholders, and higher levels of government), through constitutional provisions, or by enabling legislation;
- Committed fund balance - amounts constrained to specific purposes by a government itself, using its highest level of decision-making authority; to be reported as committed, amounts cannot be used for any other purpose unless the government takes the same highest level action to remove or change the constraint;
- Assigned fund balance - amounts a government intends to use for a specific purpose; intent can be expressed by the governing body or by an official or body to which the governing body delegates the authority;
- Unassigned fund balance - amounts that are available for any purpose; positive amounts are only reported in the general fund.

When fund balance resources are available for a specific purpose in more than one classification, it is the County's policy to use the most restrictive funds first in the following order: restricted, committed, assigned, and unassigned as they are needed.

Note 1—Summary of Significant Accounting Policies: (Continued)

O. Fund Equity: (Continued)

The Board of Supervisors establishes (and modifies or rescinds) fund balance commitments by passage of a resolution. This is typically done through adoption and amendment of the budget. A fund balance commitment is further indicated in the budget document as a designation or commitment of the fund (such as for special incentives). Assigned fund balance is established by the Board through adoption or amendment of the budget as intended for specific purpose (such as the purchase of capital assets, construction, debt service, or for other purposes).

P. Deferred Outflows/Inflows of Resources

In addition to assets, the statement of financial position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, deferred outflows of resources, represents a consumption of net position that applies to a future period(s) and so will not be recognized as an outflow of resources (expense/expenditure) until then. The County has one item that qualifies for reporting in this category. It is comprised of certain items related to the measurement of the net pension liability and net OPEB liabilities and contributions to the pension and OPEB plans made during the current year and subsequent to the net pension liability and net OPEB liabilities measurement date. For more detailed information on these items, reference the related notes.

In addition to liabilities, the statement of financial position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, deferred inflows of resources, represents an acquisition of net position that applies to a future period(s) and so will not be recognized as an inflow of resources (revenue) until that time. The County multiple items that qualify for reporting in this category. Under a modified accrual basis of accounting, unavailable revenue representing property taxes receivable is reported in the governmental funds balance sheet. This amount is comprised of uncollected property taxes due prior to June 30, 2nd half installments levied during the fiscal year but due after June 30th, and amounts prepaid on the 2nd half installments and is deferred and recognized as an inflow of resources in the period that the amount becomes available. Under the accrual basis, 2nd half installments levied during the fiscal year but due after June 30th and amounts prepaid on the 2nd half installments are reported as deferred inflows of resources. In addition, certain items related to the measurement of the net pension liability and net OPEB liabilities are reported as deferred inflows of resources. For more detailed information on these items, reference the related notes.

Q. Pensions

For purposes of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about the fiduciary net position of the County's and School Board's Retirement Plan and the additions to/deductions from the County's and School Board's Retirement Plan's net fiduciary position have been determined on the same basis as they were reported by the Virginia Retirement System (VRS). For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

Note 1—Summary of Significant Accounting Policies: (Continued)

R. Other Postemployment Benefits (OPEB)

For purposes of measuring the net VRS related OPEB liabilities, deferred outflows of resources and deferred inflows of resources related to the OPEB, and OPEB expense, information about the fiduciary net position of the VRS Group Life, and Teacher HIC Plans and the additions to/deductions from the VRS OPEB Plans' net fiduciary position have been determined on the same basis as they were reported by VRS. In addition, benefit payments are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

Note 2—Stewardship, Compliance, and Accounting:

The following procedures are used by the County in establishing the budgetary data reflected in the financial statements:

1. Prior to March 15th, the County Administrator submits to the Board of Supervisors a proposed operating and capital budget for the fiscal year commencing the following July 1. The operating and capital budget include proposed expenditures and the means of financing them.
2. Public hearings are conducted to obtain citizen comments.
3. Prior to June 30, the budget is legally enacted through passage of an Appropriations Resolution.
4. The Appropriations Resolution places legal restrictions on expenditures at the department or category level. The appropriation for each department or category can be revised only by the Board of Supervisors. The County Administrator is authorized to transfer budgeted amounts within general government departments; however, the Component Unit School Board is authorized to transfer budgeted amounts within the school system's categories.
5. Formal budgetary integration is employed as a management control device during the year and budgets are legally adopted for the General Fund, Special Revenue Funds, Debt Service Funds, and Capital Projects Funds of the Primary Government and Component Unit - School Board.
6. All budgets are adopted on a basis consistent with generally accepted accounting principles (GAAP).
7. Appropriations lapse on June 30, for all County units. Several Supplemental Appropriations were necessary during the fiscal year.

COUNTY OF CLARKE, VIRGINIA

Notes to Financial Statements
June 30, 2019 (Continued)

Note 3—Deposits and Investments:

Deposits

Deposits with banks are covered by the Federal Deposit Insurance Corporation (FDIC) and collateralized in accordance with the Virginia Security for Public Deposits Act (the "Act") Section 2.2-4400 et. seq. of the Code of Virginia. Under the Act, banks and savings institutions holding public deposits in excess of the amount insured by the FDIC must pledge collateral to the Commonwealth of Virginia Treasury Board. Financial Institutions may choose between two collateralization methodologies and depending upon that choice, will pledge collateral that ranges in the amounts from 50% to 130% of excess deposits. Accordingly, all deposits are considered fully collateralized.

Investments

Statutes authorize the County to invest in obligations of the United States or agencies thereof, obligations of the Commonwealth of Virginia or political subdivisions thereof, obligations of the International Bank for Reconstruction and Development (World Bank), the Asian Development Bank, the African Development Bank, "prime quality" commercial paper and certain corporate notes, banker's acceptances, repurchase agreements and the State Treasurer's Local Government Investment Pool (LGIP).

As of June 30, 2019, the County does not have a formal investment policy addressing the various types of risks related to investments.

Credit Risk of Debt Securities

The County's rated debt investments as of June 30, 2019 were rated by *Standard and Poor's* and the ratings are presented below using the *Standard and Poor's* rating scale.

<u>County's Rated Debt Investments' Values</u>	
<u>Rated Debt Investments</u>	<u>Fair Quality Ratings</u>
	<u>AAAm</u>
Local Government Investment Pool	\$ <u>116,667</u>
Total	\$ <u><u>116,667</u></u>

External Investment Pools

The value of the positions in the external investment pools (Local Government Investment Pool is the same as the value of the pool shares. As LGIP is not SEC registered, regulatory oversight of the pool rests with the Virginia State Treasury. LGIP is an amortized cost basis portfolio. There are no withdrawal limitations or restrictions imposed on participants.

COUNTY OF CLARKE, VIRGINIA

Notes to Financial Statements
June 30, 2019 (Continued)

Note 3—Deposits and Investments: (Continued)

Interest Rate Risk

Interest rate risk is defined as the risk that changes in interest rates will adversely affect the fair value of an investment.

Investment Type	Investment Maturity (in years)	
	Maturity	
	Fair Value	Less Than 1 Year
Local Government Investment Pool	\$ 116,667	\$ 116,667
Total	\$ 116,667	\$ 116,667

Note 4—Due from Other Governments:

At June 30, 2019 the County has receivables from other governments as follows:

	Primary Government	Component Unit
		School Board
Commonwealth of Virginia:		
Virginia Public Assistance funds	\$ 40,605	\$ -
State sales tax	-	288,413
Constitutional officer reimbursements	110,732	-
PPTRA	1,212,896	-
Communication taxes	58,137	-
Recordation tax	18,102	-
Comprehensive Services Act	29,554	-
School fund grants	-	27,549
Other general grants	19,583	-
Federal Government:		
Virginia Public Assistance funds	73,122	-
Other general grants	25,303	-
School fund grants	-	237,150
Total due from other governments	\$ 1,588,034	\$ 553,112

COUNTY OF CLARKE, VIRGINIA

Notes to Financial Statements
June 30, 2019 (Continued)

Note 5—Interfund Obligations:

Details of the Primary Government's interfund receivables and payables as of June 30, 2019 are as follows:

<u>Fund</u>	<u>Interfund Receivable</u>	<u>Interfund Payable</u>
Primary Government:		
General	\$ 388,422	\$ -
Comprehensive Services Act	-	29,554
Virginia Public Assistance	-	164,660
Total Primary Government	<u>\$ 388,422</u>	<u>\$ 194,214</u>
Component Unit - School Board:		
School Operating Fund	\$ -	\$ 2,966
Total Component Unit	<u>\$ -</u>	<u>\$ 2,966</u>
Agency Funds:		
Undistributed Local Sales Tax Fund	\$ -	\$ 191,242
Total Agency Funds	<u>\$ -</u>	<u>\$ 191,242</u>
Grand Total	<u>\$ 388,422</u>	<u>\$ 388,422</u>

The above interfund obligations represent temporary advances between funds or amounts allocable to one fund and not yet transferred between the funds.

COUNTY OF CLARKE, VIRGINIA

Notes to Financial Statements
June 30, 2019 (Continued)

Note 6—Capital Assets:

The following is a summary of changes in capital assets for the fiscal year ended June 30, 2019:

	Balance July 1, 2018	Additions	Deletions	Joint Tenancy Transfer (Net)	Balance June 30, 2019
Primary Government:					
Capital assets not being depreciated:					
Land	\$ 857,713	\$ -	\$ -	\$ -	\$ 857,713
Construction in Progress	7,917,619	958,633	7,447,972	-	1,428,280
Total capital assets not being depreciated	<u>\$ 8,775,332</u>	<u>\$ 958,633</u>	<u>\$ 7,447,972</u>	<u>\$ -</u>	<u>\$ 2,285,993</u>
Capital assets being depreciated:					
Buildings	\$ 51,832,120	\$ 145,333	\$ -	\$ (385,895)	\$ 51,591,558
Improvements other than buildings	1,795,735	-	-	-	1,795,735
Equipment	3,931,094	229,598	55,886	-	4,104,806
Total capital assets being depreciated	<u>\$ 57,558,949</u>	<u>\$ 374,931</u>	<u>\$ 55,886</u>	<u>\$ (385,895)</u>	<u>\$ 57,492,099</u>
Accumulated depreciation:					
Buildings	\$ 8,094,577	\$ 441,463	\$ -	\$ 4,177,552	\$ 12,713,592
Improvements other than buildings	1,136,616	65,777	-	-	1,202,393
Equipment	3,100,049	283,201	55,886	-	3,327,364
Total accumulated depreciation	<u>\$ 12,331,242</u>	<u>\$ 790,441</u>	<u>\$ 55,886</u>	<u>\$ 4,177,552</u>	<u>\$ 17,243,349</u>
Total capital assets being depreciated, net	<u>\$ 45,227,707</u>	<u>\$ (415,510)</u>	<u>\$ -</u>	<u>\$ (4,563,447)</u>	<u>\$ 40,248,750</u>
Net capital assets governmental activities	<u>\$ 54,003,039</u>	<u>\$ 543,123</u>	<u>\$ 7,447,972</u>	<u>\$ (4,563,447)</u>	<u>\$ 42,534,743</u>
Component Unit-School Board:					
Capital assets not being depreciated:					
Land	\$ 3,054,699	\$ -	\$ -	\$ -	\$ 3,054,699
Total capital assets not being depreciated	<u>\$ 3,054,699</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 3,054,699</u>
Capital assets being depreciated:					
Buildings	\$ 20,789,543	\$ 7,138,527	\$ 31,637	\$ 385,895	\$ 28,282,328
Improvements other than buildings	644,724	69,186	-	-	713,910
Equipment	5,546,661	674,861	218,673	-	6,002,849
Total capital assets being depreciated	<u>\$ 26,980,928</u>	<u>\$ 7,882,574</u>	<u>\$ 250,310</u>	<u>\$ 385,895</u>	<u>\$ 34,999,087</u>
Accumulated depreciation:					
Buildings	\$ 14,868,083	\$ 1,626,342	\$ 31,637	\$ (4,177,552)	\$ 12,285,236
Improvements other than buildings	132,607	26,280	-	-	158,887
Equipment	3,683,609	347,616	211,812	-	3,819,413
Total accumulated depreciation	<u>\$ 18,684,299</u>	<u>\$ 2,000,238</u>	<u>\$ 243,449</u>	<u>\$ (4,177,552)</u>	<u>\$ 16,263,536</u>
Total capital assets being depreciated, net	<u>\$ 8,296,629</u>	<u>\$ 5,882,336</u>	<u>\$ 6,861</u>	<u>\$ 4,563,447</u>	<u>\$ 18,735,551</u>
Net capital assets component unit school board	<u>\$ 11,351,328</u>	<u>\$ 5,882,336</u>	<u>\$ 6,861</u>	<u>\$ 4,563,447</u>	<u>\$ 21,790,250</u>

COUNTY OF CLARKE, VIRGINIA

Notes to Financial Statements
June 30, 2019 (Continued)

Note 6—Capital Assets: (Continued)

Depreciation expense was charged to functions/programs as follows:

Governmental activities:

General government administration	\$	233,725
Judicial administration		59,453
Public safety		233,934
Public works		154,107
Health and welfare		35,609
Parks, recreation and cultural		73,613
		<hr/>
Total Governmental activities	\$	790,441
		<hr/> <hr/>
Component Unit School Board	\$	2,000,238
		<hr/> <hr/>

Legislation enacted during the year ended June 30, 2002, Section 15.2-1800.1 of the Code of Virginia, 1950, as amended, has changed the reporting of local school capital assets and related debt for financial statement purposes. Historically, debt incurred by local governments “on-behalf” of school boards was reported in the school board’s discrete column along with the related capital assets. Under the new law, local governments have a “tenancy in common” with the school board whenever the locality incurs any financial obligation for any school property which is payable over more than one fiscal year. For financial reporting purposes, the legislation permits the locality to report the portion of school property related to any outstanding financial obligation eliminating any potential deficit from capitalizing assets financed with debt. The effect on the County of Clarke, Virginia for the year ended June 30, 2019 is that school financed assets in the amount of \$35,542,393 are reported in the Primary Government for financial reporting purposes. Unspent bond proceeds reported as restricted cash and proceeds from the issuance of long-term debt are reported in the School Capital Projects Fund of the Component Unit School Board in the fund financial statements and are reported within the Primary Government in the government-wide financial statements.

Component Unit-Sanitary Authority:

A summary of the component unit Sanitary Authority property, plant, and equipment at June 30, 2019 follows:

	<u>Beginning Balance</u>	<u>Increases</u>	<u>Decreases</u>	<u>Ending Balance</u>
Capital assets not being depreciated:				
Land	\$ 13,200	\$ -	\$ -	\$ 13,200
Construction in progress	1,342,190	171	1,342,361	-
Total capital assets not being depreciated	<hr/> \$ 1,355,390	<hr/> \$ 171	<hr/> \$ 1,342,361	<hr/> \$ 13,200
Capital Assets being depreciated:				
Utility plant and equipment	\$ 12,085,222	\$ 1,342,361	\$ -	\$ 13,427,583
Accumulated depreciation	(4,385,777)	(340,784)	-	(4,726,561)
Total capital assets being depreciated, net	<hr/> \$ 7,699,445	<hr/> \$ 1,001,577	<hr/> \$ -	<hr/> \$ 8,701,022
Capital assets, net	<hr/> \$ 9,054,835	<hr/> \$ 1,001,748	<hr/> \$ 1,342,361	<hr/> \$ 8,714,222

COUNTY OF CLARKE, VIRGINIA

Notes to Financial Statements
June 30, 2019 (Continued)

Note 7—Interfund Transfers:

Interfund transfers for the year ended June 30, 2019, consisted of the following:

Fund	Transfers In	Transfers Out
Primary Government:		
General Fund	\$ -	\$ 4,845,821
Conservation Easement Fund	33,000	-
School Debt Service	2,723,924	-
County Capital Improvements	1,369,628	-
Virginia Public Assistance	418,967	-
Comprehensive Services Act	53,557	-
General Debt Service	246,745	-
Total	<u>\$ 4,845,821</u>	<u>\$ 4,845,821</u>

Transfers are used to (1) move revenues from the fund that statute or budget requires to collect them to the fund that statute or budget requires to expend them and (2) use unrestricted revenues collected in the General Fund to finance various programs accounted for in other funds in accordance with budgeting authorization.

Note 8—Long-Term Obligations:

Primary Government:

A summary of long-term obligations is as follows:

	Balance July 1, 2018	Issuances/ Increases	Retirements/ Decreases	Balance June 30, 2019	Amounts Due Within One Year
Governmental Activities Obligations:					
Incurred by County:					
Compensated absences	\$ 509,282	\$ 97,441	\$ 50,928	\$ 555,795	\$ 55,580
Net pension liability	1,620,195	1,941,027	2,436,172	1,125,050	-
Net OPEB liabilities	751,683	126,911	81,637	796,957	-
Direct borrowings and direct placements:					
Lease revenue bond	4,001,175	-	88,300	3,912,875	92,022
Total incurred by County	<u>\$ 6,882,335</u>	<u>\$ 2,165,379</u>	<u>\$ 2,657,037</u>	<u>\$ 6,390,677</u>	<u>\$ 147,602</u>
Incurred by School Board:					
Direct borrowings and direct placements:					
General obligation bonds	\$ 23,340,000	\$ -	\$ 1,700,000	\$ 21,640,000	\$ 1,345,000
Capital leases	491,342	-	174,579	316,763	181,751
Total Incurred by School Board	<u>\$ 23,831,342</u>	<u>\$ -</u>	<u>\$ 1,874,579</u>	<u>\$ 21,956,763</u>	<u>\$ 1,526,751</u>
Premiums on bonds issued	\$ 200,053	\$ -	\$ 25,227	\$ 174,826	\$ 23,862
Discount on bonds issued	(16,745)	-	(2,237)	(14,508)	(2,112)
Total Governmental Activities Obligations	<u>\$ 30,896,985</u>	<u>\$ 2,165,379</u>	<u>\$ 4,554,606</u>	<u>\$ 28,507,758</u>	<u>\$ 1,696,103</u>

COUNTY OF CLARKE, VIRGINIA

Notes to Financial Statements
June 30, 2019 (Continued)

Note 8—Long-Term Obligations: (Continued)

Primary Government: (Continued)

Annual requirements to amortize long-term obligations and related interest are as follows:

Year Ending June 30,	County		School Board			
	RDA Lease Revenue Bond		Bonds and Literary Loans		Capital Leases	
	Principal	Interest	Principal	Interest	Principal	Interest
2020	\$ 92,022	\$ 159,678	\$ 1,345,000	\$ 980,535	\$ 181,751	\$ 10,323
2021	95,891	155,809	1,395,000	920,349	52,145	4,909
2022	99,922	151,778	1,450,000	856,051	54,402	2,652
2023	104,122	147,578	1,510,000	788,186	28,465	450
2024	108,500	143,200	1,570,000	717,518		
2025-2029	614,874	643,626	8,820,000	2,388,327	-	-
2030-2034	755,451	503,050	5,550,000	363,199	-	-
2035-2039	928,166	330,334	-	-	-	-
2040-2044	1,113,927	118,123	-	-	-	-
Total	\$ <u>3,912,875</u>	\$ <u>2,353,176</u>	\$ <u>21,640,000</u>	\$ <u>7,014,165</u>	\$ <u>316,763</u>	\$ <u>18,334</u>

Details of long-term indebtedness:

	<u>Amount Outstanding</u>
<u>Direct Borrowings and Direct Placements:</u>	
<u>Lease Revenue Bond:</u>	
\$4,822,000 lease revenue bond for capital projects issued May 16, 2007 due in monthly installments of \$20,975 commencing May 16, 2009 payable through May 16, 2044 including interest at 4.125%.	\$ <u>3,912,875</u>
<u>Virginia Public School Authority (VPSA) Bonds:</u>	
\$410,000 Series A issued November 10, 2004 due in annual principal installments of varying amounts through July 15, 2024, and interest payments between 4.6% and 5.6% due July 15 and January 15 of each year through July 15, 2024	\$ 120,000
\$29,200,000 plus a premium of \$635,208 Series 2006B issued November 9, 2006 due in annual principal installments varying from \$800,000 to \$1,565,000 through January 26, 2026; interest payable at rates between 4.225% to 5.1% due January 15 and July 15 each year through January 26, 2026	14,995,000

COUNTY OF CLARKE, VIRGINIA

Notes to Financial Statements
June 30, 2019 (Continued)

Note 8—Long-Term Obligations: (Continued)

Primary Government: (Continued)

Details of long-term indebtedness:

	<u>Amount Outstanding</u>
<u>Virginia Public School Authority (VPSA) Bonds: (Continued)</u>	
\$7,395,000 less a discount of \$35,137 Series 2010 B Build America Bonds issued under the American Recovery and Reinvestment Act of 2009 on May 13, 2010. Interest only payments due semi-annually through January 15, 2017; principal and interest payments due semi-annually beginning July 15, 2017 through July 15, 2030. Interest rate varies between 3.854% to 5.562% and is offset by a 35% federal interest subsidy received semi-annually.	\$ <u>6,525,000</u>
Total Virginia Public School Authority Bonds	\$ <u>21,640,000</u>
<u>Capital Leases:</u>	
\$1,525,605 School Energy Management Lease dated June 21, 2005 due in quarterly installments of principal and interest of \$33,755, interest at 3.95%	\$ 131,769
\$630,000 capital lease for elementary school gym, dated October 4, 2007 due in quarterly installments of principal and interest of \$14,264, interest at 4.26%	184,994
Total Capital Leases	\$ <u>316,763</u>
Compensated absences	\$ <u>555,795</u>
Net pension liability	\$ <u>1,125,050</u>
Net OPEB liabilities	\$ <u>796,957</u>
Premium on bonds issued	\$ <u>174,826</u>
Discount on bonds issued	\$ <u>(14,508)</u>
Total Primary Government	\$ <u><u>28,507,758</u></u>

Upon the occurrence of certain events or upon certain conditions, in the manner and with the effect set forth in the Bond Purchase Agreement, the principal of the lease revenue bond, together with any accrued interest, may become or may be declared due and payable before its stated maturity.

In the event of a default of any Local School Bond, a "State Aid Intercept" provision (§ 15.2-2659 of the Code of Virginia) provides for a diversion to the holder of its local school bonds of all funds appropriated and payable to the Local Issuer by the Commonwealth.

COUNTY OF CLARKE, VIRGINIA

Notes to Financial Statements
June 30, 2019 (Continued)

Note 8—Long-Term Obligations: (Continued)

Primary Government: (Continued)

The assets acquired through capital leases are as follows:

Asset:		
Machinery and equipment	\$	284,380
Building improvements		2,155,605
Less: Accumulated depreciation		<u>(1,744,537)</u>
Total	\$	<u><u>695,448</u></u>

The future minimum lease obligations and the net present value of these minimum lease payments as of June 30, 2019, were as follows:

<u>Year ending June 30</u>		<u>Component Unit - School Board</u>
2020	\$	192,073
2021		57,054
2022		57,054
2023		<u>28,916</u>
Total minimum lease payments		335,097
Less: amount representing interest		<u>(18,334)</u>
Present value of minimum lease payments	\$	<u><u>316,763</u></u>

Component Unit—School Board:

The following is a summary of long-term debt transactions of the Component Unit—School Board for the year ended June 30, 2019:

	<u>Balance July 1, 2018</u>	<u>Increases</u>	<u>Decreases</u>	<u>Balance June 30, 2019</u>	<u>Amounts Due Within One Year</u>
Compensated absences	\$ 541,460	\$ -	\$ 66,901	\$ 474,559	\$ 47,456
Net OPEB liabilities	4,060,463	511,972	424,423	4,148,012	-
Net pension liability	<u>18,603,000</u>	<u>3,624,000</u>	<u>4,367,000</u>	<u>17,860,000</u>	-
Total	<u>\$ 23,204,923</u>	<u>\$ 4,135,972</u>	<u>\$ 4,858,324</u>	<u>\$ 22,482,571</u>	<u>\$ 47,456</u>

COUNTY OF CLARKE, VIRGINIA

Notes to Financial Statements
June 30, 2019 (Continued)

Note 8—Long-Term Obligations: (Continued)

Component Unit—Sanitary Authority:

The following is a summary of long-term debt transactions of the Component Unit—Sanitary Authority for the year ended June 30, 2019:

Changes in Long-Term Obligations:

	<u>Balance July 1, 2018</u>	<u>Issuances/ Increases</u>	<u>Retirements/ Decreases</u>	<u>Balance June 30, 2019</u>
General Obligation Bond	\$ 463,958	\$ -	\$ 33,139	\$ 430,819
Net pension liability	15,704	15,632	22,264	9,072
Notes payable	<u>3,427,929</u>	<u>-</u>	<u>297,725</u>	<u>3,130,204</u>
Totals	<u>\$ 3,907,591</u>	<u>\$ 15,632</u>	<u>\$ 353,128</u>	<u>\$ 3,570,095</u>

Details of long-term indebtedness:

Water Operating Fund:

Direct Borrowings and Direct Placements:

General Obligation Bond:

\$997,000 water system revenue bonds issued August 21, 2001 due in semi-annual installments of \$16,570 beginning September 1, 2002 through August 1, 2031. No interest.

\$ 430,819	\$ 33,140
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Notes Payable:

Note payable to VRA for the grouting project. Due June 2032. \$940 payable semiannually. No interest.

25,381	1,880
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Note payable to VRA for new Boyce to Millwood line. Due June 2032. \$3,125 payable semiannually. No interest.

87,500	6,250
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\$600,000 note payable to Bank of Clarke County issued February 27, 2015, due in semiannual installments of \$27,647 - \$20,259 payable through February 27, 2030, including 2.57% interest

440,000	40,000
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\$787,546 note payable to VRA issued September 2, 2005 due in semiannual installments of \$26,792 payable through July 1, 2026, including 3.00% interest

336,063	43,829
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Other long-term liabilities:

Net pension liability

<u>4,536</u>	<u>-</u>
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Total Water Fund

<u>\$ 1,324,299</u>	<u>\$ 125,099</u>
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COUNTY OF CLARKE, VIRGINIA

Notes to Financial Statements
June 30, 2019 (Continued)

Note 8—Long-Term Obligations: (Continued)

Component Unit—Sanitary Authority: (Continued)

Details of long-term indebtedness: (Continued)

	<u>Total Amount</u>	<u>Amount Due Within One Year</u>
Boyce Wastewater Facility		
<u>Direct Borrowings and Direct Placements:</u>		
<u>Notes Payable:</u>		
Note payable to VRA for the Millwood Sewer project. Due June 2032. \$9,602 payable semiannually. No interest.	\$ 268,862	\$ 19,205
\$3,761,429 note payable to VRA issued October 1, 2008 due in semi- annual installments of \$93,924 payable through November 1, 2029. No interest.	1,972,398	187,847
<u>Other long-term liabilities:</u>		
Net pension liability	4,536	-
Total Boyce Wastewater Facility	<u>\$ 2,245,796</u>	<u>\$ 207,052</u>
Total Clarke County Sanitary Authority	<u>\$ 3,570,095</u>	<u>\$ 332,151</u>

Annual requirements to amortize the long-term obligations and the related interest are as follows:

Year Ending June 30,	Direct Borrowings and Direct Placements			
	General Obligation Bond		Notes Payable	
	Principal	Interest	Principal	Interest
2020	\$ 33,140	\$ -	\$ 299,011	\$ 20,805
2021	33,140	-	300,335	18,453
2022	33,140	-	301,700	16,059
2023	33,140	-	303,106	13,625
2024	33,140	-	304,555	11,149
2025-2029	165,700	-	1,379,177	23,167
2030-2033	99,419	-	242,320	769
Total	<u>\$ 430,819</u>	<u>\$ -</u>	<u>\$ 3,130,204</u>	<u>\$ 104,027</u>

COUNTY OF CLARKE, VIRGINIA

Notes to Financial Statements
June 30, 2019 (Continued)

Note 9—Unearned/Deferred/Unavailable Revenue:

The following is a summary of unearned/deferred/unavailable revenue for the year ended June 30, 2019:

	<u>Government- wide Statements</u>	<u>Balance Sheet</u>
	<u>Governmental Activities</u>	<u>Governmental Funds</u>
Primary Government:		
General Fund:		
Deferred/unavailable property tax revenue:		
Deferred/unavailable property tax revenue representing uncollected property tax billings that are not available for the funding of current expenditures	\$ -	\$ 1,931,767
2nd half assessments due in December 2019	11,131,330	11,131,330
Prepaid property taxes due in December 2019, but paid in advance by the taxpayers	30,546	30,546
Total deferred/unavailable revenue	<u>\$ 11,161,876</u>	<u>\$ 13,093,643</u>

Note 10—Commitments and Contingencies:

Federal programs in which the County and all discretely presented component units participate were audited in accordance with the provisions of U.S. Office of Management and Budget Uniform Guidance. Pursuant to the provisions of this circular all major programs and certain other programs were tested for compliance with applicable grant requirements.

While no matters of noncompliance were disclosed by audit, the Federal Government may subject grant programs to additional compliance tests which may result in disallowed expenditures. In the opinion of management, any future disallowance of current grant program expenditures, if any, would be immaterial.

Note 11—Pension Plan:

Plan Description

All full-time, salaried permanent employees of the County and (nonprofessional) employees of public school divisions are automatically covered by a VRS Retirement Plan upon employment. This is an agent multiple-employer plan administered by the Virginia Retirement System (the System) along with plans for other employer groups in the Commonwealth of Virginia. Members earn one month of service credit for each month they are employed and for which they and their employer pay contributions to VRS. Members are eligible to purchase prior service, based on specific criteria as defined in the Code of Virginia, as amended. Eligible prior service that may be purchased includes prior public service, active military service, certain periods of leave, and previously refunded service.

Note 11—Pension Plan: (Continued)

Benefit Structures

The System administers three different benefit structures for covered employees - Plan 1, Plan 2 and Hybrid. Each of these benefit structures has different eligibility criteria, as detailed below.

- a. Employees hired before July 1, 2010, vested as of January 1, 2013, and have not taken a refund, are covered under Plan 1, a defined benefit plan. Non-hazardous duty employees are eligible for an unreduced retirement benefit beginning at age 65 with at least 5 years of creditable service or age 50 with at least 30 years of creditable service. Non-hazardous duty employees may retire with a reduced benefit as early as age 55 with at least 5 years of creditable service or age 50 with at least 10 years of creditable service. Hazardous duty employees (law enforcement officers, firefighters, and sheriffs) are eligible for an unreduced benefit beginning at age 60 with at least 5 years of creditable service or age 50 with at least 25 years of creditable service. Hazardous duty employees may retire with a reduced benefit as early as age 50 with at least 5 years of creditable service.
- b. Employees hired on or after July 1, 2010, or their membership date is before July 1, 2010, and they were not vested as of January 1, 2013 are covered under Plan 2, a defined benefit plan. Non-hazardous duty employees are eligible for an unreduced benefit beginning at their normal social security retirement age with at least 5 years of creditable service or when the sum of their age and service equals 90. Non-hazardous duty employees may retire with a reduced benefit as early as age 60 with at least 5 years of creditable service. Hazardous duty employees are eligible for an unreduced benefit beginning at age 60 with at least 5 years of creditable service or age 50 with at least 25 years of creditable service. Hazardous duty employees may retire with a reduced benefit as early as age 50 with at least 5 years of creditable service.
- c. Non-hazardous duty employees hired on or after January 1, 2014 are covered by the Hybrid Plan combining the features of a defined benefit plan and a defined contribution plan. Plan 1 and Plan 2 members also had the option of opting into this plan during the election window held January 1 - April 30, 2014 with an effective date of July 1, 2014. Employees covered by this plan are eligible for an unreduced benefit beginning at their normal social security retirement age with at least 5 years of creditable service, or when the sum of their age and service equal 90. Employees may retire with a reduced benefit as early as age 60 with at least 5 years of creditable service. For the defined contribution component, members are eligible to receive distributions upon leaving employment, subject to restrictions.

Average Final Compensation and Service Retirement Multiplier

The VRS defined benefit is a lifetime monthly benefit based on a retirement multiplier as a percentage of the employee's average final compensation multiplied by the employee's total creditable service. Under Plan 1, average final compensation is the average of the employee's 36 consecutive months of highest compensation and the multiplier is 1.7% for non-hazardous duty employees, 1.85% for sheriffs and regional jail superintendents, and 1.7% or 1.85% for hazardous duty employees as elected by the employer. Under Plan 2, average final compensation is the average of the employee's 60 consecutive months of highest compensation and the retirement multiplier is 1.65% for non-hazardous duty employees, 1.85% for sheriffs and regional jail superintendents, and 1.7% or 1.85% for hazardous duty employees as elected by the employer. Under the Hybrid Plan, average final compensation is the average of the employee's 60 consecutive months of highest compensation and the multiplier is 1.00%. For members who opted into the Hybrid Retirement Plan from Plan 1 or Plan 2, the applicable multipliers for those plans will be used to calculate the retirement benefit for service credited in those plans.

Note 11—Pension Plan: (Continued)

Cost-of-Living Adjustment (COLA) in Retirement and Death and Disability Benefits

Retirees with an unreduced benefit or with a reduced benefit with at least 20 years of creditable service are eligible for an annual COLA beginning July 1 after one full calendar year from the retirement date. Retirees with a reduced benefit and who have less than 20 years of creditable service are eligible for an annual COLA beginning on July 1 after one calendar year following the unreduced retirement eligibility date. Under Plan 1, the COLA cannot exceed 5.00%. Under Plan 2 and the Hybrid Plan, the COLA cannot exceed 3.00%. The VRS also provides death and disability benefits. Title 51.1 of the Code of Virginia, as amended, assigns the authority to establish and amend benefit provisions to the General Assembly of Virginia.

Employees Covered by Benefit Terms

As of the June 30, 2017 actuarial valuation, the following employees were covered by the benefit terms of the pension plan:

	<u>Primary Government</u>	<u>Component Unit School Board (nonprofessional)</u>
Inactive members or their beneficiaries currently receiving benefits	64	37
Inactive members:		
Vested inactive members	22	12
Non-vested inactive members	16	21
Long-term disability (LTD)	-	-
Inactive members active elsewhere in VRS	35	3
Total inactive members	<u>73</u>	<u>36</u>
Active members	<u>90</u>	<u>42</u>
Total covered employees	<u><u>227</u></u>	<u><u>115</u></u>

Contributions

The contribution requirement for active employees is governed by §51.1-145 of the Code of Virginia, as amended, but may be impacted as a result of funding options provided to political subdivisions by the Virginia General Assembly. Employees are required to contribute 5.00% of their compensation toward their retirement

The County's and Component Unit Clarke County Sanitary Authority's contractually required employer contribution rate for the year ended June 30, 2019 was 8.05% of covered employee compensation. This rate was based on an actuarially determined rate from an actuarial valuation as of June 30, 2017.

COUNTY OF CLARKE, VIRGINIA

Notes to Financial Statements
June 30, 2019 (Continued)

Note 11—Pension Plan: (Continued)

Contributions: (Continued)

This rate, when combined with employee contributions, was expected to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. Contributions to the pension plan from the County were \$404,870 and \$391,379 and Component Unit Clarke County Sanitary Authority were \$3,238 and \$5,816 for the years ended June 30, 2019 and June 30, 2018, respectively.

The Component Unit School Board's contractually required employer contribution rate for nonprofessional employees for the year ended June 30, 2019 was 3.87% of covered employee compensation. This rate was based on an actuarially determined rate from an actuarial valuation as of June 30, 2017.

This rate, when combined with employee contributions, was expected to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. Contributions to the pension plan from the Component Unit School Board's nonprofessional employees were \$24,582 and \$33,468 for the years ended June 30, 2019 and June 30, 2018, respectively.

Net Pension Liability

The net pension liability (asset) is calculated separately for each employer and represents that particular employer's total pension liability determined in accordance with GASB Statement No. 68, less that employer's fiduciary net position. The County's, Component Unit Clarke County Sanitary Authority's and Component Unit School Board's (nonprofessional) net pension liabilities (assets) were measured as of June 30, 2018. The total pension liabilities used to calculate the net pension liabilities were determined by an actuarial valuation performed as of June 30, 2017 and rolled forward to the measurement date of June 30, 2018.

Actuarial Assumptions - General Employees

The total pension liability (asset) for General Employees in the County's, Component Unit Clarke County Sanitary Authority's, and Component Unit School Board's (nonprofessional) Retirement Plan was based on an actuarial valuation as of June 30, 2017, using the Entry Age Normal actuarial cost method and the following assumptions, applied to all periods included in the measurement and rolled forward to the measurement date of June 30, 2018.

Inflation	2.5%
Salary increases, including inflation	3.5% - 5.35%
Investment rate of return	7.0%, net of pension plan investment expenses, including inflation*

* Administrative expenses as a percent of the market value of assets for the last experience study were found to be approximately 0.06% of the market assets for all of the VRS plans. This would provide an assumed investment return rate for GASB purposes of slightly more than the assumed 7.0%. However, since the difference was minimal, and a more conservative 7.0% investment return assumption provided a projected plan net position that exceeded the projected benefit payments, the long-term expected rate of return on investments was assumed to be 7.0% to simplify preparation of pension liabilities.

COUNTY OF CLARKE, VIRGINIA

Notes to Financial Statements
June 30, 2019 (Continued)

Note 11—Pension Plan: (Continued)

Actuarial Assumptions - General Employees: (Continued)

Mortality rates:

Largest 10 - Non-Hazardous Duty: 20% of deaths are assumed to be service related

Pre-Retirement:

RP-2014 Employee Rates to age 80, Healthy Annuitant Rates at ages 81 and older projected with scale BB to 2020; males 95% of rates; females 105% of rates.

Post-Retirement:

RP-2014 Employee Rates to age 49, Healthy Annuitant Rates at ages 50 and older projected with scale BB to 2020; males set forward 3 years; females 1.0% increase compounded from ages 70 to 90.

Post-Disablement:

RP-2014 Disability Mortality Rates projected with scale BB to 2020; males set forward 2 years, 110% of rates; females 125% of rates.

All Others (Non 10 Largest) - Non-Hazardous Duty: 15% of deaths are assumed to be service related

Pre-Retirement:

RP-2014 Employee Rates to age 80, Healthy Annuitant Rates at ages 81 and older projected with scale BB to 2020; males 95% of rates; females 105% of rates.

Post-Retirement:

RP-2014 Employee Rates to age 49, Healthy Annuitant Rates at ages 50 and older projected with scale BB to 2020; males set forward 3 years; females 1.0% increase compounded from ages 70 to 90.

Post-Disablement:

RP-2014 Disability Mortality Rates projected with scale BB to 2020; males set forward 2 years, 110% of rates; females 125% of rates.

The actuarial assumptions used in the June 30, 2017 valuation were based on the results of an actuarial experience study for the period from July 1, 2012 through June 30, 2016. Changes to the actuarial assumptions as a result of the experience study are as follows:

Largest 10 - Non-Hazardous Duty:

Mortality Rates (pre-retirement, post-retirement healthy, and disabled)	Updated to a more current mortality table - RP-2014 projected to 2020
Retirement Rates	Lowered rates at older ages and changed final retirement from 70 to 75
Withdrawal Rates	Adjusted rates to better fit experience at each year age and service through 9 years of service
Disability Rates	Lowered rates
Salary Scale	No change
Line of Duty Disability	Increased rate from 14% to 20%

COUNTY OF CLARKE, VIRGINIA

Notes to Financial Statements
June 30, 2019 (Continued)

Note 11—Pension Plan: (Continued)

Actuarial Assumptions - General Employees (Continued)

Mortality rates: (Continued)

All Others (Non 10 Largest) - Non-Hazardous Duty:

Mortality Rates (pre-retirement, post-retirement healthy, and disabled)	Updated to a more current mortality table - RP-2014 projected to 2020
Retirement Rates	Lowered rates at older ages and changed final retirement from 70 to 75
Withdrawal Rates	Adjusted rates to better fit experience at each year age and service through 9 years of service
Disability Rates	Lowered rates
Salary Scale	No change
Line of Duty Disability	Increased rate from 14% to 15%

Actuarial Assumptions - Public Safety Employees with Hazardous Duty Benefits

The total pension liability for Public Safety employees with Hazardous Duty Benefits in the County's and Component Unit Clarke County Sanitary Authority's Retirement Plan was based on an actuarial valuation as of June 30, 2017, using the Entry Age Normal actuarial cost method and the following assumptions, applied to all periods included in the measurement and rolled forward to the measurement date of June 30, 2018.

Inflation	2.5%
Salary increases, including inflation	3.5% - 4.75%
Investment rate of return	7.0%, net of pension plan investment expenses, including inflation*

* Administrative expenses as a percent of the market value of assets for the last experience study were found to be approximately 0.06% of the market assets for all of the VRS plans. This would provide an assumed investment return rate for GASB purposes of slightly more than the assumed 7.0%. However, since the difference was minimal, and a more conservative 7.0% investment return assumption provided a projected plan net position that exceeded the projected benefit payments, the long-term expected rate of return on investments was assumed to be 7.0% to simplify preparation of pension liabilities.

COUNTY OF CLARKE, VIRGINIA

Notes to Financial Statements
June 30, 2019 (Continued)

Note 11—Pension Plan: (Continued)

Actuarial Assumptions - Public Safety Employees with Hazardous Duty Benefits: (Continued)

Mortality rates:

Largest 10 - Hazardous Duty: 70% of deaths are assumed to be service related

Pre-Retirement:

RP-2014 Employee Rates to age 80, Healthy Annuitant Rates at ages 81 and older projected with scale BB to 2020; males 90% of rates; females set forward 1 year.

Post-Retirement:

RP-2014 Employee Rates to age 49, Healthy Annuitant Rates at ages 50 and older projected with scale BB to 2020; males set forward 1 year, 1.0% increase compounded from ages 70 to 90; females set forward 3 years.

Post-Disablement:

RP-2014 Disability Mortality Rates projected with scale BB to 2020; males set forward 2 years; unisex using 100% male.

All Others (Non 10 Largest) - Hazardous Duty: 45% of deaths are assumed to be service related

Pre-Retirement:

RP-2014 Employee Rates to age 80, Healthy Annuitant Rates at ages 81 and older projected with scale BB to 2020; males 90% of rates; females set forward 1 year.

Post-Retirement:

RP-2014 Employee Rates to age 49, Healthy Annuitant Rates at ages 50 and older projected with scale BB to 2020; males set forward 1 year, 1.0% increase compounded from ages 70 to 90; females set forward 3 years.

Post-Disablement:

RP-2014 Disability Mortality Rates projected with scale BB to 2020; males set forward 2 years; unisex using 100% male.

The actuarial assumptions used in the June 30, 2017 valuation were based on the results of an actuarial experience study for the period from July 1, 2012 through June 30, 2016. Changes to the actuarial assumptions as a result of the experience study are as follows:

Largest 10 - Hazardous Duty:

Mortality Rates (pre-retirement, post-retirement healthy, and disabled)	Updated to a more current mortality table - RP-2014 projected to 2020
Retirement Rates	Lowered rates at older ages
Withdrawal Rates	Adjusted rates to better fit experience
Disability Rates	Increased rates
Salary Scale	No change
Line of Duty Disability	Increased rate from 60% to 70%

COUNTY OF CLARKE, VIRGINIA

Notes to Financial Statements
June 30, 2019 (Continued)

Note 11—Pension Plan: (Continued)

Actuarial Assumptions - Public Safety Employees with Hazardous Duty Benefits: (Continued)

Mortality rates: (Continued)

All Others (Non 10 Largest) - Hazardous Duty:

Mortality Rates (pre-retirement, post-retirement healthy, and disabled)	Updated to a more current mortality table - RP-2014 projected to 2020
Retirement Rates	Increased age 50 rates, and lowered rates at older ages
Withdrawal Rates	Adjusted rates to better fit experience at each year age and service through 9 years of service
Disability Rates	Adjusted rates to better fit experience
Salary Scale	No change
Line of Duty Disability	Decreased rate from 60% to 45%

Long-Term Expected Rate of Return

The long-term expected rate of return on pension System investments was determined using a log-normal distribution analysis in which best-estimate ranges of expected future real rates of return (expected returns, net of pension System investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target asset allocation and best estimate of arithmetic real rates of return for each major asset class are summarized in the following table:

Asset Class (Strategy)	Target Allocation	Arithmetic Long-term Expected Rate of Return	Weighted Average Long-term Expected Rate of Return
Public Equity	40.00%	4.54%	1.82%
Fixed Income	15.00%	0.69%	0.10%
Credit Strategies	15.00%	3.96%	0.59%
Real Assets	15.00%	5.76%	0.86%
Private Equity	15.00%	9.53%	1.43%
Total	100.00%		4.80%
		Inflation	2.50%
		*Expected arithmetic nominal return	7.30%

* The above allocation provides a one-year return of 7.30%. However, one-year returns do not take into account the volatility present in each of the asset classes. In setting the long-term expected return for the system, stochastic projections are employed to model future returns under various economic conditions. The results provide a range of returns over various time periods that ultimately provide a median return of 6.83%, including expected inflation of 2.50%.

COUNTY OF CLARKE, VIRGINIA

Notes to Financial Statements
June 30, 2019 (Continued)

Note 11—Pension Plan: (Continued)

Discount Rate

The discount rate used to measure the total pension liability was 7.00%. The projection of cash flows used to determine the discount rate assumed that System member contributions will be made per the VRS Statutes and the employer contributions will be made in accordance with the VRS funding policy at rates equal to the difference between actuarially determined contribution rates adopted by the VRS Board of Trustees and the member rate. Consistent with the phased-in funding provided by the General Assembly for state and teacher employer contributions; the County, Component Unit Clarke County Sanitary Authority, and Component Unit School Board (nonprofessional) was also provided with an opportunity to use an alternative employer contribution rate. For the year ended June 30, 2018, the alternate rate was the employer contribution rate used in FY 2012 or 90% of the actuarially determined employer contribution rate from the June 30, 2015 actuarial valuations, whichever was greater. Through the fiscal year ended June 30, 2018, the rate contributed by the school division for the VRS Teacher Retirement Plan was subject to the portion of the VRS Board-certified rates that are funded by the Virginia General Assembly, which was 100% of the actuarially determined contribution rate. From July 1, 2018 on, participating employers and school divisions are assumed to continue to contribute 100% of the actuarially determined contribution rates. Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore, the long-term expected rate of return was applied to all periods of projected benefit payments to determine the total pension liability (asset).

Changes in Net Pension Liability

	Increase (Decrease)		
	Total Pension Liability (a)	Plan Fiduciary Net Position (b)	Net Pension Liability (Asset) (a) - (b)
Primary Government			
Balances at June 30, 2017	\$ 20,791,696	\$ 19,171,502	\$ 1,620,194
Changes for the year:			
Service cost	\$ 492,799	\$ -	\$ 492,799
Interest	1,432,214	-	1,432,214
Differences between expected and actual experience	(389,274)	-	(389,274)
Impact in change of proportion	33,590	30,972	2,618
Contributions - employer	-	393,336	(393,336)
Contributions - employee	-	231,775	(231,775)
Net investment income	-	1,421,787	(1,421,787)
Benefit payments, including refunds	(730,187)	(730,187)	-
Administrative expenses	-	(12,124)	12,124
Other changes	-	(1,273)	1,273
Net changes	\$ 839,142	\$ 1,334,286	\$ (495,144)
Balances at June 30, 2018	\$ 21,630,838	\$ 20,505,788	\$ 1,125,050

COUNTY OF CLARKE, VIRGINIA

Notes to Financial Statements
June 30, 2019 (Continued)

Note 11—Pension Plan: (Continued)

Changes in Net Pension Liability

	Increase (Decrease)		
	Total Pension Liability (a)	Plan Fiduciary Net Position (b)	Net Pension Liability (Asset) (a) - (b)
Clarke County Sanitary Authority			
Balances at June 30, 2017	\$ 201,534	\$ 185,830	\$ 15,704
Changes for the year:			
Service cost	\$ 3,974	\$ -	\$ 3,974
Interest	11,552	-	11,552
Differences between expected and actual experience	(3,140)	-	(3,140)
Impact in change of proportion	(33,590)	(30,972)	(2,618)
Contributions - employer	-	3,172	(3,172)
Contributions - employee	-	1,870	(1,870)
Net investment income	-	11,466	(11,466)
Benefit payments, including refunds	(5,888)	(5,888)	-
Administrative expenses	-	(98)	98
Other changes	-	(10)	10
Net changes	\$ (27,092)	\$ (20,460)	\$ (6,632)
Balances at June 30, 2018	\$ 174,442	\$ 165,370	\$ 9,072
Component School Board (nonprofessional)			
Balances at June 30, 2017	\$ 3,244,349	\$ 3,514,234	\$ (269,885)
Changes for the year:			
Service cost	\$ 76,013	\$ -	\$ 76,013
Interest	220,360	-	220,360
Differences between expected and actual experience	(39,142)	-	(39,142)
Contributions - employer	-	33,471	(33,471)
Contributions - employee	-	32,409	(32,409)
Net investment income	-	256,887	(256,887)
Benefit payments, including refunds	(192,699)	(192,699)	-
Administrative expenses	-	(2,278)	2,278
Other changes	-	(226)	226
Net changes	\$ 64,532	\$ 127,564	\$ (63,032)
Balances at June 30, 2018	\$ 3,308,881	\$ 3,641,798	\$ (332,917)

COUNTY OF CLARKE, VIRGINIA

Notes to Financial Statements
June 30, 2019 (Continued)

Note 11—Pension Plan: (Continued)

Sensitivity of the Net Pension Liability to Changes in the Discount Rate

The following presents the net pension liability of the Primary Government, Component Unit Clarke County Sanitary Authority, and Component Unit School Board (nonprofessional) using the discount rate of 7.00%, as well as what the County's and Component Unit School Board's (nonprofessional) net pension liability would be if it were calculated using a discount rate that is one percentage point lower (6.00%) or one percentage point higher (8.00%) than the current rate:

	Rate		
	1% Decrease	Current Discount	1% Increase
	(6.00%)	(7.00%)	(8.00%)
County of Clarke - Primary Government			
Net Pension Liability (Asset)	\$ 3,733,088	\$ 1,125,050	\$ (1,061,354)
Component Unit Clarke County Sanitary Authority			
Net Pension Liability (Asset)	30,106	9,072	(8,559)
Component Unit School Board (nonprofessional)			
Net Pension Liability (Asset)	1,275	(332,917)	(618,797)

Pension Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

For the year ended June 30, 2019, the County, Component Unit Clarke County Sanitary Authority, and Component Unit School Board (nonprofessional) recognized pension expense of (\$76,327), (\$1,752), and (\$79,727), respectively. At June 30, 2019, the County, Component Unit Clarke County Sanitary Authority, and Component Unit School Board (nonprofessional) reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	Primary Government		Component Unit Clarke County Sanitary Authority		Component Unit School Board (nonprofessional)	
	Deferred Outflows of Resources	Deferred Inflows of Resources	Deferred Outflows of Resources	Deferred Inflows of Resources	Deferred Outflows of Resources	Deferred Inflows of Resources
Differences between expected and actual experience	\$ -	\$ 313,599	\$ -	\$ 2,622	\$ -	\$ 25,677
Change in assumptions	-	19,953	-	194	-	3,731
Net difference between projected and actual earnings on pension plan investments	-	173,029	-	1,570	-	27,992
Change in proportionate share	1,964	-	-	1,964	-	-
Employer contributions subsequent to the measurement date	404,870	-	3,238	-	24,582	-
Total	\$ 406,834	\$ 506,581	\$ 3,238	\$ 6,350	\$ 24,582	\$ 57,400

COUNTY OF CLARKE, VIRGINIA

Notes to Financial Statements
June 30, 2019 (Continued)

Note 11—Pension Plan: (Continued)

Pension Expense and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions: (Continued)

\$404,870, \$3,238, and \$24,582 reported as deferred outflows of resources related to pensions resulting from the County's, Component Unit Clare County Sanitary Authority's, and Component Unit School Board's (nonprofessional) contributions, respectively, subsequent to the measurement date will be recognized as a reduction of the Net Pension Liability in the fiscal year ending June 30, 2020. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense in future reporting periods as follows:

Year Ended June 30	Primary Government	Component Unit Sanitary Authority	Component Unit School Board (nonprofessional)
2020	\$ (153,275)	\$ (1,900)	\$ (13,330)
2021	(139,352)	(1,788)	(4,747)
2022	(195,641)	(2,530)	(36,238)
2023	(16,349)	(132)	(3,085)
2024	-	-	-
Thereafter	-	-	-

Pension Plan Data

Information about the VRS Political Subdivision Retirement Plan is also available in the separately issued VRS 2018 Comprehensive Annual Financial Report (CAFR). A copy of the 2018 VRS CAFR may be downloaded from the VRS website at <http://www.varetire.org/Pdf/Publications/2018-annual-report.pdf>, or by writing to the System's Chief Financial Officer at P.O. Box 2500, Richmond, VA 23218-2500.

Component Unit School Board (professional)

Plan Description

All full-time, salaried permanent (professional) employees of public school divisions are automatically covered by the VRS Teacher Retirement Plan upon employment. This is a cost-sharing multiple employer plan administered by the Virginia Retirement System (the system). Additional information related to the plan description is included in the first section of this note.

Contributions

The contribution requirement for active employees is governed by §51.1-145 of the Code of Virginia, as amended, but may be impacted as a result of funding provided to school divisions by the Virginia General Assembly. Employees are required to contribute 5.00% of their compensation toward their retirement. Each school division's contractually required employer contribution rate for the year ended June 30, 2019 was 15.22% of covered employee compensation. This rate was based on an actuarially determined rate from an actuarial valuation as of June 30, 2017. The actuarially determined rate, when combined with employee contributions, was expected to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. Contributions to the pension plan from the school division were \$1,915,267 and \$1,741,611 for the years ended June 30, 2019 and June 30, 2018, respectively.

COUNTY OF CLARKE, VIRGINIA

Notes to Financial Statements
June 30, 2019 (Continued)

Note 11—Pension Plan: (Continued)

Component Unit School Board (professional): (Continued)

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions

At June 30, 2019, the school division reported a liability of \$17,860,000 for its proportionate share of the Net Pension Liability. The Net Pension Liability was measured as of June 30, 2018 and the total pension liability used to calculate the Net Pension Liability was determined by an actuarial valuation as of that date. The school division's proportion of the Net Pension Liability was based on the school division's actuarially determined employer contributions to the pension plan for the year ended June 30, 2018 relative to the total of the actuarially determined employer contributions for all participating employers. At June 30, 2018, the school division's proportion was .15187% as compared to .15127% at June 30, 2017.

For the year ended June 30, 2019, the school division recognized pension expense of \$1,020,000. Since there was a change in proportionate share between measurement dates, a portion of the pension expense was related to deferred amounts from changes in proportion and from differences between employer contributions and the proportionate share of employer contributions.

At June 30, 2019, the school division reported deferred outflows of resources and deferred inflows of resources related to pensions from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual experience	\$ -	\$ 1,527,000
Change in assumptions	213,000	-
Net difference between projected and actual earnings on pension plan investments	-	379,000
Changes in proportion and differences between employer contributions and proportionate share of contributions	66,000	227,000
Employer contributions subsequent to the measurement date	<u>1,915,267</u>	<u>-</u>
Total	<u>\$ 2,194,267</u>	<u>\$ 2,133,000</u>

COUNTY OF CLARKE, VIRGINIA

Notes to Financial Statements
June 30, 2019 (Continued)

Note 11—Pension Plan: (Continued)

Component Unit School Board (professional): (Continued)

Pension Liabilities, Pension Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to Pensions: (Continued)

\$1,915,267 reported as deferred outflows of resources related to pensions resulting from the school division's contributions subsequent to the measurement date will be recognized as a reduction of the Net Pension Liability in the fiscal year ending June 30, 2020. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions will be recognized in pension expense in future reporting periods as follows:

<u>Year Ended June 30</u>		
2020	\$	(290,000)
2021		(445,000)
2022		(822,000)
2023		(238,000)
2024		(59,000)

Actuarial Assumptions

The total pension liability for the VRS Teacher Retirement Plan was based on an actuarial valuation as of June 30, 2017, using the Entry Age Normal actuarial cost method and the following assumptions, applied to all periods included in the measurement and rolled forward to the measurement date of June 30, 2018.

Inflation	2.5%
Salary increases, including inflation	3.5% - 5.95%
Investment rate of return	7.0%, net of pension plan investment expenses, including inflation*

* Administrative expenses as a percent of the market value of assets for the last experience study were found to be approximately 0.06% of the market assets for all of the VRS plans. This would provide an assumed investment return rate for GASB purposes of slightly more than the assumed 7.0%. However, since the difference was minimal, and a more conservative 7.0% investment return assumption provided a projected plan net position that exceeded the projected benefit payments, the long-term expected rate of return on investments was assumed to be 7.0% to simplify preparation of pension liabilities.

COUNTY OF CLARKE, VIRGINIA

Notes to Financial Statements
June 30, 2019 (Continued)

Note 11—Pension Plan: (Continued)

Component Unit School Board (professional): (Continued)

Actuarial Assumptions: (Continued)

Mortality rates:

Pre-Retirement:

RP-2014 White Collar Employee Rates to age 80, White Collar Healthy Annuitant Rates at ages 81 and older projected with scale BB to 2020.

Post-Retirement:

RP-2014 White Collar Employee Rates to age 49, White Collar Healthy Annuitant Rates at ages 50 and older projected with scale BB to 2020; males 1% increase compounded from ages 70 to 90; females set back 3 years with 1.5% increase compounded from ages 65 to 70 and 2.0% increase compounded from ages 75 to 90.

Post-Disablement:

RP-2014 Disability Mortality Rates projected with Scale BB to 2020; 115% of rates for males and females.

The actuarial assumptions used in the June 30, 2017 valuation were based on the results of an actuarial experience study for the period from July 1, 2012 through June 30, 2016. Changes to the actuarial assumptions as a result of the experience study are as follows:

Mortality Rates (pre-retirement, post-retirement healthy, and disabled)	Updated to a more current mortality table - RP-2014 projected to 2020
Retirement Rates	Lowered rates at older ages and changed final retirement from 70 to 75
Withdrawal Rates	Adjusted rates to better fit experience at each year age and service through 9 years of service
Disability Rates	Adjusted rates to better match experience
Salary Scale	No change

COUNTY OF CLARKE, VIRGINIA

Notes to Financial Statements
June 30, 2019 (Continued)

Note 11—Pension Plan: (Continued)

Component Unit School Board (professional): (Continued)

Net Pension Liability

The net pension liability (NPL) is calculated separately for each system and represents that particular system's total pension liability determined in accordance with GASB Statement No. 67, less that system's fiduciary net position. As of June 30, 2018, NPL amounts for the VRS Teacher Employee Retirement Plan is as follows (amounts expressed in thousands):

		<u>Teacher Employee Retirement Plan</u>
Total Pension Liability	\$	46,679,555
Plan Fiduciary Net Position		<u>34,919,563</u>
Employers' Net Pension Liability (Asset)	\$	<u><u>11,759,992</u></u>
Plan Fiduciary Net Position as a Percentage of the Total Pension Liability		74.81%

The total pension liability is calculated by the System's actuary, and each plan's fiduciary net position is reported in the System's financial statements. The net pension liability is disclosed in accordance with the requirements of GASB Statement No. 67 in the System's notes to the financial statements and required supplementary information.

The long-term expected rate of return and discount rate information previously described also apply to this plan.

Sensitivity of the School Division's Proportionate Share of the Net Pension Liability to Changes in the Discount Rate

The following presents the school division's proportionate share of the net pension liability using the discount rate of 7.00%, as well as what the school division's proportionate share of the net pension liability would be if it were calculated using a discount rate that is one percentage point lower (6.00%) or one percentage point higher (8.00%) than the current rate:

	<u>Rate</u>		
	<u>1% Decrease (6.00%)</u>	<u>Current Discount (7.00%)</u>	<u>1% Increase (8.00%)</u>
School division's proportionate share of the VRS Teacher Employee Retirement Plan Net Pension Liability (Asset)	\$ 27,282,000	\$ 17,860,000	\$ 10,062,000

COUNTY OF CLARKE, VIRGINIA

Notes to Financial Statements
June 30, 2019 (Continued)

Note 11—Pension Plan: (Continued)

Pension Plan Fiduciary Net Position

Detailed information about the VRS Teacher Retirement Plan’s Fiduciary Net Position is available in the separately issued VRS 2018 Comprehensive Annual Financial Report (CAFR). A copy of the 2018 VRS CAFR may be downloaded from the VRS website at <http://www.varetire.org/Pdf/Publications/2018-annual-report.pdf>, or by writing to the System’s Chief Financial Officer at P.O. Box 2500, Richmond, VA, 23218-2500.

Primary Government, Component Unit Clarke County Sanitary Authority, and Component Unit School Board

Aggregate Pension Information

	VRS Pension Plans		Net Pension	
	Deferred Outflows	Deferred Inflows	Liability (Asset)	Pension Expense
Primary Government	\$ 406,834	\$ 506,581	\$ 1,125,050	\$ (76,327)
Clarke County Sanitary Authority	\$ 3,238	\$ 6,350	\$ 9,072	\$ (1,752)
School Board				
Nonprofessional	\$ 24,582	\$ 57,400	\$ (332,917)	\$ (79,727)
Professional	2,194,267	2,133,000	17,860,000	1,020,000
Total School Board	\$ 2,218,849	\$ 2,190,400	\$ 17,527,083	\$ 940,273

Note 12—Litigation:

At June 30, 2019, there were no matters of litigation involving the County or which would materially affect the County’s financial position should any court decisions on pending matters not be favorable to the County.

Note 13—Risk Management:

The County is exposed to various risks of loss related to torts; theft of, damage to, and destruction of assets; errors and omissions; injuries to employees; and natural disasters. The County carries a broad range of insurance coverages, which management considers prudent for the protection of the County’s assets and operations. Coverages currently include \$2,000,000 commercial general liability, \$2,000,000 automobile liability, and \$3,000,000 public official’s liability. The property policy provides insurance coverage for all of the County’s real and personal property up to the replacement cost value of the asset.

COUNTY OF CLARKE, VIRGINIA

Notes to Financial Statements
June 30, 2019 (Continued)

Note 14—Conduit Debt:

The County has issued economic development revenue bonds through the Clarke County Industrial Development Authority. All responsibility for the payment of this debt rests with the Borrower. The County and the Authority have no responsibility for the payment of this debt. Outstanding conduit debt obligations are as follows at June 30, 2019:

Description	Original Issue	Outstanding June 30, 2019
Grafton School, Inc.	\$ 9,925,000	\$ 2,555,000
R-1 Berryville Town bond	2,327,000	2,009,232
R-2 Clarke County bond	4,822,000	3,912,875
	<u>\$ 17,074,000</u>	<u>\$ 8,477,107</u>

Note 15—Assigned Fund Balances:

Fund balances have been assigned for the following purposes:

Liquidity Designation	\$ 3,551,151
Stabilization Designation	887,788
Continuing Appropriations for Capital Projects	1,854,084
Conservation Easements from Government Savings	150,000
School Operating Savings	480,884
Comprehensive Services Act Shortfall	300,000
Parks Master Plan Implementation	130,000
Emergency Vehicles	100,000
Government Savings	500,000
Data and Communications Technology	600,000
Leave Liability	269,667
Community Facilities	319,667
Economic Development	150,000
Jack Enders Boulevard Project	102,434
Human Services Space	237,811
School Construction	79,270
Real Estate Assessment Software	130,000
FY 2020 Original Budget Surplus	590,712
Total	<u>\$ 10,433,468</u>

COUNTY OF CLARKE, VIRGINIA

Notes to Financial Statements
June 30, 2019 (Continued)

Note 16—Surety Bonds:

	<u>Amount</u>
Fidelity and Deposit Company of Maryland - Surety	
Helen Butts, Clerk of the Circuit Court	\$ 25,000
Sharon Keeler, Treasurer	400,000
Donna Peake, Commissioner of the Revenue	3,000
Anthony W. Roper, Sheriff	30,000
Western Surety	
Sharon Keeler, Treasurer	10,000

Note 17—Postemployment Benefits Other Than Pensions:

Health Insurance (Single-employer Defined Benefit Plan)

Plan Description

The County and School Board provide postemployment medical coverage for retired employees through a single-employer defined benefit plan. The County and School Board may change, add or delete coverage as they deem appropriate and with the approval of the Board of Supervisors. The plan does not grant retirees vested health benefits. The Plan does not issue separate financial statements.

Benefits Provided

Employees who retire from the County or School Board with service eligible for VRS benefits (Plan 1 - Age 50 and 10 years of service or Age 55 and 5 years of service; Plan 2 - age 60 and 5 years of service; Hazardous duty - age 50 and 5 years of service) and who are participating in the medical coverage are eligible to elect post-retirement coverage. Retirees are eligible to remain on the medical plan with 100% of the premium paid by the retiree. The retiree's spouse can receive benefits under the plan with the premium to be paid by the retiree. Retirees' coverage ceases at eligibility for Medicare.

Plan Membership

At June 30, 2019 (measurement date), the following employees were covered by the benefit terms:

	<u>County</u>	<u>School Board</u>
Total active employees with coverage	94	286
Total inactive employees or retirees with coverage	2	14
Total	<u>96</u>	<u>300</u>

COUNTY OF CLARKE, VIRGINIA

Notes to Financial Statements
June 30, 2019 (Continued)

Note 17—Postemployment Benefits Other Than Pensions: (Continued)

Health Insurance (Single-employer Defined Benefit Plan): (Continued)

Contributions

The County and School Board do not pre-fund benefits; therefore, no assets are accumulated in a trust fund. The current funding policy is to pay benefits directly from general assets on a pay-as-you-go basis. The funding requirements are established and may be amended by the County and School Board. The amount paid by the County and School Board for OPEB as the benefits came due during the year ended June 30, 2019 was \$10,637 and \$70,423.

Total OPEB Liability

The County and School Board’s total OPEB liabilities were measured as of June 30, 2019. The total OPEB liabilities were determined by an actuarial valuation as of June 30, 2018.

Actuarial Assumptions

The total OPEB liability in the June 30, 2018 actuarial valuations were determined using the following actuarial assumptions, applied to all periods included in the measurement, unless otherwise specified:

Actuarial Cost Method	Entry age normal, level % of pay
Discount Rate	3.87% as of June 30, 2018; 3.50% as of June 30, 2019
Inflation	2.50% per year as of June 30, 2019
Healthcare Trend Rate	5.70% for fiscal year ending 2018 (to reflect actual experience). The rates reverts to 6.4% for fiscal year ending 2019, and then do 4.90% for fiscal year ending 2020, increasing .10% periodically to a rate of 6.10%, then decreasing .10% periodically to a rate of 4.30%.
Salary Increase Rates	County: Ranges of increases of 3.5% for 20+ years of service to 5.35% for 1-2 years of service; School Board: Ranges of increases of 3.5% for 20+ years of service to 5.95% for 1 year of service.
Retirement Age	Reduced: Age 50 and 10 years of service or Age 55 and 5 years of service; Unreduced: Age 65 and 5 years of service or Age 50 with 30 years of service
Mortality Rates	Pre-Retirement: RP-2014 Employee Mortaility Tables projected to 2020 using Scale BB with Males set back 1 year and Females set back 1 year. Post-Retirement: RP-2014 Employee Mortaility Tables projected to 2020 using Scale BB with Males set forward 1 year and Females set back 1 year.

COUNTY OF CLARKE, VIRGINIA

Notes to Financial Statements
June 30, 2019 (Continued)

Note 17—Postemployment Benefits Other Than Pensions: (Continued)

Health Insurance (Single-employer Defined Benefit Plan): (Continued)

Discount Rate

The discount rate represents the Municipal GO AA 20-year yield curve rate as of June 30, 2019. The final equivalent single discount rate used for this year’s valuation is 3.50% as of the end of the fiscal year with the expectation that the County and School Board will continue contributing the Actuarially Determined Contribution and paying the pay-go cost from the OPEB Trust.

Changes in Total OPEB Liability

Changes in Net OPEB Liability			
		County Total OPEB Liability	Component Unit- School Board Total OPEB Liability
Balances at June 30, 2018	\$	373,683	\$ 1,100,463
Changes for the year:			
Service cost		22,416	63,833
Interest		15,125	43,708
Effect of assumptions		11,370	30,431
Benefit payments		(10,637)	(70,423)
Net changes		38,274	67,549
Balances at June 30, 2019	\$	411,957	\$ 1,168,012

Sensitivity of the Total OPEB Liability to Changes in the Discount Rate

The following amounts present the total OPEB liability of the County and School Board, as well as what the total OPEB liability would be if it were calculated using a discount rate that is one percentage point lower (2.50%) or one percentage point higher (4.50%) than the current discount rate:

		Rate		
		1% Decrease (2.50%)	Current Discount Rate (3.50%)	1% Increase (4.50%)
County's Total OPEB Liability	\$	444,185	\$ 411,957	\$ 381,951
School Board's Total OPEB Liability	\$	1,253,638	\$ 1,168,012	\$ 1,087,429

COUNTY OF CLARKE, VIRGINIA

Notes to Financial Statements
June 30, 2019 (Continued)

Note 17—Postemployment Benefits Other Than Pensions: (Continued)

Health Insurance (Single-employer Defined Benefit Plan): (Continued)

Sensitivity of the Total OPEB Liability to Changes in the Healthcare Cost Trend Rates

The following presents the total OPEB liabilities of the County and School Board, as well as what the total OPEB liabilities would be if it were calculated using healthcare cost trend rates that are one percentage point lower or one percentage point higher than the current healthcare cost trend rate used of 6.40%:

	Rates		
	1% Decrease (5.4%)	Healthcare Cost Trend (6.4%)	1% Increase (7.4%)
County's Total OPEB Liability	\$ 364,655	\$ 411,957	\$ 467,159
School Board's Total OPEB Liability	\$ 1,033,435	\$ 1,168,012	\$ 1,328,089

OPEB Expense and Deferred Outflows of Resources and Deferred Inflows of Resources

For the year ended June 30, 2019, the County and School Board recognized OPEB expense in the amount of \$38,293 and \$108,775, respectively. At June 30, 2019, the County and School Board reported deferred outflows of resources and deferred inflows of resources related to the health insurance OPEB from the following sources:

	Deferred Outflows of Resources	Deferred Inflows of Resources
County:		
Changes of assumptions	\$ 9,303	\$ 5,917
Total	\$ 9,303	\$ 5,917
School Board:		
Changes of assumptions	\$ 26,627	\$ 17,988
Total	\$ 26,627	\$ 17,988

Amounts reported as deferred outflows of resources and deferred inflows of resources related to the health insurance OPEB will be recognized in the health insurance OPEB expense in future reporting periods as follows:

Year Ended June 30	County	School Board
2020	\$ (752)	\$ (1,234)
2021	(752)	(1,234)
2022	(752)	(1,234)
2023	(752)	(1,234)
2024	(378)	(1,234)
Thereafter	-	(2,469)

Note 17—Postemployment Benefits Other Than Pensions: (Continued)

Health Insurance (Single-employer Defined Benefit Plan): (Continued)

Additional disclosures on changes in net OPEB liability, related ratios, and employer contributions can be found in the required supplementary information following the notes to the financial statements.

Group Life Insurance:

Plan Description

The Group Life Insurance (GLI) Program was established pursuant to §51.1-500 et seq. of the Code of Virginia, as amended, and which provides the authority under which benefit terms are established or may be amended. All full-time, salaried permanent employees of the state agencies, teachers, and employees of participating political subdivisions are automatically covered by the VRS GLI Program upon employment. This is a cost-sharing multiple-employer plan administered by the Virginia Retirement System (the System), along with pensions and other OPEB plans, for public employer groups in the Commonwealth of Virginia.

In addition to the Basic GLI benefit, members are also eligible to elect additional coverage for themselves as well as a spouse or dependent children through the Optional GLI Program. For members who elect the optional group life insurance coverage, the insurer bills employers directly for the premiums. Employers deduct these premiums from members' paychecks and pay the premiums to the insurer. Since this is a separate and fully insured program, it is not included as part of the GLI Program OPEB.

The specific information for GLI OPEB, including eligibility, coverage and benefits is described below:

Eligible Employees

The GLI Program was established July 1, 1960, for state employees, teachers, and employees of political subdivisions that elect the program. Basic GLI coverage is automatic upon employment. Coverage ends for employees who leave their position before retirement eligibility or who take a refund of their accumulated retirement member contributions and accrued interest.

Benefit Amounts

The GLI Program is a defined benefit plan with several components. The natural death benefit is equal to the employee's covered compensation rounded to the next highest thousand and then doubled. The accidental death benefit is double the natural death benefit. In addition to basic natural and accidental death benefits, the program provides additional benefits provided under specific circumstances that include the following: accidental dismemberment benefit, safety belt benefit, repatriation benefit, felonious assault benefit, and accelerated death benefit option. The benefit amounts are subject to a reduction factor. The benefit amount reduces by 25% on January 1 following one calendar year of separation. The benefit amount reduces by an additional 25% on each subsequent January 1 until it reaches 25% of its original value. For covered members with at least 30 years of creditable service, the minimum benefit payable was set at \$8,000 by statute. This amount is increased annually based on the VRS Plan 2 cost-of-living adjustment and was increased to \$8,279 effective July 1, 2018.

Note 17—Postemployment Benefits Other Than Pensions: (Continued)

Group Life Insurance: (Continued)

Contributions

The contribution requirements for the GLI Program are governed by §51.1-506 and §51.1-508 of the Code of Virginia, as amended, but may be impacted as a result of funding provided to state agencies and school divisions by the Virginia General Assembly. The total rate for the GLI Program was 1.31% of covered employee compensation. This was allocated into an employee and an employer component using a 60/40 split. The employee component was 0.79% (1.31% x 60%) and the employer component was 0.52% (1.31% x 40%). Employers may elect to pay all or part of the employee contribution; however, the employer must pay all of the employer contribution. Each employer's contractually required employer contribution rate for the year ended June 30, 2019 was 0.52% of covered employee compensation. This rate was based on an actuarially determined rate from an actuarial valuation as of June 30, 2017. The actuarially determined rate, when combined with employee contributions, was expected to finance the costs of benefits payable during the year, with an additional amount to finance any unfunded accrued liability. Contributions to the GLI Program from the entity were \$26,375 and \$25,064 for the years ended June 30, 2019 and June 30, 2018, respectively, \$3,300 and \$3,493 from School Board nonprofessional, and \$65,428 and \$64,238 from School Board professional.

GLI OPEB Liabilities, GLI OPEB Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to the GLI Program OPEB

At June 30, 2019, the County reported a liability of \$385,000, the School Board nonprofessional \$54,000, and School Board professional \$987,000 for its proportionate share of the Net GLI OPEB Liability. The Net GLI OPEB Liability was measured as of June 30, 2018 and the total GLI OPEB liability used to calculate the Net GLI OPEB Liability was determined by an actuarial valuation as of that date. The covered employer's proportion of the Net GLI OPEB Liability was based on the covered employer's actuarially determined employer contributions to the GLI Program for the year ended June 30, 2018 relative to the total of the actuarially determined employer contributions for all participating employers. At June 30, 2018, the participating employer's proportion was .02535% as compared to .02507% at June 30, 2017. At June 30, 2018, the participating employer's proportion for the School Board nonprofessional was .00353% as compared to .00369% at June 30, 2017. At June 30, 2018, the participating employer's proportion for the School Board professional was .06497% as compared to .06497% at June 30, 2017.

For the year ended June 30, 2019, the County, School Board nonprofessional, and School Board professional recognized GLI OPEB expense of \$6,000, \$(2,000), and \$7,000. Since there was a change in proportionate share between measurement dates, a portion of the GLI OPEB expense was related to deferred amounts from changes in proportion.

COUNTY OF CLARKE, VIRGINIA

Notes to Financial Statements
June 30, 2019 (Continued)

Note 17—Postemployment Benefits Other Than Pensions: (Continued)

Group Life Insurance: (Continued)

GLI OPEB Liabilities, GLI OPEB Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to the GLI Program OPEB: (Continued)

At June 30, 2019, the employer reported deferred outflows of resources and deferred inflows of resources related to the GLI OPEB from the following sources:

<u>County</u>	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual experience	\$ 19,000	\$ 6,000
Net difference between projected and actual earnings on GLI OPEB program investments	-	13,000
Change in assumptions	-	16,000
Changes in proportion	11,000	-
Employer contributions subsequent to the measurement date	26,375	-
Total	<u>\$ 56,375</u>	<u>\$ 35,000</u>
<u>School Board nonprofessional</u>		
Differences between expected and actual experience	\$ 3,000	\$ 1,000
Net difference between projected and actual earnings on GLI OPEB program investments	-	2,000
Change in assumptions	-	2,000
Employer contributions subsequent to the measurement date	3,300	-
Total	<u>\$ 6,300</u>	<u>\$ 5,000</u>
<u>School Board professional</u>		
Differences between expected and actual experience	\$ 48,000	\$ 18,000
Net difference between projected and actual earnings on GLI OPEB program investments	-	32,000
Change in assumptions	-	41,000
Employer contributions subsequent to the measurement date	65,428	-
Total	<u>\$ 113,428</u>	<u>\$ 91,000</u>

COUNTY OF CLARKE, VIRGINIA

Notes to Financial Statements
June 30, 2019 (Continued)

Note 17—Postemployment Benefits Other Than Pensions: (Continued)

Group Life Insurance: (Continued)

GLI OPEB Liabilities, GLI OPEB Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to the GLI Program OPEB: (Continued)

\$26,375, \$3,300 and \$65,428 (County, School Board nonprofessional and School Board professional) reported as deferred outflows of resources related to the GLI OPEB resulting from the employer’s contributions subsequent to the measurement date will be recognized as a reduction of the Net GLI OPEB Liability in the fiscal year ending June 30, 2020. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to the GLI OPEB will be recognized in the GLI OPEB expense in future reporting periods as follows:

<u>Year Ended June 30</u>	<u>County</u>	<u>School Board nonprofessional</u>	<u>School Board professional</u>
2020	\$ (3,000)	\$ (1,000)	\$ (15,000)
2021	(3,000)	(1,000)	(15,000)
2022	(3,000)	-	(15,000)
2023	-	-	(5,000)
2024	1,000	-	3,000
Thereafter	3,000	-	4,000

Actuarial Assumptions

The total GLI OPEB liability was based on an actuarial valuation as of June 30, 2017, using the Entry Age Normal actuarial cost method and the following assumptions, applied to all periods included in the measurement and rolled forward to the measurement date of June 30, 2018.

Inflation	2.5%
Salary increases, including inflation:	
General state employees	3.5% - 5.35%
Teachers	3.5%-5.95%
SPORS employees	3.5%-4.75%
VaLORS employees	3.5%-4.75%
JRS employees	4.5%
Locality - General employees	3.5%-5.35%
Locality - Hazardous Duty employees	3.5%-4.75%
Investment rate of return	7.0%, net of investment expenses, including inflation*

*Administrative expenses as a percent of the market value of assets for the last experience study were found to be approximately 0.06% of the market assets for all of the VRS plans. This would provide an assumed investment return rate for GASB purposes of slightly more than the assumed 7.0%. However, since the difference was minimal, and a more conservative 7.0% investment return assumption provided a projected plan net position that exceeded the projected benefit payments, the long-term expected rate of return on investments was assumed to be 7.0% to simplify preparation of OPEB liabilities.

COUNTY OF CLARKE, VIRGINIA

Notes to Financial Statements
June 30, 2019 (Continued)

Note 17—Postemployment Benefits Other Than Pensions: (Continued)

Group Life Insurance: (Continued)

Actuarial Assumptions: (Continued)

Mortality Rates - General State Employees

Pre-Retirement:

RP-2014 Employee Rates to age 80, Healthy Annuitant Rates to 81 and older projected with scale BB to 2020; males set back 1 year, 85% of rates; females set back 1 year.

Post-Retirement:

RP-2014 Employee Rates to age 49, Healthy Annuitant Rates at ages 50 and older projected with scale BB to 2020; males set forward 1 year; females set back 1 year with 1.5% increase compounded from ages 70 to 85.

Post-Disablement:

RP-2014 Disability Mortality Rates projected with scale BB to 2020; males 115% of rates; females 130% of rates.

The actuarial assumptions used in the June 30, 2017 valuation were based on the results of an actuarial experience study for the period from July 1, 2012 through June 30, 2016. Changes to the actuarial assumptions as a result of the experience study are as follows:

Mortality Rates (pre-retirement, post-retirement healthy, and disabled)	Updated to a more current mortality table - RP-2014 projected to 2020
Retirement Rates	Lowered rates at older ages and changed final retirement from 70 to 75
Withdrawal Rates	Adjusted rates to better fit experience at each year age and service through 9 years of service
Disability Rates	Adjusted rates to better match experience
Salary Scale	No change
Line of Duty Disability	Increased rate from 14% to 25%

Mortality Rates - Teachers

Pre-Retirement:

RP-2014 White Collar Employee Rates to age 80, White Collar Healthy Annuitant Rates at ages 81 and older projected with scale BB to 2020.

Post-Retirement:

RP-2014 White Collar Employee Rates to age 49, White Collar Healthy Annuitant Rates at ages 50 and older projected with scale BB to 2020; males 1% increase compounded from ages 70 to 90; females set back 3 years with 1.5% increase compounded from ages 65 to 70 and 2.0% increase compounded from ages 75 to 90.

COUNTY OF CLARKE, VIRGINIA

Notes to Financial Statements
June 30, 2019 (Continued)

Note 17—Postemployment Benefits Other Than Pensions: (Continued)

Group Life Insurance: (Continued)

Actuarial Assumptions: (Continued)

Mortality Rates - Teachers: (Continued)

Post-Disablement:

RP-2014 Disability Mortality Rates projected with scale BB to 2020; 115% of rates for males and females.

The actuarial assumptions used in the June 30, 2017 valuation were based on the results of an actuarial experience study for the period from July 1, 2012 through June 30, 2016. Changes to the actuarial assumptions as a result of the experience study are as follows:

Mortality Rates (pre-retirement, post-retirement healthy, and disabled)	Updated to a more current mortality table - RP-2014 projected to 2020
Retirement Rates	Lowered rates at older ages and changed final retirement from 70 to 75
Withdrawal Rates	Adjusted rates to better fit experience at each year age and service through 9 years of service
Disability Rates	Adjusted rates to better match experience
Salary Scale	No change

Mortality Rates - SPORS Employees

Pre-Retirement:

RP-2014 Employee Rates to age 80, Healthy Annuitant Rates to 81 and older projected with scale BB to 2020; males 90% of rates; females set forward 1 year.

Post-Retirement:

RP-2014 Employee Rates to age 49, Healthy Annuitant Rates at ages 50 and older projected with scale BB to 2020; males set forward 1 year with 1.0% increase compounded from ages 70 to 90; females set forward 3 years.

Post-Disablement:

RP-2014 Disability Mortality Rates projected with scale BB to 2020; males set forward 2 years; unisex using 100% male.

COUNTY OF CLARKE, VIRGINIA

Notes to Financial Statements
June 30, 2019 (Continued)

Note 17—Postemployment Benefits Other Than Pensions: (Continued)

Group Life Insurance: (Continued)

Actuarial Assumptions: (Continued)

Mortality Rates - SPORS Employees: (Continued)

The actuarial assumptions used in the June 30, 2017 valuation were based on the results of an actuarial experience study for the period from July 1, 2012 through June 30, 2016. Changes to the actuarial assumptions as a result of the experience study are as follows:

Mortality Rates (pre-retirement, post-retirement healthy, and disabled)	Updated to a more current mortality table - RP-2014 projected to 2020 and reduced margin for future improvement in accordance with experience
Retirement Rates	Increased age 50 rates and lowered rates at older ages
Withdrawal Rates	Adjusted rates to better fit experience
Disability Rates	Adjusted rates to better match experience
Salary Scale	No change
Line of Duty Disability	Increased rate from 60% to 85%

Mortality Rates - VaLORS Employees

Pre-Retirement:

RP-2014 Employee Rates to age 80, Healthy Annuitant Rates to 81 and older projected with scale BB to 2020; males 90% of rates; females set forward 1 year.

Post-Retirement:

RP-2014 Employee Rates to age 49, Healthy Annuitant Rates at ages 50 and older projected with scale BB to 2020; males set forward 1 year with 1.0% increase compounded from ages 70 to 90; females set forward 3 years.

Post-Disablement:

RP-2014 Disability Mortality Rates projected with scale BB to 2020; males set forward 2 years; unisex using 100% male.

COUNTY OF CLARKE, VIRGINIA

Notes to Financial Statements
June 30, 2019 (Continued)

Note 17—Postemployment Benefits Other Than Pensions: (Continued)

Group Life Insurance: (Continued)

Actuarial Assumptions: (Continued)

Mortality Rates - VaLORS Employees: (Continued)

The actuarial assumptions used in the June 30, 2017 valuation were based on the results of an actuarial experience study for the period from July 1, 2012 through June 30, 2016. Changes to the actuarial assumptions as a result of the experience study are as follows:

Mortality Rates (pre-retirement, post-retirement healthy, and disabled)	Updated to a more current mortality table - RP-2014 projected to 2020 and reduced margin for future improvement in accordance with experience
Retirement Rates	Increased age 50 rates and lowered rates at older ages
Withdrawal Rates	Adjusted rates to better fit experience at each year age and service through 9 years of service
Disability Rates	Adjusted rates to better match experience
Salary Scale	No change
Line of Duty Disability	Decreased rate from 50% to 35%

Mortality Rates - JRS Employees

Pre-Retirement:

RP-2014 Employee Rates to age 80, Healthy Annuitant Rates to 81 and older projected with scale BB to 2020; males set back 1 year, 85% of rates; females set back 1 year.

Post-Retirement:

RP-2014 Employee Rates to age 49, Healthy Annuitant Rates at ages 50 and older projected with scale BB to 2020; males set forward 1 year; females set back 1 year with 1.5% compounding increase from ages 70 to 85.

Post-Disablement:

RP-2014 Disability Mortality Rates projected with scale BB to 2020; males 115% of rates; females 130% of rates.

COUNTY OF CLARKE, VIRGINIA

Notes to Financial Statements
June 30, 2019 (Continued)

Note 17—Postemployment Benefits Other Than Pensions: (Continued)

Group Life Insurance: (Continued)

Actuarial Assumptions: (Continued)

Mortality Rates - JRS Employees: (Continued)

The actuarial assumptions used in the June 30, 2017 valuation were based on the results of an actuarial experience study for the period from July 1, 2012 through June 30, 2016. Changes to the actuarial assumptions as a result of the experience study are as follows:

Mortality Rates (pre-retirement, post-retirement healthy, and disabled)	Updated to a more current mortality table - RP-2014 projected to 2020
Retirement Rates	Decreased rates at first retirement eligibility
Withdrawal Rates	No change
Disability Rates	Removed disability rates
Salary Scale	No change

Mortality Rates - Largest Ten Locality Employers - General Employees

Pre-Retirement:

RP-2014 Employee Rates to age 80, Healthy Annuitant Rates to 81 and older projected with scale BB to 2020; males 95% of rates; females 105% of rates.

Post-Retirement:

RP-2014 Employee Rates to age 49, Healthy Annuitant Rates at ages 50 and older projected with scale BB to 2020; males set forward 3 years; females 1.0% increase compounded from ages 70 to 90.

Post-Disablement:

RP-2014 Disability Mortality Rates projected with scale BB to 2020; males set forward 2 years, 110% of rates; females 125% of rates.

COUNTY OF CLARKE, VIRGINIA

Notes to Financial Statements
June 30, 2019 (Continued)

Note 17—Postemployment Benefits Other Than Pensions: (Continued)

Group Life Insurance: (Continued)

Actuarial Assumptions: (Continued)

Mortality Rates - Largest Ten Locality Employers - General Employees: (Continued)

The actuarial assumptions used in the June 30, 2017 valuation were based on the results of an actuarial experience study for the period from July 1, 2012 through June 30, 2016. Changes to the actuarial assumptions as a result of the experience study are as follows:

Mortality Rates (pre-retirement, post-retirement healthy, and disabled)	Updated to a more current mortality table - RP-2014 projected to 2020
Retirement Rates	Lowered retirement rates at older ages and extended final retirement age from 70 to 75
Withdrawal Rates	Adjusted termination rates to better fit experience at each age and service year
Disability Rates	Lowered disability rates
Salary Scale	No change
Line of Duty Disability	Increased rate from 14% to 20%

Mortality Rates - Non-Largest Ten Locality Employers - General Employees

Pre-Retirement:

RP-2014 Employee Rates to age 80, Healthy Annuitant Rates to 81 and older projected with scale BB to 2020; males 95% of rates; females 105% of rates.

Post-Retirement:

RP-2014 Employee Rates to age 49, Healthy Annuitant Rates at ages 50 and older projected with scale BB to 2020; males set forward 3 years; females 1.0% increase compounded from ages 70 to 90.

Post-Disablement:

RP-2014 Disability Mortality Rates projected with scale BB to 2020; males set forward 2 years, 110% of rates; females 125% of rates.

COUNTY OF CLARKE, VIRGINIA

Notes to Financial Statements
June 30, 2019 (Continued)

Note 17—Postemployment Benefits Other Than Pensions: (Continued)

Group Life Insurance: (Continued)

Actuarial Assumptions: (Continued)

Mortality Rates - Non-Largest Ten Locality Employers - General Employees: (Continued)

The actuarial assumptions used in the June 30, 2017 valuation were based on the results of an actuarial experience study for the period from July 1, 2012 through June 30, 2016. Changes to the actuarial assumptions as a result of the experience study are as follows:

Mortality Rates (pre-retirement, post-retirement healthy, and disabled)	Updated to a more current mortality table - RP-2014 projected to 2020
Retirement Rates	Lowered retirement rates at older ages and extended final retirement age from 70 to 75
Withdrawal Rates	Adjusted termination rates to better fit experience at each age and service year
Disability Rates	Lowered disability rates
Salary Scale	No change
Line of Duty Disability	Increased rate from 14% to 15%

Mortality Rates - Largest Ten Locality Employers - Hazardous Duty Employees

Pre-Retirement:

RP-2014 Employee Rates to age 80, Healthy Annuitant Rates to 81 and older projected with scale BB to 2020; males 90% of rates; females set forward 1 year.

Post-Retirement:

RP-2014 Employee Rates to age 49, Healthy Annuitant Rates at ages 50 and older projected with scale BB to 2020; males set forward 1 year with 1.0% increase compounded from ages 70 to 90; females set forward 3 years.

Post-Disablement:

RP-2014 Disability Mortality Rates projected with scale BB to 2020; males set forward 2 years; unisex using 100% male.

COUNTY OF CLARKE, VIRGINIA

Notes to Financial Statements
June 30, 2019 (Continued)

Note 17—Postemployment Benefits Other Than Pensions: (Continued)

Group Life Insurance: (Continued)

Actuarial Assumptions: (Continued)

Mortality Rates - Largest Ten Locality Employers - Hazardous Duty Employees: (Continued)

The actuarial assumptions used in the June 30, 2017 valuation were based on the results of an actuarial experience study for the period from July 1, 2012 through June 30, 2016. Changes to the actuarial assumptions as a result of the experience study are as follows:

Mortality Rates (pre-retirement, post-retirement healthy, and disabled)	Updated to a more current mortality table - RP-2014 projected to 2020
Retirement Rates	Lowered retirement rates at older ages
Withdrawal Rates	Adjusted termination rates to better fit experience at each age and service year
Disability Rates	Increased disability rates
Salary Scale	No change
Line of Duty Disability	Increased rate from 60% to 70%

Mortality Rates - Non-Largest Ten Locality Employers - Hazardous Duty Employees

Pre-Retirement:

RP-2014 Employee Rates to age 80, Healthy Annuitant Rates to 81 and older projected with scale BB to 2020; males 90% of rates; females set forward 1 year.

Post-Retirement:

RP-2014 Employee Rates to age 49, Healthy Annuitant Rates at ages 50 and older projected with scale BB to 2020; males set forward 1 year with 1.0% increase compounded from ages 70 to 90; females set forward 3 years.

Post-Disablement:

RP-2014 Disability Mortality Rates projected with scale BB to 2020; males set forward 2 years; unisex using 100% male.

COUNTY OF CLARKE, VIRGINIA

Notes to Financial Statements
June 30, 2019 (Continued)

Note 17—Postemployment Benefits Other Than Pensions: (Continued)

Group Life Insurance: (Continued)

Actuarial Assumptions: (Continued)

Mortality Rates - Non-Largest Ten Locality Employers - Hazardous Duty Employees: (Continued)

The actuarial assumptions used in the June 30, 2017 valuation were based on the results of an actuarial experience study for the period from July 1, 2012 through June 30, 2016. Changes to the actuarial assumptions as a result of the experience study are as follows:

Mortality Rates (pre-retirement, post-retirement healthy, and disabled)	Updated to a more current mortality table - RP-2014 projected to 2020
Retirement Rates	Increased age 50 rates and lowered rates at older ages
Withdrawal Rates	Adjusted termination rates to better fit experience at each age and service year
Disability Rates	Adjusted rates to better match experience
Salary Scale	No change
Line of Duty Disability	Decreased rate from 60% to 45%

NET GLI OPEB Liability

The net OPEB liability (NOL) for the GLI Program represents the program’s total OPEB liability determined in accordance with GASB Statement No. 74, less the associated fiduciary net position. As of the measurement date of June 30, 2018, NOL amounts for the GLI Program are as follows (amounts expressed in thousands):

		Group Life Insurance OPEB Program
		<hr/>
Total GLI OPEB Liability	\$	3,113,508
Plan Fiduciary Net Position		1,594,773
Employers' Net GLI OPEB Liability (Asset)	\$	<hr/> <hr/> 1,518,735
Plan Fiduciary Net Position as a Percentage of the Total GLI OPEB Liability		51.22%

The total GLI OPEB liability is calculated by the System’s actuary, and each plan’s fiduciary net position is reported in the System’s financial statements. The net GLI OPEB liability is disclosed in accordance with the requirements of GASB Statement No. 74 in the System’s notes to the financial statements and required supplementary information.

COUNTY OF CLARKE, VIRGINIA

Notes to Financial Statements
June 30, 2019 (Continued)

Note 17—Postemployment Benefits Other Than Pensions: (Continued)

Group Life Insurance: (Continued)

Long-Term Expected Rate of Return

The long-term expected rate of return on the System’s investments was determined using a log-normal distribution analysis in which best-estimate ranges of expected future real rates of return (expected returns, net of System’s investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target asset allocation and best estimate of arithmetic real rates of return for each major asset class are summarized in the following table:

<u>Asset Class (Strategy)</u>	<u>Target Allocation</u>	<u>Arithmetic Long-term Expected Rate of Return</u>	<u>Weighted Average Long-term Expected Rate of Return</u>
Public Equity	40.00%	4.54%	1.82%
Fixed Income	15.00%	0.69%	0.10%
Credit Strategies	15.00%	3.96%	0.59%
Real Assets	15.00%	5.76%	0.86%
Private Equity	15.00%	9.53%	1.43%
Total	<u>100.00%</u>		<u>4.80%</u>
		Inflation	2.50%
		*Expected arithmetic nominal return	<u>7.30%</u>

*The above allocation provides a one-year return of 7.30%. However, one-year returns do not take into account the volatility present in each of the asset classes. In setting the long-term expected return for the system, stochastic projections are employed to model future returns under various economic conditions. The results provide a range of returns over various time periods that ultimately provide a median return of 6.83%, including expected inflation of 2.50%.

Discount Rate

The discount rate used to measure the total GLI OPEB liability was 7.00%. The projection of cash flows used to determine the discount rate assumed that member contributions will be made per the VRS guidance and the employer contributions will be made in accordance with the VRS funding policy at rates equal to the difference between actuarially determined contribution rates adopted by the VRS Board of Trustees and the member rate. Through the fiscal year ended June 30, 2018, the rate contributed by the entity for the GLI OPEB will be subject to the portion of the VRS Board-certified rates that are funded by the Virginia General Assembly which was 100% of the actuarially determined contribution rate. From July 1, 2018 on, employers are assumed to continue to contribute 100% of the actuarially determined contribution rates. Based on those assumptions, the GLI OPEB’s fiduciary net position was projected to be available to make all projected future benefit payments of eligible employees. Therefore, the long-term expected rate of return was applied to all periods of projected benefit payments to determine the total GLI OPEB liability.

COUNTY OF CLARKE, VIRGINIA

Notes to Financial Statements
June 30, 2019 (Continued)

Note 17—Postemployment Benefits Other Than Pensions: (Continued)

Group Life Insurance: (Continued)

Sensitivity of the Employer’s Proportionate Share of the Net GLI OPEB Liability to Changes in the Discount Rate

The following presents the employer’s proportionate share of the net GLI OPEB liability using the discount rate of 7.00%, as well as what the employer’s proportionate share of the net GLI OPEB liability would be if it were calculated using a discount rate that is one percentage point lower (6.00%) or one percentage point higher (8.00%) than the current rate:

	Rate		
	1% Decrease (6.00%)	Current Discount (7.00%)	1% Increase (8.00%)
County's proportionate share of the Group Life Insurance Program			
Net OPEB Liability	\$ 503,000	\$ 385,000	\$ 289,000
School Board nonprofessional's proportionate share of the Group Life Insurance Program			
Net OPEB Liability	\$ 70,000	\$ 54,000	\$ 41,000
School Board professional's proportionate share of the Group Life Insurance Program			
Net OPEB Liability	\$ 1,290,000	\$ 987,000	\$ 741,000

GLI Program Fiduciary Net Position

Detailed information about the GLI Program’s Fiduciary Net Position is available in the separately issued VRS 2018 Comprehensive Annual Financial Report (CAFR). A copy of the 2018 VRS CAFR may be downloaded from the VRS website at <http://www.varetire.org/Pdf/Publications/2018-annual-report.pdf>, or by writing to the System’s Chief Financial Officer at P.O. Box 2500, Richmond, VA, 23218-2500.

Note 17—Postemployment Benefits Other Than Pensions: (Continued)

Teacher Employee Health Insurance Credit (HIC) Program (OPEB Plan):

Plan Description

The Virginia Retirement System (VRS) Teacher Employee Health Insurance Credit (HIC) Program was established pursuant to §51.1-1400 et seq. of the Code of Virginia, as amended, and which provides the authority under which benefit terms are established or may be amended. All full-time, salaried permanent (professional) employees of public school divisions are automatically covered by the VRS Teacher Employee HIC Program. This is a cost-sharing multiple-employer plan administered by the Virginia Retirement System (the System), along with pension and other OPEB plans, for public employer groups in the Commonwealth of Virginia. Members earn one month of service credit toward the benefit for each month they are employed and for which their employer pays contributions to VRS. The HIC is a tax-free reimbursement in an amount set by the General Assembly for each year of service credit against qualified health insurance premiums retirees pay for single coverage, excluding any portion covering the spouse or dependents. The credit cannot exceed the amount of the premiums and ends upon the retiree's death.

The specific information for the Teacher HIC Program OPEB, including eligibility, coverage, and benefits is described below:

Eligible Employees

The Teacher Employee Retiree HIC Program was established July 1, 1993 for retired Teacher Employees covered under VRS who retire with at least 15 years of service credit. Eligible employees include full-time permanent (professional) salaried employees of public school divisions covered under VRS. These employees are enrolled automatically upon employment.

Benefit Amounts

The Teacher Employee HIC Program is a defined benefit plan that provides a credit toward the cost of health insurance coverage for retired teachers. For Teacher and other professional school employees who retire with at least 15 years of service credit, the monthly benefit is \$4.00 per year of service per month with no cap on the benefit amount. For Teacher and other professional school employees who retire on disability or go on long-term disability under the Virginia Local Disability Program (VLDP), the monthly benefit is either: \$4.00 per month, multiplied by twice the amount of service credit, or \$4.00 per month, multiplied by the amount of service earned had the employee been active until age 60, whichever is lower.

HIC Program Notes

The monthly HIC benefit cannot exceed the individual premium amount. Employees who retire after being on long-term disability under VLDP must have at least 15 years of service credit to qualify for the HIC as a retiree.

Note 17—Postemployment Benefits Other Than Pensions: (Continued)

Teacher Employee Health Insurance Credit (HIC) Program (OPEB Plan): (Continued)

Contributions

The contribution requirements for active employees is governed by §51.1-1401(E) of the Code of Virginia, as amended, but may be impacted as a result of funding provided to school divisions by the Virginia General Assembly. Each school division's contractually required employer contribution rate for the year ended June 30, 2019 was 1.20% of covered employee compensation for employees in the VRS Teacher Employee HIC Program. This rate was based on an actuarially determined rate from an actuarial valuation as of June 30, 2017. The actuarially determined rate was expected to finance the costs of benefits earned by employees during the year, with an additional amount to finance any unfunded accrued liability. Contributions from the school division to the VRS Teacher Employee HIC Program were \$150,987 and \$151,947 for the years ended June 30, 2019 and June 30, 2018, respectively.

Teacher Employee HIC Program OPEB Liabilities, Teacher Employee HIC Program OPEB Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to the Teacher Employee HIC Program OPEB

At June 30, 2019, the school division reported a liability of \$1,939,000 for its proportionate share of the VRS Teacher Employee HIC Program Net OPEB Liability. The Net VRS Teacher Employee HIC Program OPEB Liability was measured as of June 30, 2018 and the total VRS Teacher Employee HIC Program OPEB liability used to calculate the Net VRS Teacher Employee HIC Program OPEB Liability was determined by an actuarial valuation as of that date. The school division's proportion of the Net VRS Teacher Employee HIC Program OPEB Liability was based on the school division's actuarially determined employer contributions to the VRS Teacher Employee HIC Program OPEB plan for the year ended June 30, 2018 relative to the total of the actuarially determined employer contributions for all participating employers. At June 30, 2018, the school division's proportion of the VRS Teacher Employee HIC Program was 0.15275% as compared to 0.15182% at June 30, 2017.

For the year ended June 30, 2019, the school division recognized VRS Teacher Employee HIC Program OPEB expense of \$158,000. Since there was a change in proportionate share between measurement dates a portion of the VRS Teacher Employee HIC Program Net OPEB expense was related to deferred amounts from changes in proportion.

COUNTY OF CLARKE, VIRGINIA

Notes to Financial Statements
June 30, 2019 (Continued)

Note 17—Postemployment Benefits Other Than Pensions: (Continued)

Teacher Employee Health Insurance Credit (HIC) Program (OPEB Plan): (Continued)

Teacher Employee HIC Program OPEB Liabilities, Teacher Employee HIC Program OPEB Expense, and Deferred Outflows of Resources and Deferred Inflows of Resources Related to the Teacher Employee HIC Program OPEB: (Continued)

At June 30, 2019, the school division reported deferred outflows of resources and deferred inflows of resources related to the VRS Teacher Employee HIC Program OPEB from the following sources:

	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual experience	\$ -	\$ 10,000
Net difference between projected and actual earnings on Teacher HIC OPEB plan investments	-	1,000
Change in assumptions	-	17,000
Change in proportion	10,000	10,000
Employer contributions subsequent to the measurement date	<u>150,987</u>	<u>-</u>
Total	<u>\$ 160,987</u>	<u>\$ 38,000</u>

\$150,987 reported as deferred outflows of resources related to the Teacher Employee HIC OPEB resulting from the school division's contributions subsequent to the measurement date will be recognized as a reduction of the Net Teacher Employee HIC OPEB Liability in the fiscal year ending June 30, 2020. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to the Teacher Employee HIC OPEB will be recognized in the Teacher Employee HIC OPEB expense in future reporting periods as follows:

Year Ended June 30

2020	\$	(5,000)
2021		(5,000)
2022		(5,000)
2023		(4,000)
2024		(4,000)
Thereafter		(5,000)

Note 17—Postemployment Benefits Other Than Pensions: (Continued)

Teacher Employee Health Insurance Credit (HIC) Program (OPEB Plan): (Continued)

Actuarial Assumptions

The total Teacher Employee HIC OPEB liability for the VRS Teacher Employee HIC Program was based on an actuarial valuation as of June 30, 2017, using the Entry Age Normal actuarial cost method and the following assumptions, applied to all periods included in the measurement and rolled forward to the measurement date of June 30, 2018.

Inflation	2.5%
Salary increases, including inflation:	3.5%-5.95%
Investment rate of return	7.0%, net of investment expenses, including inflation*

*Administrative expenses as a percent of the market value of assets for the last experience study were found to be approximately 0.06% of the market assets for all of the VRS plans. This would provide an assumed investment return rate for GASB purposes of slightly more than the assumed 7.0%. However, since the difference was minimal, and a more conservative 7.0% investment return assumption provided a projected plan net position that exceeded the projected benefit payments, the long-term expected rate of return on investments was assumed to be 7.0% to simplify preparation of OPEB liabilities.

Mortality Rates - Teachers

Pre-Retirement:

RP-2014 White Collar Employee Rates to age 80, White Collar Healthy Annuitant Rates at ages 81 and older projected with scale BB to 2020.

Post-Retirement:

RP-2014 White Collar Employee Rates to age 49, White Collar Healthy Annuitant Rates at ages 50 and older projected with scale BB to 2020; males 1% increase compounded from ages 70 to 90; females set back 3 years with 1.5% increase compounded from ages 65 to 70 and 2.0% increase compounded from ages 75 to 90.

Post-Disablement:

RP-2014 Disability Mortality Rates projected with scale BB to 2020; 115% of rates for males and females.

COUNTY OF CLARKE, VIRGINIA

Notes to Financial Statements
June 30, 2019 (Continued)

Note 17—Postemployment Benefits Other Than Pensions: (Continued)

Teacher Employee Health Insurance Credit (HIC) Program (OPEB Plan): (Continued)

Actuarial Assumptions: (Continued)

Mortality Rates - Teachers: (Continued)

The actuarial assumptions used in the June 30, 2017 valuation were based on the results of an actuarial experience study for the period from July 1, 2012 through June 30, 2016. Changes to the actuarial assumptions as a result of the experience study are as follows:

Mortality Rates (pre-retirement, post-retirement healthy, and disabled)	Updated to a more current mortality table - RP-2014 projected to 2020
Retirement Rates	Lowered rates at older ages and changed final retirement from 70 to 75
Withdrawal Rates	Adjusted rates to better fit experience at each year age and service through 9 years of service
Disability Rates	Adjusted rates to better match experience
Salary Scale	No change

Net Teacher Employee HIC OPEB Liability

The net OPEB liability (NOL) for the Teacher Employee HIC Program represents the program’s total OPEB liability determined in accordance with GASB Statement No. 74, less the associated fiduciary net position. As of June 30, 2018, NOL amounts for the VRS Teacher Employee HIC Program is as follows (amounts expressed in thousands):

	Teacher Employee HIC OPEB Plan
	<hr/>
Total Teacher Employee HIC OPEB Liability	\$ 1,381,313
Plan Fiduciary Net Position	111,639
Teacher Employee net HIC OPEB Liability (Asset)	\$ <u><u>1,269,674</u></u>

Plan Fiduciary Net Position as a Percentage of the Total Teacher Employee HIC OPEB Liability	8.08%
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The total Teacher Employee HIC OPEB liability is calculated by the System’s actuary, and the plan’s fiduciary net position is reported in the System’s financial statements. The net Teacher Employee HIC OPEB liability is disclosed in accordance with the requirements of GASB Statement No. 74 in the System’s notes to the financial statements and required supplementary information.

Note 17—Postemployment Benefits Other Than Pensions: (Continued)

Teacher Employee Health Insurance Credit (HIC) Program (OPEB Plan): (Continued)

Long-Term Expected Rate of Return

The long-term expected rate of return on the VRS System investments was determined using a log-normal distribution analysis in which best-estimate ranges of expected future real rates of return (expected returns, net of VRS System investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target asset allocation and best estimate of arithmetic real rates of return for each major asset class are summarized in the following table:

<u>Asset Class (Strategy)</u>	<u>Target Allocation</u>	<u>Arithmetic Long-term Expected Rate of Return</u>	<u>Weighted Average Long-term Expected Rate of Return</u>
Public Equity	40.00%	4.54%	1.82%
Fixed Income	15.00%	0.69%	0.10%
Credit Strategies	15.00%	3.96%	0.59%
Real Assets	15.00%	5.76%	0.86%
Private Equity	15.00%	9.53%	1.43%
Total	<u>100.00%</u>		<u>4.80%</u>
		Inflation	<u>2.50%</u>
		*Expected arithmetic nominal return	<u>7.30%</u>

*The above allocation provides a one-year return of 7.30%. However, one-year returns do not take into account the volatility present in each of the asset classes. In setting the long-term expected return for the system, stochastic projections are employed to model future returns under various economic conditions. The results provide a range of returns over various time periods that ultimately provide a median return of 6.83%, including expected inflation of 2.50%.

Discount Rate

The discount rate used to measure the total Teacher Employee HIC OPEB was 7.00%. The projection of cash flows used to determine the discount rate assumed that employer contributions will be made in accordance with the VRS funding policy and at rates equal to the actuarially determined contribution rates adopted by the VRS Board of Trustees. Through the fiscal year ended June 30, 2018, the rate contributed by each school division for the VRS Teacher Employee HIC Program will be subject to the portion of the VRS Board-certified rates that are funded by the Virginia General Assembly, which was 100% of the actuarially determined contribution rate. From July 1, 2018 on, all agencies are assumed to continue to contribute 100% of the actuarially determined contribution rates. Based on those assumptions, the Teacher Employee HIC OPEB plan's fiduciary net position was projected to be available to make all projected future benefit payments of current active and inactive employees. Therefore, the long-term expected rate of return was applied to all periods of projected benefit payments to determine the total Teacher Employee HIC OPEB liability.

COUNTY OF CLARKE, VIRGINIA

Notes to Financial Statements
June 30, 2019 (Continued)

Note 17—Postemployment Benefits Other Than Pensions: (Continued)

Teacher Employee Health Insurance Credit (HIC) Program (OPEB Plan): (Continued)

Sensitivity of the School Division's Proportionate Share of the Teacher Employee HIC Net OPEB Liability to Changes in the Discount Rate

The following presents the school division's proportionate share of the VRS Teacher Employee HIC Program net HIC OPEB liability using the discount rate of 7.00%, as well as what the school division's proportionate share of the net HIC OPEB liability would be if it were calculated using a discount rate that is one percentage point lower (6.00%) or one percentage point higher (8.00%) than the current rate:

	Rate		
	1% Decrease	Current Discount	1% Increase
	(6.00%)	(7.00%)	(8.00%)
School division's proportionate share of the VRS Teacher Employee HIC OPEB Plan Net HIC OPEB Liability	\$ 2,166,000	\$ 1,939,000	\$ 1,746,000

Teacher Employee HIC OPEB Fiduciary Net Position

Detailed information about the VRS Teacher Employee HIC Program's Fiduciary Net Position is available in the separately issued VRS 2018 Comprehensive Annual Financial Report (CAFR). A copy of the 2018 VRS CAFR may be downloaded from the VRS website at <http://www.varetire.org/Pdf/Publications/2018-annual-report.pdf>, or by writing to the System's Chief Financial Officer at P.O. Box 2500, Richmond, VA, 23218-2500.

Note 18—Note Receivable:

During fiscal year 2010, the County issued a note receivable to the Berryville Main Street Program in the amount of \$35,000. The note is payable over 12 years, bearing interest at 3%. At June 30, 2019, \$7,959 of this note was outstanding. Future payments are as follows:

Fiscal Year	Principal	Interest
2020	\$ 3,472	\$ 200
2021	3,577	95
2022	910	7
Total	\$ 7,959	\$ 302

Note 19—Upcoming Pronouncements:

Statement No. 84, *Fiduciary Activities*, establishes criteria for identifying fiduciary activities of all state and local governments. The focus of the criteria generally is on (1) whether a government is controlling the assets of the fiduciary activity and (2) the beneficiaries with whom a fiduciary relationship exists. Separate criteria are included to identify fiduciary component units and postemployment benefit arrangements that are fiduciary activities. This Statement describes four fiduciary funds that should be reported, if applicable: (1) pension (and other employee benefit) trust funds, (2) investment trust funds, (3) private-purpose trust funds, and (4) custodial funds. This Statement also provides for recognition of a liability to the beneficiaries in a fiduciary fund when an event has occurred that compels the government to disburse fiduciary resources. The requirements of this Statement are effective for reporting periods beginning after December 15, 2018.

Statement No. 87, *Leases*, increases the usefulness of governments' financial statements by requiring recognition of certain lease assets and liabilities for leases that previously were classified as operating leases and recognized as inflows of resources or outflows of resources based on the payment provisions of the contract. It establishes a single model for lease accounting based on the foundational principle that leases are financings of the right to use an underlying asset. Under this Statement, a lessee is required to recognize a lease liability and an intangible right-to-use lease asset, and a lessor is required to recognize a lease receivable and a deferred inflow of resources, thereby enhancing the relevance and consistency of information about governments' leasing activities. The requirements of this Statement are effective for reporting periods beginning after December 15, 2019.

Statement No. 90, *Majority Equity Interests - An Amendment of GASB Statements No. 14 and No. 61*, provides guidance for reporting a government's majority equity interest in a legally separate organization and for reporting financial statement information for certain component units. The requirements of this Statement are effective for reporting periods beginning after December 15, 2018.

Statement No. 91, *Conduit Debt Obligations*, provides a single method of reporting conduit debt obligations by issuers and eliminates diversity in practice associated with (1) commitments extended by issuers, (2) arrangements associated with conduit debt obligations, and (3) related note disclosures. The requirements of this Statement are effective for reporting periods beginning after December 15, 2020.

Management is currently evaluating the impact these standards will have on the financial statements when adopted.

Note 20—Adoption of Accounting Principles:

The County implemented the financial reporting provisions of Governmental Accounting Standards Board Statement No. 88, *Certain Disclosures Related to Debt, Including Direct Borrowings and Direct Placements* during the fiscal year ended June 30, 2019. This Statement clarifies which liabilities governments should include when disclosing information related to debt. It also requires that additional essential information related to debt be disclosed in notes to financial statements. No restatement was required as a result of this implementation.

The County early implemented provisions of Governmental Accounting Standards Board Statement No. 89, *Accounting for Interest Cost Incurred Before the End of a Construction Period* during the fiscal year ended June 30, 2019. This Statement simplifies accounting for interest cost incurred before the end of a construction period. Interest cost incurred during construction is expensed and no longer capitalized as part of project costs. No restatement was required as a result of this implementation.

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REQUIRED SUPPLEMENTARY INFORMATION

Note to Required Supplementary Information:

Presented budgets were prepared in accordance with accounting principles generally accepted in the United States of America.

General Fund

Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual

For the Year Ended June 30, 2019

	Budgeted Amounts		Actual Amounts	Variance with Final Budget - Positive (Negative)
	Original	Final		
REVENUES				
General property taxes	\$ 20,877,017	\$ 20,877,017	\$ 20,779,491	\$ (97,526)
Other local taxes	2,003,309	2,003,309	2,005,268	1,959
Permits, privilege fees, and regulatory licenses	321,542	321,542	385,048	63,506
Fines and forfeitures	310,095	310,095	320,568	10,473
Revenue from the use of money and property	139,808	139,808	163,165	23,357
Charges for services	979,810	979,810	1,037,143	57,333
Miscellaneous	63,982	68,482	29,411	(39,071)
Recovered costs	61,652	69,559	148,971	79,412
Intergovernmental:				
Commonwealth	4,437,139	4,468,376	4,470,537	2,161
Federal	131,216	142,716	118,088	(24,628)
Total revenues	\$ 29,325,570	\$ 29,380,714	\$ 29,457,690	\$ 76,976
EXPENDITURES				
Current:				
General government administration	\$ 2,215,016	\$ 2,304,964	\$ 2,255,423	\$ 49,541
Judicial administration	742,804	747,152	733,782	13,370
Public safety	4,789,651	4,922,076	4,776,075	146,001
Public works	1,377,532	1,349,715	1,244,354	105,361
Health and welfare	547,074	584,310	645,156	(60,846)
Education	13,158,064	15,719,262	13,958,751	1,760,511
Parks, recreation, and cultural	1,154,783	1,172,841	1,071,994	100,847
Community development	634,890	663,248	624,887	38,361
Nondepartmental	138,000	40,882	12,460	28,422
Total expenditures	\$ 24,757,814	\$ 27,504,450	\$ 25,322,882	\$ 2,181,568
Excess (deficiency) of revenues over (under) expenditures	\$ 4,567,756	\$ 1,876,264	\$ 4,134,808	\$ 2,258,544
OTHER FINANCING SOURCES (USES)				
Transfers out	\$ (4,319,346)	\$ (5,968,678)	\$ (4,845,821)	\$ 1,122,857
Total other financing sources (uses)	\$ (4,319,346)	\$ (5,968,678)	\$ (4,845,821)	\$ 1,122,857
Net change in fund balances	\$ 248,410	\$ (4,092,414)	\$ (711,013)	\$ 3,381,401
Fund balances - beginning	(248,410)	4,092,414	11,616,514	7,524,100
Fund balances - ending	\$ -	\$ -	\$ 10,905,501	\$ 10,905,501

Virginia Public Assistance Fund - Special Revenue Fund
 Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual
 For the Year Ended June 30, 2019

	Budgeted Amounts		Actual Amounts	Variance with Final Budget- Positive (Negative)
	Original	Final		
REVENUES				
Recovered costs	\$ -	\$ -	\$ 2,181	\$ 2,181
Intergovernmental:				
Commonwealth	271,709	289,387	316,355	26,968
Federal	698,679	744,137	689,490	(54,647)
Total revenues	\$ 970,388	\$ 1,033,524	\$ 1,008,026	\$ (25,498)
EXPENDITURES				
Current:				
Health and welfare	\$ 1,555,824	\$ 1,618,960	\$ 1,426,993	\$ 191,967
Total expenditures	\$ 1,555,824	\$ 1,618,960	\$ 1,426,993	\$ 191,967
Excess (deficiency) of revenues over (under) expenditures	\$ (585,436)	\$ (585,436)	\$ (418,967)	\$ 166,469
OTHER FINANCING SOURCES (USES)				
Transfers in	\$ 585,436	\$ 585,436	\$ 418,967	\$ (166,469)
Total other financing sources (uses)	\$ 585,436	\$ 585,436	\$ 418,967	\$ (166,469)
Net change in fund balances	\$ -	\$ -	\$ -	\$ -
Fund balances - beginning	-	-	-	-
Fund balances - ending	\$ -	\$ -	\$ -	\$ -

COUNTY OF CLARKE, VIRGINIA

Schedule of Changes in Net Pension Liability (Asset) and Related Ratios
 Primary Government and Clarke County Sanitary Authority
 For the Measurement Dates of June 30, 2014 through June 30, 2018

	2018		2017	
	Primary Government	Clarke County Sanitary Authority	Primary Government	Clarke County Sanitary Authority
Total pension liability				
Service cost	\$ 492,799	\$ 3,974	\$ 476,066	\$ 4,614
Interest	1,432,214	11,552	1,367,228	12,953
Changes of benefit terms	-	-	-	-
Differences between expected and actual experience	(389,274)	(3,140)	(162,685)	(1,576)
Changes in assumptions	-	-	(63,330)	(614)
Impact in change of proportion	33,590	(33,590)	-	-
Benefit payments, including refunds of employee contributions	(730,187)	(5,888)	(714,864)	(6,930)
Net change in total pension liability	\$ 839,142	\$ (27,092)	\$ 902,415	\$ 8,447
Total pension liability - beginning	<u>20,791,696</u>	<u>201,534</u>	<u>19,889,281</u>	<u>193,087</u>
Total pension liability - ending (a)	<u>\$ 21,630,838</u>	<u>\$ 174,442</u>	<u>\$ 20,791,696</u>	<u>\$ 201,534</u>
Plan fiduciary net position				
Contributions - employer	\$ 393,336	\$ 3,172	\$ 379,396	\$ 3,678
Contributions - employee	231,775	1,870	223,948	2,170
Impact in change of proportion	30,972	(30,972)		
Net investment income	1,421,787	11,466	2,099,165	20,349
Benefit payments, including refunds of employee contributions	(730,187)	(5,888)	(714,864)	(6,930)
Administrative expense	(12,124)	(98)	(11,988)	(116)
Other	(1,273)	(10)	(1,874)	(18)
Net change in plan fiduciary net position	\$ 1,334,286	\$ (20,460)	\$ 1,973,783	\$ 19,133
Plan fiduciary net position - beginning	<u>19,171,502</u>	<u>185,830</u>	<u>17,197,719</u>	<u>166,697</u>
Plan fiduciary net position - ending (b)	<u>\$ 20,505,788</u>	<u>\$ 165,370</u>	<u>\$ 19,171,502</u>	<u>\$ 185,830</u>
County's net pension liability (asset) - ending (a) - (b)	\$ 1,125,050	\$ 9,072	\$ 1,620,194	\$ 15,704
Plan fiduciary net position as a percentage of the total pension liability	94.80%	94.80%	92.21%	92.21%
Covered payroll	\$ 4,781,444	\$ 38,560	\$ 4,580,226	\$ 44,397
County's net pension liability (asset) as a percentage of covered payroll	23.53%	23.53%	35.37%	35.37%

Schedule is intended to show information for 10 years. Information prior to the 2014 valuation is not available. However, additional years will be included as they become available.

2016		2015		2014	
Primary Government	Clarke County Sanitary Authority	Primary Government	Clarke County Sanitary Authority	Primary Government	Clarke County Sanitary Authority
\$ 452,697	\$ 4,388	\$ 441,992	\$ 4,284	\$ 452,800	\$ 4,389
1,298,718	12,588	1,241,436	12,034	1,173,942	11,379
-	-	-	-	-	-
(60,723)	(290)	(174,129)	(1,688)	-	-
-	-	-	-	-	-
-	-	-	-	-	-
<u>(709,058)</u>	<u>(6,872)</u>	<u>(672,885)</u>	<u>(6,522)</u>	<u>(652,215)</u>	<u>(6,322)</u>
\$ 981,634	\$ 9,814	\$ 836,414	\$ 8,108	\$ 974,527	\$ 9,446
18,907,647	183,273	18,071,233	175,165	17,096,706	165,719
<u>\$ 19,889,281</u>	<u>\$ 193,087</u>	<u>\$ 18,907,647</u>	<u>\$ 183,273</u>	<u>\$ 18,071,233</u>	<u>\$ 175,165</u>
\$ 466,664	\$ 4,524	\$ 455,266	\$ 4,412	\$ 487,123	\$ 4,722
213,350	2,068	208,804	2,024	200,072	1,939
298,818	2,896	744,209	7,214	2,211,300	21,434
(709,058)	(6,872)	(672,885)	(6,522)	(652,215)	(6,322)
(10,410)	(100)	(10,047)	(98)	(11,767)	(114)
(126)	(2)	(157)	(3)	117	-
\$ 259,238	\$ 2,514	\$ 725,190	\$ 7,027	\$ 2,234,630	\$ 21,659
16,938,481	164,183	16,213,291	157,156	13,978,661	135,496
<u>\$ 17,197,719</u>	<u>\$ 166,697</u>	<u>\$ 16,938,481</u>	<u>\$ 164,183</u>	<u>\$ 16,213,291</u>	<u>\$ 157,155</u>
\$ 2,691,562	\$ 26,390	\$ 1,969,166	19,090	1,857,942	18,010
86.47%	86.33%	89.59%	89.58%	89.72%	89.72%
\$ 4,332,013	\$ 41,990	\$ 4,210,911	\$ 40,817	\$ 4,003,842	\$ 38,809
62.13%	62.85%	46.76%	46.77%	46.40%	46.41%

COUNTY OF CLARKE, VIRGINIA

Schedule of Changes in Net Pension Liability (Asset) and Related Ratios
 Component Unit School Board (nonprofessional)
 For the Measurement Dates of June 30, 2014 through June 30, 2018

	<u>2018</u>	<u>2017</u>
Total pension liability		
Service cost	\$ 76,013	\$ 64,599
Interest	220,360	220,480
Differences between expected and actual experience	(39,142)	(57,419)
Changes in assumptions	-	(45,195)
Benefit payments, including refunds of employee contributions	(192,699)	(175,672)
Net change in total pension liability	<u>\$ 64,532</u>	<u>\$ 6,793</u>
Total pension liability - beginning	<u>3,244,349</u>	<u>3,237,556</u>
Total pension liability - ending (a)	<u><u>\$ 3,308,881</u></u>	<u><u>\$ 3,244,349</u></u>
 Plan fiduciary net position		
Contributions - employer	\$ 33,471	\$ 33,848
Contributions - employee	32,409	32,641
Net investment income	256,887	388,498
Benefit payments, including refunds of employee contributions	(192,699)	(175,672)
Administrative expense	(2,278)	(2,302)
Other	(226)	(343)
Net change in plan fiduciary net position	<u>\$ 127,564</u>	<u>\$ 276,670</u>
Plan fiduciary net position - beginning	<u>3,514,234</u>	<u>3,237,564</u>
Plan fiduciary net position - ending (b)	<u><u>\$ 3,641,798</u></u>	<u><u>\$ 3,514,234</u></u>
 School Division's net pension liability (asset) - ending (a) - (b)	\$ (332,917)	\$ (269,885)
 Plan fiduciary net position as a percentage of the total pension liability	110.06%	108.32%
 Covered payroll	\$ 671,806	\$ 673,225
 School Division's net pension liability (asset) as a percentage of covered payroll	-49.56%	-40.09%

Schedule is intended to show information for 10 years. Information prior to the 2014 valuation is not available. However, additional years will be included as they become available.

Exhibit 11

	2016		2015		2014
\$	75,698	\$	119,013	\$	138,591
	218,560		213,846		200,591
	(87,838)		(96,657)		-
	-		-		-
	(182,286)		(155,448)		(144,212)
\$	24,134	\$	80,754	\$	194,970
	3,213,422		3,132,668		2,937,698
\$	<u>3,237,556</u>	\$	<u>3,213,422</u>	\$	<u>3,132,668</u>
\$	55,293	\$	56,916	\$	95,312
	31,776		32,933		49,538
	55,073		144,974		436,730
	(182,286)		(155,448)		(144,212)
	(2,061)		(2,023)		(2,334)
	(24)		(33)		23
\$	(42,229)	\$	77,319	\$	435,057
	3,279,793		3,202,474		2,767,417
\$	<u>3,237,564</u>	\$	<u>3,279,793</u>	\$	<u>3,202,474</u>
\$	(8)	\$	(66,371)	\$	(69,806)
	100.00%		102.07%		102.23%
\$	652,740	\$	664,350	\$	990,746
	0.00%		-9.99%		-7.05%

COUNTY OF CLARKE, VIRGINIA

Schedule of Employer's Share of Net Pension Liability (Asset) VRS Teacher Retirement Plan
 For the Measurement Dates of June 30, 2014 through June 30, 2018

	<u>2018</u>	<u>2017</u>
Employer's Proportion of the Net Pension Liability (Asset)	0.15187%	0.15127%
Employer's Proportionate Share of the Net Pension Liability (Asset)	\$ 17,860,000	\$ 18,603,000
Employer's Covered Payroll	12,337,938	11,986,432
Employer's Proportionate Share of the Net Pension Liability (Asset) as a Percentage of its Covered Payroll	144.76%	155.20%
Plan Fiduciary Net Position as a Percentage of the Total Pension Liability	74.81%	72.92%

Schedule is intended to show information for 10 years. Information prior to the 2014 valuation is not available. However, additional years will be included as they become available.

Exhibit 12

	<u>2016</u>		<u>2015</u>		<u>2014</u>
	0.15296%		0.15349%		0.15415%
\$	21,436,000	\$	19,319,000	\$	18,629,000
	11,656,844		11,292,534		11,256,878
	183.89%		171.08%		165.49%
	68.28%		70.68%		70.88%

Schedule of Employer Contributions - Pension
 For the Years Ended June 30, 2010 through June 30, 2019

Date	Contractually Required Contribution (1)	Contributions in Relation to Contractually Required Contribution (2)	Contribution Deficiency (Excess) (3)	Employer's Covered Payroll (4)	Contributions as a % of Covered Payroll (5)
Primary Government					
2019	\$ 408,108	\$ 408,108	\$ -	\$ 5,072,104	8.05%
2018	397,195	397,195	-	4,820,004	8.24%
2017	392,632	392,632	-	4,624,623	8.49%
2016	471,292	471,292	-	4,374,003	10.77%
2015	461,738	461,738	-	4,251,728	10.86%
2014	490,778	490,778	-	4,042,651	12.14%
2013	495,262	495,262	-	4,079,590	12.14%
2012	340,402	340,402	-	3,868,202	8.80%
2011	350,218	350,218	-	3,979,755	8.80%
2010	381,778	381,778	-	4,031,452	9.47%
Component Unit School Board (nonprofessional)					
2019	\$ 24,582	\$ 24,582	\$ -	\$ 634,547	3.87%
2018	33,468	33,468	-	671,806	4.98%
2017	35,810	35,810	-	673,225	5.32%
2016	55,293	55,293	-	652,740	8.47%
2015	57,201	57,201	-	664,350	8.61%
2014	95,310	95,310	-	990,747	9.62%
2013	103,670	103,670	-	1,077,653	9.62%
2012	80,540	80,540	-	1,020,784	7.89%
2011	86,945	86,945	-	1,101,964	7.89%
2010	80,801	80,801	-	1,125,360	7.18%
Component Unit School Board (professional)*					
2019	\$ 1,915,267	\$ 1,915,267	\$ -	\$ 12,582,277	15.22%
2018	1,741,611	1,741,611	-	12,337,938	14.12%
2017	1,679,087	1,679,087	-	11,986,432	14.01%
2016	1,679,413	1,679,413	-	11,656,844	14.41%
2015	1,584,459	1,584,459	-	11,292,534	14.03%

Current year contributions are from County records and prior year contributions are from the VRS actuarial valuation performed each year.

*Schedule is intended to show information for 10 years. Information prior to the 2014 valuation is not available. However, additional years will be included as they become available.

Notes to Required Supplementary Information - Pension
For the Year Ended June 30, 2019

Changes of benefit terms - There have been no actuarially material changes to the System benefit provisions since the prior actuarial valuation.

Changes of assumptions - The following changes in actuarial assumptions were made effective June 30, 2016 based on the most recent experience study of the System for the four-year period ending June 30, 2016:

Largest 10 - Non-Hazardous Duty:

Mortality Rates (pre-retirement, post-retirement healthy, and disabled)	Updated to a more current mortality table - RP-2014 projected to 2020
Retirement Rates	Lowered rates at older ages and changed final retirement from 70 to 75
Withdrawal Rates	Adjusted rates to better fit experience at each year age and service through 9 years of service
Disability Rates	Lowered rates
Salary Scale	No change
Line of Duty Disability	Increased rate from 14% to 20%

All Others (Non 10 Largest) - Non-Hazardous Duty:

Mortality Rates (pre-retirement, post-retirement healthy, and disabled)	Updated to a more current mortality table - RP-2014 projected to 2020
Retirement Rates	Lowered rates at older ages and changed final retirement from 70 to 75
Withdrawal Rates	Adjusted rates to better fit experience at each year age and service through 9 years of service
Disability Rates	Lowered rates
Salary Scale	No change
Line of Duty Disability	Increased rate from 14% to 15%

Largest 10 - Hazardous Duty:

Mortality Rates (pre-retirement, post-retirement healthy, and disabled)	Updated to a more current mortality table - RP-2014 projected to 2020
Retirement Rates	Lowered rates at older ages
Withdrawal Rates	Adjusted rates to better fit experience
Disability Rates	Increased rates
Salary Scale	No change
Line of Duty Disability	Increased rate from 60% to 70%

All Others (Non 10 Largest) - Hazardous Duty:

Mortality Rates (pre-retirement, post-retirement healthy, and disabled)	Updated to a more current mortality table - RP-2014 projected to 2020
Retirement Rates	Increased age 50 rates, and lowered rates at older ages
Withdrawal Rates	Adjusted rates to better fit experience at each year age and service through 9 years of service
Disability Rates	Adjusted rates to better fit experience
Salary Scale	No change
Line of Duty Disability	Decreased rate from 60% to 45%

Component Unit School Board - Professional Employees

Mortality Rates (pre-retirement, post-retirement healthy, and disabled)	Updated to a more current mortality table - RP-2014 projected to 2020
Retirement Rates	Lowered rates at older ages and changed final retirement from 70 to 75
Withdrawal Rates	Adjusted rates to better fit experience at each year age and service through 9 years of service
Disability Rates	Adjusted rates to better match experience
Salary Scale	No change

Schedule of County's Share of Net OPEB Liability
 Group Life Insurance Program
 For the Measurement Dates of June 30, 2018 and 2017

Date (1)	Employer's Proportion of the Net GLI OPEB Liability (Asset) (2)	Employer's Proportionate Share of the Net GLI OPEB Liability (Asset) (3)	Employer's Covered Payroll (4)	Employer's Proportionate Share of the Net GLI OPEB Liability (Asset) as a Percentage of Covered Payroll (3)/(4) (5)	Plan Fiduciary Net Position as a Percentage of Total GLI OPEB Liability (6)
Primary Government:					
2018	0.02535% \$	385,000 \$	4,820,004	7.99%	51.22%
2017	0.02507%	378,000	4,624,623	8.17%	48.86%
Component Unit - School Board (nonprofessional):					
2018	0.00353% \$	54,000 \$	671,806	8.04%	51.22%
2017	0.00369%	56,000	673,225	8.32%	48.86%
Component Unit - School Board (professional):					
2018	0.06497% \$	987,000 \$	12,337,938	8.00%	51.22%
2017	0.06497%	978,000	11,986,432	8.16%	48.86%

Schedule is intended to show information for 10 years. Information prior to the 2017 valuation is not available. However, additional years will be included as they become available.

Schedule of Employer Contributions
 Group Life Insurance Program
 For the Years Ended June 30, 2009 through June 30, 2018

Date	Contractually Required Contribution (1)	Contributions in Relation to Contractually Required Contribution (2)	Contribution Deficiency (Excess) (3)	Employer's Covered Payroll (4)	Contributions as a % of Covered Payroll (5)
County:					
2019	\$ 26,375	\$ 26,375	\$ -	\$ 5,072,104	0.52%
2018	25,064	25,064	-	4,820,004	0.52%
2017	24,048	24,048	-	4,624,623	0.52%
2016	21,010	21,010	-	4,374,003	0.48%
2015	20,408	20,408	-	4,251,728	0.48%
2014	19,405	19,405	-	4,042,651	0.48%
2013	19,582	19,582	-	4,079,590	0.48%
2012	10,848	10,848	-	3,868,202	0.28%
2011	11,153	11,153	-	3,979,755	0.28%
2010	8,212	8,212	-	4,031,452	0.20%
Component Unit - School Board (nonprofessional):					
2019	\$ 3,300	\$ 3,300	\$ -	\$ 634,547	0.52%
2018	3,493	3,493	-	671,806	0.52%
2017	3,535	3,535	-	673,225	0.53%
2016	3,133	3,133	-	652,740	0.48%
2015	3,189	3,189	-	664,350	0.48%
2014	4,756	4,756	-	990,747	0.48%
2013	5,173	5,173	-	1,077,653	0.48%
2012	2,861	2,861	-	1,020,784	0.28%
2011	3,086	3,086	-	1,101,964	0.28%
2010	2,281	2,281	-	1,125,360	0.20%
Component Unit - School Board (professional):					
2019	\$ 65,428	\$ 65,428	\$ -	\$ 12,582,277	0.52%
2018	64,238	64,238	-	12,337,938	0.52%
2017	62,315	62,315	-	11,986,432	0.52%
2016	56,000	56,000	-	11,656,844	0.48%
2015	54,776	54,776	-	11,292,534	0.49%
2014	54,159	54,159	-	11,283,075	0.48%
2013	53,623	53,623	-	11,171,543	0.48%
2012	29,271	29,271	-	10,453,931	0.28%
2011	29,625	29,625	-	10,580,218	0.28%
2010	21,616	21,616	-	8,005,822	0.27%

Notes to Required Supplementary Information
 Group Life Insurance Program
 For the Year Ended June 30, 2019

Changes of benefit terms - There have been no actuarially material changes to the System benefit provisions since the prior actuarial valuation.

Changes of assumptions - The following changes in actuarial assumptions were made effective June 30, 2016 based on the most recent experience study of the System for the four-year period ending June 30, 2016:

General State Employees

Mortality Rates (pre-retirement, post-retirement healthy, and disabled)	Updated to a more current mortality table - RP-2014 projected to 2020
Retirement Rates	Lowered rates at older ages and changed final retirement from 70 to 75
Withdrawal Rates	Adjusted rates to better fit experience at each year age and service through 9 years of service
Disability Rates	Adjusted rates to better match experience
Salary Scale	No change
Line of Duty Disability	Increased rate from 14% to 25%

Teachers

Mortality Rates (pre-retirement, post-retirement healthy, and disabled)	Updated to a more current mortality table - RP-2014 projected to 2020
Retirement Rates	Lowered rates at older ages and changed final retirement from 70 to 75
Withdrawal Rates	Adjusted rates to better fit experience at each year age and service through 9 years of service
Disability Rates	Adjusted rates to better match experience
Salary Scale	No change

SPORS Employees

Mortality Rates (pre-retirement, post-retirement healthy, and disabled)	Updated to a more current mortality table - RP-2014 projected to 2020 and reduced margin for future improvement in accordance with experience
Retirement Rates	Increased age 50 rates and lowered rates at older ages
Withdrawal Rates	Adjusted rates to better fit experience
Disability Rates	Adjusted rates to better match experience
Salary Scale	No change
Line of Duty Disability	Increased rate from 60% to 85%

VaLORS Employees

Mortality Rates (pre-retirement, post-retirement healthy, and disabled)	Updated to a more current mortality table - RP-2014 projected to 2020 and reduced margin for future improvement in accordance with experience
Retirement Rates	Increased age 50 rates and lowered rates at older ages
Withdrawal Rates	Adjusted rates to better fit experience at each year age and service through 9 years of service
Disability Rates	Adjusted rates to better fit experience
Salary Scale	No change
Line of Duty Disability	Decreased rate from 50% to 35%

Notes to Required Supplementary Information
 Group Life Insurance Program
 For the Year Ended June 30, 2019 (Continued)

JRS Employees

Mortality Rates (pre-retirement, post-retirement healthy, and disabled)	Updated to a more current mortality table - RP-2014 projected to 2020
Retirement Rates	Decreased rates at first retirement eligibility
Withdrawal Rates	No change
Disability Rates	Removed disability rates
Salary Scale	No change

Largest Ten Locality Employers - General Employees

Mortality Rates (pre-retirement, post-retirement healthy, and disabled)	Updated to a more current mortality table - RP-2014 projected to 2020
Retirement Rates	Lowered retirement rates at older ages and extended final retirement age from 70 to 75
Withdrawal Rates	Adjusted termination rates to better fit experience at each age and service year
Disability Rates	Lowered disability rates
Salary Scale	No change
Line of Duty Disability	Increased rate from 14% to 20%

Non-Largest Ten Locality Employers - General Employees

Mortality Rates (pre-retirement, post-retirement healthy, and disabled)	Updated to a more current mortality table - RP-2014 projected to 2020
Retirement Rates	Lowered retirement rates at older ages and extended final retirement age from 70 to 75
Withdrawal Rates	Adjusted termination rates to better fit experience at each age and service year
Disability Rates	Lowered disability rates
Salary Scale	No change
Line of Duty Disability	Increased rate from 14% to 15%

Largest Ten Locality Employers - Hazardous Duty Employees

Mortality Rates (pre-retirement, post-retirement healthy, and disabled)	Updated to a more current mortality table - RP-2014 projected to 2020
Retirement Rates	Lowered retirement rates at older ages
Withdrawal Rates	Adjusted termination rates to better fit experience at each age and service year
Disability Rates	Increased disability rates
Salary Scale	No change
Line of Duty Disability	Increased rate from 60% to 70%

Non-Largest Ten Locality Employers - Hazardous Duty Employees

Mortality Rates (pre-retirement, post-retirement healthy, and disabled)	Updated to a more current mortality table - RP-2014 projected to 2020
Retirement Rates	Increased age 50 rates and lowered rates at older ages
Withdrawal Rates	Adjusted termination rates to better fit experience at each age and service year
Disability Rates	Adjusted rates to better match experience
Salary Scale	No change
Line of Duty Disability	Decreased rate from 60% to 45%

Schedule of School Board's Share of Net OPEB Liability
 Teacher Employee Health Insurance Credit (HIC) Program
 For the Measurement Dates of June 30, 2018 and 2017

Date (1)	Employer's Proportion of the Net HIC OPEB Liability (Asset) (2)	Employer's Proportionate Share of the Net HIC OPEB Liability (Asset) (3)	Employer's Covered Payroll (4)	Employer's Proportionate Share of the Net HIC OPEB Liability (Asset) as a Percentage of Covered Payroll (3)/(4) (5)	Plan Fiduciary Net Position as a Percentage of Total HIC OPEB Liability (6)
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School Board - Professional:

2018	0.15275%	\$ 1,939,000	\$ 12,337,938	15.72%	8.08%
2017	0.15182%	1,926,000	11,986,432	16.07%	7.04%

Schedule is intended to show information for 10 years. Information prior to the 2017 valuation is not available. However, additional years will be included as they become available.

Schedule of Employer Contributions
 Teacher Employee Health Insurance Credit (HIC) Program
 For the Years Ended June 30, 2010 through June 30, 2019

Date	Contractually Required Contribution (1)	Contributions in Relation to Contractually Required Contribution (2)	Contribution Deficiency (Excess) (3)	Employer's Covered Payroll (4)	Contributions as a % of Covered Payroll (5)
School Board - Professional:					
2019	\$ 150,987	\$ 150,987	-	\$ 12,582,277	1.20%
2018	151,947	151,947	-	12,337,938	1.23%
2017	132,997	132,997	-	11,986,432	1.11%
2016	123,625	123,625	-	11,656,844	1.06%
2015	120,963	120,963	-	11,292,534	1.07%
2014	125,133	125,133	-	11,283,075	1.11%
2013	122,330	122,330	-	11,171,543	1.10%
2012	62,522	62,522	-	10,453,931	0.60%
2011	63,494	63,494	-	10,580,218	0.60%
2010	83,261	83,261	-	8,005,822	1.04%

Notes to Required Supplementary Information
 Teacher Employee Health Insurance Credit (HIC) Program
 For the Year Ended June 30, 2019

Changes of benefit terms - There have been no actuarially material changes to the System benefit provisions since the prior actuarial valuation.

Changes of assumptions - The following changes in actuarial assumptions were made effective June 30, 2016 based on the most recent experience study of the System for the four-year period ending June 30, 2016:

Teacher Health Insurance Credit Program - School Board - Professional:

Mortality Rates (pre-retirement, post-retirement healthy, and disabled)	Updated to a more current mortality table - RP-2014 projected to 2020
Retirement Rates	Lowered rates at older ages and changed final retirement from 70 to 75
Withdrawal Rates	Adjusted rates to better fit experience at each year age and service through 9 years of service
Disability Rates	Adjusted rates to better match experience
Salary Scale	No change

OPEB - Health Insurance Plan
 Schedule of Changes in Net OPEB Liability (Asset) and Related Ratios
 For the Measurement Dates of June 30, 2019 and 2018

	<u>2019</u>	<u>2018</u>
County:		
Total OPEB liability		
Service cost	\$ 22,416	\$ 22,728
Interest	15,125	13,349
Changes in assumptions	11,370	(8,547)
Benefit payments	(10,637)	(7,922)
Net change in total OPEB liability	<u>\$ 38,274</u>	<u>\$ 19,608</u>
Total OPEB liability - beginning	373,683	354,075
Total OPEB liability - ending	<u><u>\$ 411,957</u></u>	<u><u>\$ 373,683</u></u>
Covered payroll	\$ 5,014,231	\$ 5,014,231
County's total OPEB liability (asset) as a percentage of covered employee payroll	8.2%	7.5%
School Board:		
Total OPEB liability		
Service cost	\$ 63,833	\$ 64,527
Interest	43,708	39,995
Changes in assumptions	30,431	(23,128)
Benefit payments	(70,423)	(66,561)
Net change in total OPEB liability	<u>\$ 67,549</u>	<u>\$ 14,833</u>
Total OPEB liability - beginning	1,100,463	1,085,630
Total OPEB liability - ending	<u><u>\$ 1,168,012</u></u>	<u><u>\$ 1,100,463</u></u>
Covered payroll	\$ 12,818,270	\$ 12,818,270
School Boards total OPEB liability (asset) as a percentage of covered employee payroll	9.1%	8.6%

Schedule is intended to show information for 10 years. Additional years will be included as they become available.

OPEB - Health Insurance Plan
 Notes to Required Supplementary Information
 For the Year Ended June 30, 2019

Valuation Date: 6/30/2018
 Measurement Date: 6/30/2019

No assets are accumulated in a trust that meets the criteria in GASB 75 to pay related benefits.

Methods and assumptions used to determine OPEB liability - County and School Board:

Actuarial Cost Method	Entry age normal, level % of pay
Discount Rate	3.87% as of June 30, 2018; 3.50% as of June 30, 2019
Inflation	2.50% per year as of June 30, 2019
Healthcare Trend Rate	5.70% for fiscal year ending 2018 (to reflect actual experience). The rates reverts to 6.4% for fiscal year ending 2019, and then do 4.90% for fiscal year ending 2020, increasing .10% periodically to a rate of 6.10%, then decreasing .10% periodically to a rate of 4.30%.
Salary Increase Rates	County: Ranges of increases of 3.5% for 20+ years of service to 5.35% for 1-2 years of service; School Board: Ranges of increases of 3.5% for 20+ years of service to 5.95% for 1 year of service.
Retirement Age	Reduced: Age 50 and 10 years of service or Age 55 and 5 years of service; Unreduced: Age 65 and 5 years of service or Age 50 with 30 years of service
Mortality Rates	Pre-Retirement: RP-2014 Employee Mortaility Tables projected to 2020 using Scale BB with Males set back 1 year and Females set back 1 year. Post-Retirement: RP-2014 Employee Mortaility Tables projected to 2020 using Scale BB with Males set forward 1 year and Females set back 1 year.

OTHER SUPPLEMENTARY INFORMATION

Combining Balance Sheet
 Nonmajor Governmental Funds
 June 30, 2019

	Special Revenue Funds	Capital Projects Funds	Total Nonmajor Governmental Funds
	<u> </u>	<u> </u>	<u> </u>
ASSETS			
Cash and cash equivalents	\$ 365,863	\$ 178,725	\$ 544,588
Receivables: for uncollectibles):			
Due from other governmental units	<u>29,554</u>	<u>-</u>	<u>29,554</u>
Total assets	<u>\$ 395,417</u>	<u>\$ 178,725</u>	<u>\$ 574,142</u>
LIABILITIES			
Accounts payable	\$ 45,752	\$ 35,602	\$ 81,354
Due to other funds	<u>29,554</u>	<u>-</u>	<u>29,554</u>
Total liabilities	<u>\$ 75,306</u>	<u>\$ 35,602</u>	<u>\$ 110,908</u>
FUND BALANCES			
Restricted:			
Swim team	\$ -	\$ 4,851	\$ 4,851
Pool	-	1,659	1,659
Committed:			
Community development	225,880	-	225,880
Public safety	94,231	-	94,231
Assigned:			
Capital projects	<u>-</u>	<u>136,613</u>	<u>136,613</u>
Total fund balances	<u>\$ 320,111</u>	<u>\$ 143,123</u>	<u>\$ 463,234</u>
Total liabilities and fund balances	<u>\$ 395,417</u>	<u>\$ 178,725</u>	<u>\$ 574,142</u>

Combining Statement of Revenues, Expenditures, and Changes in Fund Balances
 Nonmajor Governmental Funds
 For the Year Ended June 30, 2019

	Special Revenue Funds	Debt Service Funds	Capital Projects Funds	Total Nonmajor Governmental Funds
REVENUES				
General property taxes	\$ 15,958	\$ -	\$ -	\$ 15,958
Revenue from the use of money and property	3,232	-	560	3,792
Charges for services	-	4,955	-	4,955
Miscellaneous	101,877	-	1,624	103,501
Intergovernmental:				
Commonwealth	267,919	-	12,716	280,635
Federal	217,444	-	17,255	234,699
Total revenues	\$ 606,430	\$ 4,955	\$ 32,155	\$ 643,540
EXPENDITURES				
Current:				
Public safety	\$ 66,942	\$ -	\$ -	\$ 66,942
Health and welfare	152,088	-	-	152,088
Community development	505,639	-	-	505,639
Capital projects	-	-	1,400,485	1,400,485
Debt service:				
Principal retirement	-	88,300	-	88,300
Interest and other fiscal charges	-	163,400	-	163,400
Total expenditures	\$ 724,669	\$ 251,700	\$ 1,400,485	\$ 2,376,854
Excess (deficiency) of revenues over (under) expenditures	\$ (118,239)	\$ (246,745)	\$ (1,368,330)	\$ (1,733,314)
OTHER FINANCING SOURCES (USES)				
Transfers in	\$ 86,557	\$ 246,745	\$ 1,369,628	\$ 1,702,930
Total other financing sources (uses)	\$ 86,557	\$ 246,745	\$ 1,369,628	\$ 1,702,930
Net change in fund balances	\$ (31,682)	\$ -	\$ 1,298	\$ (30,384)
Fund balances - beginning	351,793	-	141,825	493,618
Fund balances - ending	<u>\$ 320,111</u>	<u>\$ -</u>	<u>\$ 143,123</u>	<u>\$ 463,234</u>

Combining Balance Sheet
 Nonmajor Special Revenue Funds
 June 30, 2019

	Shenandoah					
	CSA	Drug	Animal	Farms	Conservation	
	Fund	Enforcement	Care	Sanitary	Easement	Total
	Fund	Fund	Fund	District	Fund	Fund
ASSETS						
Cash and cash equivalents	\$ 42,702	\$ 95,262	\$ -	\$ -	\$ 227,899	\$ 365,863
Due from other governmental units	29,554	-	-	-	-	29,554
Total assets	<u>\$ 72,256</u>	<u>\$ 95,262</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 227,899</u>	<u>\$ 395,417</u>
LIABILITIES						
Accounts payable	\$ 42,702	\$ 1,031	\$ -	\$ -	\$ 2,019	\$ 45,752
Due to other funds	29,554	-	-	-	-	29,554
Total liabilities	<u>\$ 72,256</u>	<u>\$ 1,031</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 2,019</u>	<u>\$ 75,306</u>
FUND BALANCES						
Committed:						
Community development	\$ -	\$ -	\$ -	\$ -	\$ 225,880	\$ 225,880
Public safety	-	94,231	-	-	-	94,231
Total fund balances	<u>\$ -</u>	<u>\$ 94,231</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 225,880</u>	<u>\$ 320,111</u>
Total liabilities and fund balances	<u>\$ 72,256</u>	<u>\$ 95,262</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 227,899</u>	<u>\$ 395,417</u>

Combining Statement of Revenues, Expenditures, and Changes in Fund Balances
 Nonmajor Special Revenue Funds
 For the Year Ended June 30, 2019

	CSA Fund	Drug Enforcement Fund	Animal Care Fund	Shenandoah Farms Sanitary District	Conservation Easement Fund	Total
REVENUES						
General property taxes	\$ -	\$ -	\$ -	\$ -	\$ 15,958	\$ 15,958
Revenue from the use of money and property	-	1,375	-	-	1,857	3,232
Miscellaneous	9,394	61,166	-	-	31,317	101,877
Intergovernmental:						
Commonwealth	84,425	6,994	-	-	176,500	267,919
Federal	4,712	982	-	-	211,750	217,444
Total revenues	\$ 98,531	\$ 70,517	\$ -	\$ -	\$ 437,382	\$ 606,430
EXPENDITURES						
Current:						
Public safety	\$ -	\$ 66,942	\$ -	\$ -	\$ -	\$ 66,942
Health and welfare	152,088	-	-	-	-	152,088
Community development	-	-	-	-	505,639	505,639
Total expenditures	\$ 152,088	\$ 66,942	\$ -	\$ -	\$ 505,639	\$ 724,669
Excess (deficiency) of revenues over (under) expenditures	\$ (53,557)	\$ 3,575	\$ -	\$ -	\$ (68,257)	\$ (118,239)
OTHER FINANCING SOURCES (USES)						
Transfers in	\$ 53,557	\$ -	\$ -	\$ -	\$ 33,000	\$ 86,557
Total other financing sources (uses)	\$ 53,557	\$ -	\$ -	\$ -	\$ 33,000	\$ 86,557
Net change in fund balances	\$ -	\$ 3,575	\$ -	\$ -	\$ (35,257)	\$ (31,682)
Fund balances - beginning	-	90,656	-	-	261,137	351,793
Fund balances - ending	\$ -	\$ 94,231	\$ -	\$ -	\$ 225,880	\$ 320,111

COUNTY OF CLARKE, VIRGINIA

Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual
 Nonmajor Special Revenue Funds
 For the Year Ended June 30, 2019

	CSA Fund				Drug Enforcement Fund			
	Budgeted Amounts		Actual	Variance with Final Budget Positive (Negative)	Budgeted Amounts		Actual	Variance with Final Budget Positive (Negative)
	Original	Final			Original	Final		
REVENUES								
General property taxes	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Revenue from the use of money and property	-	-	-	-	-	-	1,375	1,375
Miscellaneous	-	-	9,394	9,394	-	-	61,166	61,166
Intergovernmental:								
Commonwealth	138,977	138,977	84,425	(54,552)	-	-	6,994	6,994
Federal	-	-	4,712	4,712	-	-	982	982
Total revenues	\$ 138,977	\$ 138,977	\$ 98,531	\$ (40,446)	\$ -	\$ -	\$ 70,517	\$ 70,517
EXPENDITURES								
Current:								
Public safety	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	66,942	\$ (66,942)
Health and welfare	269,499	269,499	152,088	117,411	-	-	-	-
Community development	-	-	-	-	-	-	-	-
Total expenditures	\$ 269,499	\$ 269,499	\$ 152,088	\$ 117,411	\$ -	\$ -	\$ 66,942	\$ (66,942)
Excess (deficiency) of revenues over (under) expenditures	\$ (130,522)	\$ (130,522)	\$ (53,557)	\$ 76,965	\$ -	\$ -	\$ 3,575	\$ 3,575
OTHER FINANCING SOURCES (USES)								
Transfers in	\$ 130,522	\$ 130,522	\$ 53,557	\$ (76,965)	\$ -	\$ -	\$ -	\$ -
Total other financing sources (uses)	\$ 130,522	\$ 130,522	\$ 53,557	\$ (76,965)	\$ -	\$ -	\$ -	\$ -
Net change in fund balances	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,575	\$ 3,575
Fund balances - beginning	-	-	-	-	-	-	90,656	90,656
Fund balances - ending	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 94,231	\$ 94,231

Animal Care Fund				Shenandoah Farms Sanitary District				Conservation Easement Fund			
Budgeted Amounts		Actual	Variance with Final Budget Positive (Negative)	Budgeted Amounts		Actual	Variance with Final Budget Positive (Negative)	Budgeted Amounts		Actual	Variance with Final Budget Positive (Negative)
Original	Final			Original	Final			Original	Final		
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 15,958	\$ 15,958
-	-	-	-	-	-	-	-	-	-	1,857	1,857
-	-	-	-	-	-	-	-	-	-	31,317	31,317
-	-	-	-	-	-	-	-	12,000	132,537	176,500	43,963
-	-	-	-	-	-	-	-	-	211,750	211,750	-
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,000	\$ 344,287	\$ 437,382	\$ 93,095
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
-	-	-	-	-	-	-	-	-	-	-	-
-	-	-	-	-	-	-	-	45,000	505,639	505,639	-
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 45,000	\$ 505,639	\$ 505,639	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (33,000)	\$ (161,352)	\$ (68,257)	\$ 93,095
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 33,000	\$ 33,000	\$ 33,000	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 33,000	\$ 33,000	\$ 33,000	\$ -
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (128,352)	\$ (35,257)	\$ 93,095
-	-	-	-	-	-	-	-	-	128,352	261,137	132,785
\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 225,880	\$ 225,880

Statement of Revenues, Expenditures, and Changes in Fund Balances
 Nonmajor Debt Service Funds
 For the Year Ended June 30, 2019

	<u>Primary Government Debt Service Fund</u>
REVENUES	
Charges for services	\$ <u>4,955</u>
Total revenues	\$ <u>4,955</u>
EXPENDITURES	
Debt service:	
Principal retirement	\$ 88,300
Interest and other fiscal charges	<u>163,400</u>
Total expenditures	\$ <u>251,700</u>
Excess (deficiency) of revenues over (under) expenditures	\$ <u>(246,745)</u>
OTHER FINANCING SOURCES (USES)	
Transfers in	\$ <u>246,745</u>
Total other financing sources (uses)	\$ <u>246,745</u>
Net change in fund balances	\$ -
Fund balances - beginning	<u>-</u>
Fund balances - ending	<u><u>-</u></u>

Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual
 Nonmajor Debt Service Funds
 For the Year Ended June 30, 2019

	Primary Government Debt Service Fund			
	Budgeted Amounts		Actual	Variance with Final Budget Positive (Negative)
	Original	Final		
REVENUES				
Charges for services	\$ -	\$ -	\$ 4,955	\$ 4,955
Total revenues	\$ -	\$ -	\$ 4,955	\$ 4,955
EXPENDITURES				
Debt service:				
Principal retirement	\$ 88,300	\$ 88,300	\$ 88,300	\$ -
Interest and other fiscal charges	163,400	163,400	163,400	-
Total expenditures	\$ 251,700	\$ 251,700	\$ 251,700	\$ -
Excess (deficiency) of revenues over (under) expenditures	\$ (251,700)	\$ (251,700)	\$ (246,745)	\$ 4,955
OTHER FINANCING SOURCES (USES)				
Transfers in	\$ 251,700	\$ 251,700	\$ 246,745	\$ (4,955)
Total other financing sources (uses)	\$ 251,700	\$ 251,700	\$ 246,745	\$ (4,955)
Net change in fund balances	\$ -	\$ -	\$ -	\$ -
Fund balances - beginning	-	-	-	-
Fund balances - ending	\$ -	\$ -	\$ -	\$ -

Combining Balance Sheet
 Nonmajor Capital Projects Funds
 June 30, 2019

	Parks Construction Fund	General Government Capital Projects Fund	Total
ASSETS			
Cash and cash equivalents	\$ 40,690	\$ 138,035	\$ 178,725
Total assets	<u>\$ 40,690</u>	<u>\$ 138,035</u>	<u>\$ 178,725</u>
LIABILITIES			
Accounts payable	\$ -	\$ 35,602	\$ 35,602
Total liabilities	<u>\$ -</u>	<u>\$ 35,602</u>	<u>\$ 35,602</u>
FUND BALANCES			
Restricted:			
Swim team	\$ 4,851	\$ -	\$ 4,851
Pool	1,659	-	1,659
Assigned:			
Capital projects	<u>34,180</u>	<u>102,433</u>	<u>136,613</u>
Total fund balances	<u>\$ 40,690</u>	<u>\$ 102,433</u>	<u>\$ 143,123</u>
Total liabilities and fund balances	<u>\$ 40,690</u>	<u>\$ 138,035</u>	<u>\$ 178,725</u>

Combining Statement of Revenues, Expenditures, and Changes in Fund Balances
 Nonmajor Capital Projects Funds
 For the Year Ended June 30, 2019

	Parks Construction Fund	Government Capital Projects Fund	Total
REVENUES			
Revenue from the use of money and property	\$ 560	\$ -	\$ 560
Miscellaneous	739	885	1,624
Intergovernmental:			
Commonwealth	-	12,716	12,716
Federal	-	17,255	17,255
Total revenues	\$ 1,299	\$ 30,856	\$ 32,155
EXPENDITURES			
Capital projects	\$ -	\$ 1,400,485	\$ 1,400,485
Total expenditures	\$ -	\$ 1,400,485	\$ 1,400,485
Excess (deficiency) of revenues over (under) expenditures	\$ 1,299	\$ (1,369,629)	\$ (1,368,330)
OTHER FINANCING SOURCES (USES)			
Transfers in	\$ -	\$ 1,369,628	\$ 1,369,628
Total other financing sources (uses)	\$ -	\$ 1,369,628	\$ 1,369,628
Net change in fund balances	\$ 1,299	\$ (1)	\$ 1,298
Fund balances - beginning	39,391	102,434	141,825
Fund balances - ending	<u>\$ 40,690</u>	<u>\$ 102,433</u>	<u>\$ 143,123</u>

COUNTY OF CLARKE, VIRGINIA

Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual
 Nonmajor Capital Projects Funds
 For the Year Ended June 30, 2019

	Parks Construction Fund			Variance with Final Budget Positive (Negative)
	Budgeted Amounts		Actual	
	Original	Final		
REVENUES				
Revenue from the use of money and property	\$ -	\$ -	\$ 560	\$ 560
Miscellaneous	-	-	739	739
Intergovernmental:				
Commonwealth	-	-	-	-
Federal	-	-	-	-
Total revenues	\$ -	\$ -	\$ 1,299	\$ 1,299
EXPENDITURES				
Capital projects	\$ -	\$ -	\$ -	\$ -
Total expenditures	\$ -	\$ -	\$ -	\$ -
Excess (deficiency) of revenues over (under) expenditures	\$ -	\$ -	\$ 1,299	\$ 1,299
OTHER FINANCING SOURCES (USES)				
Transfers in	\$ -	\$ -	\$ -	\$ -
Total other financing sources (uses)	\$ -	\$ -	\$ -	\$ -
Net change in fund balances	\$ -	\$ -	\$ 1,299	\$ 1,299
Fund balances - beginning	-	-	39,391	39,391
Fund balances - ending	\$ -	\$ -	\$ 40,690	\$ 40,690

General Government Capital Projects Fund				
Budgeted Amounts		Actual	Variance with Final Budget	
Original	Final		Positive	(Negative)
\$ -	\$ -	\$ -	\$ -	\$ -
-	-	885	885	
-	13,595	12,716	(879)	
-	17,785	17,255	(530)	
\$ -	\$ 31,380	\$ 30,856	\$ (524)	
\$ 597,000	\$ 2,277,712	\$ 1,400,485	\$ 877,227	
\$ 597,000	\$ 2,277,712	\$ 1,400,485	\$ 877,227	
\$ (597,000)	\$ (2,246,332)	\$ (1,369,629)	\$ 876,703	
\$ 597,000	\$ 2,246,332	\$ 1,369,628	\$ (876,704)	
\$ 597,000	\$ 2,246,332	\$ 1,369,628	\$ (876,704)	
\$ -	\$ -	(1)	(1)	
-	-	102,434	102,434	
\$ -	\$ -	\$ 102,433	\$ 102,433	

Combining Statement of Fiduciary Net Position
 Fiduciary Funds
 June 30, 2019

	Agency Funds					Total
	Special Welfare Fund	Town of Berryville	Undistributed Local Sales Tax Fund	Cafeteria Plan Withholding Fund	Unemployment Compensation Benefits Fund	
ASSETS						
Cash and cash equivalents	\$ 54,644	\$ 150,647	\$ -	\$ 90,479	\$ 11	\$ 295,781
Due from other governments	-	-	236,701	-	-	236,701
Total assets	<u>\$ 54,644</u>	<u>\$ 150,647</u>	<u>\$ 236,701</u>	<u>\$ 90,479</u>	<u>\$ 11</u>	<u>\$ 532,482</u>
LIABILITIES						
Accounts payable	\$ -	\$ 4,753	\$ -	\$ -	\$ 11	\$ 4,764
Sales tax payable to other towns	-	-	45,459	-	-	45,459
Amounts held for Town	-	145,894	-	-	-	145,894
Due to other funds	-	-	191,242	-	-	191,242
Accrued liabilities	-	-	-	90,479	-	90,479
Amounts held for social services clients	54,644	-	-	-	-	54,644
Total liabilities	<u>\$ 54,644</u>	<u>\$ 150,647</u>	<u>\$ 236,701</u>	<u>\$ 90,479</u>	<u>\$ 11</u>	<u>\$ 532,482</u>

Combining Statement of Changes in Assets and Liabilities
Agency Funds
For the Year Ended June 30, 2019

	Balance Beginning of Year	Additions	Deletions	Balance End of Year
Special welfare fund:				
Assets:				
Cash and cash equivalents	\$ 53,689	\$ 2,419	\$ 1,464	\$ 54,644
Liabilities:				
Amounts held for social service clients	\$ 53,689	\$ 2,419	\$ 1,464	\$ 54,644
Town of Berryville:				
Assets:				
Cash and cash equivalents	\$ 134,603	\$ 83,715	\$ 67,671	\$ 150,647
Liabilities:				
Amounts held for Town	\$ 133,902	\$ 83,715	\$ 71,723	\$ 145,894
Accounts payable	701	4,753	701	4,753
Total liabilities	\$ 134,603	\$ 88,468	\$ 72,424	\$ 150,647
Undistributed local sales tax fund:				
Assets:				
Cash and cash equivalents	\$ -	\$ 1,184,484	\$ 1,184,484	\$ -
Due from other governments	195,495	236,701	195,495	236,701
Total assets	\$ 195,495	\$ 1,421,185	\$ 1,379,979	\$ 236,701
Liabilities:				
Sales tax payable to other towns	\$ 39,304	\$ 45,459	\$ 39,304	\$ 45,459
Due to other funds	156,191	191,242	156,191	191,242
Total liabilities	\$ 195,495	\$ 236,701	\$ 195,495	\$ 236,701
Cafeteria plan withholding fund:				
Assets:				
Cash and cash equivalents	\$ 88,511	\$ 113,216	\$ 111,248	\$ 90,479
Liabilities:				
Accrued liabilities	\$ 88,511	\$ 113,216	\$ 111,248	\$ 90,479

Combining Statement of Changes in Assets and Liabilities
Agency Funds
For the Year Ended June 30, 2019 (continued)

	Balance Beginning of Year	Additions	Deletions	Balance End of Year
Unemployment compensation benefits fund:				
Assets:				
Cash and cash equivalents	\$ 4,926	\$ 6,316	\$ 11,231	\$ 11
Total assets	<u>\$ 4,926</u>	<u>\$ 6,316</u>	<u>\$ 11,231</u>	<u>\$ 11</u>
Liabilities:				
Accounts payable	\$ 4,926	\$ 11	\$ 4,926	\$ 11
Totals -- All agency funds				
Assets:				
Cash and cash equivalents	\$ 281,729	\$ 1,390,150	\$ 1,376,098	\$ 295,781
Due from other governments	195,495	236,701	195,495	236,701
Total assets	<u>\$ 477,224</u>	<u>\$ 1,626,851</u>	<u>\$ 1,571,593</u>	<u>\$ 532,482</u>
Liabilities:				
Amounts held for social service clients	\$ 53,689	\$ 2,419	\$ 1,464	\$ 54,644
Sales tax payable to other towns	39,304	45,459	39,304	45,459
Amounts held for Town	133,902	83,715	71,723	145,894
Accrued liabilities	88,511	113,216	111,248	90,479
Due to other funds	156,191	191,242	156,191	191,242
Accounts payable	5,627	4,764	5,627	4,764
Total liabilities	<u>\$ 477,224</u>	<u>\$ 440,815</u>	<u>\$ 385,557</u>	<u>\$ 532,482</u>

Discretely Presented Component Unit-School Board

Combining Balance Sheet
 Discretely Presented Component Unit - School Board
 June 30, 2019

	School Operating Fund	School Food Service Fund	School Capital Projects Fund	Total Nonmajor Governmental Funds	Total Governmental Funds
ASSETS					
Cash and cash equivalents	\$ 1,811,553	\$ 20,216	\$ 46,248	\$ 4,714	\$ 1,882,731
Receivables:					
Accounts receivable	357	-	-	-	357
Due from primary government	-	-	-	-	-
Due from other governmental units	488,889	36,674	27,549	-	553,112
Prepaid items	-	-	30,048	-	30,048
Total assets	<u>\$ 2,300,799</u>	<u>\$ 56,890</u>	<u>\$ 103,845</u>	<u>\$ 4,714</u>	<u>\$ 2,466,248</u>
LIABILITIES					
Accounts payable	\$ 221,178	\$ 10,564	\$ 103,845	\$ -	\$ 335,587
Accrued liabilities	2,076,155	39,316	-	-	2,115,471
Due to primary government	2,966	-	-	-	2,966
Total liabilities	<u>\$ 2,300,299</u>	<u>\$ 49,880</u>	<u>\$ 103,845</u>	<u>\$ -</u>	<u>\$ 2,454,024</u>
FUND BALANCES					
Nonspendable:					
Prepaid items	\$ -	\$ -	\$ 30,048	\$ -	\$ 30,048
Assigned:					
School operating	500	7,010	-	-	7,510
Capital projects	-	-	(30,048)	4,714	(25,334)
Total fund balances	<u>\$ 500</u>	<u>\$ 7,010</u>	<u>\$ -</u>	<u>\$ 4,714</u>	<u>\$ 12,224</u>
Total liabilities and fund balances	<u>\$ 2,300,799</u>	<u>\$ 56,890</u>	<u>\$ 103,845</u>	<u>\$ 4,714</u>	<u>\$ 2,466,248</u>

Amounts reported for governmental activities in the statement of net position (Exhibit 1) are different because:

Total fund balances per above	\$ 12,224
Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds.	21,790,250
The net pension asset is not an available resource and, therefore, is not reported in the funds.	332,917
Deferred outflows of resources are not available to pay for current-period expenditures and, therefore, are not reported in the funds.	
Pension related items	\$ 2,218,849
OPEB related items	<u>307,342</u>
Deferred inflows of resources are not due and payable in the current period and, therefore, are not reported in the funds.	
Pension related items	\$ (2,190,400)
OPEB related items	<u>(151,988)</u>
Long-term liabilities are not due and payable in the current period and, therefore, are not reported in the funds.	<u>(22,482,571)</u>
Net position of governmental activities	<u>\$ (163,377)</u>

Combining Statement of Revenues, Expenditures, and Changes in Fund Balances
 Governmental Funds - Discretely Presented Component Unit - School Board
 For the Year Ended June 30, 2019

	School Operating Fund	School Food Service Fund	School Capital Projects Fund	Total Nonmajor Governmental Funds	Total Governmental Funds
REVENUES					
Revenue from the use of money and property	\$ 48,521	\$ 144	\$ -	\$ -	\$ 48,665
Charges for services	234,428	448,067	-	-	682,495
Miscellaneous	78,058	-	-	-	78,058
Recovered costs	20,176	-	2,119	-	22,295
Intergovernmental:					
Local government	12,358,618	-	1,581,692	-	13,940,310
Commonwealth	9,000,621	14,822	27,549	-	9,042,992
Federal	768,390	300,557	-	-	1,068,947
Total revenues	<u>\$ 22,508,812</u>	<u>\$ 763,590</u>	<u>\$ 1,611,360</u>	<u>\$ -</u>	<u>\$ 24,883,762</u>
EXPENDITURES					
Current:					
Education	\$ 22,443,199	\$ 830,683	\$ -	\$ -	\$ 23,273,882
Capital projects	-	-	1,611,360	-	1,611,360
Total expenditures	<u>\$ 22,443,199</u>	<u>\$ 830,683</u>	<u>\$ 1,611,360</u>	<u>\$ -</u>	<u>\$ 24,885,242</u>
Excess (deficiency) of revenues over (under) expenditures	<u>\$ 65,613</u>	<u>\$ (67,093)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ (1,480)</u>
OTHER FINANCING SOURCES (USES)					
Transfers in	\$ -	\$ 65,613	\$ -	\$ -	\$ 65,613
Transfers out	<u>(65,613)</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>(65,613)</u>
Total other financing sources (uses)	<u>\$ (65,613)</u>	<u>\$ 65,613</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
Net change in fund balances	\$ -	\$ (1,480)	\$ -	\$ -	\$ (1,480)
Fund balances - beginning	500	8,490	-	4,714	13,704
Fund balances - ending	<u>\$ 500</u>	<u>\$ 7,010</u>	<u>\$ -</u>	<u>\$ 4,714</u>	<u>\$ 12,224</u>

Amounts reported for governmental activities in the Statement of Activities (Exhibit 2) are different because:

Net change in fund balances - total governmental funds - per above \$ (1,480)

Governmental funds report capital outlays as expenditures. However, in the Statement of Activities the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense. This is the amount by which the depreciation exceeded capital outlays in the current period. 10,445,783

The net effect of various miscellaneous transactions involving capital assets (i.e., sales, trade-ins, and donations) is to increase net assets. (6,861)

Some expenses reported in the statement of activities do not require the use of current financial resources and, therefore are not reported as expenditures in governmental funds. This amount reflects the changes in compensated absences, net OPEB liabilities, and accrued interest payable, etc.

Pension expense	\$ 1,220,971	
OPEB expense	18,685	
Increase in compensated absences	<u>66,901</u>	<u>1,306,557</u>
Change in net position of governmental activities		<u>\$ 11,743,999</u>

COUNTY OF CLARKE, VIRGINIA

Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual
 Discretely Presented Component Unit - School Board
 For the Year Ended June 30, 2019

	School Operating Fund			Variance with Final Budget Positive (Negative)
	Budgeted Amounts		Actual	
	Original	Final		
REVENUES				
Revenue from the use of money and property	\$ 60,915	\$ 60,915	\$ 48,521	\$ (12,394)
Charges for services	204,898	204,898	234,428	29,530
Miscellaneous	75,530	75,530	78,058	2,528
Recovered costs	33,163	33,163	20,176	(12,987)
Intergovernmental:				
Local government	13,139,623	13,139,623	12,358,618	(781,005)
Commonwealth	9,107,288	8,991,982	9,000,621	8,639
Federal	649,259	817,578	768,390	(49,188)
Total revenues	<u>\$ 23,270,676</u>	<u>\$ 23,323,689</u>	<u>\$ 22,508,812</u>	<u>\$ (814,877)</u>
EXPENDITURES				
Current:				
Education	\$ 23,245,676	\$ 23,298,689	\$ 22,443,199	\$ 855,490
Total expenditures	<u>\$ 23,245,676</u>	<u>\$ 23,298,689</u>	<u>\$ 22,443,199</u>	<u>\$ 855,490</u>
Excess (deficiency) of revenues over (under) expenditures	<u>\$ 25,000</u>	<u>\$ 25,000</u>	<u>\$ 65,613</u>	<u>\$ 40,613</u>
OTHER FINANCING SOURCES (USES)				
Transfers in	\$ -	\$ -	\$ -	\$ -
Transfers out	(25,000)	(25,000)	(65,613)	(40,613)
Total other financing sources (uses)	<u>\$ (25,000)</u>	<u>\$ (25,000)</u>	<u>\$ (65,613)</u>	<u>\$ (40,613)</u>
Net change in fund balances	\$ -	\$ -	\$ -	\$ -
Fund balances - beginning	-	-	500	500
Fund balances - ending	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 500</u>	<u>\$ 500</u>

School Food Service Fund				
Budgeted Amounts		Actual	Variance with Final Budget Positive (Negative)	
Original	Final			
\$ 140	\$ 140	\$ 144	\$	4
486,618	486,618	448,067		(38,551)
-	-	-		-
25,000	25,000	-		(25,000)
-	-	-		-
12,015	12,015	14,822		2,807
296,000	296,000	300,557		4,557
<u>\$ 819,773</u>	<u>\$ 819,773</u>	<u>\$ 763,590</u>	<u>\$</u>	<u>(56,183)</u>
<u>\$ 844,773</u>	<u>\$ 844,773</u>	<u>\$ 830,683</u>	<u>\$</u>	<u>14,090</u>
<u>\$ 844,773</u>	<u>\$ 844,773</u>	<u>\$ 830,683</u>	<u>\$</u>	<u>14,090</u>
<u>\$ (25,000)</u>	<u>\$ (25,000)</u>	<u>\$ (67,093)</u>	<u>\$</u>	<u>(42,093)</u>
\$ 25,000	\$ 25,000	\$ 65,613	\$	40,613
-	-	-		-
<u>\$ 25,000</u>	<u>\$ 25,000</u>	<u>\$ 65,613</u>	<u>\$</u>	<u>40,613</u>
\$ -	\$ -	\$ (1,480)	\$	(1,480)
-	-	8,490		8,490
<u>\$ -</u>	<u>\$ -</u>	<u>\$ 7,010</u>	<u>\$</u>	<u>7,010</u>

Balance Sheet

Nonmajor Capital Project Fund - Discretely Presented Component Unit - School Board

June 30, 2019

	<u>School Capital Project Proffers Fund</u>
ASSETS	
Cash and cash equivalents	\$ <u>4,714</u>
Total assets	\$ <u><u>4,714</u></u>
FUND BALANCE	
Assigned:	
Capital projects	\$ <u>4,714</u>
Total fund balances	\$ <u>4,714</u>
Total liabilities and fund balances	\$ <u><u>4,714</u></u>

Statement of Revenues, Expenditures, and Changes in Fund Balances
 Nonmajor Capital Project Fund - Discretely Presented Component Unit - School Board
 For the Year Ended June 30, 2019

	<u>School Capital Project Proffers Fund</u>
REVENUES	
Revenue from the use of money and property	\$ -
Total revenues	<u>\$ -</u>
EXPENDITURES	
Current:	
Capital projects	\$ -
Total expenditures	<u>\$ -</u>
Excess (deficiency) of revenues over (under) expenditures	<u>\$ -</u>
Net change in fund balances	\$ -
Fund balances - beginning	<u>4,714</u>
Fund balances - ending	<u><u>\$ 4,714</u></u>

COUNTY OF CLARKE, VIRGINIA

Schedule of Revenues, Expenditures, and Changes in Fund Balances - Budget and Actual
 Nonmajor and Major Capital Projects Fund - Discretely Presented Component Unit - School Board
 For the Year Ended June 30, 2019

	School Capital Projects Proffers Fund			Variance with Final Budget Positive (Negative)
	Budgeted Amounts		Actual	
	Original	Final		
REVENUES				
Recovered costs	\$ -	\$ -	\$ -	\$ -
Intergovernmental:				
Local government	-	-	-	-
Commonwealth	-	-	-	-
Total revenues	\$ -	\$ -	\$ -	\$ -
EXPENDITURES				
Capital projects	\$ -	\$ -	\$ -	\$ -
Total expenditures	\$ -	\$ -	\$ -	\$ -
Excess (deficiency) of revenues over (under) expenditures	\$ -	\$ -	\$ -	\$ -
Net change in fund balances	\$ -	\$ -	\$ -	\$ -
Fund balances - beginning	-	-	4,714	4,714
Fund balances - ending	\$ -	\$ -	\$ 4,714	\$ 4,714

School Capital Projects Fund			
Budgeted Amounts		Actual	Variance with Final Budget Positive (Negative)
Original	Final		
\$ -	\$ -	\$ 2,119	\$ 2,119
-	2,561,198	1,581,692	(979,506)
<u>330,549</u>	<u>176,549</u>	<u>27,549</u>	<u>(149,000)</u>
\$ 330,549	\$ 2,737,747	\$ 1,611,360	\$ (1,126,387)
<u>\$ 850,618</u>	<u>\$ 2,737,747</u>	<u>\$ 1,611,360</u>	<u>\$ 1,126,387</u>
<u>\$ 850,618</u>	<u>\$ 2,737,747</u>	<u>\$ 1,611,360</u>	<u>\$ 1,126,387</u>
<u>\$ (520,069)</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>
(520,069)	-	-	-
<u>520,069</u>	<u>-</u>	<u>-</u>	<u>-</u>
<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>

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Discretely Presented Component Unit – Sanitary Authority

Combining Statement of Net Position
 Discretely Presented Component Unit - Sanitary Authority
 As of June 30, 2019

	Enterprise Funds		
	Water Fund	Sewer Fund	Total
ASSETS			
Current assets:			
Cash and cash equivalents	\$ 399,490	\$ -	\$ 399,490
Accounts receivable	62,812	76,586	139,398
Total current assets	\$ 462,302	\$ 76,586	\$ 538,888
Noncurrent assets:			
Capital assets:			
Land	\$ 13,200	\$ -	\$ 13,200
Utility plant in service	6,597,395	6,830,188	13,427,583
Accumulated depreciation	(2,995,660)	(1,730,901)	(4,726,561)
Sub-total	\$ 3,614,935	\$ 5,099,287	\$ 8,714,222
Total capital assets	\$ 3,614,935	\$ 5,099,287	\$ 8,714,222
Total noncurrent assets	\$ 3,614,935	\$ 5,099,287	\$ 8,714,222
Total assets	\$ 4,077,237	\$ 5,175,873	\$ 9,253,110
DEFERRED OUTFLOW OF RESOURCES			
Pension related items	\$ 1,619	\$ 1,619	\$ 3,238
Total deferred outflows of resources	\$ 1,619	\$ 1,619	\$ 3,238
LIABILITIES			
Current liabilities:			
Reconciled overdraft	\$ -	\$ 46,323	\$ 46,323
Accounts payable	18,494	56,227	74,721
Accrued interest payable	3,738	-	3,738
Customers' deposits	7,450	300	7,750
Bonds payable - current portion	125,099	207,052	332,151
Total current liabilities	\$ 154,781	\$ 309,902	\$ 464,683
Noncurrent liabilities:			
Bonds payable - net of current portion	\$ 1,194,664	\$ 2,034,208	\$ 3,228,872
Net pension liability	4,536	4,536	9,072
Total noncurrent liabilities	\$ 1,199,200	\$ 2,038,744	\$ 3,237,944
Total liabilities	\$ 1,353,981	\$ 2,348,646	\$ 3,702,627
DEFERRED INFLOWS OF RESOURCES			
Pension related items	\$ 3,175	\$ 3,175	\$ 6,350
Total deferred inflows of resources	\$ 3,175	\$ 3,175	\$ 6,350
NET POSITION			
Net investment in capital assets	\$ 2,295,172	\$ 2,858,027	\$ 5,153,199
Unrestricted	426,528	(32,356)	394,172
Total net position	\$ 2,721,700	\$ 2,825,671	\$ 5,547,371

Combining Statement of Revenues, Expenses, and Changes in Net Position
 Discretely Presented Component Unit - Sanitary Authority
 For the Year Ended June 30, 2019

	Enterprise Funds		
	Water Fund	Sewer Fund	Total
OPERATING REVENUES			
Charges for services:			
Customer service charges	\$ 244,528	\$ 301,810	\$ 546,338
Connection fees	5,837	2,073	7,910
Availability fees	207,000	226,800	433,800
Miscellaneous	11,415	515	11,930
Total operating revenues	\$ 468,780	\$ 531,198	\$ 999,978
OPERATING EXPENSES			
Office supplies and expenses	\$ 928	\$ 960	\$ 1,888
Plant maintenance	4,050	136,834	140,884
Pipeline/road repairs	2,282	-	2,282
Pump station maintenance	-	4,425	4,425
Grinder pump maintenance	-	2,462	2,462
Operating supplies / small equipment	14,058	85,308	99,366
Professional services	126,823	209,570	336,393
Salaries and wages	12,300	12,300	24,600
Benefits	4,287	4,287	8,574
Testing services	2,322	7,399	9,721
Utilities	32,614	73,193	105,807
Depreciation	169,523	171,261	340,784
Total operating expenses	\$ 369,187	\$ 707,999	\$ 1,077,186
Operating income (loss)	\$ 99,593	\$ (176,801)	\$ (77,208)
NONOPERATING REVENUES (EXPENSES)			
Investment income	\$ 3,332	\$ 23	\$ 3,355
Insurance recovery	8,728	-	8,728
Tower rental	138,949	-	138,949
County operating subsidy	-	207,000	207,000
Transfers	(70,666)	70,666	-
Interest expense	(24,377)	-	(24,377)
Total nonoperating revenues (expenses)	\$ 55,966	\$ 277,689	\$ 333,655
Change in net position	\$ 155,559	\$ 100,888	\$ 256,447
Total net position - beginning	2,566,141	2,724,783	5,290,924
Total net position - ending	\$ 2,721,700	\$ 2,825,671	\$ 5,547,371

Combining Statement of Cash Flows
Discretely Presented Component Unit - Sanitary Authority
For the Year Ended June 30, 2019

	Enterprise Funds		
	Water Fund	Sewer Fund	Total
CASH FLOWS FROM OPERATING ACTIVITIES			
Receipts from customers and users	\$ 462,029	\$ 518,972	\$ 981,001
Payments to suppliers	(197,455)	(491,796)	(689,251)
Payments to and on behalf of employees	(17,761)	(17,761)	(35,522)
Net cash provided by (used for) operating activities	\$ 246,813	\$ 9,415	\$ 256,228
CASH FLOWS FROM NONCAPITAL FINANCING ACTIVITIES			
Tower rental	\$ 138,949	\$ -	\$ 138,949
Transfers	(70,666)	70,666	-
Operating subsidy from Clarke County	-	207,000	207,000
Insurance recovery	8,728	-	8,728
Net cash provided by (used for) noncapital financing activities	\$ 77,011	\$ 277,666	\$ 354,677
CASH FLOWS FROM CAPITAL AND RELATED FINANCING ACTIVITIES			
Purchase of property, plant and equipment	\$ (171)	\$ -	\$ (171)
Retirements of long-term indebtedness	(123,813)	(207,052)	(330,865)
Interest paid on debt	(24,717)	-	(24,717)
Net cash provided by (used for) capital and related financing activities	\$ (148,701)	\$ (207,052)	\$ (355,753)
CASH FLOWS FROM INVESTING ACTIVITIES			
Interest income	\$ 3,332	\$ 23	\$ 3,355
Net cash provided by (used for) investing activities	\$ 3,332	\$ 23	\$ 3,355
Net increase (decrease) in cash and cash equivalents	\$ 178,455	\$ 80,052	\$ 258,507
Cash and cash equivalents - beginning	221,035	(126,375)	94,660
Cash and cash equivalents - ending	\$ 399,490	\$ (46,323)	\$ 353,167
Reconciliation of operating income (loss) to net cash provided by (used for) operating activities:			
Operating income (loss)	\$ 99,593	\$ (176,801)	\$ (77,208)
Adjustments to reconcile operating income (loss) to net cash provided by (used for) operating activities:			
Depreciation	169,523	171,261	340,784
(Increase) decrease in accounts receivable	(8,451)	(12,526)	(20,977)
(Increase) decrease in prepaid items	6,688	6,437	13,125
(Increase) decrease in deferred outflows related to pension	1,289	1,289	2,578
Increase (decrease) in accounts payable	(21,066)	21,918	852
Increase (decrease) in customers' deposits	1,700	300	2,000
Increase (decrease) in net pension liability	(3,316)	(3,316)	(6,632)
Increase (decrease) in deferred inflows related to pension	853	853	1,706
Total adjustments	\$ 147,220	\$ 186,216	\$ 333,436
Net cash provided by (used for) operating activities	\$ 246,813	\$ 9,415	\$ 256,228

Discretely Presented Component Unit-Industrial Development Authority

Statement of Net Position
 Discretely Presented Component Unit - Industrial Development Authority
 As of June 30, 2018

	<u>Industrial Development Authority</u>
ASSETS	
Current assets:	
Cash and cash equivalents	\$ 154,364
Prepaid items	<u>1,340</u>
Total assets	<u>\$ 155,704</u>
NET POSITION	
Unrestricted	<u><u>155,704</u></u>

Statement of Revenues, Expenses, and Changes in Net Position
 Discretely Presented Component Unit - Industrial Development Authority
 For the Year Ended June 30, 2018

	<u>Industrial Development Authority</u>
OPERATING REVENUES	
Charges for services:	
Bond repayment and application fees	\$ <u>9,208</u>
Total operating revenues	\$ <u>9,208</u>
OPERATING EXPENSES	
Contribution to Lord Fairfax Small Business Park	\$ 6,000
Professional services	1,675
Board members' fee	1,100
Insurance	1,338
Contribution to Berryville Main Street	<u>4,750</u>
Total operating expenses	\$ <u>14,863</u>
Operating income (loss)	\$ <u>(5,655)</u>
NONOPERATING REVENUES (EXPENSES)	
Unrealized gain (loss) on investments	\$ <u>6,666</u>
Total nonoperating revenues (expenses)	\$ <u>6,666</u>
Change in net position	\$ 1,011
Total net position - beginning	<u>154,693</u>
Total net position - ending	<u><u>155,704</u></u>

Statement of Cash Flows
Discretely Presented Component Unit - Industrial Development Authority
For the Year Ended June 30, 2019

	Industrial Development Authority
CASH FLOWS FROM OPERATING ACTIVITIES	
Receipts from customers and users	\$ 9,208
Payments to board	(1,100)
Payments to suppliers	<u>(15,103)</u>
Net cash provided (used) by operating activities	<u>\$ (6,995)</u>
CASH FLOWS FROM INVESTING ACTIVITIES	
Unrealized gain (loss) on investments	<u>\$ 6,666</u>
Net cash provided (used) by investing activities	<u>\$ 6,666</u>
Net increase (decrease) in cash and cash equivalents	\$ (329)
Cash and cash equivalents - beginning	<u>154,693</u>
Cash and cash equivalents - ending	<u><u>\$ 154,364</u></u>
Reconciliation of operating income (loss) to net cash provided (used) by operating activities:	
Operating income (loss)	<u>\$ (5,655)</u>
Adjustments to reconcile operating income (loss) to net cash provided by (used for) operating activities:	
(Increase) decrease in prepaid items	<u>\$ (1,340)</u>
Total adjustments	<u>\$ (1,340)</u>
Net cash provided by (used for) operating activities	<u><u>\$ (6,995)</u></u>

Supporting Schedules

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Schedule of Revenues - Budget and Actual
Governmental Funds
For the Year Ended June 30, 2019

Fund, Major and Minor Revenue Source	Original Budget	Final Budget	Actual	Variance with Final Budget - Positive (Negative)
General Fund:				
Revenue from local sources:				
General property taxes:				
Real property taxes	\$ 14,968,943	\$ 14,968,943	\$ 15,074,092	\$ 105,149
Real and personal public service corporation taxes	496,355	496,355	492,984	(3,371)
Personal property taxes	4,929,266	4,929,266	4,770,897	(158,369)
Mobile home taxes	1,131	1,131	187	(944)
Machinery and tools taxes	166,593	166,593	161,025	(5,568)
Penalties	167,358	167,358	154,951	(12,407)
Interest	147,371	147,371	125,355	(22,016)
Total general property taxes	<u>\$ 20,877,017</u>	<u>\$ 20,877,017</u>	<u>\$ 20,779,491</u>	<u>\$ (97,526)</u>
Other local taxes:				
Local sales and use taxes	\$ 950,000	\$ 950,000	\$ 957,003	\$ 7,003
Consumers' utility taxes	346,094	346,094	357,654	11,560
Consumption taxes	34,516	34,516	33,186	(1,330)
Motor vehicle licenses	325,439	325,439	321,283	(4,156)
Taxes on recordation and wills	298,524	298,524	288,834	(9,690)
Transient occupancy taxes	23,564	23,564	25,298	1,734
Business license taxes	25,172	25,172	22,010	(3,162)
Total other local taxes	<u>\$ 2,003,309</u>	<u>\$ 2,003,309</u>	<u>\$ 2,005,268</u>	<u>\$ 1,959</u>
Permits, privilege fees, and regulatory licenses:				
Animal licenses	\$ 8,640	\$ 8,640	\$ 6,466	\$ (2,174)
Land use application fees	3,750	3,750	5,900	2,150
Animal shelter fees	8,525	8,525	6,475	(2,050)
Building and related permits	196,245	196,245	274,789	78,544
Zoning and subdivision	90,490	90,490	80,825	(9,665)
Transfer fees	485	485	519	34
Signs permits and inspection fees	1,927	1,927	-	(1,927)
Weapons permits	7,000	7,000	6,004	(996)
Other permits and fees	4,480	4,480	4,070	(410)
Total permits, privilege fees, and regulatory licenses	<u>\$ 321,542</u>	<u>\$ 321,542</u>	<u>\$ 385,048</u>	<u>\$ 63,506</u>
Fines and forfeitures:				
Court fines and forfeitures	\$ 310,095	\$ 310,095	\$ 320,568	\$ 10,473
Total fines and forfeitures	<u>\$ 310,095</u>	<u>\$ 310,095</u>	<u>\$ 320,568</u>	<u>\$ 10,473</u>
Revenue from use of money and property:				
Revenue from use of money	\$ 78,808	\$ 78,808	\$ 97,132	\$ 18,324
Revenue from use of property	61,000	61,000	66,033	5,033
Total revenue from use of money and property	<u>\$ 139,808</u>	<u>\$ 139,808</u>	<u>\$ 163,165</u>	<u>\$ 23,357</u>

Schedule of Revenues - Budget and Actual
Governmental Funds
For the Year Ended June 30, 2019 (continued)

Fund, Major and Minor Revenue Source	Original Budget	Final Budget	Actual	Variance with Final Budget - Positive (Negative)
General Fund: (Continued)				
Revenue from local sources: (Continued)				
Charges for services:				
Sheriff's fees	\$ 796	\$ 796	\$ 796	\$ -
Charges for ambulance and rescue	447,911	447,911	504,269	56,358
Charges for courthouse security	47,088	47,088	63,480	16,392
Charges for jail processing	1,825	1,825	1,132	(693)
Court appointed attorney	947	947	287	(660)
Charges for other localities	18,500	18,500	18,500	-
Charges for Commonwealth's Attorney	1,749	1,749	1,360	(389)
Charges for parks and recreation	400,519	400,519	410,278	9,759
Charges for engineer's fees/biosolids applications	10,000	10,000	11,630	1,630
E-tickets	30,000	30,000	22,025	(7,975)
Other charges for services	20,475	20,475	3,386	(17,089)
Total charges for services	\$ 979,810	\$ 979,810	\$ 1,037,143	\$ 57,333
Miscellaneous:				
Miscellaneous	\$ 63,982	\$ 68,482	\$ 29,411	\$ (39,071)
Total miscellaneous	\$ 63,982	\$ 68,482	\$ 29,411	\$ (39,071)
Recovered costs:				
Rebates and refunds	\$ 5,150	\$ 5,150	\$ 76,980	\$ 71,830
Insurance recovery	20,018	20,018	6,072	(13,946)
Gifts and donations in lieu of taxes	2,750	10,657	31,647	20,990
Sale of salvage	8,130	8,130	6,432	(1,698)
Loan repayment	3,495	3,495	3,982	487
Recycling and other rebates and refunds	22,109	22,109	23,858	1,749
Total recovered costs	\$ 61,652	\$ 69,559	\$ 148,971	\$ 79,412
Total revenue from local sources	\$ 24,757,215	\$ 24,769,622	\$ 24,869,065	\$ 99,443
Intergovernmental:				
Revenue from the Commonwealth:				
Noncategorical aid:				
Motor vehicle carriers' tax	\$ 25,047	\$ 25,047	\$ 22,616	\$ (2,431)
Mobile home titling tax	-	-	5,149	5,149
Taxes on deeds	55,440	55,440	71,911	16,471
Quarterly rental tax	2,404	2,404	320	(2,084)
Communications tax	415,390	415,390	364,246	(51,144)
Personal property tax relief funds	2,483,842	2,483,842	2,483,842	-
Total noncategorical aid	\$ 2,982,123	\$ 2,982,123	\$ 2,948,084	\$ (34,039)

Schedule of Revenues - Budget and Actual
Governmental Funds
For the Year Ended June 30, 2019 (continued)

Fund, Major and Minor Revenue Source	Original Budget	Final Budget	Actual	Variance with Final Budget - Positive (Negative)
General Fund: (Continued)				
Intergovernmental: (Continued)				
Revenue from the Commonwealth: (Continued)				
Categorical aid:				
Shared expenses:				
Commonwealth's attorney	\$ 194,140	\$ 194,140	\$ 193,856	\$ (284)
Sheriff	782,973	782,973	782,598	(375)
Commissioner of revenue	78,658	78,658	78,655	(3)
Treasurer	96,457	96,457	96,051	(406)
Registrar/electoral board	37,700	37,700	37,500	(200)
Clerk of the Circuit Court	159,249	159,249	184,957	25,708
Total shared expenses	<u>\$ 1,349,177</u>	<u>\$ 1,349,177</u>	<u>\$ 1,373,617</u>	<u>\$ 24,440</u>
Other categorical aid:				
Fire programs fund	\$ 46,142	\$ 46,142	\$ 50,490	\$ 4,348
Litter control grant	4,500	4,500	6,207	1,707
Virginia Commission for the Arts	4,500	4,500	4,500	-
Other categorical aid	50,697	81,934	87,639	5,705
Total other categorical aid	<u>\$ 105,839</u>	<u>\$ 137,076</u>	<u>\$ 148,836</u>	<u>\$ 11,760</u>
Total categorical aid	<u>\$ 1,455,016</u>	<u>\$ 1,486,253</u>	<u>\$ 1,522,453</u>	<u>\$ 36,200</u>
Total revenue from the Commonwealth	<u>\$ 4,437,139</u>	<u>\$ 4,468,376</u>	<u>\$ 4,470,537</u>	<u>\$ 2,161</u>
Revenue from the federal government:				
Payments in lieu of taxes	\$ 6,697	\$ 6,697	\$ 6,482	\$ (215)
Categorical aid:				
Crime victim assistance	\$ 72,191	\$ 72,191	\$ 51,797	\$ (20,394)
SCAAP grant	775	775	1,301	526
DMV 402 grant	15,000	15,000	16,995	1,995
SAFER grant	7,500	7,500	11,075	3,575
Historic resources grant	-	11,500	3,270	(8,230)
Local law enforcement block grant	1,000	1,000	-	(1,000)
Violence against women formula grants	28,053	28,053	27,168	(885)
Total categorical aid	<u>\$ 124,519</u>	<u>\$ 136,019</u>	<u>\$ 111,606</u>	<u>\$ (24,413)</u>
Total revenue from the federal government	<u>\$ 131,216</u>	<u>\$ 142,716</u>	<u>\$ 118,088</u>	<u>\$ (24,628)</u>
Total General Fund	<u>\$ 29,325,570</u>	<u>\$ 29,380,714</u>	<u>\$ 29,457,690</u>	<u>\$ 76,976</u>

Schedule of Revenues - Budget and Actual
Governmental Funds
For the Year Ended June 30, 2019 (continued)

Fund, Major and Minor Revenue Source	Original Budget	Final Budget	Actual	Variance with Final Budget - Positive (Negative)
Special Revenue Funds:				
Virginia Public Assistance Fund:				
Revenue from local sources:				
Recovered costs:				
Expenditure refunds	\$ -	\$ -	\$ 2,181	\$ 2,181
Total recovered costs	\$ -	\$ -	\$ 2,181	\$ 2,181
Total revenue from local sources	\$ -	\$ -	\$ 2,181	\$ 2,181
Intergovernmental:				
Revenue from the Commonwealth:				
Categorical aid:				
Public assistance and welfare administration	\$ 271,709	\$ 289,387	\$ 316,355	\$ 26,968
Total categorical aid	\$ 271,709	\$ 289,387	\$ 316,355	\$ 26,968
Total revenue from the Commonwealth	\$ 271,709	\$ 289,387	\$ 316,355	\$ 26,968
Revenue from the federal government:				
Categorical aid:				
Public assistance and welfare administration	\$ 698,679	\$ 744,137	\$ 689,490	\$ (54,647)
Total categorical aid	\$ 698,679	\$ 744,137	\$ 689,490	\$ (54,647)
Total revenue from the federal government	\$ 698,679	\$ 744,137	\$ 689,490	\$ (54,647)
Total Virginia Public Assistance Fund	\$ 970,388	\$ 1,033,524	\$ 1,008,026	\$ (25,498)
Comprehensive services act fund:				
Miscellaneous:				
Other miscellaneous	\$ -	\$ -	\$ 9,394	\$ 9,394
Total miscellaneous	\$ -	\$ -	\$ 9,394	\$ 9,394
Intergovernmental:				
Revenue from the Commonwealth:				
Categorical aid:				
Comprehensive services	\$ 138,977	\$ 138,977	\$ 84,425	\$ (54,552)
Total categorical aid	\$ 138,977	\$ 138,977	\$ 84,425	\$ (54,552)
Total revenue from the Commonwealth	\$ 138,977	\$ 138,977	\$ 84,425	\$ (54,552)
Revenue from the federal government:				
Categorical aid:				
Other categorical aid	\$ -	\$ -	\$ 4,712	\$ 4,712
Total categorical aid	\$ -	\$ -	\$ 4,712	\$ 4,712
Total revenue from the federal government	\$ -	\$ -	\$ 4,712	\$ 4,712
Total comprehensive services fund	\$ 138,977	\$ 138,977	\$ 98,531	\$ (40,446)
Drug Enforcement Fund:				
Revenue from local sources:				
Revenue from use of money and property:				
Revenue from the use of money	\$ -	\$ -	\$ 1,375	\$ 1,375
Revenue from the use of property	-	-	-	-
Total revenue from use of money and property	\$ -	\$ -	\$ 1,375	\$ 1,375

Schedule of Revenues - Budget and Actual
Governmental Funds
For the Year Ended June 30, 2019 (continued)

Fund, Major and Minor Revenue Source	Original Budget	Final Budget	Actual	Variance with Final Budget - Positive (Negative)
Special Revenue Funds: (Continued)				
Drug Enforcement Fund: (Continued)				
Miscellaneous:				
Gifts and donations	\$ -	\$ -	\$ 61,166	\$ 61,166
Total miscellaneous	\$ -	\$ -	\$ 61,166	\$ 61,166
Total revenue from local sources	\$ -	\$ -	\$ 62,541	\$ 62,541
Intergovernmental:				
Revenue from the Commonwealth:				
Categorical aid:				
Asset forfeiture	\$ -	\$ -	\$ 6,994	\$ 6,994
Total revenue from the Commonwealth	\$ -	\$ -	\$ 6,994	\$ 6,994
Revenue from the federal government:				
Categorical aid:				
Asset forfeiture	\$ -	\$ -	\$ 982	\$ 982
Total revenue from the federal government	\$ -	\$ -	\$ 982	\$ 982
Total drug enforcement fund	\$ -	\$ -	\$ 70,517	\$ 70,517
Conservation Easement Fund:				
Revenue from local sources:				
General property taxes:				
Real property taxes	\$ -	\$ -	\$ 15,958	\$ 15,958
Revenue from use of money and property:				
Revenue from use of money	\$ -	\$ -	\$ 1,857	\$ 1,857
Miscellaneous:				
Miscellaneous	\$ -	\$ -	\$ 31,317	\$ 31,317
Total revenue from local sources	\$ -	\$ -	\$ 49,132	\$ 49,132
Intergovernmental:				
Revenue from the Commonwealth:				
Other categorical aid:				
Conservation easement grants	\$ 12,000	\$ 132,537	\$ 176,500	\$ 43,963
Revenue from the federal government:				
Categorical aid:				
Conservation easement grants	\$ -	\$ 211,750	\$ 211,750	\$ -
Total Conservation Easement Fund	\$ 12,000	\$ 344,287	\$ 437,382	\$ 93,095

Schedule of Revenues - Budget and Actual
Governmental Funds
For the Year Ended June 30, 2019 (continued)

Fund, Major and Minor Revenue Source	Original Budget	Final Budget	Actual	Variance with Final Budget - Positive (Negative)
Debt Service Funds:				
School Debt Service Fund				
Revenue from local sources:				
Miscellaneous:				
Expenditure refunds	\$ 107,732	\$ 107,732	\$ 107,732	\$ -
Total revenue from local sources	<u>\$ 107,732</u>	<u>\$ 107,732</u>	<u>\$ 107,732</u>	<u>\$ -</u>
Intergovernmental:				
Revenue from the federal government:				
Categorical aid:				
BAB interest subsidy	\$ 113,295	\$ 113,295	\$ 110,734	\$ (2,561)
Total School Debt Service Fund	<u>\$ 221,027</u>	<u>\$ 221,027</u>	<u>\$ 218,466</u>	<u>\$ (2,561)</u>
General Debt Service Fund:				
Revenue from local sources:				
Charges for services:				
Charges for services	\$ -	\$ -	\$ 4,955	\$ 4,955
Total charges for services	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 4,955</u>	<u>\$ 4,955</u>
Total revenue from local sources	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 4,955</u>	<u>\$ 4,955</u>
Total General Debt Service Fund	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 4,955</u>	<u>\$ 4,955</u>
Capital Projects Fund:				
General Government Capital Projects Fund:				
Revenue from local sources:				
Miscellaneous:				
Gifts and donations	\$ -	\$ -	\$ 885	\$ 885
Total revenue from local sources	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 885</u>	<u>\$ 885</u>
Intergovernmental:				
Revenue from the Commonwealth:				
Categorical aid:				
Other categorical aid	\$ -	\$ 13,595	\$ 12,716	\$ (879)
Total revenue from the Commonwealth	<u>\$ -</u>	<u>\$ 13,595</u>	<u>\$ 12,716</u>	<u>\$ (879)</u>
Revenue from the federal government:				
Categorical aid:				
Other categorical aid	\$ -	\$ 17,785	\$ 17,255	\$ (530)
Total categorical aid	<u>\$ -</u>	<u>\$ 17,785</u>	<u>\$ 17,255</u>	<u>\$ (530)</u>
Total revenue from the federal government	<u>\$ -</u>	<u>\$ 17,785</u>	<u>\$ 17,255</u>	<u>\$ (530)</u>
Total General Government Capital Projects Fund	<u>\$ -</u>	<u>\$ 31,380</u>	<u>\$ 30,856</u>	<u>\$ (524)</u>

Schedule of Revenues - Budget and Actual
Governmental Funds
For the Year Ended June 30, 2019 (continued)

Fund, Major and Minor Revenue Source	Original Budget	Final Budget	Actual	Variance with Final Budget - Positive (Negative)
Parks Construction Fund:				
Revenue from local sources:				
Revenue from use of money and property:				
Revenue from the use of money	\$ -	\$ -	\$ 560	\$ 560
Total revenue from use of money and property	\$ -	\$ -	\$ 560	\$ 560
Miscellaneous:				
Gifts and donations	\$ -	\$ -	\$ 739	\$ 739
Total miscellaneous	\$ -	\$ -	\$ 739	\$ 739
Total revenue from local sources	\$ -	\$ -	\$ 1,299	\$ 1,299
Total Parks Construction Fund	\$ -	\$ -	\$ 1,299	\$ 1,299
Total Primary Government	\$ 30,667,962	\$ 31,149,909	\$ 31,327,722	\$ 177,813
Discretely Presented Component Unit - School Board:				
School Operating Fund:				
Revenue from local sources:				
Revenue from use of money and property:				
Revenue from the use of property	\$ 60,915	\$ 60,915	\$ 48,521	\$ (12,394)
Charges for services:				
Tuition	\$ 202,398	\$ 202,398	\$ 231,928	\$ 29,530
Town of Berryville Crossing	2,500	2,500	2,500	-
Total charges for services	\$ 204,898	\$ 204,898	\$ 234,428	\$ 29,530
Miscellaneous:				
Other miscellaneous	\$ 47,987	\$ 47,987	\$ 54,679	\$ 6,692
Private gifts and donations	27,543	27,543	23,379	(4,164)
Total miscellaneous	\$ 75,530	\$ 75,530	\$ 78,058	\$ 2,528
Recovered costs:				
Rebates and refunds	\$ 27,883	\$ 27,883	\$ 6,527	\$ (21,356)
Insurance recoveries	-	-	8,000	8,000
Sale of equipment	5,280	5,280	5,649	369
Total recovered costs	\$ 33,163	\$ 33,163	\$ 20,176	\$ (12,987)
Total revenue from local sources	\$ 374,506	\$ 374,506	\$ 381,183	\$ 6,677
Intergovernmental:				
Revenues from local governments:				
Contribution from County of Clarke, Virginia	\$ 13,139,623	\$ 13,139,623	\$ 12,358,618	\$ (781,005)
Total revenues from local governments	\$ 13,139,623	\$ 13,139,623	\$ 12,358,618	\$ (781,005)
Revenue from the Commonwealth:				
Categorical aid:				
Share of state sales tax	\$ 2,440,625	\$ 2,440,625	\$ 2,462,054	\$ 21,429
At risk payments	22,503	22,503	24,329	1,826
Basic school aid	4,169,201	4,169,201	4,180,713	11,512

Schedule of Revenues - Budget and Actual
Governmental Funds
For the Year Ended June 30, 2019 (continued)

Fund, Major and Minor Revenue Source	Original Budget	Final Budget	Actual	Variance with Final Budget - Positive (Negative)
Discretely Presented Component Unit - School Board: (Continued)				
School Operating Fund: (Continued)				
Intergovernmental: (Continued)				
Revenue from the Commonwealth: (Continued)				
Categorical aid: (Continued)				
Foster home children	\$ 57,306	\$ 57,306	\$ 3,560	\$ (53,746)
Gifted and talented children	43,891	43,891	44,084	193
Homebound education	2,583	2,583	1,820	(763)
Preschool At-Risk	27,563	27,563	28,467	904
Special education - soq	579,184	579,184	581,731	2,547
Enrollment loss	124,003	75,000	75,000	-
Special education - foster children	25,139	25,139	42,799	17,660
Vocational education - soq	122,205	122,205	122,743	538
Vocational equipment	7,625	7,625	8,435	810
Vocational - occupational	6,588	6,588	4,179	(2,409)
Textbook payments	86,654	86,654	87,035	381
Remedial education	62,824	62,824	63,100	276
Share of fringe benefits	841,668	841,668	845,369	3,701
Remedial summer school	15,000	15,000	10,374	(4,626)
Industry certification program	1,804	1,804	3,432	1,628
Mentor teacher program	1,861	1,861	825	(1,036)
SOL algebra readiness	7,849	7,849	7,758	(91)
Early intervention	21,546	21,546	21,546	-
Salary supplement/bonus	2,500	2,500	5,000	2,500
Compensation supplement	228,718	228,718	314,766	86,048
Project graduation	3,835	3,835	3,835	-
ISAEP	7,859	8,356	8,355	(1)
English as a second language	39,579	39,579	31,540	(8,039)
Lord Fairfax dual enrollment	154,422	75,576	1,913	(73,663)
Other categorical aid	2,753	14,799	15,859	1,060
Total categorical aid	<u>\$ 9,107,288</u>	<u>\$ 8,991,982</u>	<u>\$ 9,000,621</u>	<u>\$ 8,639</u>
Total revenue from the Commonwealth	<u>\$ 9,107,288</u>	<u>\$ 8,991,982</u>	<u>\$ 9,000,621</u>	<u>\$ 8,639</u>
Revenue from the federal government:				
Categorical aid:				
Title I part A: Grants to local educational agencies	\$ 199,766	\$ 191,175	\$ 169,805	\$ (21,370)
Title II part A: Improving teacher quality	30,656	41,385	36,297	(5,088)
Title III, Part A: English language acquisition grants	3,628	5,506	5,506	-
Title IV, Part A: Student support and academic enrichment grants	10,000	23,276	23,267	(9)
Medicaid	6,041	6,041	11,157	5,116
Vocational education basic grants to states	20,964	24,382	23,958	(424)
Title VI-B: Special education grants to states	365,103	508,922	484,934	(23,988)
Special education preschool handicapped grant	13,101	16,891	13,466	(3,425)
Total categorical aid	<u>\$ 649,259</u>	<u>\$ 817,578</u>	<u>\$ 768,390</u>	<u>\$ (49,188)</u>
Total revenue from the federal government	<u>\$ 649,259</u>	<u>\$ 817,578</u>	<u>\$ 768,390</u>	<u>\$ (49,188)</u>
Total School Operating Fund	<u><u>\$ 23,270,676</u></u>	<u><u>\$ 23,323,689</u></u>	<u><u>\$ 22,508,812</u></u>	<u><u>\$ (814,877)</u></u>

Schedule of Revenues - Budget and Actual
Governmental Funds
For the Year Ended June 30, 2019 (continued)

Fund, Major and Minor Revenue Source	Original Budget	Final Budget	Actual	Variance with Final Budget - Positive (Negative)
Discretely Presented Component Unit - School Board: (Continued)				
Special Revenue Fund:				
School Food Service Fund:				
Revenue from local sources:				
Revenue from use of money and property:				
Revenue from the use of money	\$ 140	\$ 140	\$ 144	\$ 4
Total revenue from use of money and property	<u>\$ 140</u>	<u>\$ 140</u>	<u>\$ 144</u>	<u>\$ 4</u>
Charges for services:				
Cafeteria sales	\$ 486,618	\$ 486,618	\$ 448,067	\$ (38,551)
Total charges for services	<u>\$ 486,618</u>	<u>\$ 486,618</u>	<u>\$ 448,067</u>	<u>\$ (38,551)</u>
Recovered costs:				
Expenditure refunds and rebates	\$ 25,000	\$ 25,000	\$ -	\$ (25,000)
Total recovered costs	<u>\$ 25,000</u>	<u>\$ 25,000</u>	<u>\$ -</u>	<u>\$ (25,000)</u>
Total revenue from local sources	<u>\$ 511,758</u>	<u>\$ 511,758</u>	<u>\$ 448,211</u>	<u>\$ (63,547)</u>
Intergovernmental:				
Revenue from the Commonwealth:				
Categorical aid:				
School food program grant	\$ 12,015	\$ 12,015	\$ 14,822	\$ 2,807
Revenue from the federal government:				
Categorical aid:				
School food program grant	\$ 296,000	\$ 296,000	\$ 300,557	\$ 4,557
Total categorical aid	<u>\$ 296,000</u>	<u>\$ 296,000</u>	<u>\$ 300,557</u>	<u>\$ 4,557</u>
Total revenue from the federal government	<u>\$ 296,000</u>	<u>\$ 296,000</u>	<u>\$ 300,557</u>	<u>\$ 4,557</u>
Total School Food Service Fund	<u><u>\$ 819,773</u></u>	<u><u>\$ 819,773</u></u>	<u><u>\$ 763,590</u></u>	<u><u>\$ (56,183)</u></u>
Capital Projects Funds:				
School Capital Projects Fund:				
Revenue from local sources:				
Recovered costs:				
Rebates and refunds	\$ -	\$ -	\$ 2,119	\$ 2,119
Total recovered costs	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 2,119</u>	<u>\$ 2,119</u>
Total revenue from local sources	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 2,119</u>	<u>\$ 2,119</u>
Intergovernmental:				
Revenues from local governments:				
Contribution from County of Clarke, Virginia	\$ -	\$ 2,561,198	\$ 1,581,692	\$ (979,506)
Revenue from the Commonwealth:				
Categorical aid:				
Technology grant	\$ 330,549	\$ 176,549	\$ 27,549	\$ (149,000)
Total revenue from the Commonwealth	<u>\$ 330,549</u>	<u>\$ 176,549</u>	<u>\$ 27,549</u>	<u>\$ (149,000)</u>
Total School Capital Projects Fund	<u><u>\$ 330,549</u></u>	<u><u>\$ 2,737,747</u></u>	<u><u>\$ 1,611,360</u></u>	<u><u>\$ (1,126,387)</u></u>
Total Discretely Presented Component Unit - School Board	<u><u>\$ 24,420,998</u></u>	<u><u>\$ 26,881,209</u></u>	<u><u>\$ 24,883,762</u></u>	<u><u>\$ (1,997,447)</u></u>

Schedule of Expenditures - Budget and Actual
Governmental Funds
For the Year Ended June 30, 2019

Fund, Function, Activity and Elements	Original Budget	Final Budget	Actual	Variance with Final Budget - Positive (Negative)
General Fund:				
General government administration:				
Legislative:				
Board of supervisors	\$ 58,459	\$ 64,459	\$ 64,406	\$ 53
General and financial administration:				
County administrator	\$ 378,976	\$ 407,309	\$ 406,660	\$ 649
Independent auditor	38,000	49,631	49,631	-
Legal services	35,000	20,000	18,614	1,386
Commissioner of revenue	210,490	210,490	204,949	5,541
Assessor	4,500	4,500	4,500	-
Data processing	431,852	427,268	418,652	8,616
Information systems	-	54,315	54,275	40
Finance and purchasing	628,431	629,584	619,551	10,033
Treasurer	302,167	307,167	307,146	21
Total general and financial administration	\$ 2,029,416	\$ 2,110,264	\$ 2,083,978	\$ 26,286
Board of elections:				
Registrar	\$ 82,638	\$ 83,338	\$ 79,001	\$ 4,337
Electoral board and officials	44,503	46,903	28,038	18,865
Total board of elections	\$ 127,141	\$ 130,241	\$ 107,039	\$ 23,202
Total general government administration	\$ 2,215,016	\$ 2,304,964	\$ 2,255,423	\$ 49,541
Judicial administration:				
Courts:				
Circuit court	\$ 13,680	\$ 17,680	\$ 17,557	\$ 123
General district court	4,320	4,820	4,815	5
Magistrate	40	40	-	40
Juvenile and domestic relations court	2,900	3,400	3,324	76
Clerk of the circuit court	264,897	260,897	251,729	9,168
Victim Witness Program	71,897	71,897	69,360	2,537
Regional court services	6,500	6,500	6,179	321
Blue Ridge legal services	1,500	1,500	1,500	-
Total courts	\$ 365,734	\$ 366,734	\$ 354,464	\$ 12,270
Commonwealth's attorney:				
Commonwealth's attorney	\$ 377,070	\$ 380,418	\$ 379,318	\$ 1,100
Total commonwealth's attorney	\$ 377,070	\$ 380,418	\$ 379,318	\$ 1,100
Total judicial administration	\$ 742,804	\$ 747,152	\$ 733,782	\$ 13,370

Schedule of Expenditures - Budget and Actual
Governmental Funds
For the Year Ended June 30, 2019 (Continued)

Fund, Function, Activity and Elements	Original Budget	Final Budget	Actual	Variance with Final Budget - Positive (Negative)
General Fund: (Continued)				
Public safety:				
Law enforcement and traffic control:				
Sheriff	\$ 2,477,880	\$ 2,586,285	\$ 2,472,609	\$ 113,676
Criminal justice training	19,593	19,593	18,252	1,341
Drug task force	12,500	12,500	11,895	605
Total law enforcement and traffic control	<u>\$ 2,509,973</u>	<u>\$ 2,618,378</u>	<u>\$ 2,502,756</u>	<u>\$ 115,622</u>
Fire and rescue services:				
Emergency medical services	\$ 993,830	\$ 1,017,830	\$ 1,017,684	\$ 146
Fire and rescue departments	398,450	398,450	391,532	6,918
Lord Fairfax Emergency Medical Services	6,262	6,262	6,262	-
Forestry services	2,874	2,874	2,873	1
Total fire and rescue services	<u>\$ 1,401,416</u>	<u>\$ 1,425,416</u>	<u>\$ 1,418,351</u>	<u>\$ 7,065</u>
Correction and detention:				
Regional jail	\$ 547,984	\$ 547,984	\$ 533,000	\$ 14,984
Juvenile detention home	13,179	13,179	13,179	-
Probation office	500	500	48	452
Total correction and detention	<u>\$ 561,663</u>	<u>\$ 561,663</u>	<u>\$ 546,227</u>	<u>\$ 15,436</u>
Inspections:				
Building	\$ 203,704	\$ 203,704	\$ 198,835	\$ 4,869
Total inspections	<u>\$ 203,704</u>	<u>\$ 203,704</u>	<u>\$ 198,835</u>	<u>\$ 4,869</u>
Other protection:				
Animal control	\$ 112,695	\$ 112,695	\$ 109,686	\$ 3,009
Medical examiner	200	220	220	-
Total other protection	<u>\$ 112,895</u>	<u>\$ 112,915</u>	<u>\$ 109,906</u>	<u>\$ 3,009</u>
Total public safety	<u>\$ 4,789,651</u>	<u>\$ 4,922,076</u>	<u>\$ 4,776,075</u>	<u>\$ 146,001</u>
Public works:				
Sanitation and waste removal:				
Refuse collection and disposal	\$ 150,000	\$ 180,000	\$ 178,373	\$ 1,627
Sanitation	242,000	242,000	241,011	989
Convenience center services	100,000	31,104	16,896	14,208
Litter control program	5,310	5,310	3,308	2,002
Total sanitation and waste removal	<u>\$ 497,310</u>	<u>\$ 458,414</u>	<u>\$ 439,588</u>	<u>\$ 18,826</u>

Schedule of Expenditures - Budget and Actual
Governmental Funds
For the Year Ended June 30, 2019 (Continued)

Fund, Function, Activity and Elements	Original Budget	Final Budget	Actual	Variance with Final Budget - Positive (Negative)
General Fund: (Continued)				
Public Works: (continued)				
Maintenance of general buildings and grounds:				
General properties	\$ 880,222	\$ 891,301	\$ 804,766	\$ 86,535
Total maintenance of general buildings and grounds	\$ 880,222	\$ 891,301	\$ 804,766	\$ 86,535
Total public works	\$ 1,377,532	\$ 1,349,715	\$ 1,244,354	\$ 105,361
Health and welfare:				
Health:				
Supplement of local health department	\$ 154,126	\$ 191,362	\$ 191,362	\$ -
Our Health	6,500	6,500	6,500	-
Total health	\$ 160,626	\$ 197,862	\$ 197,862	\$ -
Mental health and mental retardation:				
Northwestern Community Services	\$ 92,000	\$ 92,000	\$ 92,000	\$ -
Concern Hotline	750	750	750	-
Northern Shen. Valley Substance Abuse Coalition	15,000	15,000	15,000	-
NW Works	1,000	1,000	1,000	-
Total mental health and mental retardation	\$ 108,750	\$ 108,750	\$ 108,750	\$ -
Welfare:				
Shenandoah area on aging	\$ 40,000	\$ 40,000	\$ 40,000	\$ -
Virginia Regional Transit	19,302	19,302	19,302	-
FISH human services	1,000	1,000	1,000	-
Abused women's shelter	3,000	3,000	3,000	-
Tax relief for the elderly	213,396	213,396	274,242	(60,846)
Independent living center	1,000	1,000	1,000	-
Total welfare	\$ 277,698	\$ 277,698	\$ 338,544	\$ (60,846)
Total health and welfare	\$ 547,074	\$ 584,310	\$ 645,156	\$ (60,846)
Education:				
Other instructional costs:				
Contribution to Clarke County Public Schools	\$ 13,139,623	\$ 15,700,821	\$ 13,940,310	\$ 1,760,511
Lord Fairfax Community College	18,441	18,441	18,441	-
Total education	\$ 13,158,064	\$ 15,719,262	\$ 13,958,751	\$ 1,760,511
Parks, recreation, and cultural:				
Parks and recreation:				
Supervision of parks and recreation	\$ 449,034	\$ 459,168	\$ 449,318	\$ 9,850
Recreation center	114,384	114,384	108,514	5,870
Swimming pool	84,934	87,858	66,222	21,636
Concession stand	16,130	16,130	13,800	2,330
Programs	244,301	244,301	183,140	61,161
Total parks and recreation	\$ 908,783	\$ 921,841	\$ 820,994	\$ 100,847

Schedule of Expenditures - Budget and Actual
Governmental Funds
For the Year Ended June 30, 2019 (Continued)

Fund, Function, Activity and Elements	Original Budget	Final Budget	Actual	Variance with Final Budget - Positive (Negative)
General Fund: (Continued)				
Parks, recreation, and culture: (continued)				
Cultural enrichment:				
Barns of Rose Hill	\$ 5,000	\$ 10,000	\$ 10,000	\$ -
Virginia commission for the arts	9,000	9,000	9,000	-
Total cultural enrichment	<u>\$ 14,000</u>	<u>\$ 19,000</u>	<u>\$ 19,000</u>	<u>\$ -</u>
Library:				
Contribution to Handley library	\$ 232,000	\$ 232,000	\$ 232,000	\$ -
Total library	<u>\$ 232,000</u>	<u>\$ 232,000</u>	<u>\$ 232,000</u>	<u>\$ -</u>
Total parks, recreation, and cultural	<u>\$ 1,154,783</u>	<u>\$ 1,172,841</u>	<u>\$ 1,071,994</u>	<u>\$ 100,847</u>
Community development:				
Planning and community development:				
Planning administration	\$ 426,498	\$ 452,856	\$ 438,907	\$ 13,949
Help with housing	2,500	2,500	2,500	-
Board of zoning appeals	3,520	3,520	415	3,105
Office of Economic Development	64,100	66,100	65,964	136
Berryville Development Authority	900	900	200	700
Small business development center	1,500	1,500	1,500	-
Blandy Experimental Farm	3,000	3,000	3,000	-
Planning commission	14,389	14,389	8,967	5,422
Board of septic appeals	1,566	1,566	365	1,201
Historic preservation	9,900	9,900	9,622	278
Northern Shenandoah Valley Regional Commission	10,273	10,273	10,273	-
Berryville Main St	2,500	2,500	1,361	1,139
Regional airport	2,500	2,500	2,500	-
Total planning and community development	<u>\$ 543,146</u>	<u>\$ 571,504</u>	<u>\$ 545,574</u>	<u>\$ 25,930</u>
Environmental management:				
Friends of the Shenandoah	\$ 3,000	\$ 3,000	\$ 3,000	\$ -
Water quality monitoring	30,000	30,000	30,000	-
Lord Fairfax Soil and Water Conservation	5,000	5,000	5,000	-
Biosolids Application	1,001	1,001	708	293
Total environmental management	<u>\$ 39,001</u>	<u>\$ 39,001</u>	<u>\$ 38,708</u>	<u>\$ 293</u>
Cooperative extension program:				
Cooperative extension service	\$ 50,443	\$ 50,443	\$ 38,305	\$ 12,138
Northern Virginia 4-H Center	2,300	2,300	2,300	-
Total cooperative extension program	<u>\$ 52,743</u>	<u>\$ 52,743</u>	<u>\$ 40,605</u>	<u>\$ 12,138</u>
Total community development	<u>\$ 634,890</u>	<u>\$ 663,248</u>	<u>\$ 624,887</u>	<u>\$ 38,361</u>

Schedule of Expenditures - Budget and Actual
Governmental Funds
For the Year Ended June 30, 2019 (Continued)

Fund, Function, Activity and Elements	Original Budget	Final Budget	Actual	Variance with Final Budget - Positive (Negative)
General Fund: (Continued)				
Nondepartmental:				
Miscellaneous	\$ -	\$ -	\$ 6,144	\$ (6,144)
Unemployment compensation	-	10,000	6,316	3,684
Legal/professional services contingency	138,000	30,882	-	30,882
Total nondepartmental	<u>\$ 138,000</u>	<u>\$ 40,882</u>	<u>\$ 12,460</u>	<u>\$ 28,422</u>
Total General Fund	<u>\$ 24,757,814</u>	<u>\$ 27,504,450</u>	<u>\$ 25,322,882</u>	<u>\$ 2,181,568</u>
Special Revenue Funds:				
Virginia Public Assistance Fund:				
Health and welfare:				
Welfare and social services:				
Public assistance and welfare administration	\$ 1,555,824	\$ 1,618,960	\$ 1,426,993	\$ 191,967
Total health and welfare	<u>\$ 1,555,824</u>	<u>\$ 1,618,960</u>	<u>\$ 1,426,993</u>	<u>\$ 191,967</u>
Total Virginia Public Assistance Fund	<u>\$ 1,555,824</u>	<u>\$ 1,618,960</u>	<u>\$ 1,426,993</u>	<u>\$ 191,967</u>
Comprehensive Services Act Fund:				
Health and welfare:				
Welfare and social services:				
Program expenditures	\$ 269,499	\$ 269,499	\$ 152,088	\$ 117,411
Total health and welfare	<u>\$ 269,499</u>	<u>\$ 269,499</u>	<u>\$ 152,088</u>	<u>\$ 117,411</u>
Total CSA Fund	<u>\$ 269,499</u>	<u>\$ 269,499</u>	<u>\$ 152,088</u>	<u>\$ 117,411</u>
Drug Enforcement Fund:				
Public Safety:				
Public Safety				
Operations	\$ -	\$ -	\$ 66,942	\$ (66,942)
Total public safety	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 66,942</u>	<u>\$ (66,942)</u>
Total Drug Enforcement Fund	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 66,942</u>	<u>\$ (66,942)</u>
Conservation Easement Fund:				
Community development:				
Development rights				
Development rights	\$ 45,000	\$ 505,639	\$ 505,639	\$ -
Total Conservation Easement Fund	<u>\$ 45,000</u>	<u>\$ 505,639</u>	<u>\$ 505,639</u>	<u>\$ -</u>

Schedule of Expenditures - Budget and Actual
Governmental Funds
For the Year Ended June 30, 2019 (Continued)

Fund, Function, Activity and Elements	Original Budget	Final Budget	Actual	Variance with Final Budget - Positive (Negative)
Debt Service Fund:				
School Debt Service Fund:				
Debt service:				
Principal retirement	\$ 1,874,580	\$ 1,874,580	\$ 1,874,579	\$ 1
Interest and other fiscal charges	1,068,135	1,068,135	1,067,811	324
Total School Debt Service Fund	<u>\$ 2,942,715</u>	<u>\$ 2,942,715</u>	<u>\$ 2,942,390</u>	<u>\$ 325</u>
Primary Government Debt Service Fund:				
Debt service:				
Principal retirement	\$ 88,300	\$ 88,300	\$ 88,300	\$ -
Interest and other fiscal charges	163,400	163,400	163,400	-
Total Primary Government Debt Service	<u>\$ 251,700</u>	<u>\$ 251,700</u>	<u>\$ 251,700</u>	<u>\$ -</u>
Capital Projects Fund:				
General Government Capital Projects Fund:				
Capital projects:				
Communications equipment	\$ -	\$ 387,547	\$ 102,492	\$ 285,055
Vehicles	30,000	36,475	36,229	246
Technology and equipment improvements	65,000	170,489	126,268	44,221
Sheriff vehicles	135,000	136,685	133,200	3,485
Tourism signs	-	6,698	6,697	1
Sitework	20,000	24,101	24,000	101
HVAC	-	131,216	11,936	119,280
Roofing	-	94,824	41,238	53,586
Systems integration	-	13,440	9,382	4,058
Sheriff equipment	10,000	10,000	10,000	-
Recreation center	-	1,220	-	1,220
Economic development	-	42,900	-	42,900
Reassessment	312,000	200,000	90,086	109,914
Parks - Shelter	15,000	73,813	37,241	36,572
Swimming pool	-	53,378	-	53,378
Paving	-	3,136	-	3,136
Landscaping	-	10,375	-	10,375
Buildings	-	66,373	38,692	27,681
Fencing - ballfield and pool	10,000	81,036	2,029	79,007
Citizens convenience center	-	734,006	730,995	3,011
Total General Government Capital Projects Fund	<u>\$ 597,000</u>	<u>\$ 2,277,712</u>	<u>\$ 1,400,485</u>	<u>\$ 877,227</u>
Total Primary Government	<u>\$ 30,419,552</u>	<u>\$ 35,370,675</u>	<u>\$ 32,069,119</u>	<u>\$ 3,301,556</u>

Schedule of Expenditures - Budget and Actual
Governmental Funds
For the Year Ended June 30, 2019 (Continued)

Fund, Function, Activity and Elements	Original Budget	Final Budget	Actual	Variance with Final Budget - Positive (Negative)
Discretely Presented Component Unit - School Board				
School Operating Fund:				
Education:				
Instruction	\$ 18,728,822	\$ 18,659,674	\$ 18,003,667	\$ 656,007
Administration, attendance and health	1,156,010	1,190,425	1,113,475	76,950
Pupil transportation services	1,069,623	1,075,250	1,046,232	29,018
Operation and maintenance services	2,291,221	2,373,340	2,279,825	93,515
Total School Operating Fund	<u>\$ 23,245,676</u>	<u>\$ 23,298,689</u>	<u>\$ 22,443,199</u>	<u>\$ 855,490</u>
Special Revenue Fund:				
School Food Service Fund:				
Education:				
School food services:				
Administration of school food program	\$ 844,773	\$ 844,773	\$ 830,683	\$ 14,090
Total School Food Service Fund	<u>\$ 844,773</u>	<u>\$ 844,773</u>	<u>\$ 830,683</u>	<u>\$ 14,090</u>
Capital Projects Fund:				
School Capital Projects Fund:				
Capital projects:				
Band equipment	\$ -	\$ 77,413	\$ 66,276	\$ 11,137
Athletic equipment and uniforms	16,000	38,330	38,330	-
Furniture replacement	35,000	75,102	64,729	10,373
Bus purchases	170,000	312,603	312,603	-
School vehicles	-	60,650	60,649	1
Fencing	-	7,980	7,980	-
School food - service equipment	-	32,723	18,317	14,406
Cooley renovations	10,000	33,634	24,886	8,748
HVAC	75,000	322,519	250,589	71,930
Roof replacements	-	129,923	10,376	119,547
Flooring replacements	-	34,876	34,875	1
Security improvements	35,000	312,348	288,842	23,506
Surfacing	40,000	91,560	50,544	41,016
Playgrounds and fields	-	61,472	58,765	2,707
Technology	469,618	920,896	238,436	682,460
Dorsch scholarship fund	-	22,851	22,851	-
Boyce Elem repairs	-	59,440	59,439	1
Signs	-	5,879	492	5,387
Painting	-	135,167	-	135,167
Johnson Williams middle renovation	-	2,381	2,381	-
Total capital projects	<u>\$ 850,618</u>	<u>\$ 2,737,747</u>	<u>\$ 1,611,360</u>	<u>\$ 1,126,387</u>
Total School Capital Projects Fund	<u>\$ 850,618</u>	<u>\$ 2,737,747</u>	<u>\$ 1,611,360</u>	<u>\$ 1,126,387</u>
Total Discretely Presented Component Unit - School Board	<u>\$ 24,941,067</u>	<u>\$ 26,881,209</u>	<u>\$ 24,885,242</u>	<u>\$ 1,995,967</u>

Other Statistical Information

COUNTY OF CLARKE, VIRGINIA

Government-Wide Expenses by Function
Last Ten Fiscal Years

<u>Fiscal Year</u>	<u>General Government Administration</u>	<u>Judicial Administration</u>	<u>Public Safety</u>	<u>Public Works</u>	<u>Health and Welfare</u>
2009-10	\$ 1,804,666	\$ 440,855	\$ 3,719,972	\$ 852,209	\$ 2,672,185
2010-11	1,905,789	406,759	3,205,467	900,060	2,447,164
2011-12	1,943,393	424,222	3,466,939	970,017	2,501,215
2012-13	2,039,336	566,006	3,462,973	1,001,606	2,101,344
2013-14	2,085,415	595,926	3,515,863	883,176	2,258,462
2014-15	2,228,785	598,469	4,414,115	863,529	2,418,330
2015-16	2,236,563	602,451	4,094,648	943,504	2,646,112
2016-17	1,756,158	691,496	4,312,322	942,657	2,859,737
2017-18	2,183,992	756,574	4,390,173	1,040,596	2,553,964
2018-19	2,432,025	815,472	5,018,338	1,149,634	2,177,021

Table 1

	<u>Education</u>	<u>Parks, Recreation, and Cultural</u>	<u>Community Development</u>	<u>Interest on Long- Term Debt</u>	<u>Sanitary Authority</u>	<u>IDA</u>	<u>Total</u>
\$	21,883,310	\$ 980,707	\$ 2,475,922	\$ 1,679,649	\$ 639,747	\$ 10,032	\$ 37,159,254
	20,984,893	969,405	991,056	1,832,949	832,459	10,501	34,486,502
	21,767,329	1,001,174	708,196	2,061,986	867,469	9,081	35,721,021
	22,974,665	1,018,007	1,098,325	1,777,739	946,254	419,373	37,405,628
	23,785,661	999,980	1,656,333	1,671,404	895,992	8,714	38,356,926
	23,617,577	1,048,103	980,692	1,559,976	958,018	10,235	38,697,829
	23,362,861	1,046,407	866,154	1,453,276	928,141	10,090	38,190,207
	24,942,640	1,740,882	1,786,425	1,333,403	864,755	9,484	41,239,959
	24,113,225	1,184,765	751,064	1,262,545	991,414	10,405	39,238,717
	24,743,660	1,221,501	1,114,874	1,165,960	1,101,563	14,863	40,954,911

COUNTY OF CLARKE, VIRGINIA

Government-Wide Revenues

Last Ten Fiscal Years (1)

Fiscal Year	PROGRAM REVENUES		
	Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions
2009-10	\$ 2,217,128	\$ 11,769,147	\$ 3,374,914
2010-11	2,616,152	11,706,825	406,085
2011-12	2,422,452	11,747,408	439,405
2012-13	2,346,633	12,006,615	810,499
2013-14	2,312,708	12,076,289	1,297,384
2014-15	2,461,210	12,840,732	1,006,920
2015-16	2,852,037	12,760,998	405,142
2016-17	2,974,503	12,776,552	1,111,713
2017-18	2,954,132	12,775,540	241,152
2018-19	3,439,395	12,836,899	529,937

(1) Includes discretely presented component units.

(2) In fiscal year 2010, communications tax reporting was moved from Other Local Taxes to Grants and Contributions Not Restricted to Specific Programs

Table 2

GENERAL REVENUES						
General Property Taxes	Other Local Taxes (2)	Unrestricted revenues from money or property	Miscella- neous	Grants and Contributions Not Restricted to Specific Programs	Gain (Loss) on Disposal of Asset	Total
\$ 17,174,992	\$ 1,682,254	\$ 403,628	\$ 295,794	\$ 3,106,207	\$ (42,433)	\$ 39,981,631
17,655,465	1,653,965	312,727	272,123	2,995,371	-	37,618,713
17,478,712	1,814,930	181,632	783,751	3,043,021	-	37,911,311
18,046,810	1,855,520	168,355	324,211	2,982,591	3,336	38,544,570
18,649,133	1,849,613	140,606	452,072	3,004,576	-	39,782,381
19,310,001	1,777,225	134,424	318,395	3,034,774	-	40,883,681
19,814,919	1,921,422	159,519	530,887	3,018,096	-	41,463,020
19,862,341	1,969,108	187,956	493,989	3,002,922	-	42,379,084
20,679,221	1,949,217	161,134	427,413	3,026,459	-	42,214,268
21,340,980	2,005,268	225,643	463,009	2,965,641	-	43,806,772

COUNTY OF CLARKE, VIRGINIA

General Governmental Expenditures by Function (1)
Last Ten Fiscal Years

<u>Fiscal Year</u>	<u>General Government Administration</u>	<u>Judicial Administration</u>	<u>Public Safety</u>	<u>Public Works</u>	<u>Health and Welfare</u>	<u>Education (2)</u>
2009-10	\$ 1,269,798	\$ 435,732	\$ 3,287,873	\$ 796,207	\$ 2,616,419	\$ 19,745,229
2010-11	1,758,864	406,846	3,300,190	866,886	2,558,292	19,753,538
2011-12	1,705,944	422,609	3,291,332	971,266	2,480,546	19,362,230
2012-13	1,723,450	566,436	3,512,071	949,685	2,115,119	21,498,917
2013-14	1,742,173	595,936	3,536,630	898,325	2,251,459	20,891,004
2014-15	1,772,923	618,450	4,115,259	1,003,202	2,438,840	21,320,100
2015-16	1,822,898	629,270	4,073,933	1,087,367	2,662,444	21,651,173
2016-17	1,903,602	698,294	4,265,587	1,169,117	2,892,366	22,299,561
2017-18	1,995,469	723,002	4,505,954	1,112,695	2,558,960	22,658,730
2018-19	2,255,423	733,782	4,843,017	1,244,354	2,224,237	23,292,323

(1) Includes General, Special Revenue, Debt Service and Capital Project funds of the Primary Government and its Discretely Presented Component Unit - School Board.

(2) Excludes contribution from Primary Government to Discretely Presented Component Unit.

Table 3

	<u>Parks, Recreation, and Cultural</u>	<u>Community Development</u>	<u>Non- departmental</u>	<u>Debt Service</u>	<u>Capital Projects</u>	<u>Total</u>
\$	887,006	\$ 2,517,665	\$ 506,161	\$ 3,850,058	\$ 3,141,660	\$ 39,053,808
	900,137	814,400	3,531	4,087,218	16,577,174	51,027,076
	920,144	721,318	1,242	4,497,146	14,668,743	49,042,520
	948,452	1,081,175	11,430	4,420,922	3,381,480	40,209,137
	929,900	1,648,207	(336)	4,286,713	7,654,661	44,434,672
	952,685	984,087	18,980	4,379,113	3,055,653	40,659,292
	962,519	849,873	12,956	4,192,646	1,950,746	39,895,825
	973,326	1,273,491	5,144	4,066,811	5,332,860	44,880,159
	1,021,052	661,213	29,623	3,223,790	3,650,407	42,140,895
	1,071,994	1,130,526	12,460	3,194,090	3,011,845	43,014,051

COUNTY OF CLARKE, VIRGINIA

General Governmental Revenues by Source (1)
Last Ten Fiscal Years

Fiscal Year	General Property Taxes	Other Local Taxes (3)	Permits, Privilege Fees, Regulatory Licenses	Fines and Forfeitures	Revenue from the Use of Money and Property	Charges for Services
2009-10	\$ 17,169,972	\$ 1,682,254	\$ 231,078	\$ 224,547	\$ 367,505	\$ 1,203,527
2010-11	17,351,499	1,653,965	326,865	381,509	293,560	1,467,079
2011-12	17,569,637	1,814,930	236,880	362,725	165,093	1,338,568
2012-13	17,940,641	1,855,520	238,733	347,687	161,139	1,277,309
2013-14	18,466,352	1,849,613	286,818	237,835	135,704	1,280,108
2014-15	19,407,675	1,777,225	266,539	303,637	130,204	1,359,581
2015-16	19,734,792	1,921,422	280,881	304,861	157,216	1,677,127
2016-17	19,981,515	1,969,108	393,891	352,279	186,147	1,656,398
2017-18	20,774,033	1,949,217	328,391	357,254	158,930	1,654,201
2018-19	20,795,449	2,005,268	385,048	320,568	215,622	1,724,593

(1) Includes General, Special Revenue, Debt Service and Capital Project funds of the Primary Government and its Discretely Presented Component Unit - School Board.

(2) Excludes contribution from Primary Government to Discretely Presented Component Unit.

(3) In fiscal year 2010, communications tax reporting was moved from Other Local Taxes to Intergovernmental Revenue.

Table 4

<u>Miscellaneous</u>	<u>Recovered Costs</u>	<u>Inter- governmental (2)</u>	<u>Subtotal</u>	<u>Proceeds From Debt</u>	<u>Total</u>
\$ 175,218	\$ 252,483	\$ 16,313,208	\$ 37,619,792	\$ 9,900,172	\$ 47,519,964
141,845	315,412	14,907,445	36,839,179	567,178	37,406,357
648,323	263,772	15,004,334	37,404,262	307,792	37,712,054
194,021	351,897	15,978,905	38,165,852	-	38,165,852
334,942	258,406	16,348,249	39,198,027	-	39,198,027
182,402	159,612	16,822,126	40,409,001	-	40,409,001
382,181	307,618	15,854,309	40,620,407	-	40,620,407
361,299	186,469	16,867,526	41,954,632	-	41,954,632
293,108	226,368	16,043,151	41,784,653	-	41,784,653
318,702	173,447	16,332,477	42,271,174	-	42,271,174

Property Tax Levies and Collections
Last Ten Fiscal Years

Fiscal Year	Total Tax Levy (1)	Current Tax Collections (1)	Percent of Levy Collected	Delinquent Tax Collections (1), (2)	Total Tax Collections	Percent of Total Tax Collections to Tax Levy	Outstanding Delinquent Taxes (1)	Percent of Delinquent Taxes to Tax Levy
2009-10	\$ 19,462,691	\$ 19,093,650	98.10%	\$ 277,314	\$ 19,370,964	99.53%	\$ 1,834,072	9.42%
2010-11	19,716,647	19,437,175	98.58%	144,661	19,581,836	99.32%	1,939,623	9.84%
2011-12	19,776,620	19,650,841	99.36%	140,961	19,791,802	100.08%	2,008,440	10.16%
2012-13	19,976,661	20,033,782	100.29%	94,917	20,128,699	100.76%	1,991,275	9.97%
2013-14	20,499,518	20,661,349	100.79%	45,265	20,706,614	101.01%	2,261,984	11.03%
2014-15	20,980,117	21,454,716	102.26%	74,554	21,529,270	102.62%	2,096,823	9.99%
2015-16	21,383,904	21,672,649	101.35%	19,419	21,692,068	101.44%	2,095,157	9.80%
2016-17	21,641,717	21,511,699	99.40%	321,933	21,833,632	100.89%	2,036,380	9.41%
2017-18	21,841,583	22,374,271	102.44%	224,500	22,598,771	103.47%	2,071,734	9.49%
2018-19	21,295,315	22,607,804	106.16%	100,981	22,708,785	106.64%	2,373,029	11.14%

(1) Exclusive of penalties and interest.

(2) Delinquent tax collections are exclusive of land redemptions.

Assessed Value of Taxable Property
Last Ten Fiscal Years

Fiscal Year	Real Estate (1)	Personal Property and Mobile Homes	Machinery and Tools	Public Utility (2)		Total
				Real Estate	Personal Property	
2009-10	\$ 2,226,939,452	\$ 121,592,042	\$ 19,086,630	\$ 54,229,648	\$ -	\$ 2,421,847,772
2010-11	2,189,128,079	125,806,164	17,424,033	56,051,400	-	2,388,409,676
2011-12	2,190,224,504	128,161,170	16,579,941	62,777,134	-	2,397,742,749
2012-13	2,195,199,863	133,156,000	15,478,677	63,758,974	-	2,407,593,514
2013-14	2,202,442,172	137,517,528	14,729,940	64,243,208	-	2,418,932,848
2014-15	2,209,918,924	140,683,592	14,079,731	64,514,825	-	2,429,197,072
2015-16	2,125,953,962	146,341,321	15,926,677	67,026,398	-	2,355,248,358
2016-17	2,040,151,212	151,716,784	15,961,187	67,718,041	-	2,275,547,224
2017-18	2,054,072,530	158,886,595	13,701,728	69,909,256	-	2,296,570,109
2018-19	2,074,702,400	166,582,252	13,309,929	69,434,398	-	2,324,028,979

(1) Real estate is assessed at 100% of fair market value.

(2) Assessed values are established by the State Corporation Commission.

Property Tax Rates (1)
Last Ten Fiscal Years

Fiscal Year	(2) Real Estate	Mobile Homes	Personal Property	Rescue Vehicles	Machinery and Tools	Public Utility	
						Real Estate (2)	Personal Property
2009-10	\$.53/.62	\$.53/.62	\$ 4.81/4.83	\$ 2.41/2.41	\$ 1.25	\$ 0.53	4.00
2010-11	.62/.62	.62/.62	4.83/4.69	2.41/2.35	1.25	0.62	4.00
2011-12	.62/.63	.62/.63	4.69/4.496	2.35/2.248	1.25	0.62	n/a
2012-13	.63/.63	.63/.63	4.496/4.496	2.248/2.248	1.25	0.63	n/a
2013-14	.63/.655	.63/.655	4.496/4.496	2.248/2.248	1.25	0.63	n/a
2014-15	.655/.655	.655/.655	4.496/4.496	2.248/2.248	1.25	0.655	n/a
2015-16	.655/.72	.655/.72	4.496/4.496	2.248/2.248	1.25	0.655	n/a
2016-17	.72/.71	.72/.71	4.496/4.496	2.248/2.248	1.25	0.72	n/a
2017-18	.71/.71	.71/.71	4.496/4.496	2.248/2.248	1.25	0.71	n/a
2018-19	.71/.71	.71/.71	4.496/4.496	2.248/2.248	1.25	0.71	n/a

(1) Per \$100 of assessed value.

(2) The County collects property taxes based on installments. Calendar year 2010 was a reassessment year for real property. The tax neutral rate for calendar year 2010 was computed to be \$.60/100. Calendar year 2016 was a reassessment year. The tax neutral rate for calendar year 2016 was computed to be \$.7165/100.

Ratio of Net General Bonded Debt to
Assessed Value and Net Bonded Debt Per Capita
Last Ten Fiscal Years

Fiscal Year	Population (1)	Assessed Value (in thousands) (2)	Gross & Net Bonded Debt (3)	Ratio of Net Bonded Debt to Assessed Value	Net Bonded Debt per Capita
2009-10	14,565	\$ 2,421,848	\$ 44,596,490	1.84%	\$ 3,062
2010-11	14,458	2,388,410	43,187,940	1.81%	2,987
2011-12	14,458	2,397,743	36,753,000	1.53%	2,542
2012-13	14,458	2,407,594	34,490,500	1.43%	2,386
2013-14	14,348	2,418,933	32,208,000	1.33%	2,245
2014-15	14,423	2,429,197	29,814,000	1.23%	2,067
2015-16	14,423	2,355,248	27,400,000	1.16%	1,900
2016-17	14,374	2,275,547	24,995,000	1.10%	1,739
2017-18	14,508	2,296,570	23,340,000	1.02%	1,609
2018-19	14,523	2,324,029	21,640,000	0.93%	1,490

(1) <http://quickfacts.census.gov/>

(2) Real property assessed at 100% of fair market value.

(3) Includes all long-term general obligation bonded debt, bonded anticipation notes, and literary fund loans. Excludes revenue bonds, landfill closure/post-closure care liability, capital leases, compensated absences, and VRS obligations.

General Government Capital Projects Carryover Budget Allocations
 Assessed Value and Net Bonded Debt Per Capita
 Last Ten Fiscal Years

	FY 18 Carryover	FY 19 Original Budget	FY 19 Project Transfers	FY 19 Supplemental Budget	Final Budget
Expenditures:					
HVAC System Replacement	\$ 14,109	\$ -	\$ 117,107	\$ -	\$ 131,216
Roofing	121,039	-	(45,000)	18,785	94,824
Landscaping	25,375	-	(15,000)	-	10,375
Asphalt, Sidewalk, Path	3,136	-	-	-	3,136
Courthouse Complex Repairs	66,373	-	-	-	66,373
Sheriff's Equipment	-	10,000	-	-	10,000
Auto Replacement	6,097	30,000	378	-	36,475
Communications Equipment	414,045	-	(26,498)	-	387,547
Sheriff's Vehicles	1,685	135,000	-	-	136,685
Citizen's Convenience Center	732,911	-	1,095	-	734,006
Technology Improvements	79,339	65,000	26,150	-	170,489
Systems Integration	9,618	-	3,822	-	13,440
Economic Development	-	-	42,900	-	42,900
Swimming Pool	53,378	-	-	-	53,378
Fencing - ballfield and pool	71,036	10,000	-	-	81,036
Sitework	4,101	20,000	-	-	24,101
Tourism Signs	-	-	6,698	-	6,698
Recreation Center Addition	1,220	-	-	-	1,220
Parks - Kohn Property Development	-	15,000	-	-	15,000
Parks - Shelter	57,964	-	348	-	58,312
Parks - Trash Cans	501	-	-	-	501
Reassessment	-	312,000	(112,000)	-	200,000
Total expenditures	<u>\$ 1,661,927</u>	<u>\$ 597,000</u>	<u>\$ -</u>	<u>\$ 18,785</u>	<u>\$ 2,277,712</u>

School Board Capital Projects Carryover Budget Allocations

	FY 18 Carryover	FY 19 Original Budget	FY 19 Project Transfers	FY 19 Supplemental Budget	Final Budget
Expenditures:					
Dorsch scholarship fund	\$ 19,327	\$ -	\$ 3,524	\$ -	22,851
Furniture replacement	3,690	35,000	11,412	25,000	75,102
Band equipment	77,413	-	-	-	77,413
Athletic equipment and uniforms	-	16,000	3,572	18,758	38,330
Bus purchases	-	170,000	93,603	49,000	312,603
School vehicles	-	-	35,650	25,000	60,650
School food - service equipment	4,183	-	13,540	15,000	32,723
Fencing	4,343	-	3,637	-	7,980
Signs	5,879	-	-	-	5,879
Playgrounds and fields	11,472	-	-	50,000	61,472
Surfacing	26,560	40,000	-	25,000	91,560
Painting	168,964	-	(33,797)	-	135,167
HVAC	187,519	75,000	-	60,000	322,519
Cooley Lower Campus renovations	23,634	-	1,283	-	24,917
Cooley Upper Campus renovations	-	10,000	(1,283)	-	8,717
Roof replacements	349,755	-	(219,832)	-	129,923
Flooring replacements	22,544	-	12,332	-	34,876
Security improvements	257,348	35,000	-	20,000	312,348
Boyce Elementary repairs	50,000	-	9,440	-	59,440
Johnson Williams Middle renovation	-	-	2,381	-	2,381
Technology-Food service	-	10,000	(486)	-	9,514
Technology	482,809	187,000	65,024	-	734,833
Technology (VPSA)	22,549	154,000	-	-	176,549
	<u>\$ 1,717,989</u>	<u>\$ 732,000</u>	<u>\$ -</u>	<u>\$ 287,758</u>	<u>\$ 2,737,747</u>
Total expenditures					

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Compliance

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Independent Auditors' Report on Internal Control over Financial Reporting and on
Compliance and Other Matters Based on an Audit of Financial Statements
Performed in Accordance with *Government Auditing Standards*

To the Honorable Members of
The Board of Supervisors
County of Clarke, Virginia

We have audited, in accordance with the auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the *Specifications for Audits of Counties, Cities, and Towns*, issued by the Auditor of Public Accounts of the Commonwealth of Virginia, the financial statements of the governmental activities, the discretely presented component units, each major fund, and the aggregate remaining fund information of the County of Clarke, Virginia, as of and for the year ended June 30, 2019, and the related notes to the financial statements, which collectively comprise the County of Clarke, Virginia's basic financial statements and have issued our report thereon dated December 20, 2019.

Internal Control over Financial Reporting

In planning and performing our audit of the financial statements, we considered the County of Clarke, Virginia's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the County of Clarke, Virginia's internal control. Accordingly, we do not express an opinion on the effectiveness of the County of Clarke, Virginia's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. *A material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the County of Clarke, Virginia's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed one instance of noncompliance that is required to be reported under *Government Auditing Standards* and which is described in the accompanying schedule of findings and questioned costs as item 2019-001.

County of Clarke, Virginia's Response to Findings

County of Clarke, Virginia's response to the findings identified in our audit is described in the accompanying schedule of findings and questioned costs. County of Clarke, Virginia's response was not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on it.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Robinson, Farmer, Cox Associates
Charlottesville, Virginia
December 20, 2019



**Independent Auditors' Report on Compliance for Each Major Program and on
Internal Control over Compliance Required by the Uniform Guidance**

To the Honorable Members of
the Board of Supervisors
County of Clarke, Virginia

Report on Compliance for Each Major Federal Program

We have audited the County of Clarke, Virginia's compliance with the types of compliance requirements described in the *OMB Compliance Supplement* that could have a direct and material effect on each of the County of Clarke, Virginia's major federal programs for the year ended June 30, 2019. The County of Clarke, Virginia's major federal programs are identified in the summary of auditors' results section of the accompanying schedule of findings and questioned costs.

Management's Responsibility

Management is responsible for compliance with federal statutes, regulations, and the terms and conditions of its federal awards applicable to its federal programs.

Auditors' Responsibility

Our responsibility is to express an opinion on compliance for each of the County of Clarke, Virginia's major federal programs based on our audit of the types of compliance requirements referred to above. We conducted our audit of compliance in accordance with auditing standards generally accepted in the United States of America; the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States; and the audit requirements of Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Those standards and the Uniform Guidance require that we plan and perform the audit to obtain reasonable assurance about whether noncompliance with the types of compliance requirements referred to above that could have a direct and material effect on a major federal program occurred. An audit includes examining, on a test basis, evidence about the County of Clarke, Virginia's compliance with those requirements and performing such other procedures as we considered necessary in the circumstances.

We believe that our audit provides a reasonable basis for our opinion on compliance for each major federal program. However, our audit does not provide a legal determination of the County of Clarke, Virginia's compliance.

Opinion on Each Major Federal Program

In our opinion, the County of Clarke, Virginia complied, in all material respects, with the types of compliance requirements referred to above that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2019.

Report on Internal Control over Compliance

Management of the County of Clarke, Virginia is responsible for establishing and maintaining effective internal control over compliance with the types of compliance requirements referred to above. In planning and performing our audit of compliance, we considered the County of Clarke, Virginia's internal control over compliance with the types of requirements that could have a direct and material effect on each major federal program to determine the auditing procedures that are appropriate in the circumstances for the purpose of expressing an opinion on compliance for each major federal program and to test and report on internal control over compliance in accordance with the Uniform Guidance, but not for the purpose of expressing an opinion on the effectiveness of internal control over compliance. Accordingly, we do not express an opinion on the effectiveness of the County of Clarke, Virginia's internal control over compliance.

A deficiency in internal control over compliance exists when the design or operation of a control over compliance does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, noncompliance with a type of compliance requirement of a federal program on a timely basis. *A material weakness in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance, such that there is a reasonable possibility that material noncompliance with a type of compliance requirement of a federal program will not be prevented, or detected and corrected, on a timely basis. *A significant deficiency in internal control over compliance* is a deficiency, or a combination of deficiencies, in internal control over compliance with a type of compliance requirement of a federal program that is less severe than a material weakness in internal control over compliance, yet important enough to merit attention by those charged with governance.

Our consideration of internal control over compliance was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control over compliance that might be material weaknesses or significant deficiencies. We did not identify any deficiencies in internal control over compliance that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

The purpose of this report on internal control over compliance is solely to describe the scope of our testing of internal control over compliance and the results of that testing based on the requirements of the Uniform Guidance. Accordingly, this report is not suitable for any other purpose.

Robinson, Farmer, Cox Associates
Charlottesville, Virginia
December 20, 2019

Schedule of Expenditures of Federal Awards
For the Year Ended June 30, 2019

Federal Grantor/State Pass - Through Grantor/ Program or Cluster Title	Federal CFDA Number	Pass-Through Entity Identifying Number	Federal Expenditures	
Department of Health and Human Services:				
Medicaid Cluster:				
Direct payments				
Medical Assistance Program	93.778	n/a	\$	11,157
Pass Through Payments:				
Department of Social Services:				
Medical Assistance Program	93.778	1200118/19	200,137	
				\$ 211,294
Total Medicaid Cluster				
Pass Through Payments:				
Promoting Safe and Stable Families				
Temporary Assistance For Needy Families (TANF) Cluster:	93.556	0950117/18		2,550
Temporary Assistance For Needy Families (TANF)	93.558	0400118/19	\$ 75,645	
				75,645
Total Temporary Assistance For Needy Families (TANF) Cluster				
Refugee and Entrant Assistance - State Administered Programs	93.566	0500118/19		51
Low-Income Home Energy Assistance	93.568	0600418/19		10,595
Child Care and Development Fund (CCDF) Cluster:				
Child Care Mandatory and Matching Funds of the Child Care and Development Fund	93.596	0760118/19	\$ 14,325	
				14,325
Total Child Care and Development Fund (CCDF) Cluster				
Stephanie Tubbs Jones Child Welfare Services Program	93.645	0900118		72
Foster Care - Title IV-E	93.658	1100118/19		92,368
Adoption Assistance - Title IV-E	93.659	1120118/19		29,790
Social Services Block Grant	93.667	1000118/19		82,100
John H. Chafee Foster Care Program for Successful Transition to Adulthood	93.674	9150118		720
Children's Health Insurance Program (CHIP)	93.767	0540118/19		4,152
				\$ 523,662
Total Department of Health and Human Services				
Department of Agriculture:				
Direct Payments:				
Agricultural Conservation Easement Program	10.931	n/a	\$	211,750
Child Nutrition Cluster:				
Pass Through Payments:				
Department of Agriculture:				
Food Distribution	10.555	unavailable	\$	46,265
Department of Education:				
National School Lunch Program (NSLP)	10.555	18/19N109941	198,137	
School Breakfast Program (SBP)	10.553	18/19N109941	56,155	
				\$ 300,557
Supplemental Nutrition Assistance Program (SNAP) Cluster:				
Department of Social Services:				
State Administrative Matching Grants for the Supplemental Nutrition Assistance Program	10.561	0010118/19, 0040118/19	\$ 181,696	
				181,696
Total SNAP Cluster				
				\$ 694,003
Total Department of Agriculture				

Schedule of Expenditures of Federal Awards (Continued)
 For the Year Ended June 30, 2019

Federal Grantor/State Pass - Through Grantor/ Program or Cluster Title	Federal CFDA Number	Pass-Through Entity Identifying Number	Federal Expenditures
National Park Service:			
Direct payments:			
Historic Preservation Fund Grants-In-Aid	15.904	n/a	\$ 17,255
Pass Through payments:			
Department of the Interior:			
Department of Historic Resources:			
Historic Preservation Fund Grants-In-Aid	15.904	P18AF00023	3,270
Total National Park Service			<u>\$ 20,525</u>
Department of Homeland Security:			
Pass Through Payments:			
Department of Homeland Security:			
Emergency Management Performance Grants	97.042	unavailable	\$ 11,075
Total Department of Homeland Security			<u>\$ 11,075</u>
Department of Justice:			
Direct payments:			
State Criminal Alien Assistance Program	16.606	n/a	\$ 1,301
Equitable Sharing Program	16.922	n/a	982
Pass Through Payments:			
Department of Criminal Justice Service:			
Violence Against Women Formula Grants	16.588	18-O4438VA17, 19-P4438VA18	27,168
Crime Victim Assistance	16.575	19-S3591VW17	51,798
Total Department of Justice			<u>\$ 81,249</u>
Department of Transportation:			
Pass Through Payments:			
Department of Motor Vehicles:			
Alcohol Open Container Requirements	20.607	154AL-18-58232, 154AL-19-59084	\$ 12,380
Highway Safety Cluster			
State and Community Highway Safety	20.600	FSC-18-58249, FSC-19-59082	\$ 4,615
Total Highway Safety Cluster			<u>4,615</u>
Total Department of Transportation			<u>\$ 16,995</u>
Department of Education:			
Direct Payments:			
Pass Through Payments:			
Department of Education:			
Title I Grants to Local Educational Agencies	84.010	S010A160046/17/18	\$ 169,805
Special Education Cluster:			
Special Education - Grants to States (IDEA, Part B)	84.027	H027A170107/17	\$ 484,934
Special Education - Preschool Grants (IDEA Preschool)	84.173	H173A170112/18	13,466
Total Special Education Cluster			498,400
English Language Acquisition State Grants	84.365	Unknown	5,506
Career and Technical Education - Basic Grants to States (Perkins IV)	84.048	V048A160046/17/18	23,957
Supporting Effective Instruction State Grants	84.367	S367S160044/17/18	36,298
Student Support and Academic Enrichment Program	84.424	S424A170048/18	23,267
Total Department of Education			<u>\$ 757,233</u>
Total Expenditures of Federal Awards			<u>\$ 2,104,742</u>

See accompanying notes to schedule of expenditures of federal awards.

COUNTY OF CLARKE, VIRGINIA

Notes to Schedule of Expenditures of Federal Awards
For the Year Ended June 30, 2019

Note 1 - Basis of Presentation

The accompanying schedule of expenditures of federal awards (the Schedule) includes the federal award activity of the County of Clarke, Virginia under programs of the federal government for the year ended June 30, 2019. The information in this Schedule is presented in accordance with the requirements of Title 2 U.S. *Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards* (Uniform Guidance). Because the Schedule presents only a selected portion of the operations of the County of Clarke, Virginia, it is not intended to and does not present the financial position, changes in net position, or cash flows of the County of Clarke, Virginia.

Note 2 - Summary of Significant Accounting Policies

(1) Expenditures reported on the Schedule are reported on the accrual basis of accounting. Such expenditures are recognized following the cost principles contained in the Uniform Guidance, wherein certain types of expenditures are not allowable or are limited as to reimbursement.

(2) Pass-through entity identifying numbers are presented where available.

Note 3 - Food Donation

Nonmonetary assistance is reported in the schedule at the fair market value of the commodities received and distributed.

Note 4 - Indirect Cost Rate

The County did not elect to use the 10-percent de minimis indirect cost rate allowed under Uniform Guidance.

Note 5 - Subrecipients

No awards were passed through to subrecipients.

Note 6 - Relationship to Financial Statements

Federal expenditures, revenues and capital contributions are reported in the County's basic financial statements as follows:

Intergovernmental federal revenues per the basic financial statements:

Primary government:		
General Fund	\$	118,088
General Capital Projects Fund		17,255
Special Revenue Funds:		
Virginia Public Assistance Fund		689,490
Comprehensive Services Act Fund		4,712
Drug Enforcement Fund		982
Conservation Easement Fund		211,750
Debt Service Funds:		
School Debt Service Fund		110,734
Total primary government	\$	<u>1,153,011</u>
Component Unit School Board:		
School Operating Fund	\$	768,390
School Food Service Fund		300,557
Total component unit school board	\$	<u>1,068,947</u>
Total federal expenditures per basic financial statements	\$	<u>2,221,958</u>
Less amounts not reported on the Schedule of Expenditures of Federal Awards:		
Payment in lieu of taxes	\$	6,482
Build America Bond interest rate subsidy		110,734
Total federal expenditures per basic financial statements	\$	<u>2,104,742</u>
Total federal expenditures per the Schedule of Expenditures of Federal Awards	\$	<u><u>2,104,742</u></u>

Schedule of Findings and Questioned Costs
For the Year Ended June 30, 2019

Section I - Summary of Auditors' Results

Financial Statements

Type of auditors' report issued:	Unmodified
Internal control over financial reporting:	
Material weakness(es) identified?	No
Significant deficiency(ies) identified?	None Reported
Noncompliance material to financial statements noted?	No

Federal Awards

Internal control over major programs:	
Material weakness(es) identified?	No
Significant deficiency(ies) identified?	None Reported
Type of auditors' report issued on compliance for major programs:	Unmodified
Any audit findings disclosed that are required to be reported in accordance with 2 CFR Section 200.516(a)?	No

Identification of major programs:

CFDA #	Name of Federal Program or Cluster
84.027 84.173	Special Education Cluster (IDEA): Special Education - Grants to States (IDEA, Part B) Special Education - Preschool Grants (IDEA Preschool)
10.553 10.555 10.555	Child Nutrition Cluster: School Breakfast Program National School Lunch Program Food Distribution
10.561	SNAP Cluster: State Administrative Matching Grants for the Supplemental Nutrition Assistance Program

Dollar threshold used to distinguish between Type A and Type B programs	\$750,000
Auditee qualified as low-risk auditee?	No

Schedule of Findings and Questioned Costs
For the Year Ended June 30, 2019

Section II - Financial Statement Findings

None

Section III - Federal Award Findings and Questioned Costs

None

Section IV - Commonwealth of Virginia Findings

2019-001 - Compliance Finding - No Annual Review of Employee System Access at Local Department of Social Services

Criteria: Per Section 3-15 of the *Specifications for Audits of Counties, Cities, and Towns*, the local government's Local Security Officer for the Department of Social Services should be annually reviewing each employee's access to each application with employee's supervisors to ensure that access is properly aligned with job responsibilities.

Condition: Of the three employees selected for testing, no system access forms were kept on file, and no annual review of access was documented within the past year.

Cause: There was turnover within the Department of Social Services during the year under audit, and newly hired staff had trouble locating all necessary files relating to system access.

Effect: Potential for unauthorized access to system programs.

Recommendation:

We recommend that the Local Security Officer perform and document an annual review of system access for each employee and that individual Computer Access Request Forms be maintained and kept on file for all users with system access.

Management Response and Corrective Action Plan:

The Clarke County Department of Social Services has conducted a desk audit of all system access forms for all current employees. We will be holding an agency meeting in January of 2020 and all Unit Supervisors will be reviewing the system access needs of each of their employees and signing off for an annual access review. Going forward, we have adopted the annual access review as part of the annual employee performance review and supervisors will recertify access need at that time.

All missing forms will be completed and the first annual access review will be completed by February 15, 2020. The system access forms and certifications will be placed in the agency HR file of each employee.

Section V - Prior Year Audit Findings

None

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Board of Supervisors Organizational Meeting & Work Session Agenda
Berryville/Clarke County Government Center, 2nd Floor
101 Chalmers Court, Berryville, Virginia 22611

January 6, 2020, 10:00 AM, Main Meeting Room

Item No. Description

A. Organizational Items:

2020-01-06-Summary:

Board Members Present: Terri Catlett, Mary Daniel, Doug Lawrence, Beverly McKay, David Weiss

Officers / Staff Present: Chris Boies, Barbara Bosserman, Tom Judge, Cathy Kuehner, Brian Lichty, Tony Roper, Brianna R. Taylor

Others Present: Robina Rich Bouffault, Sharon Caldwell, Tom Caldwell, Adam Crider, Jay Corbalis, Alton Echols, Sara Hartsell, Matt Hoff, Darlene Lacey, Peter Lacey, Pete Maynard, Carolyn Roberts, Michelle Worthington, and other citizens.

Press Present: Mickey Powell – The Winchester Star

At 10:02 am, Chris Boies, County Administrator and Clerk to the Board of Supervisors, called the meeting to order.

- Elect Chair

Mr. Boies called for nominations for Chair.

Supervisor Catlett nominated and moved to elect Supervisor Weiss to serve as the 2020 Chair.

Supervisor Daniel moved to close the nominations.

The motion to close the nominations carried as follows:

Terri T. Catlett – Aye
Mary L.C. Daniel – Aye
Doug Lawrence – Aye
Beverly B. McKay – Aye
David S. Weiss – Aye

The motion to nominate and elect Supervisor Weiss to serve as the 2020 Chair carried as follows:

Terri T. Catlett – Aye
Mary L.C. Daniel – Aye
Doug Lawrence - Aye
Beverly B. McKay – Aye
David S. Weiss - Aye

Mr. Boies turned the meeting over to the 2020 Chair David Weiss.

- Elect Vice Chair

Chairman Weiss called for nominations for the 2020 Vice Chair.

Supervisor Catlett nominated and moved to elect Supervisor McKay to serve as the 2020 Vice Chair.

Supervisor Daniel moved to close the nominations.

The motion to close the nominations carried as follows:

Terri T. Catlett – Aye
Mary L.C. Daniel – Aye
Doug Lawrence - Aye
Beverly B. McKay – Aye
David S. Weiss - Aye

The motion to nominate and elect Supervisor McKay to serve as the 2020 Vice Chair carried as follows:

Terri T. Catlett – Aye
Mary L.C. Daniel – Aye
Doug Lawrence - Aye
Beverly B. McKay – Aye
David S. Weiss - Aye

Chair Weiss welcomed Supervisor Lawrence to the Board of Supervisors.

Thanked the citizens of Clarke for re-electing this Board, running unopposed is not taken lightly. That tells the Board that you are mostly satisfied with the way this county is run, so we are grateful for your endorsement and we will continue to work for you, with you, and look forward to doing that. Encouraged all to come to more meetings.

The Board then discussed and took action on the Work Session Item a) Second Amendment Resolution, see discussion and action below that item.

- Set Meeting Date, Time and Location
 - January Date correction from January 13, 2020 to January 6, 2020.
 - Move the Monday, April 13 work session to Tuesday, April 14.
 - Correct day from Monday to Tuesday for both September 8 and October 13.

Supervisor Daniel moved to adopt the 2020 Board of Supervisors Meeting Schedule as amended. The motion carried as follows:

Terri T. Catlett – Aye
Mary L.C. Daniel – Aye
Doug Lawrence - Aye
Beverly B. McKay – Aye
David S. Weiss - Aye

- Adopt Rules of Procedure

Following review, **Supervisor Daniel moved to adopt changes to Section 4.4 – Citizens Comment Period as amended:**

- Delete “and only issues that are not scheduled for future Public Hearings may be addressed”
- Change five minutes to three minute limit
- Add, “Unless granted additional time by the Chair”.

The motion carried as follows:

Terri T. Catlett – Aye
Mary L.C. Daniel – Aye
Doug Lawrence - Aye
Beverly B. McKay – Aye
David S. Weiss - Aye

- 2019 Chair Appointments Review

The Board deferred action to the January 21, 2020, Regular Meeting.

- Annual Distribution: Information Only
 - Code of Virginia Title 2.2. Administration of Government Chapter 37. Virginia Freedom of Information Act
 - Code of Virginia Title 42.1. Libraries Chapter 7. Virginia Public Records Act

B. Work Session Items:

2020-01-06 Summary:

a) Second Amendment Resolution

Chair Weiss invited Sheriff Roper to speak.

Sheriff Roper stated that as an elected Sheriff of a rural community in the Commonwealth of Virginia, I take the position that the Clarke County Sheriff's Office, while we would love to be in every place all of the time, to protect you, and the rest of the citizenry, the reality is that, that cannot happen. Opined that he wanted citizens to be educated in how they can take care of themselves and the best ways to defend themselves, in the event that they have to do so. If that includes owning and handling a firearm, then I am one hundred percent in favor of that proposition. As the elected Sheriff of Clarke County, our office benefits from armed citizenry helping us in the apprehension of citizens that need to be apprehended. Fan of citizens taking care of themselves, Clarke County has a long history of doing that and I suggest that we continue. We are a Nation and a Commonwealth of laws and there are processes involved in all of the things that are ongoing now, in the general assembly and court systems. For hundreds of years these processes have worked well and I believe that they will continue to work well. Appreciate the Board of Supervisors for taking the time to address this.

For the record, Chair Weiss asked Sheriff Roper, if that in his position he will enforce laws that are passed by the General Assembly.

Sheriff Roper opined absolutely, stating that he takes his Oath of Office very seriously, adding that he will enforce the rules of the land.

Mr. Boies read the resolution.

Vice Chair McKay moved to adopt the Second Amendment Resolution as presented. The motion carried as follows:

Terri T. Catlett – Aye
Mary L.C. Daniel – Aye
Doug Lawrence - Aye
Beverly B. McKay – Aye
David S. Weiss - Aye

Supervisor Daniel read the following:

01/06/2020

After weeks of contemplation, I voted in favor of the Resolution proposed today. This Resolution reaffirms my oaths, as a Supervisor and as a lawyer licensed in Virginia, to support the laws and Constitutions of the United States and the Commonwealth. It does so without creating a conflicting pledge, as so many people urged us to do. In my opinion, an elected official's "pledge" to always or never do some specific thing in the future is an unethical dereliction of duty, putting some specific issue or action above the interests of the people I serve in an unknown future. I don't think anyone considers this Resolution to be perfect, but it is an excellent iteration of our common ground and our commitment to represent our local constituents to the legislators going into session this month.

So, in light of this, I had to ask myself, "Why did this process cause me so much angst"? What is it that bothers me so much about this issue as it manifested in Clarke County over the past six weeks?

It is not any opposition to firearms. I grew up with them, I own them, I've used them. I don't just believe in responsible, law-abiding citizens' right to have guns for hunting and self-defense. I sincerely support responsible, law-abiding citizens' right to have any number of weapons for no reason at all, just because they feel like it.

It is certainly not because I think the proposed legislation is great. It's not. I am confident that the General Assembly's oft-maligned "committee system" will address the issues that cause us all concern. Primarily, these bills will die at the committee level, and those few that may pass out of committee will be significantly amended, as we learned from Schoolhouse Rock in the 1970s. I've watched this happen in every General Assembly session this century. This session will be no different.

So, what made me lose sleep? It is the intentional manipulation of Virginians by forces with other interests, dividing our community and undermining our system of government for their own gain. It hit too close to home for me this time. As Mary Martin pointed out on December 17, we have seen lots of fear being generated so other people can make a quick buck. While good people try to make up their own minds, most lack the time or resources to do unbiased self-education first. As a result, *we are vulnerable*. Our electorate is being intentionally divided at the direction of outside influences. This is not good for our community and it is not good for America. We are willingly turning on each other based on churned up emotion, without any empathy or attempt to understand those who may disagree. I heard my community members conflating violent resistance with "civil disobedience", as if they were moral equivalents, when they patently are not. The ultimate effect of this division undermines the very system of government we have sworn to uphold, and that everyone here purports to support. We are a nation of laws, laws made by our duly-elected legislatures and enforced by dedicated public servants. "Our government draws its strength from long-established institutions [such as] the courts, body of common law, the Constitution... In a highly-evolved democracy such as ours, their authority is sacrosanct." Our system of checks and balances, of free elections, of majority rules with minority protections, of Constitutional review being the province solely of the judiciary: Overthrow those, and we lose all systemic protections from our enemies, both foreign and domestic.

As Shane Boswell pointed out, Americans have duties as well as rights under the Constitution. The majority of people did not even vote in Clarke County this year; The majority isn't even registered to vote. We all know that the Second Amendment is no more or less important than the rest of the Constitution.

So, we each need to ask ourselves: Are we also doing our patriotic duty here? Are the mechanisms we choose to utilize in the process, and the spirit of our debate, buttressing or undermining our democracy? After six weeks of my insisting that we not feed into the schism, and working with the other elected representatives of Clarke County, I am satisfied that this Resolution passes that test.

Supervisor Catlett stated that the Board did listen to the constituents, adding that this is a complicated issue. Opined that part of this is to communicate to our legislators, believe that all issues that go before the legislators should be thoroughly vetted and that all decisions should be based on knowledge and facts, not on emotion or misinformation.

Vice Chair McKay asked that everyone make a commitment to find two to three people before next fall and get them registered to vote and get them to the polls.

Supervisor Lawrence stated to let the resolution speak for his thoughts.

Chair Weiss opined that one of the jobs, as chair, is to build consensus. Adding that he believes that the Board has done that within the community by listening to all, in various ways. When staff was asked to work with the County Attorney in order to create this resolution, he knew the Sheriff's position. One of the other jobs of the Board of Supervisors is to not be in conflict of the Constitutional Officers. We all support the Second Amendment but in the resolution he did not want to see the language that many citizens wanted because in Clarke County we are not divided, we are small, we work together, and the Board would like to keep it that way. Therefore, he did not want to see language that indicated that we would be in direct conflict with our Sheriff's law upholding views. Overall, believe that this has been a very educational process for the Board. Once again encouraged citizens to come to Board meetings.

Chair Weiss expressed that this was not taken lightly, stating that the Board and staff worked very carefully on this, to try to represent all of our County, and send the word to Richmond to work within the bounds of the Constitutions.

b) FY2021 Budget Calendar

Supervisor Catlett moved to adopt the FY2021 Budget Calendar as presented. The motion carried as follows:

Terri T. Catlett – Aye

Mary L.C. Daniel – Aye

Doug Lawrence - Aye

Beverly B. McKay – Aye

David S. Weiss - Aye

At 10:31 am, the Organizational Meeting and regular work session was adjourned.

Reminders:

- 2020 Conflict of Interest mailed Monday, December 30, 2019, due in Clarke County Administration by 5 pm, Monday, February 3, 2020.

2020 Clarke County Board of Supervisors Meeting Schedule

<i>Meeting Type</i>	<i>Day</i>	<i>Date</i>	<i>Time</i>	<i>Additional Info</i>
Work Session*	Monday	January 6	10:00 am	2019 Organizational Meeting
Regular Meeting	Tuesday	January 21	1 pm	
Work Session*	Monday	February 10	10:00 am	
Regular Meeting	Tuesday	February 18	1 pm	
Work Session*	Monday	March 9	10:00 am	
Regular Meeting	Tuesday	March 17	1 pm	
Work Session*	Tuesday	April 14	10:00 am	
Regular Meeting	Tuesday	April 21	1 pm	
Work Session*	Monday	May 11	10:00 am	
Regular Meeting	Tuesday	May 19	1 pm	
Work Session*	Monday	June 8	10:00 am	
Regular Meeting	Tuesday	June 16	1 pm	
Work Session*	Monday	July 13	10:00 am	
Regular Meeting	Tuesday	July 21	1 pm	
Work Session*	Monday	August 10	10:00 am	
Regular Meeting	Tuesday	August 18	1 pm	
Work Session*	Tuesday	September 8	10:00 am	
Regular Meeting	Tuesday	September 15	1 pm	
<i>Work Session*</i>	Tuesday	<i>October 13</i>	10:00 am	
Regular Meeting	Tuesday	October 20	1 pm	
<i>Work Session*</i>	<i>Thursday</i>	<i>November 5</i>	<i>10:00 am</i>	<i>86th VACo Conference November 8 - 10</i>
Regular Meeting	Tuesday	November 17	1 pm	
Work Session	Monday	December 7	10:00 am	
Regular Meeting	Tuesday	December 15	1 pm	

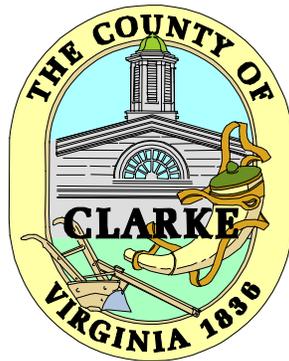
Unless otherwise noted, Regular Meetings are held in the Main Meeting Room, Work Sessions and Committee Meetings are held in Meeting Room AB in the Berryville Clarke County Government Center, 2nd Floor, 101 Chalmers Court, Berryville, Virginia

*Note: Unless otherwise noted, BoS Personnel Committee Meetings typically start at 9:30 am on Work Session days; BoS Finance Committee Meetings typically start immediately after Work Sessions.

Agenda Items / Packet Material due by 5 pm on the Monday one week prior to the scheduled meeting.

Clarke County, Virginia Board of Supervisors

Rules of Procedure



Rules of Procedure

Record of Revisions

<i>Revision No.</i>	<i>Revision Date</i>	<i>Description of Change</i>
New	01/15/02	New Document
1	01/21/03	For consistent language, use Chair and Vice Chair throughout document. Information map and add attachment section: Closed Meetings Procedure, Sample Sign-in Sheets Citizen Comments and Public Hearing
N/A	1/12/04	Reviewed and adopted as written – no change
2	1/18/05	Page 13, Article IV Conduct of Business, Section 4-1. Order of Business, Item J Public Hearings be moved to G; Item I Scheduled Presentations moved to H, and the section renumbered accordingly
3	1/17/06	<i>2006 date set for Board meetings is the third Tuesday of each month beginning at 2:00 pm; The alternate date for meetings for 2006 was set for 2:00 pm on the Thursday following the regularly-scheduled Tuesday; Page 12 Conduct of Business move Item (g) Public Hearings to Item (n) and list Item (e) Citizens' Comment in afternoon and evening session as Item (m)</i>
4	3/20/07	<i>2007 regular meeting date and alternate remain unchanged. Start time changed from 2:00 pm to 1:00 pm. Section 4-5 Scheduled Presentations add bullet "The bias of the Board is that the Chair . . . rest of the Board at the meeting."</i>
5	01/12/2009	Amend Section 1-1. Annual Meeting; Schedule of Regular Meetings Main Meeting Room, Berryville Clarke County Joint Government Center, Board of Supervisors' Meeting Room of the Circuit Courthouse, Berryville, Virginia; Amend Section 3-3. Posting and Notice and included with the calendars mailed pursuant to § 2.2-3707(E) of the Code of Virginia, as amended.; Amend Section 5-6. Order of Speaking; Remove Attachment C
6	01/01/2010	Amend 1-8 Reconsideration of Motions, Etc., Upon Which Vote Has Been: Remove At any meeting of the Board, ... Add - A motion to reconsider may only be made at the meeting at which the vote was taken, or at the next succeeding regular meeting of the Board or at any intervening meeting of the Board before the next succeeding regular meeting of the Board. Announced 4-1 Order of Business: Add School Board Update after Adoption of Agenda, Add Board Member Committee Status Reports after Closed Session [when necessary]
7	01/01/2011	3.3 change from www.co.clarke.va.us to www.clarkecounty.gov ; 3.4 change from the Public Library to official County website ; add Individuals desiring complete paper copies . . . ;

Rules of Procedure

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Rules of Procedure

Article I—Meetings

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

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

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

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

Section 1-2. Special Meetings

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

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

Section 1-3. Adjourned Meetings

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

Section 1-4. Quorum and Method of Voting

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

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

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

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

Rules of Procedure

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

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

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

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

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

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

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

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

Rules of Procedure

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

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

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

Section 1-10. Board to Sit with Open Doors

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

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

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

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

Meetings of the Board of Supervisors shall not continue for more than four [4] consecutive hours or later than 10:00 pm without the consent of a majority of the members present.

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

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

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

Rules of Procedure

Section 1-12.
Meetings held through
electronic
communication means
policy and approval
process

Policy:

It is the policy of Clarke County Board of Supervisors that its individual members may participate in meetings of the Board of Supervisors by electronic means as permitted by Virginia Code § 2.2-3708.2. This policy shall apply to the entire membership and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting.

Whenever an individual member wishes to participate from a remote location, the law requires a quorum of Board of Supervisors to be physically assembled at the primary or central meeting location, and there must be arrangements for the voice of the remote participant to be heard by all persons at the primary or central meeting location.

When such individual participation is due to an emergency or personal matter, **such participation is limited by law to two meetings of the public body per member each calendar year, whichever is fewer.**

Note: Nothing in this section shall be construed to prohibit the use of interactive audio or video means to expand public participation.

Approval Process:

Automatic Approval with Vote if Challenged.

Individual participation from a remote location shall be approved unless such participation would violate this policy or the provisions of the Virginia Freedom of Information Act.

If a member's participation from a remote location is challenged, then the Board of Supervisors shall vote whether to allow such participation.

If Board of Supervisors votes to disapprove of the member's participation because such participation would violate this policy, such disapproval shall be recorded in the minutes with specificity.

Disability or Medical Condition or Personal Matter Prevents Physical Attendance (Applies to all public bodies):

- 1) Physically assembled quorum is required;
-

Rules of Procedure

- 2) Remote member's voice must be heard by all;
- 3) Member must notify chair of inability to attend due to temporary or permanent disability or other medical condition that prevents physical attendance on or before the day of the meeting;
- 4) Fact of disability or medical condition must be recorded in the minutes;
- 5) Remote location must be recorded in the minutes; and,
- 6) Member's remote participation must be in accord with the policy on electronic participation adopted by the public body. While the fact that a disability or medical condition prevents the members' physical attendance must be recorded in the minutes, it is not required to identify the specific disability or medical condition.
- 7) Member participating through electronic communications means under this section may make motions, vote, join in closed meetings, and otherwise participate fully as if he or she was physically present.

Examples:

- Temporary hospitalization or confined to home;
- Contagious illness; or
- Any permanent physical disability that prevents travel to the meeting location.

If the procedural requirements are not met, however, then the member may only monitor the meeting (i.e., listen or watch, depending on the technology used) and cannot otherwise participate.

The remote location where the member using electronic communications is does not have to be open to the public under these provisions.

Personal Matter Prevents Attendance:

- 1) Physically assembled quorum is required;
 - 2) Remote member's voice must be heard by all;
 - 3) Remote member must notify chair of the public body on or before the day of the meeting;
-

Rules of Procedure

-
- 4) Nature of the emergency or personal matter must be identified;
 - 5) Nature of the personal matter must be recorded in the minutes;
 - 6) Remote location must be recorded in the minutes; and
 - 7) Participation because of a personal matter that prevents attendance is limited to two (2) meetings per calendar year.

If a member's participation is disapproved because it would violate the public body's policy on participation, that fact must be recorded in the minutes with specificity. However, the member may continue to monitor the meeting from the remote location, but may not participate in the proceeding and may not be counted as present at the meeting.

Examples:

- Flat tire on the way to the meeting, call in from cell phone at side of the road;
- Traffic congestion or stoppage;
- Personal, family, or business emergency; or
- Blizzard, flood, or other sudden severe weather conditions that prevent travel to the meeting location.
- Business trip;
- Family trip; or
- Scheduling conflicts.

Monitoring a meeting:

As stated above, if a member of a public body cannot meet the procedural requirements to participate in a meeting by electronic communication means, the member may still monitor the meeting by listening or watching by electronic communication means. However, the member cannot be counted as present and cannot participate.

In such a situation, as a matter of best practices, it is suggested that the chair of the public body make a statement to inform the public and the other members, such as "Please observe that [member name] could not attend today's meeting, but is [listening/watching] the meeting [by speakerphone, videoconference, or whatever electronic communication means is being utilized]. However, [member name] is only monitoring the meeting. [He/she] is not counted as present, and cannot make motions, vote, or otherwise participate.

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State of Emergency Declared by the Governor (Applies to all public bodies)

Any public body may meet by electronic communication means without a quorum of the public body physically assembled at one location when the Governor has declared a state of emergency in accordance with § 44-146.17, subject to the follow procedures and conditions:

- a. The catastrophic nature of the declared emergency makes it impracticable or unsafe to assemble a quorum in a single location; and
- b. The purpose of the meeting is to address the emergency.

In addition, the public body must:

- a. Give public notice using the best available method given the nature of the emergency, which notice shall be given contemporaneously with the notice provided members of the local public body conducting the meeting;
 - b. Make arrangements for public access to such meeting;
 - c. Otherwise comply with the provisions of § 2.2-3708.2.
 - d. State in the minutes the nature of the emergency, the fact that the meeting was held by electronic communication means, and the type of electronic communication means by which the meeting was held.
-

Rules of Procedure

Article II—Officers

*Section 2-1. Chair
and Vice Chair*

At the annual or organizational meeting of the Board of Supervisors, as described in Section 1-3 hereof, the Board shall elect from its membership a Chair and a Vice Chair, each of whom shall serve for a one-year term expiring on December 31st of the same year in which he or she is elected, provided however, that unless the term of office has expired and the member has not been re-elected, the Chair and Vice-Chair shall serve until their respective successor(s) shall have been elected and qualify.

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

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

*Section 2-2. Authority
of the Chair*

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

The Chair shall preserve order and decorum at all meetings.

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

*Section 2-2 Authority
of the Chair
Continued*

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

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

The Chair shall have the power to administer an oath of honesty to any person concerning any matter submitted to the Board, or, connected with its powers and duties. The power to administer an oath granted to the Chair in this section shall be no greater than the same power authorized by Section 15.2-1410 of the Code of Virginia, 1950, as amended.

Section 2-3. Clerk

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

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

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Article III—Agenda

Section 3-1. Preparation

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

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

Section 3-2. Delivery

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

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

Section 3-3. Posting and Notice

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

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

Section 3-4. Copies

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

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

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

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**Article IV—Conduct Of
Business**

*Section 4-1. Order of
Business*

At meetings of the Board, the order of business should normally be as follows:

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

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

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

*Section 4-2. Adoption
of Agenda*

The Agenda for adoption shall be the agenda prepared and delivered as required in Article III.

The Board shall not take action on any matter not identified in the agenda.

The Board shall not approve additions to the published agenda except for matters requiring the immediate action of the Board on official County business,

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the nature of which demands deliberation and action and for which the Board cannot schedule timely deliberation and action at its next regular meeting or at a specially called session meeting the requirements of § 2.2-3707. Should a matter arise that requires immediate deliberation and action by the Board, the Chair shall, upon determining the matter is not properly identified on the agenda, call for a motion adding the matter to the agenda and identifying need for immediate action, the call for a special meeting, or directing the matter be placed on the next regular meeting agenda.

This procedure shall not be construed to prohibit the reporting of information by and between Board members and staff or identifying matters requested or recommended for future discussion or decision, or matters of interest to individual members or future meetings of other bodies nor notice of future items or meetings of interest to one or more members of the Board.

Section 4-3. Consent Agenda

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

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

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

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

Section 4-4. Citizen Comment Period.

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

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

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the issue they want to address, and their place of residence on the register provided.

Each speaker at a Citizen's Comment Period shall be limited to one appearance at each regular meeting of the Board. Individuals speaking during the Citizens' Comment Period shall be subject to a three minute time limitation unless granted additional time by the Chair.

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

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

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

*Section 4-5.
Scheduled
Presentations*

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

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

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

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Article V – Public Hearings

Section 5-1. Format for Public Hearings

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

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

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

Section 5-2. Order of Business

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

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

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

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

Section 5-4. Staff and/or applicant presentation

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

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

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

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*Section 5-5. Public
Comment*

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

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

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

*Section 5-6. Order
of Speaking*

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

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

*Section 5-7.
Presentation of
Comments*

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

*Section 5-8.
Supervisors'
Questions*

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

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

*Section 5-9. Close
of Hearing*

When the Chair of the Board shall have closed a Public Hearing no further public comments shall be received.

At the close of the public hearing, the Board of Supervisors shall, at its discretion, act or defer action upon the matter set for public hearing. In the event the Board

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defers action to a later date, the record shall be left open to receive written comments up until the time that a vote is taken.

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**Article VI—Citizen
Responsibilities**

*Section 6-1.
Application of Rules.*

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

*Section 6-2.
Addressing the Board.*

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

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

*Section 6-3. Conduct
while Speaking*

Persons speaking at a meeting of the Board of Supervisors shall do so in a courteous manner.

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

*Section 6-4. Name
and place of
residence.*

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

*Section 6-5.
Organizational
Representation*

Any person speaking at any portion of a meeting designated for public comment, who represents himself as being an officer or representative of an organization, group, association, corporation, or other entity, shall, upon request of a member of the Board,

- (a) Disclose for the organization, group, association, corporation, or other entity,
 - (b) The history,
 - (c) Size,
-

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- (d) Dues,
- (e) Structure,
- (f) Date of creation,
- (g) Requirements for membership,
- (h) Tax status; and
- (i) Shall reveal the organizations method of determining its official position, and
- (j) The speaker's authority to represent the organization.

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

Section 6-6. Order of Speaking

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

Section 6-7. Time Limits

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

Section 6-8. Registration.

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

Section 6-9. Written copy of comments

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

Section 6-10. Information sources

No person who speaks or otherwise presents information during any portion of a meeting designated for public comment shall knowingly present false or untrue information to the Board of Supervisors, and shall, upon request of any Board Member, provide the source of any information presented.

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**Article VII—
Appointments**

*Section 7-1.
Appointments*

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

**Article VIII—
Amendments**

*Section 8-1.
Amendments*

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

Attachments

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

Rules of Procedure

Attachment A – Closed Meetings Procedure

Closed Meetings can be held only for discussion of certain limited topics and can be entered only from a properly convened public meeting upon motion of a member of the Board of Supervisors. Most frequently, the Board of Supervisors convenes a closed session to discuss one of the following:

- Specific Employees or appointees of the Board - §2.2-3711-A1
- Acquisition or Sale of Property - §2.2-3711-A3
- Privacy of individuals in personal matters - §2.2-3711-A4
- Discussion of unannounced business location - §2.2-3711-A5
- Discussion of the investment of public funds where competition or bargaining is involved - §2.2-3711-A6
- Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body; and consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel. - §2.2-3711-A7
- Discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body - §2.2-3711-A29

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

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

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

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

Next, a member of the Board should:

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

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

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Attachment B – Citizen Comment Period – Sign-In Sheet

Citizen Comment Period - Sign-In Sheet

Name (Please Print)	Address	Topic
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		

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

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

End of document.

2020 Board of Supervisors Assignments By Supervisor

	<i>Position</i>	<i>Appt Date</i>	<i>Exp Date</i>
Chris Boies			
BCCGC Joint Building Committee	County Administrator		
Berryville/Clarke County Joint Committee for Economic Development and Tourism	County Administrator		
Joint Administrative Services Board	County Administrator		
Northwestern Regional Jail Authority	County Administrator	12/17/2019	12/31/2020
Regional Airport Authority	BoS - Alternate	1/21/2020	12/31/2020
Terri T. Catlett			
Board of Supervisors Finance Committee	BoS - Appointed Member	1/21/2020	12/31/2020
Board of Supervisors Personnel Committee	BoS - Alternate	1/21/2020	12/31/2020
Career and Technical Education Advisory Committee	BoS - Appointed Member	1/21/2020	12/31/2020
Clarke County Historic Preservation Commission	BoS - Liaison	1/21/2020	12/31/2020
Clarke County Humane Foundation	BoS - Liaison	1/21/2020	12/31/2020
Clarke County School Board	BoS - Liaison	1/21/2020	12/31/2020
Community Policy and Management Team	BoS - Appointed Member	1/21/2020	12/31/2020
Conservation Easement Authority	BoS - Appointed Member	1/21/2020	12/31/2020
Parks & Recreation Advisory Board	BoS - Liaison	1/21/2020	12/31/2020
Strategic Planning Committee	BoS - Appointed Member	1/21/2020	12/31/2020
Towns and Villages: Boyce	BoS - Liaison - Alternate	1/21/2020	12/31/2020
Towns and Villages: Millwood	BoS - Liaison	1/21/2020	12/31/2020
Towns and Villages: Pine Grove	BoS - Liaison	1/21/2020	12/31/2020
Mary L.C. Daniel			
Board of Septic & Well Appeals	BoS - Alternate	1/21/2020	12/31/2020
Board of Supervisors Finance Committee	BoS - Alternate	1/21/2020	12/31/2020
Broadband Implementation Committee	BoS - Appointed Member	1/21/2020	12/31/2020
Clarke County Library Advisory Council	BoS - Liaison	1/21/2020	12/31/2020
Clarke County Planning Commission	BoS - Appointed Member	1/21/2020	12/31/2020

Wednesday, January 15, 2020

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	<i>Position</i>	<i>Appt Date</i>	<i>Exp Date</i>
Clarke County Sheriff's Office	BoS - Liaison	1/21/2020	12/31/2020
Fire & EMS Commission	BoS - Alternate	1/21/2020	12/31/2020
Josephine School Community Museum Board	BoS - Liaison	1/21/2020	12/31/2020
Legislative Liaison and High Growth Coalition	BoS - Liaison	1/21/2020	12/31/2020
Northern Shenandoah Valley Regional Commission	BoS - Alternate	1/21/2020	12/31/2020
Northwestern Regional Juvenile Detention Center Commission	BoS - Liaison	1/21/2020	12/31/2020
Towns and Villages: Berryville	BoS - Liaison - Alternate	1/21/2020	12/31/2020

Doug Lawrence

Board of Social Services	BoS - Appointed Member	1/21/2020	12/31/2020
Clarke County Planning Commission	BoS - Alternate	1/21/2020	12/31/2020
Clarke County School Board	BoS - Alternate	1/21/2020	12/31/2020
Northwest Regional Adult Drug Treatment Court Advisory Committee	BoS - Appointed Member	1/21/2020	12/31/2020
Northwestern Regional Jail Authority	BOS - Liaison - Alternate	1/21/2020	12/31/2020

Beverly B. McKay

Agricultural & Forestal District Advisory Committee	BoS - Appointed Member	1/21/2020	12/31/2020
BCCGC Joint Building Committee	BoS - Appointed Member	1/21/2020	12/31/2020
Board of Septic & Well Appeals	BoS - Appointed Member Vice Chair	1/21/2020	12/31/2020
Board of Supervisors	Vice Chair	1/6/2020	12/31/2020
Board of Supervisors Finance Committee	BoS - Alternate	1/21/2020	12/31/2020
Board of Supervisors Personnel Committee	BoS - Appointed Member	1/21/2020	12/31/2020
Broadband Implementation Committee	BoS - Appointed Member	1/21/2020	12/31/2020
Building and Grounds	BoS - Appointed Member	1/21/2020	12/31/2020
Clarke County Sanitary Authority	BoS - Liaison	1/21/2020	12/31/2020
Economic Development Advisory Committee	BoS - Appointed Member	1/21/2020	12/31/2020
Housing and Community Services Board	BoS - Appointed Member	1/21/2020	12/31/2020
Joint Administrative Services Board	BoS - Alternate	1/21/2020	12/31/2020
Northern Shenandoah Valley Regional Commission	BoS - Appointed Member	1/21/2020	12/31/2020

	<i>Position</i>	<i>Appt Date</i>	<i>Exp Date</i>
Regional Airport Authority	BoS - Alternate	1/21/2020	12/31/2020
Towns and Villages: Berryville	BoS - Liaison	1/21/2020	12/31/2020
Towns and Villages: Boyce	BoS - Liaison	1/21/2020	12/31/2020
Towns and Villages: White Post	BoS - Liaison	1/21/2020	12/31/2020

David S. Weiss

Berryville/Clarke County Joint Committee for Economic Development and Tourism	BoS - Appointed Member	1/21/2020	12/31/2020
Board of Supervisors	Chair	1/6/2020	12/31/2020
Board of Supervisors Finance Committee	BoS - Appointed Member	1/21/2020	12/31/2020
Board of Supervisors Personnel Committee	BoS - Appointed Member	1/21/2020	12/31/2020
Building and Grounds	BoS - Alternate	1/21/2020	12/31/2020
Conservation Easement Authority	BoS - Alternate	1/21/2020	12/31/2020
Emergency Services	BoS - Chair	1/21/2020	12/31/2020
Fire & EMS Commission	BoS - Representative	1/21/2020	12/31/2020
Industrial Development Authority of the Clarke County	BoS - Liaison	1/21/2020	12/31/2020
Joint Administrative Services Board	BoS - Appointed Member	1/21/2020	12/31/2020
Towns and Villages: Pine Grove	BoS - Liaison	1/21/2020	12/31/2020

Chapter 37. Virginia Freedom of Information Act.

§ 2.2-3700. Short title; policy.

A. This chapter may be cited as "The Virginia Freedom of Information Act."

B. By enacting this chapter, the General Assembly ensures the people of the Commonwealth ready access to public records in the custody of a public body or its officers and employees, and free entry to meetings of public bodies wherein the business of the people is being conducted. The affairs of government are not intended to be conducted in an atmosphere of secrecy since at all times the public is to be the beneficiary of any action taken at any level of government. Unless a public body or its officers or employees specifically elect to exercise an exemption provided by this chapter or any other statute, every meeting shall be open to the public and all public records shall be available for inspection and copying upon request. All public records and meetings shall be presumed open, unless an exemption is properly invoked.

The provisions of this chapter shall be liberally construed to promote an increased awareness by all persons of governmental activities and afford every opportunity to citizens to witness the operations of government. Any exemption from public access to records or meetings shall be narrowly construed and no record shall be withheld or meeting closed to the public unless specifically made exempt pursuant to this chapter or other specific provision of law. This chapter shall not be construed to discourage the free discussion by government officials or employees of public matters with the citizens of the Commonwealth.

All public bodies and their officers and employees shall make reasonable efforts to reach an agreement with a requester concerning the production of the records requested.

Any ordinance adopted by a local governing body that conflicts with the provisions of this chapter shall be void.

1968, c. 479, § 2.1-340; 1976, c. 467, § 2.1-340.1; 1989, c. 358; 1990, c. 538; 1999, cc. [703](#), [726](#); 2001, c. [844](#); 2002, c. [393](#).

§ 2.2-3701. Definitions.

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

"Closed meeting" means a meeting from which the public is excluded.

"Electronic communication" means the use of technology having electrical, digital, magnetic, wireless, optical, electromagnetic, or similar capabilities to transmit or receive information.

"Emergency" means an unforeseen circumstance rendering the notice required by this chapter impossible or impracticable and which circumstance requires immediate action.

"Information" as used in the exclusions established by §§ [2.2-3705.1](#) through [2.2-3705.7](#), means the content within a public record that references a specifically identified subject matter, and shall not be interpreted to require the production of information that is not embodied in a public record.

"Meeting" or "meetings" means the meetings including work sessions, when sitting physically, or through electronic communication means pursuant to § [2.2-3708.2](#), as a body or entity, or as an

informal assemblage of (i) as many as three members or (ii) a quorum, if less than three, of the constituent membership, wherever held, with or without minutes being taken, whether or not votes are cast, of any public body. Neither the gathering of employees of a public body nor the gathering or attendance of two or more members of a public body (a) at any place or function where no part of the purpose of such gathering or attendance is the discussion or transaction of any public business, and such gathering or attendance was not called or prearranged with any purpose of discussing or transacting any business of the public body, or (b) at a public forum, candidate appearance, or debate, the purpose of which is to inform the electorate and not to transact public business or to hold discussions relating to the transaction of public business, even though the performance of the members individually or collectively in the conduct of public business may be a topic of discussion or debate at such public meeting, shall be deemed a "meeting" subject to the provisions of this chapter.

"Open meeting" or "public meeting" means a meeting at which the public may be present.

"Public body" means any legislative body, authority, board, bureau, commission, district or agency of the Commonwealth or of any political subdivision of the Commonwealth, including cities, towns and counties, municipal councils, governing bodies of counties, school boards and planning commissions; governing boards of public institutions of higher education; and other organizations, corporations or agencies in the Commonwealth supported wholly or principally by public funds. It shall include (i) the Virginia Birth-Related Neurological Injury Compensation Program and its board of directors established pursuant to Chapter 50 (§ 38.2-5000 et seq.) of Title 38.2 and (ii) any committee, subcommittee, or other entity however designated, of the public body created to perform delegated functions of the public body or to advise the public body. It shall not exclude any such committee, subcommittee or entity because it has private sector or citizen members. Corporations organized by the Virginia Retirement System are "public bodies" for purposes of this chapter.

For the purposes of the provisions of this chapter applicable to access to public records, constitutional officers and private police departments as defined in § 9.1-101 shall be considered public bodies and, except as otherwise expressly provided by law, shall have the same obligations to disclose public records as other custodians of public records.

"Public records" means all writings and recordings that consist of letters, words or numbers, or their equivalent, set down by handwriting, typewriting, printing, photostating, photography, magnetic impulse, optical or magneto-optical form, mechanical or electronic recording or other form of data compilation, however stored, and regardless of physical form or characteristics, prepared or owned by, or in the possession of a public body or its officers, employees or agents in the transaction of public business.

"Regional public body" means a unit of government organized as provided by law within defined boundaries, as determined by the General Assembly, which unit includes two or more localities.

"Scholastic records" means those records containing information directly related to a student or an applicant for admission and maintained by a public body that is an educational agency or institution or by a person acting for such agency or institution.

"Trade secret" means the same as that term is defined in the Uniform Trade Secrets Act (§ 59.1-336 et seq.).

1968, c. 479, § 2.1-341; 1970, c. 456; 1974, c. 332; 1975, c. 307; 1977, c. 677; 1978, cc. 573, 826;

1979, cc. 369, 687; 1980, c. 754; 1984, c. 252; 1989, c. 358; 1990, c. 538; 1993, cc. 270, 720; 1994, cc. 845, 931; 1996, c. 609; 1997, c. 641; 1999, cc. 703, 726; 2001, c. 844; 2002, c. 393; 2003, c. 897; 2007, c. 945; 2008, cc. 233, 789; 2010, c. 706; 2011, c. 242; 2015, cc. 131, 195, 224; 2016, cc. 620, 716; 2017, cc. 616, 778; 2018, cc. 54, 55; 2019, c. 358.

§ 2.2-3702. Notice of chapter.

Any person elected, reelected, appointed or reappointed to any body not excepted from this chapter shall (i) be furnished by the public body's administrator or legal counsel with a copy of this chapter within two weeks following election, reelection, appointment or reappointment and (ii) read and become familiar with the provisions of this chapter.

1976, c. 467, § 2.1-341.1; 1999, cc. 703, 726; 2001, c. 844; 2002, c. 393.

§ 2.2-3703. Public bodies and records to which chapter inapplicable; voter registration and election records; access by persons incarcerated in a state, local, or federal correctional facility.

A. The provisions of this chapter shall not apply to:

1. The Virginia Parole Board, except that (i) information from the Virginia Parole Board providing the number of inmates considered by the Board for discretionary parole, the number of inmates granted or denied parole, and the number of parolees returned to the custody of the Department of Corrections solely as a result of a determination by the Board of a violation of parole shall be open to inspection and available for release, on a monthly basis, as provided by § 2.2-3704; (ii) all guidance documents, as defined in § 2.2-4101, shall be public records and subject to the provisions of this chapter; and (iii) all records concerning the finances of the Virginia Parole Board shall be public records and subject to the provisions of this chapter. The information required by clause (i) shall be furnished by offense, sex, race, age of the inmate, and the locality in which the conviction was obtained, upon the request of the party seeking the information. The information required by clause (ii) shall include all documents establishing the policy of the Board or any change in or clarification of such policy with respect to grant, denial, deferral, revocation, or supervision of parole or geriatric release or the process for consideration thereof, and shall be clearly and conspicuously posted on the Board's website. However, such information shall not include any portion of any document reflecting the application of any policy or policy change or clarification of such policy to an individual inmate;
2. Petit juries and grand juries;
3. Family assessment and planning teams established pursuant to § 2.2-5207;
4. Sexual assault response teams established pursuant to § 15.2-1627.4, except that records relating to (i) protocols and policies of the sexual assault response team and (ii) guidelines for the community's response established by the sexual assault response team shall be public records and subject to the provisions of this chapter;
5. Multidisciplinary child sexual abuse response teams established pursuant to § 15.2-1627.5;
6. The Virginia State Crime Commission; and
7. The records maintained by the clerks of the courts of record, as defined in § 1-212, for which clerks are custodians under § 17.1-242, and courts not of record, as defined in § 16.1-69.5, for which clerks are custodians under § 16.1-69.54, including those transferred for storage, maintenance, or archiving. Such records shall be requested in accordance with the provisions of

§§ 16.1-69.54:1 and 17.1-208, as appropriate. However, other records maintained by the clerks of such courts shall be public records and subject to the provisions of this chapter.

B. Public access to voter registration and election records shall be governed by the provisions of Title 24.2 and this chapter. The provisions of Title 24.2 shall be controlling in the event of any conflict.

C. No provision of this chapter or Chapter 21 (§ 30-178 et seq.) of Title 30 shall be construed to afford any rights to any person (i) incarcerated in a state, local or federal correctional facility, whether or not such facility is (a) located in the Commonwealth or (b) operated pursuant to the Corrections Private Management Act (§ 53.1-261 et seq.) or (ii) civilly committed pursuant to the Sexually Violent Predators Act (§ 37.2-900 et seq.). However, this subsection shall not be construed to prevent such persons from exercising their constitutionally protected rights, including, but not limited to, their right to call for evidence in their favor in a criminal prosecution.

1999, cc. 703, 726, § 2.1-341.2; 2001, c. 844; 2003, cc. 989, 1018; 2004, cc. 398, 690; 2007, cc. 438, 548, 626; 2017, c. 620; 2018, cc. 127, 584; 2019, c. 729.

§ 2.2-3703.1. Disclosure pursuant to court order or subpoena.

Nothing contained in this chapter shall have any bearing upon disclosures required to be made pursuant to any court order or subpoena. No discretionary exemption from mandatory disclosure shall be construed to make records covered by such discretionary exemption privileged under the rules of discovery, unless disclosure is otherwise prohibited by law.

2014, c. 319.

§ 2.2-3704. Public records to be open to inspection; procedure for requesting records and responding to request; charges; transfer of records for storage, etc.

A. Except as otherwise specifically provided by law, all public records shall be open to citizens of the Commonwealth, representatives of newspapers and magazines with circulation in the Commonwealth, and representatives of radio and television stations broadcasting in or into the Commonwealth during the regular office hours of the custodian of such records. Access to such records shall be provided by the custodian in accordance with this chapter by inspection or by providing copies of the requested records, at the option of the requester. The custodian may require the requester to provide his name and legal address. The custodian of such records shall take all necessary precautions for their preservation and safekeeping.

B. A request for public records shall identify the requested records with reasonable specificity. The request need not make reference to this chapter in order to invoke the provisions of this chapter or to impose the time limits for response by a public body. Any public body that is subject to this chapter and that is the custodian of the requested records shall promptly, but in all cases within five working days of receiving a request, provide the requested records to the requester or make one of the following responses in writing:

1. The requested records are being entirely withheld. Such response shall identify with reasonable particularity the volume and subject matter of withheld records, and cite, as to each category of withheld records, the specific Code section that authorizes the withholding of the records.

2. The requested records are being provided in part and are being withheld in part. Such response

shall identify with reasonable particularity the subject matter of withheld portions, and cite, as to each category of withheld records, the specific Code section that authorizes the withholding of the records.

3. The requested records could not be found or do not exist. However, if the public body that received the request knows that another public body has the requested records, the response shall include contact information for the other public body.

4. It is not practically possible to provide the requested records or to determine whether they are available within the five-work-day period. Such response shall specify the conditions that make a response impossible. If the response is made within five working days, the public body shall have an additional seven work days in which to provide one of the four preceding responses.

C. Any public body may petition the appropriate court for additional time to respond to a request for records when the request is for an extraordinary volume of records or requires an extraordinarily lengthy search, and a response by the public body within the time required by this chapter will prevent the public body from meeting its operational responsibilities. Before proceeding with the petition, however, the public body shall make reasonable efforts to reach an agreement with the requester concerning the production of the records requested.

D. Subject to the provisions of subsection G, no public body shall be required to create a new record if the record does not already exist. However, a public body may abstract or summarize information under such terms and conditions as agreed between the requester and the public body.

E. Failure to respond to a request for records shall be deemed a denial of the request and shall constitute a violation of this chapter.

F. A public body may make reasonable charges not to exceed its actual cost incurred in accessing, duplicating, supplying, or searching for the requested records. No public body shall impose any extraneous, intermediary, or surplus fees or expenses to recoup the general costs associated with creating or maintaining records or transacting the general business of the public body. Any duplicating fee charged by a public body shall not exceed the actual cost of duplication. The public body may also make a reasonable charge for the cost incurred in supplying records produced from a geographic information system at the request of anyone other than the owner of the land that is the subject of the request. However, such charges shall not exceed the actual cost to the public body in supplying such records, except that the public body may charge, on a pro rata per acre basis, for the cost of creating topographical maps developed by the public body, for such maps or portions thereof, which encompass a contiguous area greater than 50 acres. All charges for the supplying of requested records shall be estimated in advance at the request of the citizen.

G. Public records maintained by a public body in an electronic data processing system, computer database, or any other structured collection of data shall be made available to a requester at a reasonable cost, not to exceed the actual cost in accordance with subsection F. When electronic or other databases are combined or contain exempt and nonexempt records, the public body may provide access to the exempt records if not otherwise prohibited by law, but shall provide access to the nonexempt records as provided by this chapter.

Public bodies shall produce nonexempt records maintained in an electronic database in any tangible medium identified by the requester, including, where the public body has the capability,

the option of posting the records on a website or delivering the records through an electronic mail address provided by the requester, if that medium is used by the public body in the regular course of business. No public body shall be required to produce records from an electronic database in a format not regularly used by the public body. However, the public body shall make reasonable efforts to provide records in any format under such terms and conditions as agreed between the requester and public body, including the payment of reasonable costs. The excision of exempt fields of information from a database or the conversion of data from one available format to another shall not be deemed the creation, preparation, or compilation of a new public record.

H. In any case where a public body determines in advance that charges for producing the requested records are likely to exceed \$200, the public body may, before continuing to process the request, require the requester to agree to payment of a deposit not to exceed the amount of the advance determination. The deposit shall be credited toward the final cost of supplying the requested records. The period within which the public body shall respond under this section shall be tolled for the amount of time that elapses between notice of the advance determination and the response of the requester.

I. Before processing a request for records, a public body may require the requester to pay any amounts owed to the public body for previous requests for records that remain unpaid 30 days or more after billing.

J. In the event a public body has transferred possession of public records to any entity, including but not limited to any other public body, for storage, maintenance, or archiving, the public body initiating the transfer of such records shall remain the custodian of such records for purposes of responding to requests for public records made pursuant to this chapter and shall be responsible for retrieving and supplying such public records to the requester. In the event a public body has transferred public records for storage, maintenance, or archiving and such transferring public body is no longer in existence, any public body that is a successor to the transferring public body shall be deemed the custodian of such records. In the event no successor entity exists, the entity in possession of the public records shall be deemed the custodian of the records for purposes of compliance with this chapter, and shall retrieve and supply such records to the requester. Nothing in this subsection shall be construed to apply to records transferred to the Library of Virginia for permanent archiving pursuant to the duties imposed by the Virginia Public Records Act (§ 42.1-76 et seq.). In accordance with § 42.1-79, the Library of Virginia shall be the custodian of such permanently archived records and shall be responsible for responding to requests for such records made pursuant to this chapter.

1968, c. 479, § 2.1-342; 1973, c. 461; 1974, c. 332; 1975, cc. 307, 312; 1976, cc. 640, 709; 1977, c. 677; 1978, c. 810; 1979, cc. 682, 684, 686, 689; 1980, cc. 678, 754; 1981, cc. 456, 464, 466, 589; 1982, cc. 225, 449, 452, 560, 635; 1983, cc. 372, 462, 607; 1984, cc. 85, 395, 433, 513, 532; 1985, cc. 81, 155, 502, 618; 1986, cc. 273, 291, 383, 469, 592; 1987, cc. 401, 491, 581; 1988, cc. 39, 151, 395, 411, 891, 902; 1989, cc. 56, 358, 478; 1990, cc. 217, 538, 721, 819, 968; 1991, cc. 213, 561; 1992, cc. 40, 150, 167, 200, 203, 207, 593, 612; 1993, cc. 205, 270, 296, 537, 552, 638, 750, 883; 1994, cc. 485, 532, 606, 839, 853, 918; 1995, cc. 299, 362, 499, 562, 638, 722, 812, 837; 1996, cc. 168, 469, 589, 599, 783, 786, 794, 855, 862, 902, 905, 1001, 1046; 1997, cc. 198, 295, 439, 567, 636, 641, 777, 782, 785, 838, 861; 1998, cc. 427, 891; 1999, cc. 438, 703, 726; 2001, c. 844; 2002, cc. 715, 830; 2003, cc. 275, 981, 1021; 2007, c. 439; 2009, c. 626; 2010, c. 627; 2011, c. 604; 2016, cc. 620, 716; 2017, c. 778.

§ 2.2-3704.01. Records containing both excluded and nonexcluded information; duty to redact.

No provision of this chapter is intended, nor shall it be construed or applied, to authorize a public body to withhold a public record in its entirety on the grounds that some portion of the public record is excluded from disclosure by this chapter or by any other provision of law. A public record may be withheld from disclosure in its entirety only to the extent that an exclusion from disclosure under this chapter or other provision of law applies to the entire content of the public record. Otherwise, only those portions of the public record containing information subject to an exclusion under this chapter or other provision of law may be withheld, and all portions of the public record that are not so excluded shall be disclosed.

2016, cc. [620](#), [716](#).

§ 2.2-3704.1. Posting of notice of rights and responsibilities by state and local public bodies; assistance by the Freedom of Information Advisory Council.

A. All state public bodies subject to the provisions of this chapter, any county or city, any town with a population of more than 250, and any school board shall make available the following information to the public upon request and shall post a link to such information on the homepage of their respective official public government websites:

1. A plain English explanation of the rights of a requester under this chapter, the procedures to obtain public records from the public body, and the responsibilities of the public body in complying with this chapter. For purposes of this section, "plain English" means written in nontechnical, readily understandable language using words of common everyday usage and avoiding legal terms and phrases or other terms and words of art whose usage or special meaning primarily is limited to a particular field or profession;
2. Contact information for the FOIA officer designated by the public body pursuant to [§ 2.2-3704.2](#) to (i) assist a requester in making a request for records or (ii) respond to requests for public records;
3. A general description, summary, list, or index of the types of public records maintained by such public body;
4. A general description, summary, list, or index of any exemptions in law that permit or require such public records to be withheld from release;
5. Any policy the public body has concerning the type of public records it routinely withholds from release as permitted by this chapter or other law; and
6. The following statement: "A public body may make reasonable charges not to exceed its actual cost incurred in accessing, duplicating, supplying, or searching for the requested records. No public body shall impose any extraneous, intermediary, or surplus fees or expenses to recoup the general costs associated with creating or maintaining records or transacting the general business of the public body. Any duplicating fee charged by a public body shall not exceed the actual cost of duplication. All charges for the supplying of requested records shall be estimated in advance at the request of the citizen as set forth in subsection F of [§ 2.2-3704](#) of the Code of Virginia."

B. Any state public body subject to the provisions of this chapter and any county or city, and any town with a population of more than 250, shall post a link on its official public government website to the online public comment form on the Freedom of Information Advisory Council's website to enable any requester to comment on the quality of assistance provided to the

requester by the public body.

C. The Freedom of Information Advisory Council, created pursuant to § 30-178, shall assist in the development and implementation of the provisions of subsection A, upon request.

2004, c. 730;2009, c. 626;2014, c. 421;2016, c. 748;2017, cc. 645, 778.

§ 2.2-3704.2. Public bodies to designate FOIA officer.

A. All state public bodies, including state authorities, that are subject to the provisions of this chapter and all local public bodies that are subject to the provisions of this chapter, shall designate and publicly identify one or more Freedom of Information Act officers (FOIA officer) whose responsibility is to serve as a point of contact for members of the public in requesting public records and to coordinate the public body's compliance with the provisions of this chapter.

B. For such state public bodies, the name and contact information of the public body's FOIA officer to whom members of the public may direct requests for public records and who will oversee the public body's compliance with the provisions of this chapter shall be made available to the public upon request and be posted on the respective public body's official public government website at the time of designation and maintained thereafter on such website for the duration of the designation.

C. For such local public bodies, the name and contact information of the public body's FOIA officer to whom members of the public may direct requests for public records and who will oversee the public body's compliance with the provisions of this chapter shall be made available in a way reasonably calculated to provide notice to the public, including posting at the public body's place of business, posting on its official public government website, or including such information in its publications.

D. For the purposes of this section, local public bodies shall include constitutional officers.

E. Any such FOIA officer shall possess specific knowledge of the provisions of this chapter and be trained at least annually by legal counsel for the public body or the Virginia Freedom of Information Advisory Council (the Council) or through an online course offered by the Council. Any such training shall document that the training required by this subsection has been fulfilled.

F. The name and contact information of a FOIA officer trained by legal counsel of a public body shall be (i) submitted to the Council by July 1 of each year on a form developed by the Council for that purpose and (ii) updated in a timely manner in the event of any changes to such information.

G. The Council shall maintain on its website a listing of all FOIA officers, including name, contact information, and the name of the public body such FOIA officers serve.

2016, c. 748;2017, cc. 290, 778.

§ 2.2-3704.3. (Effective July 1, 2020) Training for local officials.

A. The Virginia Freedom of Information Advisory Council (the Council) or the local government attorney shall provide online training sessions for local elected officials on the provisions of this chapter.

B. Each local elected official shall complete a training session described in subsection A within two months after assuming the local elected office and thereafter at least once during each

consecutive period of two calendar years commencing with the date on which he last completed a training session, for as long as he holds such office. No penalty shall be imposed on a local elected official for failing to complete a training session.

C. The clerk of each governing body or school board shall maintain records indicating the names of elected officials subject to the training requirements in subsection B and the dates on which each such official completed training sessions satisfying such requirements. Such records shall be maintained for five years in the office of the clerk of the respective governing body or school board.

2019, c. [531](#).

§ 2.2-3705. Repealed.

Repealed by Acts 2004, c. [690](#).

§ 2.2-3705.1. Exclusions to application of chapter; exclusions of general application to public bodies.

The following information contained in a public record is excluded from the mandatory disclosure provisions of this chapter but may be disclosed by the custodian in his discretion, except where such disclosure is prohibited by law. Redaction of information excluded under this section from a public record shall be conducted in accordance with [§ 2.2-3704.01](#).

1. Personnel information concerning identifiable individuals, except that access shall not be denied to the person who is the subject thereof. Any person who is the subject of such information and who is 18 years of age or older may waive, in writing, the protections afforded by this subdivision. If the protections are so waived, such information shall be disclosed. Nothing in this subdivision shall be construed to authorize the withholding of any resumes or applications submitted by persons who are appointed by the Governor pursuant to [§ 2.2-106](#) or [2.2-107](#).

No provision of this chapter or any provision of Chapter 38 ([§ 2.2-3800](#) et seq.) shall be construed as denying public access to (i) contracts between a public body and its officers or employees, other than contracts settling public employee employment disputes held confidential as personnel records under [§ 2.2-3705.1](#); (ii) records of the name, position, job classification, official salary, or rate of pay of, and records of the allowances or reimbursements for expenses paid to, any officer, official, or employee of a public body; or (iii) the compensation or benefits paid by any corporation organized by the Virginia Retirement System or its officers or employees. The provisions of this subdivision, however, shall not require public access to records of the official salaries or rates of pay of public employees whose annual rate of pay is \$10,000 or less.

2. Written advice of legal counsel to state, regional or local public bodies or the officers or employees of such public bodies, and any other information protected by the attorney-client privilege.

3. Legal memoranda and other work product compiled specifically for use in litigation or for use in an active administrative investigation concerning a matter that is properly the subject of a closed meeting under [§ 2.2-3711](#).

4. Any test or examination used, administered or prepared by any public body for purposes of evaluation of (i) any student or any student's performance, (ii) any employee or employment seeker's qualifications or aptitude for employment, retention, or promotion, or (iii) qualifications for any license or certificate issued by a public body.

As used in this subdivision, "test or examination" shall include (a) any scoring key for any such test or examination and (b) any other document that would jeopardize the security of the test or examination. Nothing contained in this subdivision shall prohibit the release of test scores or results as provided by law, or limit access to individual records as provided by law. However, the subject of such employment tests shall be entitled to review and inspect all records relative to his performance on such employment tests.

When, in the reasonable opinion of such public body, any such test or examination no longer has any potential for future use, and the security of future tests or examinations will not be jeopardized, the test or examination shall be made available to the public. However, minimum competency tests administered to public school children shall be made available to the public contemporaneously with statewide release of the scores of those taking such tests, but in no event shall such tests be made available to the public later than six months after the administration of such tests.

5. Records recorded in or compiled exclusively for use in closed meetings lawfully held pursuant to § 2.2-3711. However, no record that is otherwise open to inspection under this chapter shall be deemed exempt by virtue of the fact that it has been reviewed or discussed in a closed meeting.

6. Vendor proprietary information software that may be in the public records of a public body. For the purpose of this subdivision, "vendor proprietary information software" means computer programs acquired from a vendor for purposes of processing data for agencies or political subdivisions of the Commonwealth.

7. Computer software developed by or for a state agency, public institution of higher education in the Commonwealth, or political subdivision of the Commonwealth.

8. Appraisals and cost estimates of real property subject to a proposed purchase, sale, or lease, prior to the completion of such purchase, sale, or lease.

9. Information concerning reserves established in specific claims administered by the Department of the Treasury through its Division of Risk Management as provided in Article 5 (§ 2.2-1832 et seq.) of Chapter 18, or by any county, city, or town; and investigative notes, correspondence and information furnished in confidence with respect to an investigation of a claim or a potential claim against a public body's insurance policy or self-insurance plan. However, nothing in this subdivision shall prevent the disclosure of information taken from inactive reports upon expiration of the period of limitations for the filing of a civil suit.

10. Personal contact information furnished to a public body for the purpose of receiving electronic mail from the public body, provided that the electronic mail recipient has requested that the public body not disclose such information. However, access shall not be denied to the person who is the subject of the record. As used in this subdivision, "personal contact information" means the information provided to the public body for the purpose of receiving electronic mail from the public body and includes home or business (i) address, (ii) email address, or (iii) telephone number or comparable number assigned to any other electronic communication device.

11. Communications and materials required to be kept confidential pursuant to § 2.2-4119 of the Virginia Administrative Dispute Resolution Act (§ 2.2-4115 et seq.).

12. Information relating to the negotiation and award of a specific contract where competition or

bargaining is involved and where the release of such information would adversely affect the bargaining position or negotiating strategy of the public body. Such information shall not be withheld after the public body has made a decision to award or not to award the contract. In the case of procurement transactions conducted pursuant to the Virginia Public Procurement Act (§ 2.2-4300 et seq.), the provisions of this subdivision shall not apply, and any release of information relating to such transactions shall be governed by the Virginia Public Procurement Act.

13. Account numbers or routing information for any credit card, debit card, or other account with a financial institution of any person or public body. However, access shall not be denied to the person who is the subject of the information. For the purposes of this subdivision, "financial institution" means any organization authorized to do business under state or federal laws relating to financial institutions, including, without limitation, banks and trust companies, savings banks, savings and loan companies or associations, and credit unions.

1999, cc. 485, 518, 703, 726, 793, 849, 852, 867, 868, 881, § 2.1-342.01; 2000, cc. 66, 237, 382, 400, 430, 583, 589, 592, 594, 618, 632, 657, 720, 932, 933, 947, 1006, 1064; 2001, cc. 288, 518, 844, § 2.2-3705; 2002, cc. 87, 155, 242, 393, 478, 481, 499, 522, 571, 572, 633, 655, 715, 798, 830; 2003, cc. 274, 307, 327, 332, 358, 704, 801, 884, 891, 893, 897, 968; 2004, c. 690; 2010, c. 553; 2016, cc. 620, 716, 729; 2017, cc. 140, 778.

§ 2.2-3705.2. Exclusions to application of chapter; records relating to public safety.

The following information contained in a public record is excluded from the mandatory disclosure provisions of this chapter but may be disclosed by the custodian in his discretion, except where such disclosure is prohibited by law. Redaction of information excluded under this section from a public record shall be conducted in accordance with § 2.2-3704.01.

1. Confidential information, including victim identity, provided to or obtained by staff in a rape crisis center or a program for battered spouses.
2. Information that describes the design, function, operation, or access control features of any security system, whether manual or automated, which is used to control access to or use of any automated data processing or telecommunications system.
3. Information that would disclose the security aspects of a system safety program plan adopted pursuant to Federal Transit Administration regulations by the Commonwealth's designated Rail Fixed Guideway Systems Safety Oversight agency; and information in the possession of such agency, the release of which would jeopardize the success of an ongoing investigation of a rail accident or other incident threatening railway safety.
4. Information concerning security plans and specific assessment components of school safety audits, as provided in § 22.1-279.8.

Nothing in this subdivision shall be construed to prevent the disclosure of information relating to the effectiveness of security plans after (i) any school building or property has been subjected to fire, explosion, natural disaster, or other catastrophic event or (ii) any person on school property has suffered or been threatened with any personal injury.

5. Information concerning the mental health assessment of an individual subject to commitment as a sexually violent predator under Chapter 9 (§ 37.2-900 et seq.) of Title 37.2 held by the Commitment Review Committee; except that in no case shall information identifying the victims

of a sexually violent predator be disclosed.

6. Subscriber data provided directly or indirectly by a communications services provider to a public body that operates a 911 or E-911 emergency dispatch system or an emergency notification or reverse 911 system if the data is in a form not made available by the communications services provider to the public generally. Nothing in this subdivision shall prevent the disclosure of subscriber data generated in connection with specific calls to a 911 emergency system, where the requester is seeking to obtain public records about the use of the system in response to a specific crime, emergency or other event as to which a citizen has initiated a 911 call.

For the purposes of this subdivision:

"Communications services provider" means the same as that term is defined in § 58.1-647.

"Subscriber data" means the name, address, telephone number, and any other information identifying a subscriber of a communications services provider.

7. Subscriber data collected by a local governing body in accordance with the Enhanced Public Safety Telephone Services Act (§ 56-484.12 et seq.) and other identifying information of a personal, medical, or financial nature provided to a local governing body in connection with a 911 or E-911 emergency dispatch system or an emergency notification or reverse 911 system if such records are not otherwise publicly available.

Nothing in this subdivision shall prevent the disclosure of subscriber data generated in connection with specific calls to a 911 emergency system, where the requester is seeking to obtain public records about the use of the system in response to a specific crime, emergency or other event as to which a citizen has initiated a 911 call.

For the purposes of this subdivision:

"Communications services provider" means the same as that term is defined in § 58.1-647.

"Subscriber data" means the name, address, telephone number, and any other information identifying a subscriber of a communications services provider.

8. Information held by the Virginia Military Advisory Council or any commission created by executive order for the purpose of studying and making recommendations regarding preventing closure or realignment of federal military and national security installations and facilities located in Virginia and relocation of such facilities to Virginia, or a local or regional military affairs organization appointed by a local governing body, that would (i) reveal strategies under consideration or development by the Council or such commission or organizations to prevent the closure or realignment of federal military installations located in Virginia or the relocation of national security facilities located in Virginia, to limit the adverse economic effect of such realignment, closure, or relocation, or to seek additional tenant activity growth from the Department of Defense or federal government or (ii) disclose trade secrets provided to the Council or such commission or organizations in connection with their work.

In order to invoke the trade secret protection provided by clause (ii), the submitting entity shall, in writing and at the time of submission (a) invoke this exclusion, (b) identify with specificity the information for which such protection is sought, and (c) state the reason why such protection is necessary. Nothing in this subdivision shall be construed to prevent the disclosure of all or part

of any record, other than a trade secret that has been specifically identified as required by this subdivision, after the Department of Defense or federal agency has issued a final, unappealable decision, or in the event of litigation, a court of competent jurisdiction has entered a final, unappealable order concerning the closure, realignment, or expansion of the military installation or tenant activities, or the relocation of the national security facility, for which records are sought.

9. Information, as determined by the State Comptroller, that describes the design, function, operation, or implementation of internal controls over the Commonwealth's financial processes and systems, and the assessment of risks and vulnerabilities of those controls, including the annual assessment of internal controls mandated by the State Comptroller, if disclosure of such information would jeopardize the security of the Commonwealth's financial assets. However, records relating to the investigation of and findings concerning the soundness of any fiscal process shall be disclosed in a form that does not compromise internal controls. Nothing in this subdivision shall be construed to prohibit the Auditor of Public Accounts or the Joint Legislative Audit and Review Commission from reporting internal control deficiencies discovered during the course of an audit.

10. Information relating to the Statewide Agencies Radio System (STARS) or any other similar local or regional public safety communications system that (i) describes the design, function, programming, operation, or access control features of the overall system, components, structures, individual networks, and subsystems of the STARS or any other similar local or regional communications system or (ii) relates to radio frequencies assigned to or utilized by STARS or any other similar local or regional communications system, code plugs, circuit routing, addressing schemes, talk groups, fleet maps, encryption, or programming maintained by or utilized by STARS or any other similar local or regional public safety communications system.

11. Information concerning a salaried or volunteer Fire/EMS company or Fire/EMS department if disclosure of such information would reveal the telephone numbers for cellular telephones, pagers, or comparable portable communication devices provided to its personnel for use in the performance of their official duties.

12. Information concerning the disaster recovery plans or the evacuation plans in the event of fire, explosion, natural disaster, or other catastrophic event for hospitals and nursing homes regulated by the Board of Health pursuant to Chapter 5 (§ 32.1-123 et seq.) of Title 32.1 provided to the Department of Health. Nothing in this subdivision shall be construed to prevent the disclosure of information relating to the effectiveness of executed evacuation plans after the occurrence of fire, explosion, natural disaster, or other catastrophic event.

13. Records received by the Department of Criminal Justice Services pursuant to §§ 9.1-184, 22.1-79.4, and 22.1-279.8 or for purposes of evaluating threat assessment teams established by a public institution of higher education pursuant to § 23.1-805 or by a private nonprofit institution of higher education, to the extent such records reveal security plans, walk-through checklists, or vulnerability and threat assessment components.

14. Information contained in (i) engineering, architectural, or construction drawings; (ii) operational, procedural, tactical planning, or training manuals; (iii) staff meeting minutes; or (iv) other records that reveal any of the following, the disclosure of which would jeopardize the safety or security of any person; governmental facility, building, or structure or persons using such facility, building, or structure; or public or private commercial office, multifamily residential, or

retail building or its occupants:

- a. Critical infrastructure information or the location or operation of security equipment and systems of any public building, structure, or information storage facility, including ventilation systems, fire protection equipment, mandatory building emergency equipment or systems, elevators, electrical systems, telecommunications equipment and systems, or utility equipment and systems;
- b. Vulnerability assessments, information not lawfully available to the public regarding specific cybersecurity threats or vulnerabilities, or security plans and measures of an entity, facility, building structure, information technology system, or software program;
- c. Surveillance techniques, personnel deployments, alarm or security systems or technologies, or operational or transportation plans or protocols; or
- d. Interconnectivity, network monitoring, network operation centers, master sites, or systems related to the Statewide Agencies Radio System (STARS) or any other similar local or regional public safety communications system.

The same categories of records of any person or entity submitted to a public body for the purpose of antiterrorism response planning or cybersecurity planning or protection may be withheld from disclosure if such person or entity in writing (a) invokes the protections of this subdivision, (b) identifies with specificity the records or portions thereof for which protection is sought, and (c) states with reasonable particularity why the protection of such records from public disclosure is necessary to meet the objective of antiterrorism, cybersecurity planning or protection, or critical infrastructure information security and resilience. Such statement shall be a public record and shall be disclosed upon request.

Any public body receiving a request for records excluded under clauses (a) and (b) of this subdivision 14 shall notify the Secretary of Public Safety and Homeland Security or his designee of such request and the response made by the public body in accordance with § 2.2-3704.

Nothing in this subdivision 14 shall prevent the disclosure of records relating to (1) the structural or environmental soundness of any such facility, building, or structure or (2) an inquiry into the performance of such facility, building, or structure after it has been subjected to fire, explosion, natural disaster, or other catastrophic event.

As used in this subdivision, "critical infrastructure information" means the same as that term is defined in 6 U.S.C. § 131.

15. Information held by the Virginia Commercial Space Flight Authority that is categorized as classified or sensitive but unclassified, including national security, defense, and foreign policy information, provided that such information is exempt under the federal Freedom of Information Act, 5 U.S.C. § 552.

1999, cc. 485, 518, 703, 726, 793, 849, 852, 867, 868, 881, § 2.1-342.01; 2000, cc. 66, 237, 382, 400, 430, 583, 589, 592, 594, 618, 632, 657, 720, 932, 933, 947, 1006, 1064; 2001, cc. 288, 518, 844, § 2.2-3705; 2002, cc. 87, 155, 242, 393, 478, 481, 499, 522, 571, 572, 633, 655, 715, 798, 830; 2003, cc. 274, 307, 327, 332, 358, 704, 801, 884, 891, 893, 897, 968; 2004, cc. 398, 482, 690, 770; 2005, c. 410; 2008, c. 721; 2009, c. 418; 2010, c. 672; 2011, cc. 111, 536; 2012, cc. 617, 803, 835; 2013, c. 600; 2015, c. 183; 2016, cc. 554, 620, 716, 717; 2017, c. 778; 2018, cc. 52, 741; 2019, c. 358.

§ 2.2-3705.3. Exclusions to application of chapter; records relating to administrative investigations.

The following information contained in a public record is excluded from the mandatory disclosure provisions of this chapter but may be disclosed by the custodian in his discretion, except where such disclosure is prohibited by law. Redaction of information excluded under this section from a public record shall be conducted in accordance with § 2.2-3704.01.

1. Information relating to investigations of applicants for licenses and permits, and of all licensees and permittees, made by or submitted to the Virginia Alcoholic Beverage Control Authority, the Virginia Lottery, the Virginia Racing Commission, the Department of Agriculture and Consumer Services relating to investigations and applications pursuant to Article 1.1:1 (§ 18.2-340.15 et seq.) of Chapter 8 of Title 18.2, or the Private Security Services Unit of the Department of Criminal Justice Services.
2. Records of active investigations being conducted by the Department of Health Professions or by any health regulatory board in the Commonwealth pursuant to § 54.1-108.
3. Investigator notes, and other correspondence and information, furnished in confidence with respect to an active investigation of individual employment discrimination complaints made to the Department of Human Resource Management, to such personnel of any local public body, including local school boards, as are responsible for conducting such investigations in confidence, or to any public institution of higher education. However, nothing in this subdivision shall prevent the disclosure of information taken from inactive reports in a form that does not reveal the identity of charging parties, persons supplying the information, or other individuals involved in the investigation.
4. Records of active investigations being conducted by the Department of Medical Assistance Services pursuant to Chapter 10 (§ 32.1-323 et seq.) of Title 32.1.
5. Investigative notes and other correspondence and information furnished in confidence with respect to an investigation or conciliation process involving an alleged unlawful discriminatory practice under the Virginia Human Rights Act (§ 2.2-3900 et seq.) or under any local ordinance adopted in accordance with the authority specified in § 2.2-524, or adopted pursuant to § 15.2-965, or adopted prior to July 1, 1987, in accordance with applicable law, relating to local human rights or human relations commissions. However, nothing in this subdivision shall prevent the distribution of information taken from inactive reports in a form that does not reveal the identity of the parties involved or other persons supplying information.
6. Information relating to studies and investigations by the Virginia Lottery of (i) lottery agents, (ii) lottery vendors, (iii) lottery crimes under §§ 58.1-4014 through 58.1-4018, (iv) defects in the law or regulations that cause abuses in the administration and operation of the lottery and any evasions of such provisions, or (v) the use of the lottery as a subterfuge for organized crime and illegal gambling where such information has not been publicly released, published or copyrighted. All studies and investigations referred to under clauses (iii), (iv), and (v) shall be open to inspection and copying upon completion of the study or investigation.
7. Investigative notes, correspondence and information furnished in confidence, and records otherwise exempted by this chapter or any Virginia statute, provided to or produced by or for (i) the Auditor of Public Accounts; (ii) the Joint Legislative Audit and Review Commission; (iii) an appropriate authority as defined in § 2.2-3010 with respect to an allegation of wrongdoing or

abuse under the Fraud and Abuse Whistle Blower Protection Act (§ 2.2-3009 et seq.); (iv) the Office of the State Inspector General with respect to an investigation initiated through the Fraud, Waste and Abuse Hotline or an investigation initiated pursuant to Chapter 3.2 (§ 2.2-307 et seq.); (v) internal auditors appointed by the head of a state agency or by any public institution of higher education; (vi) the committee or the auditor with respect to an investigation or audit conducted pursuant to § 15.2-825; or (vii) the auditors, appointed by the local governing body of any county, city, or town or a school board, who by charter, ordinance, or statute have responsibility for conducting an investigation of any officer, department, or program of such body. Information contained in completed investigations shall be disclosed in a form that does not reveal the identity of the complainants or persons supplying information to investigators. Unless disclosure is excluded by this subdivision, the information disclosed shall include the agency involved, the identity of the person who is the subject of the complaint, the nature of the complaint, and the actions taken to resolve the complaint. If an investigation does not lead to corrective action, the identity of the person who is the subject of the complaint may be released only with the consent of the subject person. Local governing bodies shall adopt guidelines to govern the disclosure required by this subdivision.

8. The names, addresses, and telephone numbers of complainants furnished in confidence with respect to an investigation of individual zoning enforcement complaints or complaints relating to the Uniform Statewide Building Code (§ 36-97 et seq.) or the Statewide Fire Prevention Code (§ 27-94 et seq.) made to a local governing body.

9. Records of active investigations being conducted by the Department of Criminal Justice Services pursuant to Article 4 (§ 9.1-138 et seq.), Article 4.1 (§ 9.1-150.1 et seq.), Article 11 (§ 9.1-185 et seq.), and Article 12 (§ 9.1-186 et seq.) of Chapter 1 of Title 9.1.

10. Information furnished to or prepared by the Board of Education pursuant to subsection D of § 22.1-253.13:3 in connection with the review or investigation of any alleged breach in security, unauthorized alteration, or improper administration of tests by local school board employees responsible for the distribution or administration of the tests. However, this section shall not prohibit the disclosure of such information to (i) a local school board or division superintendent for the purpose of permitting such board or superintendent to consider or to take personnel action with regard to an employee or (ii) any requester, after the conclusion of a review or investigation, in a form that (a) does not reveal the identity of any person making a complaint or supplying information to the Board on a confidential basis and (b) does not compromise the security of any test mandated by the Board.

11. Information contained in (i) an application for licensure or renewal of a license for teachers and other school personnel, including transcripts or other documents submitted in support of an application, and (ii) an active investigation conducted by or for the Board of Education related to the denial, suspension, cancellation, revocation, or reinstatement of teacher and other school personnel licenses including investigator notes and other correspondence and information, furnished in confidence with respect to such investigation. However, this subdivision shall not prohibit the disclosure of such (a) application information to the applicant at his own expense or (b) investigation information to a local school board or division superintendent for the purpose of permitting such board or superintendent to consider or to take personnel action with regard to an employee. Information contained in completed investigations shall be disclosed in a form that does not reveal the identity of any complainant or person supplying information to investigators. The completed investigation information disclosed shall include information regarding the

school or facility involved, the identity of the person who was the subject of the complaint, the nature of the complaint, and the actions taken to resolve the complaint. If an investigation fails to support a complaint or does not lead to corrective action, the identity of the person who was the subject of the complaint may be released only with the consent of the subject person. No personally identifiable information regarding a current or former student shall be released except as permitted by state or federal law.

12. Information provided in confidence and related to an investigation by the Attorney General under Article 1 (§ 3.2-4200 et seq.) or Article 3 (§ 3.2-4204 et seq.) of Chapter 42 of Title 3.2, Article 10 (§ 18.2-246.6 et seq.) of Chapter 6 or Chapter 13 (§ 18.2-512 et seq.) of Title 18.2, or Article 1 (§ 58.1-1000) of Chapter 10 of Title 58.1. However, information related to an investigation that has been inactive for more than six months shall, upon request, be disclosed provided such disclosure is not otherwise prohibited by law and does not reveal the identity of charging parties, complainants, persons supplying information, witnesses, or other individuals involved in the investigation.

1999, cc. 485, 518, 703, 726, 793, 849, 852, 867, 868, 881, § 2.1-342.01; 2000, cc. 66, 237, 382, 400, 430, 583, 589, 592, 594, 618, 632, 657, 720, 932, 933, 947, 1006, 1064; 2001, cc. 288, 518, 844, § 2.2-3705; 2002, cc. 87, 155, 242, 393, 478, 481, 499, 522, 571, 572, 633, 655, 715, 798, 830; 2003, cc. 274, 307, 327, 332, 358, 704, 801, 884, 891, 893, 897, 968; 2004, cc. 605, 690, 766; 2005, c. 601; 2006, cc. 25, 95; 2008, cc. 387, 668, 689, 758; 2009, cc. 237, 326, 340; 2011, cc. 798, 871; 2012, cc. 476, 507, 803, 835; 2013, cc. 571, 572, 690, 717, 723; 2014, cc. 225, 414, 609, 788; 2015, cc. 38, 730; 2016, cc. 272, 620, 716; 2017, c. 778.

§ 2.2-3705.4. Exclusions to application of chapter; educational records and certain records of educational institutions.

A. The following information contained in a public record is excluded from the mandatory disclosure provisions of this chapter but may be disclosed by the custodian in his discretion, except as provided in subsection B or where such disclosure is otherwise prohibited by law. Redaction of information excluded under this section from a public record shall be conducted in accordance with § 2.2-3704.01.

1. Scholastic records containing information concerning identifiable individuals, except that such access shall not be denied to the person who is the subject thereof, or the parent or legal guardian of the student. However, no student shall have access to (i) financial records of a parent or guardian or (ii) records of instructional, supervisory, and administrative personnel and educational personnel ancillary thereto, that are in the sole possession of the maker thereof and that are not accessible or revealed to any other person except a substitute.

The parent or legal guardian of a student may prohibit, by written request, the release of any individual information regarding that student until the student reaches the age of 18 years. For scholastic records of students under the age of 18 years, the right of access may be asserted only by his legal guardian or parent, including a noncustodial parent, unless such parent's parental rights have been terminated or a court of competent jurisdiction has restricted or denied such access. For scholastic records of students who are emancipated or attending a public institution of higher education in the Commonwealth, the right of access may be asserted by the student.

Any person who is the subject of any scholastic record and who is 18 years of age or older may waive, in writing, the protections afforded by this subdivision. If the protections are so waived, such records shall be disclosed.

2. Confidential letters and statements of recommendation placed in the records of educational agencies or institutions respecting (i) admission to any educational agency or institution, (ii) an application for employment or promotion, or (iii) receipt of an honor or honorary recognition.
3. Information held by the Brown v. Board of Education Scholarship Committee that would reveal personally identifiable information, including scholarship applications, personal financial information, and confidential correspondence and letters of recommendation.
4. Information of a proprietary nature produced or collected by or for faculty or staff of public institutions of higher education, other than the institutions' financial or administrative records, in the conduct of or as a result of study or research on medical, scientific, technical or scholarly issues, whether sponsored by the institution alone or in conjunction with a governmental body or a private concern, where such information has not been publicly released, published, copyrighted or patented.
5. Information held by the University of Virginia or the University of Virginia Medical Center or Eastern Virginia Medical School, as the case may be, that contain proprietary, business-related information pertaining to the operations of the University of Virginia Medical Center or Eastern Virginia Medical School, as the case may be, including business development or marketing strategies and activities with existing or future joint venturers, partners, or other parties with whom the University of Virginia Medical Center or Eastern Virginia Medical School, as the case may be, has formed, or forms, any arrangement for the delivery of health care, if disclosure of such information would be harmful to the competitive position of the University of Virginia Medical Center or Eastern Virginia Medical School, as the case may be.
6. Personal information, as defined in § 2.2-3801, provided to the Board of the Virginia College Savings Plan or its employees by or on behalf of individuals who have requested information about, applied for, or entered into prepaid tuition contracts or savings trust account agreements pursuant to Chapter 7 (§ 23.1-700 et seq.) of Title 23.1, including personal information related to (i) qualified beneficiaries as that term is defined in § 23.1-700, (ii) designated survivors, or (iii) authorized individuals. Nothing in this subdivision shall be construed to prevent disclosure or publication of information in a statistical or other form that does not identify individuals or provide personal information. Individuals shall be provided access to their own personal information.

For purposes of this subdivision:

"Authorized individual" means an individual who may be named by the account owner to receive information regarding the account but who does not have any control or authority over the account.

"Designated survivor" means the person who will assume account ownership in the event of the account owner's death.

7. Information maintained in connection with fundraising activities by or for a public institution of higher education that would reveal (i) personal fundraising strategies relating to identifiable donors or prospective donors or (ii) wealth assessments; estate, financial, or tax planning information; health-related information; employment, familial, or marital status information; electronic mail addresses, facsimile or telephone numbers; birth dates or social security numbers of identifiable donors or prospective donors. Nothing in this subdivision, however, shall be

construed to prevent the disclosure of information relating to the amount, date, purpose, and terms of the pledge or donation, or the identity of the donor unless the donor has requested anonymity in connection with or as a condition of making a pledge or donation. The exclusion provided by this subdivision shall not apply to protect from disclosure (i) the identities of sponsors providing grants to or contracting with the institution for the performance of research services or other work or (ii) the terms and conditions of such grants or contracts.

8. Information held by a threat assessment team established by a local school board pursuant to § 22.1-79.4 or by a public institution of higher education pursuant to § 23.1-805 relating to the assessment or intervention with a specific individual. However, in the event an individual who has been under assessment commits an act, or is prosecuted for the commission of an act that has caused the death of, or caused serious bodily injury, including any felony sexual assault, to another person, such information of the threat assessment team concerning the individual under assessment shall be made available as provided by this chapter, with the exception of any criminal history records obtained pursuant to § 19.2-389 or 19.2-389.1, health records obtained pursuant to § 32.1-127.1:03, or scholastic records as defined in § 22.1-289. The public body providing such information shall remove personally identifying information of any person who provided information to the threat assessment team under a promise of confidentiality.

9. Records provided to the Governor or the designated reviewers by a qualified institution, as those terms are defined in § 23.1-1239, related to a proposed memorandum of understanding, or proposed amendments to a memorandum of understanding, submitted pursuant to Chapter 12.1 (§ 23.1-1239 et seq.) of Title 23.1. A memorandum of understanding entered into pursuant to such chapter shall be subject to public disclosure after it is agreed to and signed by the Governor.

B. The custodian of a scholastic record shall not release the address, phone number, or email address of a student in response to a request made under this chapter without written consent. For any student who is (i) 18 years of age or older, (ii) under the age of 18 and emancipated, or (iii) attending an institution of higher education, written consent of the student shall be required. For any other student, written consent of the parent or legal guardian of such student shall be required.

1999, cc. 485, 518, 703, 726, 793, 849, 852, 867, 868, 881, § 2.1-342.01; 2000, cc. 66, 237, 382, 400, 430, 583, 589, 592, 594, 618, 632, 657, 720, 932, 933, 947, 1006, 1064; 2001, cc. 288, 518, 844, § 2.2-3705; 2002, cc. 87, 155, 242, 393, 478, 481, 499, 522, 571, 572, 633, 655, 715, 798, 830; 2003, cc. 274, 307, 327, 332, 358, 704, 801, 884, 891, 893, 897, 968; 2004, c. 690; 2006, c. 518; 2008, cc. 561, 665; 2010, cc. 456, 524; 2014, c. 313; 2016, cc. 554, 620, 716; 2017, c. 778; 2018, c. 756; 2019, cc. 638, 639.

§ 2.2-3705.5. Exclusions to application of chapter; health and social services records.

The following information contained in a public record is excluded from the mandatory disclosure provisions of this chapter but may be disclosed by the custodian in his discretion, except where such disclosure is prohibited by law. Redaction of information excluded under this section from a public record shall be conducted in accordance with § 2.2-3704.01.

1. Health records, except that such records may be personally reviewed by the individual who is the subject of such records, as provided in subsection F of § 32.1-127.1:03.

Where the person who is the subject of health records is confined in a state or local correctional facility, the administrator or chief medical officer of such facility may assert such confined

person's right of access to the health records if the administrator or chief medical officer has reasonable cause to believe that such confined person has an infectious disease or other medical condition from which other persons so confined need to be protected. Health records shall only be reviewed and shall not be copied by such administrator or chief medical officer. The information in the health records of a person so confined shall continue to be confidential and shall not be disclosed by the administrator or chief medical officer of the facility to any person except the subject or except as provided by law.

Where the person who is the subject of health records is under the age of 18, his right of access may be asserted only by his guardian or his parent, including a noncustodial parent, unless such parent's parental rights have been terminated, a court of competent jurisdiction has restricted or denied such access, or a parent has been denied access to the health record in accordance with § 20-124.6. In instances where the person who is the subject thereof is an emancipated minor, a student in a public institution of higher education, or is a minor who has consented to his own treatment as authorized by § 16.1-338 or 54.1-2969, the right of access may be asserted by the subject person.

For the purposes of this chapter, statistical summaries of incidents and statistical data concerning abuse of individuals receiving services compiled by the Commissioner of Behavioral Health and Developmental Services shall be disclosed. No such summaries or data shall include any information that identifies specific individuals receiving services.

2. Applications for admission to examinations or for licensure and scoring records maintained by the Department of Health Professions or any board in that department on individual licensees or applicants; information required to be provided to the Department of Health Professions by certain licensees pursuant to § 54.1-2506.1; information held by the Health Practitioners' Monitoring Program Committee within the Department of Health Professions that identifies any practitioner who may be, or who is actually, impaired to the extent that disclosure is prohibited by § 54.1-2517; and information relating to the prescribing and dispensing of covered substances to recipients and any abstracts from such information that are in the possession of the Prescription Monitoring Program (Program) pursuant to Chapter 25.2 (§ 54.1-2519 et seq.) of Title 54.1 and any material relating to the operation or security of the Program.

3. Reports, documentary evidence, and other information as specified in §§ 51.5-122 and 51.5-141 and Chapter 1 (§ 63.2-100 et seq.) of Title 63.2 and information and statistical registries required to be kept confidential pursuant to Chapter 1 (§ 63.2-100 et seq.) of Title 63.2.

4. Investigative notes; proprietary information not published, copyrighted or patented; information obtained from employee personnel records; personally identifiable information regarding residents, clients or other recipients of services; other correspondence and information furnished in confidence to the Department of Social Services in connection with an active investigation of an applicant or licensee pursuant to Chapters 17 (§ 63.2-1700 et seq.) and 18 (§ 63.2-1800 et seq.) of Title 63.2; and information furnished to the Office of the Attorney General in connection with an investigation or litigation pursuant to Article 19.1 (§ 8.01-216.1 et seq.) of Chapter 3 of Title 8.01 and Chapter 9 (§ 32.1-310 et seq.) of Title 32.1. However, nothing in this subdivision shall prevent the disclosure of information from the records of completed investigations in a form that does not reveal the identity of complainants, persons supplying information, or other individuals involved in the investigation.

5. Information collected for the designation and verification of trauma centers and other

specialty care centers within the Statewide Emergency Medical Services System and Services pursuant to Article 2.1 (§ 32.1-111.1 et seq.) of Chapter 4 of Title 32.1.

6. Reports and court documents relating to involuntary admission required to be kept confidential pursuant to § 37.2-818.

7. Information acquired (i) during a review of any child death conducted by the State Child Fatality Review Team established pursuant to § 32.1-283.1 or by a local or regional child fatality review team to the extent that such information is made confidential by § 32.1-283.2;(ii) during a review of any death conducted by a family violence fatality review team to the extent that such information is made confidential by § 32.1-283.3;(iii) during a review of any adult death conducted by the Adult Fatality Review Team to the extent made confidential by § 32.1-283.5 or by a local or regional adult fatality review team to the extent that such information is made confidential by § 32.1-283.6;(iv) by a local or regional overdose fatality review team to the extent that such information is made confidential by § 32.1-283.7; or (v) during a review of any death conducted by the Maternal Mortality Review Team to the extent that such information is made confidential by 32.1-283.8.

8. Patient level data collected by the Board of Health and not yet processed, verified, and released, pursuant to § 32.1-276.9, to the Board by the nonprofit organization with which the Commissioner of Health has contracted pursuant to § 32.1-276.4.

9. Information relating to a grant application, or accompanying a grant application, submitted to the Commonwealth Neurotrauma Initiative Advisory Board pursuant to Article 12 (§ 51.5-178 et seq.) of Chapter 14 of Title 51.5 that would (i) reveal (a) medical or mental health records or other data identifying individual patients or (b) proprietary business or research-related information produced or collected by the applicant in the conduct of or as a result of study or research on medical, rehabilitative, scientific, technical, or scholarly issues, when such information has not been publicly released, published, copyrighted, or patented, and (ii) be harmful to the competitive position of the applicant.

10. Any information copied, recorded, or received by the Commissioner of Health in the course of an examination, investigation, or review of a managed care health insurance plan licensee pursuant to §§ 32.1-137.4 and 32.1-137.5, including books, records, files, accounts, papers, documents, and any or all computer or other recordings.

11. Records of the Virginia Birth-Related Neurological Injury Compensation Program required to be kept confidential pursuant to § 38.2-5002.2.

12. Information held by the State Health Commissioner relating to the health of any person subject to an order of quarantine or an order of isolation pursuant to Article 3.02 (§ 32.1-48.05 et seq.) of Chapter 2 of Title 32.1. However, nothing in this subdivision shall be construed to prevent the disclosure of statistical summaries, abstracts, or other information in aggregate form.

13. The names and addresses or other contact information of persons receiving transportation services from a state or local public body or its designee under Title II of the Americans with Disabilities Act, (42 U.S.C. § 12131 et seq.) or funded by Temporary Assistance for Needy Families (TANF) created under § 63.2-600.

14. Information held by certain health care committees and entities that may be withheld from

discovery as privileged communications pursuant to § 8.01-581.17.

15. Data and information specified in § 37.2-308.01 relating to proceedings provided for in Article 16 (§ 16.1-335 et seq.) of Chapter 11 of Title 16.1 and Chapter 8 (§ 37.2-800 et seq.) of Title 37.2.

16. Records of and information held by the Emergency Department Care Coordination Program required to be kept confidential pursuant to § 32.1-372.

1999, cc. 485, 518, 703, 726, 793, 849, 852, 867, 868, 881, § 2.1-342.01; 2000, cc. 66, 237, 382, 400, 430, 583, 589, 592, 594, 618, 632, 657, 720, 932, 933, 947, 1006, 1064; 2001, cc. 288, 518, 844, § 2.2-3705; 2002, cc. 87, 155, 242, 393, 478, 481, 499, 522, 571, 572, 633, 655, 715, 798, 830; 2003, cc. 274, 307, 327, 332, 358, 704, 801, 884, 891, 893, 897, 968; 2004, cc. 65, 666, 690, 773, 1014, 1021; 2005, cc. 181, 227, 716; 2008, c. 539; 2009, cc. 472, 813, 840; 2011, cc. 110, 175, 535; 2012, cc. 476, 479, 507, 803, 835; 2015, cc. 22, 108, 127; 2016, cc. 620, 716; 2017, cc. 188, 475, 600, 719, 778; 2018, c. 600; 2019, c. 834.

§ 2.2-3705.6. Exclusions to application of chapter; proprietary records and trade secrets.

The following information contained in a public record is excluded from the mandatory disclosure provisions of this chapter but may be disclosed by the custodian in his discretion, except where such disclosure is prohibited by law. Redaction of information excluded under this section from a public record shall be conducted in accordance with § 2.2-3704.01.

1. Proprietary information gathered by or for the Virginia Port Authority as provided in § 62.1-132.4 or 62.1-134.1.
2. Financial statements not publicly available filed with applications for industrial development financings in accordance with Chapter 49 (§ 15.2-4900 et seq.) of Title 15.2.
3. Proprietary information, voluntarily provided by private business pursuant to a promise of confidentiality from a public body, used by the public body for business, trade, and tourism development or retention; and memoranda, working papers, or other information related to businesses that are considering locating or expanding in Virginia, prepared by a public body, where competition or bargaining is involved and where disclosure of such information would adversely affect the financial interest of the public body.
4. Information that was filed as confidential under the Toxic Substances Information Act (§ 32.1-239 et seq.), as such Act existed prior to July 1, 1992.
5. Fisheries data that would permit identification of any person or vessel, except when required by court order as specified in § 28.2-204.
6. Confidential financial statements, balance sheets, trade secrets, and revenue and cost projections provided to the Department of Rail and Public Transportation, provided such information is exempt under the federal Freedom of Information Act or the federal Interstate Commerce Act or other laws administered by the Surface Transportation Board or the Federal Railroad Administration with respect to data provided in confidence to the Surface Transportation Board and the Federal Railroad Administration.
7. Proprietary information related to inventory and sales, voluntarily provided by private energy suppliers to the Department of Mines, Minerals and Energy, used by that Department for energy contingency planning purposes or for developing consolidated statistical information on energy

supplies.

8. Confidential proprietary information furnished to the Board of Medical Assistance Services or the Medicaid Prior Authorization Advisory Committee pursuant to Article 4 (§ 32.1-331.12 et seq.) of Chapter 10 of Title 32.1.

9. Proprietary, commercial or financial information, balance sheets, trade secrets, and revenue and cost projections provided by a private transportation business to the Virginia Department of Transportation and the Department of Rail and Public Transportation for the purpose of conducting transportation studies needed to obtain grants or other financial assistance under the Transportation Equity Act for the 21st Century (P.L. 105-178) for transportation projects if disclosure of such information is exempt under the federal Freedom of Information Act or the federal Interstate Commerce Act or other laws administered by the Surface Transportation Board or the Federal Railroad Administration with respect to data provided in confidence to the Surface Transportation Board and the Federal Railroad Administration. However, the exclusion provided by this subdivision shall not apply to any wholly owned subsidiary of a public body.

10. Confidential information designated as provided in subsection F of § 2.2-4342 as trade secrets or proprietary information by any person in connection with a procurement transaction or by any person who has submitted to a public body an application for prequalification to bid on public construction projects in accordance with subsection B of § 2.2-4317.

11. a. Memoranda, staff evaluations, or other information prepared by the responsible public entity, its staff, outside advisors, or consultants exclusively for the evaluation and negotiation of proposals filed under the Public-Private Transportation Act of 1995 (§ 33.2-1800 et seq.) or the Public-Private Education Facilities and Infrastructure Act of 2002 (§ 56-575.1 et seq.) where (i) if such information was made public prior to or after the execution of an interim or a comprehensive agreement, § 33.2-1820 or 56-575.17 notwithstanding, the financial interest or bargaining position of the public entity would be adversely affected and (ii) the basis for the determination required in clause (i) is documented in writing by the responsible public entity; and

b. Information provided by a private entity to a responsible public entity, affected jurisdiction, or affected local jurisdiction pursuant to the provisions of the Public-Private Transportation Act of 1995 (§ 33.2-1800 et seq.) or the Public-Private Education Facilities and Infrastructure Act of 2002 (§ 56-575.1 et seq.) if disclosure of such information would reveal (i) trade secrets of the private entity; (ii) financial information of the private entity, including balance sheets and financial statements, that are not generally available to the public through regulatory disclosure or otherwise; or (iii) other information submitted by the private entity where if such information was made public prior to the execution of an interim agreement or a comprehensive agreement, the financial interest or bargaining position of the public or private entity would be adversely affected. In order for the information specified in clauses (i), (ii), and (iii) to be excluded from the provisions of this chapter, the private entity shall make a written request to the responsible public entity:

(1) Invoking such exclusion upon submission of the data or other materials for which protection from disclosure is sought;

(2) Identifying with specificity the data or other materials for which protection is sought; and

(3) Stating the reasons why protection is necessary.

The responsible public entity shall determine whether the requested exclusion from disclosure is necessary to protect the trade secrets or financial information of the private entity. To protect other information submitted by the private entity from disclosure, the responsible public entity shall determine whether public disclosure prior to the execution of an interim agreement or a comprehensive agreement would adversely affect the financial interest or bargaining position of the public or private entity. The responsible public entity shall make a written determination of the nature and scope of the protection to be afforded by the responsible public entity under this subdivision. Once a written determination is made by the responsible public entity, the information afforded protection under this subdivision shall continue to be protected from disclosure when in the possession of any affected jurisdiction or affected local jurisdiction.

Except as specifically provided in subdivision 11 a, nothing in this subdivision shall be construed to authorize the withholding of (a) procurement records as required by § 33.2-1820 or 56-575.17; (b) information concerning the terms and conditions of any interim or comprehensive agreement, service contract, lease, partnership, or any agreement of any kind entered into by the responsible public entity and the private entity; (c) information concerning the terms and conditions of any financing arrangement that involves the use of any public funds; or (d) information concerning the performance of any private entity developing or operating a qualifying transportation facility or a qualifying project.

For the purposes of this subdivision, the terms "affected jurisdiction," "affected local jurisdiction," "comprehensive agreement," "interim agreement," "qualifying project," "qualifying transportation facility," "responsible public entity," and "private entity" shall mean the same as those terms are defined in the Public-Private Transportation Act of 1995 (§ 33.2-1800 et seq.) or in the Public-Private Education Facilities and Infrastructure Act of 2002 (§ 56-575.1 et seq.).

12. Confidential proprietary information or trade secrets, not publicly available, provided by a private person or entity pursuant to a promise of confidentiality to the Virginia Resources Authority or to a fund administered in connection with financial assistance rendered or to be rendered by the Virginia Resources Authority where, if such information were made public, the financial interest of the private person or entity would be adversely affected.

13. Trade secrets or confidential proprietary information that is not generally available to the public through regulatory disclosure or otherwise, provided by a (i) bidder or applicant for a franchise or (ii) franchisee under Chapter 21 (§ 15.2-2100 et seq.) of Title 15.2 to the applicable franchising authority pursuant to a promise of confidentiality from the franchising authority, to the extent the information relates to the bidder's, applicant's, or franchisee's financial capacity or provision of new services, adoption of new technologies or implementation of improvements, where such new services, technologies, or improvements have not been implemented by the franchisee on a nonexperimental scale in the franchise area, and where, if such information were made public, the competitive advantage or financial interests of the franchisee would be adversely affected.

In order for trade secrets or confidential proprietary information to be excluded from the provisions of this chapter, the bidder, applicant, or franchisee shall (a) invoke such exclusion upon submission of the data or other materials for which protection from disclosure is sought, (b) identify the data or other materials for which protection is sought, and (c) state the reason why protection is necessary.

No bidder, applicant, or franchisee may invoke the exclusion provided by this subdivision if the bidder, applicant, or franchisee is owned or controlled by a public body or if any representative of the applicable franchising authority serves on the management board or as an officer of the bidder, applicant, or franchisee.

14. Information of a proprietary or confidential nature furnished by a supplier or manufacturer of charitable gaming supplies to the Department of Agriculture and Consumer Services (i) pursuant to subsection E of § 18.2-340.34 and (ii) pursuant to regulations promulgated by the Charitable Gaming Board related to approval of electronic and mechanical equipment.

15. Information related to Virginia apple producer sales provided to the Virginia State Apple Board pursuant to § 3.2-1215.

16. Trade secrets submitted by CMRS providers as defined in § 56-484.12 to the former Wireless Carrier E-911 Cost Recovery Subcommittee created pursuant to former § 56-484.15, relating to the provision of wireless E-911 service.

17. Information relating to a grant or loan application, or accompanying a grant or loan application, to the Innovation and Entrepreneurship Investment Authority pursuant to Article 3 (§ 2.2-2233.1 et seq.) of Chapter 22 of Title 2.2 or to the Commonwealth Health Research Board pursuant to Chapter 5.3 (§ 32.1-162.23 et seq.) of Title 32.1 if disclosure of such information would (i) reveal proprietary business or research-related information produced or collected by the applicant in the conduct of or as a result of study or research on medical, rehabilitative, scientific, technical, technological, or scholarly issues, when such information has not been publicly released, published, copyrighted, or patented, and (ii) be harmful to the competitive position of the applicant.

18. Confidential proprietary information and trade secrets developed and held by a local public body (i) providing telecommunication services pursuant to § 56-265.4:4 and (ii) providing cable television services pursuant to Article 1.1 (§ 15.2-2108.2 et seq.) of Chapter 21 of Title 15.2 if disclosure of such information would be harmful to the competitive position of the locality.

In order for confidential proprietary information or trade secrets to be excluded from the provisions of this chapter, the locality in writing shall (a) invoke the protections of this subdivision, (b) identify with specificity the information for which protection is sought, and (c) state the reasons why protection is necessary. However, the exemption provided by this subdivision shall not apply to any authority created pursuant to the BVU Authority Act (§ 15.2-7200 et seq.).

19. Confidential proprietary information and trade secrets developed by or for a local authority created in accordance with the Virginia Wireless Service Authorities Act (§ 15.2-5431.1 et seq.) to provide qualifying communications services as authorized by Article 5.1 (§ 56-484.7:1 et seq.) of Chapter 15 of Title 56, where disclosure of such information would be harmful to the competitive position of the authority, except that information required to be maintained in accordance with § 15.2-2160 shall be released.

20. Trade secrets or financial information of a business, including balance sheets and financial statements, that are not generally available to the public through regulatory disclosure or otherwise, provided to the Department of Small Business and Supplier Diversity as part of an application for certification as a small, women-owned, or minority-owned business in accordance with Chapter 16.1 (§ 2.2-1603 et seq.). In order for such trade secrets or financial information to

be excluded from the provisions of this chapter, the business shall (i) invoke such exclusion upon submission of the data or other materials for which protection from disclosure is sought, (ii) identify the data or other materials for which protection is sought, and (iii) state the reasons why protection is necessary.

21. Information of a proprietary or confidential nature disclosed by a carrier to the State Health Commissioner pursuant to §§ [32.1-276.5:1](#) and [32.1-276.7:1](#).

22. Trade secrets, including, but not limited to, financial information, including balance sheets and financial statements, that are not generally available to the public through regulatory disclosure or otherwise, and revenue and cost projections supplied by a private or nongovernmental entity to the State Inspector General for the purpose of an audit, special investigation, or any study requested by the Office of the State Inspector General in accordance with law.

In order for the information specified in this subdivision to be excluded from the provisions of this chapter, the private or nongovernmental entity shall make a written request to the State Inspector General:

- a. Invoking such exclusion upon submission of the data or other materials for which protection from disclosure is sought;
- b. Identifying with specificity the data or other materials for which protection is sought; and
- c. Stating the reasons why protection is necessary.

The State Inspector General shall determine whether the requested exclusion from disclosure is necessary to protect the trade secrets or financial information of the private entity. The State Inspector General shall make a written determination of the nature and scope of the protection to be afforded by it under this subdivision.

23. Information relating to a grant application, or accompanying a grant application, submitted to the Tobacco Region Revitalization Commission that would (i) reveal (a) trade secrets, (b) financial information of a grant applicant that is not a public body, including balance sheets and financial statements, that are not generally available to the public through regulatory disclosure or otherwise, or (c) research-related information produced or collected by the applicant in the conduct of or as a result of study or research on medical, rehabilitative, scientific, technical, technological, or scholarly issues, when such information has not been publicly released, published, copyrighted, or patented, and (ii) be harmful to the competitive position of the applicant; and memoranda, staff evaluations, or other information prepared by the Commission or its staff exclusively for the evaluation of grant applications. The exclusion provided by this subdivision shall apply to grants that are consistent with the powers of and in furtherance of the performance of the duties of the Commission pursuant to § [3.2-3103](#).

In order for the information specified in this subdivision to be excluded from the provisions of this chapter, the applicant shall make a written request to the Commission:

- a. Invoking such exclusion upon submission of the data or other materials for which protection from disclosure is sought;
- b. Identifying with specificity the data, information or other materials for which protection is sought; and

c. Stating the reasons why protection is necessary.

The Commission shall determine whether the requested exclusion from disclosure is necessary to protect the trade secrets, financial information, or research-related information of the applicant. The Commission shall make a written determination of the nature and scope of the protection to be afforded by it under this subdivision.

24. a. Information held by the Commercial Space Flight Authority relating to rate structures or charges for the use of projects of, the sale of products of, or services rendered by the Authority if disclosure of such information would adversely affect the financial interest or bargaining position of the Authority or a private entity providing the information to the Authority; or

b. Information provided by a private entity to the Commercial Space Flight Authority if disclosure of such information would (i) reveal (a) trade secrets of the private entity; (b) financial information of the private entity, including balance sheets and financial statements, that are not generally available to the public through regulatory disclosure or otherwise; or (c) other information submitted by the private entity and (ii) adversely affect the financial interest or bargaining position of the Authority or private entity.

In order for the information specified in clauses (a), (b), and (c) of subdivision 24 b to be excluded from the provisions of this chapter, the private entity shall make a written request to the Authority:

- (1) Invoking such exclusion upon submission of the data or other materials for which protection from disclosure is sought;
- (2) Identifying with specificity the data or other materials for which protection is sought; and
- (3) Stating the reasons why protection is necessary.

The Authority shall determine whether the requested exclusion from disclosure is necessary to protect the trade secrets or financial information of the private entity. To protect other information submitted by the private entity from disclosure, the Authority shall determine whether public disclosure would adversely affect the financial interest or bargaining position of the Authority or private entity. The Authority shall make a written determination of the nature and scope of the protection to be afforded by it under this subdivision.

25. Information of a proprietary nature furnished by an agricultural landowner or operator to the Department of Conservation and Recreation, the Department of Environmental Quality, the Department of Agriculture and Consumer Services, or any political subdivision, agency, or board of the Commonwealth pursuant to §§ 10.1-104.7, 10.1-104.8, and 10.1-104.9, other than when required as part of a state or federal regulatory enforcement action.

26. Trade secrets provided to the Department of Environmental Quality pursuant to the provisions of § 10.1-1458. In order for such trade secrets to be excluded from the provisions of this chapter, the submitting party shall (i) invoke this exclusion upon submission of the data or materials for which protection from disclosure is sought, (ii) identify the data or materials for which protection is sought, and (iii) state the reasons why protection is necessary.

27. Information of a proprietary nature furnished by a licensed public-use airport to the Department of Aviation for funding from programs administered by the Department of Aviation

or the Virginia Aviation Board, where if such information was made public, the financial interest of the public-use airport would be adversely affected.

In order for the information specified in this subdivision to be excluded from the provisions of this chapter, the public-use airport shall make a written request to the Department of Aviation:

- a. Invoking such exclusion upon submission of the data or other materials for which protection from disclosure is sought;
- b. Identifying with specificity the data or other materials for which protection is sought; and
- c. Stating the reasons why protection is necessary.

28. Information relating to a grant or loan application, or accompanying a grant or loan application, submitted to the Virginia Research Investment Committee established pursuant to Article 8 (§ 23.1-3130 et seq.) of Chapter 31 of Title 23.1, to the extent that such records would (i) reveal (a) trade secrets; (b) financial information of a party to a grant or loan application that is not a public body, including balance sheets and financial statements, that are not generally available to the public through regulatory disclosure or otherwise; or (c) research-related information produced or collected by a party to the application in the conduct of or as a result of study or research on medical, rehabilitative, scientific, technical, technological, or scholarly issues, when such information has not been publicly released, published, copyrighted, or patented, and (ii) be harmful to the competitive position of a party to a grant or loan application; and memoranda, staff evaluations, or other information prepared by the Committee or its staff, or a reviewing entity pursuant to subsection D of § 23.1-3133, exclusively for the evaluation of grant or loan applications, including any scoring or prioritization documents prepared for and forwarded to the Committee pursuant to subsection D of § 23.1-3133.

In order for the information submitted by the applicant and specified in this subdivision to be excluded from the provisions of this chapter, the applicant shall make a written request to the Committee:

- a. Invoking such exclusion upon submission of the data or other materials for which protection from disclosure is sought;
- b. Identifying with specificity the data, information, or other materials for which protection is sought; and
- c. Stating the reasons why protection is necessary.

The Virginia Research Investment Committee shall determine whether the requested exclusion from disclosure is necessary to protect the trade secrets, financial information, or research-related information of the party to the application. The Committee shall make a written determination of the nature and scope of the protection to be afforded by it under this subdivision.

29. Proprietary information, voluntarily provided by a private business pursuant to a promise of confidentiality from a public body, used by the public body for a solar services agreement, where disclosure of such information would (i) reveal (a) trade secrets of the private business; (b) financial information of the private business, including balance sheets and financial statements, that are not generally available to the public through regulatory disclosure or otherwise; or (c) other information submitted by the private business and (ii) adversely affect the financial

interest or bargaining position of the public body or private business.

In order for the information specified in clauses (i)(a), (b), and (c) to be excluded from the provisions of this chapter, the private business shall make a written request to the public body:

- a. Invoking such exclusion upon submission of the data or other materials for which protection from disclosure is sought;
- b. Identifying with specificity the data or other materials for which protection is sought; and
- c. Stating the reasons why protection is necessary.

30. Information contained in engineering and construction drawings and plans submitted for the sole purpose of complying with the Building Code in obtaining a building permit if disclosure of such information would identify specific trade secrets or other information that would be harmful to the competitive position of the owner or lessee. However, such information shall be exempt only until the building is completed. Information relating to the safety or environmental soundness of any building shall not be exempt from disclosure.

31. Trade secrets, including, but not limited to, financial information, including balance sheets and financial statements that are not generally available to the public through regulatory disclosure or otherwise, and revenue and cost projections supplied by a private or nongovernmental entity to the Virginia Department of Transportation for the purpose of an audit, special investigation, or any study requested by the Virginia Department of Transportation in accordance with law.

In order for the records specified in this subdivision to be excluded from the provisions of this chapter, the private or nongovernmental entity shall make a written request to the Department:

- a. Invoking such exclusion upon submission of the data or other materials for which protection from disclosure is sought;
- b. Identifying with specificity the data or other materials for which protection is sought; and
- c. Stating the reasons why protection is necessary.

The Virginia Department of Transportation shall determine whether the requested exclusion from disclosure is necessary to protect trade secrets or financial records of the private entity. The Virginia Department of Transportation shall make a written determination of the nature and scope of the protection to be afforded by it under this subdivision.

32. Information related to a grant application, or accompanying a grant application, submitted to the Department of Housing and Community Development that would (i) reveal (a) trade secrets, (b) financial information of a grant applicant that is not a public body, including balance sheets and financial statements, that are not generally available to the public through regulatory disclosure or otherwise, or (c) research-related information produced or collected by the applicant in the conduct of or as a result of study or research on medical, rehabilitative, scientific, technical, technological, or scholarly issues, when such information has not been publicly released, published, copyrighted, or patented, and (ii) be harmful to the competitive position of the applicant. The exclusion provided by this subdivision shall only apply to grants administered by the Department, the Director of the Department, or pursuant to § 36-139, Article 26 (§ 2.2-2484 et seq.) of Chapter 24, or the Virginia Telecommunication Initiative as

authorized by the appropriations act.

In order for the information submitted by the applicant and specified in this subdivision to be excluded from the provisions of this chapter, the applicant shall make a written request to the Department:

- a. Invoking such exclusion upon submission of the data or other materials for which protection from disclosure is sought;
- b. Identifying with specificity the data, information, or other materials for which protection is sought; and
- c. Stating the reasons why protection is necessary.

The Department shall determine whether the requested exclusion from disclosure is necessary to protect the trade secrets or confidential proprietary information of the applicant. The Department shall make a written determination of the nature and scope of the protection to be afforded by it under this subdivision.

1999, cc. [485](#), [518](#), [703](#), [726](#), [793](#), [849](#), [852](#), [867](#), [868](#), [881](#), § 2.1-342.01; 2000, cc. [66](#), [237](#), [382](#), [400](#), [430](#), [583](#), [589](#), [592](#), [594](#), [618](#), [632](#), [657](#), [720](#), [932](#), [933](#), [947](#), [1006](#), [1064](#); 2001, cc. [288](#), [518](#), [844](#), § 2.2-3705; 2002, cc. [87](#), [155](#), [242](#), [393](#), [478](#), [481](#), [499](#), [522](#), [571](#), [572](#), [633](#), [655](#), [715](#), [798](#), [830](#); 2003, cc. [274](#), [307](#), [327](#), [332](#), [358](#), [704](#), [801](#), [884](#), [891](#), [893](#), [897](#), [968](#); 2004, cc. [593](#), [690](#); 2005, cc. [258](#), [411](#); 2006, cc. [73](#), [76](#), [467](#), [831](#), [921](#), [936](#); 2006, Sp. Sess. I, c. 1; 2007, cc. [374](#), [693](#); 2008, cc. [71](#), [102](#), [266](#), [387](#), [633](#), [689](#), [736](#), [743](#); 2009, cc. [246](#), [311](#), [325](#), [765](#), [810](#), [869](#); 2010, cc. [310](#), [808](#); 2011, cc. [541](#), [781](#), [798](#), [871](#); 2012, cc. [693](#), [709](#); 2013, cc. [54](#), [482](#), [574](#); 2015, cc. [696](#), [697](#); 2016, cc. [620](#), [716](#), [724](#), [725](#), [775](#); 2017, cc. [662](#), [737](#), [778](#), [796](#), [816](#); 2018, cc. [470](#), [532](#), [533](#); 2019, cc. [358](#), [629](#).

§ 2.2-3705.7. Exclusions to application of chapter; records of specific public bodies and certain other limited exclusions.

The following information contained in a public record is excluded from the mandatory disclosure provisions of this chapter but may be disclosed by the custodian in his discretion, except where such disclosure is prohibited by law. Redaction of information excluded under this section from a public record shall be conducted in accordance with § [2.2-3704.01](#).

1. State income, business, and estate tax returns, personal property tax returns, and confidential records held pursuant to § [58.1-3](#).
2. Working papers and correspondence of the Office of the Governor, the Lieutenant Governor, or the Attorney General; the members of the General Assembly, the Division of Legislative Services, or the Clerks of the House of Delegates or the Senate of Virginia; the mayor or chief executive officer of any political subdivision of the Commonwealth; or the president or other chief executive officer of any public institution of higher education in the Commonwealth. However, no information that is otherwise open to inspection under this chapter shall be deemed excluded by virtue of the fact that it has been attached to or incorporated within any working paper or correspondence. Further, information publicly available or not otherwise subject to an exclusion under this chapter or other provision of law that has been aggregated, combined, or changed in format without substantive analysis or revision shall not be deemed working papers. Nothing in this subdivision shall be construed to authorize the withholding of any resumes or applications submitted by persons who are appointed by the Governor pursuant to § [2.2-106](#) or [2.2-107](#).

As used in this subdivision:

"Members of the General Assembly" means each member of the Senate of Virginia and the House of Delegates and their legislative aides when working on behalf of such member.

"Office of the Governor" means the Governor; the Governor's chief of staff, counsel, director of policy, and Cabinet Secretaries; the Assistant to the Governor for Intergovernmental Affairs; and those individuals to whom the Governor has delegated his authority pursuant to § 2.2-104.

"Working papers" means those records prepared by or for a public official identified in this subdivision for his personal or deliberative use.

3. Information contained in library records that can be used to identify (i) both (a) any library patron who has borrowed material from a library and (b) the material such patron borrowed or (ii) any library patron under 18 years of age. For the purposes of clause (ii), access shall not be denied to the parent, including a noncustodial parent, or guardian of such library patron.

4. Contract cost estimates prepared for the confidential use of the Department of Transportation in awarding contracts for construction or the purchase of goods or services, and records and automated systems prepared for the Department's Bid Analysis and Monitoring Program.

5. Lists of registered owners of bonds issued by a political subdivision of the Commonwealth, whether the lists are maintained by the political subdivision itself or by a single fiduciary designated by the political subdivision.

6. Information furnished by a member of the General Assembly to a meeting of a standing committee, special committee, or subcommittee of his house established solely for the purpose of reviewing members' annual disclosure statements and supporting materials filed under § 30-110 or of formulating advisory opinions to members on standards of conduct, or both.

7. Customer account information of a public utility affiliated with a political subdivision of the Commonwealth, including the customer's name and service address, but excluding the amount of utility service provided and the amount of money charged or paid for such utility service.

8. Personal information, as defined in § 2.2-3801, (i) filed with the Virginia Housing Development Authority concerning individuals who have applied for or received loans or other housing assistance or who have applied for occupancy of or have occupied housing financed, owned or otherwise assisted by the Virginia Housing Development Authority; (ii) concerning persons participating in or persons on the waiting list for federally funded rent-assistance programs; (iii) filed with any local redevelopment and housing authority created pursuant to § 36-4 concerning persons participating in or persons on the waiting list for housing assistance programs funded by local governments or by any such authority; or (iv) filed with any local redevelopment and housing authority created pursuant to § 36-4 or any other local government agency concerning persons who have applied for occupancy or who have occupied affordable dwelling units established pursuant to § 15.2-2304 or 15.2-2305. However, access to one's own information shall not be denied.

9. Information regarding the siting of hazardous waste facilities, except as provided in § 10.1-1441, if disclosure of such information would have a detrimental effect upon the negotiating position of a governing body or on the establishment of the terms, conditions, and provisions of the siting agreement.

10. Information on the site-specific location of rare, threatened, endangered, or otherwise imperiled plant and animal species, natural communities, caves, and significant historic and archaeological sites if, in the opinion of the public body that has the responsibility for such information, disclosure of the information would jeopardize the continued existence or the integrity of the resource. This exclusion shall not apply to requests from the owner of the land upon which the resource is located.

11. Memoranda, graphics, video or audio tapes, production models, data, and information of a proprietary nature produced by or for or collected by or for the Virginia Lottery relating to matters of a specific lottery game design, development, production, operation, ticket price, prize structure, manner of selecting the winning ticket, manner of payment of prizes to holders of winning tickets, frequency of drawings or selections of winning tickets, odds of winning, advertising, or marketing, where such information not been publicly released, published, copyrighted, or patented. Whether released, published, or copyrighted, all game-related information shall be subject to public disclosure under this chapter upon the first day of sales for the specific lottery game to which it pertains.

12. Information held by the Virginia Retirement System, acting pursuant to § 51.1-124.30, or a local retirement system, acting pursuant to § 51.1-803, or by a local finance board or board of trustees of a trust established by one or more local public bodies to invest funds for post-retirement benefits other than pensions, acting pursuant to Article 8 (§ 15.2-1544 et seq.) of Chapter 15 of Title 15.2, or by the board of visitors of the University of Virginia, acting pursuant to § 23.1-2210, or by the board of visitors of The College of William and Mary in Virginia, acting pursuant to § 23.1-2803, or by the Virginia College Savings Plan, acting pursuant to § 23.1-704, relating to the acquisition, holding, or disposition of a security or other ownership interest in an entity, where such security or ownership interest is not traded on a governmentally regulated securities exchange, if disclosure of such information would (i) reveal confidential analyses prepared for the board of visitors of the University of Virginia, prepared for the board of visitors of The College of William and Mary in Virginia, prepared by the retirement system, a local finance board or board of trustees, or the Virginia College Savings Plan, or provided to the retirement system, a local finance board or board of trustees, or the Virginia College Savings Plan under a promise of confidentiality of the future value of such ownership interest or the future financial performance of the entity and (ii) have an adverse effect on the value of the investment to be acquired, held, or disposed of by the retirement system, a local finance board or board of trustees, the board of visitors of the University of Virginia, the board of visitors of The College of William and Mary in Virginia, or the Virginia College Savings Plan. Nothing in this subdivision shall be construed to prevent the disclosure of information relating to the identity of any investment held, the amount invested, or the present value of such investment.

13. Financial, medical, rehabilitative, and other personal information concerning applicants for or recipients of loan funds submitted to or maintained by the Assistive Technology Loan Fund Authority under Chapter 11 (§ 51.5-53 et seq.) of Title 51.5.

14. Information held by the Virginia Commonwealth University Health System Authority pertaining to any of the following: an individual's qualifications for or continued membership on its medical or teaching staffs; proprietary information gathered by or in the possession of the Authority from third parties pursuant to a promise of confidentiality; contract cost estimates prepared for confidential use in awarding contracts for construction or the purchase of goods or services; information of a proprietary nature produced or collected by or for the Authority or

members of its medical or teaching staffs; financial statements not publicly available that may be filed with the Authority from third parties; the identity, accounts, or account status of any customer of the Authority; consulting or other reports paid for by the Authority to assist the Authority in connection with its strategic planning and goals; the determination of marketing and operational strategies where disclosure of such strategies would be harmful to the competitive position of the Authority; and information of a proprietary nature produced or collected by or for employees of the Authority, other than the Authority's financial or administrative records, in the conduct of or as a result of study or research on medical, scientific, technical, or scholarly issues, whether sponsored by the Authority alone or in conjunction with a governmental body or a private concern, when such information has not been publicly released, published, copyrighted, or patented. This exclusion shall also apply when such information is in the possession of Virginia Commonwealth University.

15. Information held by the Department of Environmental Quality, the State Water Control Board, the State Air Pollution Control Board, or the Virginia Waste Management Board relating to (i) active federal environmental enforcement actions that are considered confidential under federal law and (ii) enforcement strategies, including proposed sanctions for enforcement actions. Upon request, such information shall be disclosed after a proposed sanction resulting from the investigation has been proposed to the director of the agency. This subdivision shall not be construed to prevent the disclosure of information related to inspection reports, notices of violation, and documents detailing the nature of any environmental contamination that may have occurred or similar documents.

16. Information related to the operation of toll facilities that identifies an individual, vehicle, or travel itinerary, including vehicle identification data or vehicle enforcement system information; video or photographic images; Social Security or other identification numbers appearing on driver's licenses; credit card or bank account data; home addresses; phone numbers; or records of the date or time of toll facility use.

17. Information held by the Virginia Lottery pertaining to (i) the social security number, tax identification number, state sales tax number, home address and telephone number, personal and lottery banking account and transit numbers of a retailer, and financial information regarding the nonlottery operations of specific retail locations and (ii) individual lottery winners, except that a winner's name, hometown, and amount won shall be disclosed. If the value of the prize won by the winner exceeds \$10 million, the information described in clause (ii) shall not be disclosed unless the winner consents in writing to such disclosure.

18. Information held by the Board for Branch Pilots relating to the chemical or drug testing of a person regulated by the Board, where such person has tested negative or has not been the subject of a disciplinary action by the Board for a positive test result.

19. (Effective until October 1, 2019) Information pertaining to the planning, scheduling, and performance of examinations of holder records pursuant to the Uniform Disposition of Unclaimed Property Act (§ 55-210.1 et seq.) prepared by or for the State Treasurer or his agents or employees or persons employed to perform an audit or examination of holder records.

19. (Effective October 1, 2019) Information pertaining to the planning, scheduling, and performance of examinations of holder records pursuant to the Virginia Disposition of Unclaimed Property Act (§ 55.1-2500 et seq.) prepared by or for the State Treasurer or his agents or employees or persons employed to perform an audit or examination of holder records.

20. Information held by the Virginia Department of Emergency Management or a local governing body relating to citizen emergency response teams established pursuant to an ordinance of a local governing body that reveal the name, address, including e-mail address, telephone or pager numbers, or operating schedule of an individual participant in the program.

21. Information held by state or local park and recreation departments and local and regional park authorities concerning identifiable individuals under the age of 18 years. However, nothing in this subdivision shall operate to prevent the disclosure of information defined as directory information under regulations implementing the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, unless the public body has undertaken the parental notification and opt-out requirements provided by such regulations. Access shall not be denied to the parent, including a noncustodial parent, or guardian of such person, unless the parent's parental rights have been terminated or a court of competent jurisdiction has restricted or denied such access. For such information of persons who are emancipated, the right of access may be asserted by the subject thereof. Any parent or emancipated person who is the subject of the information may waive, in writing, the protections afforded by this subdivision. If the protections are so waived, the public body shall open such information for inspection and copying.

22. Information submitted for inclusion in the Statewide Alert Network administered by the Department of Emergency Management that reveal names, physical addresses, email addresses, computer or internet protocol information, telephone numbers, pager numbers, other wireless or portable communications device information, or operating schedules of individuals or agencies, where the release of such information would compromise the security of the Statewide Alert Network or individuals participating in the Statewide Alert Network.

23. Information held by the Judicial Inquiry and Review Commission made confidential by § 17.1-913.

24. Information held by the Virginia Retirement System acting pursuant to § 51.1-124.30, a local retirement system acting pursuant to § 51.1-803 (hereinafter collectively referred to as the retirement system), or the Virginia College Savings Plan, acting pursuant to § 23.1-704 relating to:

- a. Internal deliberations of or decisions by the retirement system or the Virginia College Savings Plan on the pursuit of particular investment strategies, or the selection or termination of investment managers, prior to the execution of such investment strategies or the selection or termination of such managers, if disclosure of such information would have an adverse impact on the financial interest of the retirement system or the Virginia College Savings Plan; and
- b. Trade secrets provided by a private entity to the retirement system or the Virginia College Savings Plan if disclosure of such records would have an adverse impact on the financial interest of the retirement system or the Virginia College Savings Plan.

For the records specified in subdivision b to be excluded from the provisions of this chapter, the entity shall make a written request to the retirement system or the Virginia College Savings Plan:

- (1) Invoking such exclusion prior to or upon submission of the data or other materials for which protection from disclosure is sought;
- (2) Identifying with specificity the data or other materials for which protection is sought; and

(3) Stating the reasons why protection is necessary.

The retirement system or the Virginia College Savings Plan shall determine whether the requested exclusion from disclosure meets the requirements set forth in subdivision b.

Nothing in this subdivision shall be construed to prevent the disclosure of the identity or amount of any investment held or the present value and performance of all asset classes and subclasses.

25. Information held by the Department of Corrections made confidential by § 53.1-233.

26. Information maintained by the Department of the Treasury or participants in the Local Government Investment Pool (§ 2.2-4600 et seq.) and required to be provided by such participants to the Department to establish accounts in accordance with § 2.2-4602.

27. Personal information, as defined in § 2.2-3801, contained in the Veterans Care Center Resident Trust Funds concerning residents or patients of the Department of Veterans Services Care Centers, except that access shall not be denied to the person who is the subject of the information.

28. Information maintained in connection with fundraising activities by the Veterans Services Foundation pursuant to § 2.2-2716 that reveal the address, electronic mail address, facsimile or telephone number, social security number or other identification number appearing on a driver's license, or credit card or bank account data of identifiable donors, except that access shall not be denied to the person who is the subject of the information. Nothing in this subdivision, however, shall be construed to prevent the disclosure of information relating to the amount, date, purpose, and terms of the pledge or donation or the identity of the donor, unless the donor has requested anonymity in connection with or as a condition of making a pledge or donation. The exclusion provided by this subdivision shall not apply to protect from disclosure (i) the identities of sponsors providing grants to or contracting with the foundation for the performance of services or other work or (ii) the terms and conditions of such grants or contracts.

29. Information prepared for and utilized by the Commonwealth's Attorneys' Services Council in the training of state prosecutors or law-enforcement personnel, where such information is not otherwise available to the public and the disclosure of such information would reveal confidential strategies, methods, or procedures to be employed in law-enforcement activities or materials created for the investigation and prosecution of a criminal case.

30. Information provided to the Department of Aviation by other entities of the Commonwealth in connection with the operation of aircraft where the information would not be subject to disclosure by the entity providing the information. The entity providing the information to the Department of Aviation shall identify the specific information to be protected and the applicable provision of this chapter that excludes the information from mandatory disclosure.

31. Information created or maintained by or on the behalf of the judicial performance evaluation program related to an evaluation of any individual justice or judge made confidential by § 17.1-100.

32. Information reflecting the substance of meetings in which (i) individual sexual assault cases are discussed by any sexual assault response team established pursuant to § 15.2-1627.4, (ii) individual child abuse or neglect cases or sex offenses involving a child are discussed by multidisciplinary child sexual abuse response teams established pursuant to § 15.2-1627.5, or (iii) individual cases of abuse, neglect, or exploitation of adults as defined in § 63.2-1603 are

discussed by multidisciplinary teams established pursuant to §§ 15.2-1627.5 and 63.2-1605. The findings of any such team may be disclosed or published in statistical or other aggregated form that does not disclose the identity of specific individuals.

33. Information contained in the strategic plan, marketing plan, or operational plan prepared by the Virginia Economic Development Partnership Authority pursuant to § 2.2-2237.1 regarding target companies, specific allocation of resources and staff for marketing activities, and specific marketing activities that would reveal to the Commonwealth's competitors for economic development projects the strategies intended to be deployed by the Commonwealth, thereby adversely affecting the financial interest of the Commonwealth. The executive summaries of the strategic plan, marketing plan, and operational plan shall not be redacted or withheld pursuant to this subdivision.

34. (Effective January 1, 2020) Information discussed in a closed session of the Physical Therapy Compact Commission or the Executive Board or other committees of the Commission for purposes set forth in subsection E of § 54.1-3491.

1999, cc. 485, 518, 703, 726, 793, 849, 852, 867, 868, 881, § 2.1-342.01; 2000, cc. 66, 237, 382, 400, 430, 583, 589, 592, 594, 618, 632, 657, 720, 932, 933, 947, 1006, 1064; 2001, cc. 288, 518, 844, § 2.2-3705; 2002, cc. 87, 155, 242, 393, 478, 481, 499, 522, 571, 572, 633, 655, 715, 798, 830; 2003, cc. 274, 307, 327, 332, 358, 704, 801, 884, 891, 893, 897, 968; 2004, cc. 426, 690, 832; 2005, cc. 165, 508; 2007, cc. 406, 652, 660, 737, 739; 2008, cc. 16, 739; 2009, cc. 223, 827, 845; 2010, c. 300; 2011, cc. 827, 867; 2012, c. 726; 2013, cc. 199, 481, 554, 574; 2014, cc. 225, 808; 2015, cc. 38, 137, 549, 730; 2016, cc. 550, 620, 716, 729; 2017, cc. 587, 642, 778, 804, 824; 2018, cc. 58, 141; 2019, cc. 163, 170, 247, 300, 358, 729, 775.

§ 2.2-3705.8. Limitation on record exclusions.

Nothing in this chapter shall be construed as denying public access to the nonexempt portions of a report of a consultant hired by or at the request of a local public body or the mayor or chief executive or administrative officer of such public body if (i) the contents of such report have been distributed or disclosed to members of the local public body or (ii) the local public body has scheduled any action on a matter that is the subject of the consultant's report.

1999, cc. 485, 518, 703, 726, 793, 849, 852, 867, 868, 881, § 2.1-342.01; 2000, cc. 66, 237, 382, 400, 430, 583, 589, 592, 594, 618, 632, 657, 720, 932, 933, 947, 1006, 1064; 2001, cc. 288, 518, 844, § 2.2-3705; 2002, cc. 87, 155, 242, 393, 478, 481, 499, 522, 571, 572, 633, 655, 715, 798, 830; 2003, cc. 274, 307, 327, 332, 358, 704, 801, 884, 891, 893, 897, 968; 2004, c. 690; 2017, c. 778.

§ 2.2-3706. Disclosure of law-enforcement and criminal records; limitations.

A. Records required to be released. All public bodies engaged in criminal law-enforcement activities shall provide the following records when requested in accordance with the provisions of this chapter:

1. Criminal incident information relating to felony offenses, which shall include:
 - a. A general description of the criminal activity reported;
 - b. The date the alleged crime was committed;
 - c. The general location where the alleged crime was committed;
 - d. The identity of the investigating officer or other point of contact; and

e. A general description of any injuries suffered or property damaged or stolen.

A verbal response as agreed to by the requester and the public body is sufficient to satisfy the requirements of subdivision 1.

Where the release of criminal incident information, however, is likely to jeopardize an ongoing investigation or prosecution or the safety of an individual, cause a suspect to flee or evade detection, or result in the destruction of evidence, such information may be withheld until the above-referenced damage is no longer likely to occur from release of the information. Nothing in subdivision 1 shall be construed to authorize the withholding of those portions of such information that are not likely to cause the above-referenced damage;

2. Adult arrestee photographs taken during the initial intake following the arrest and as part of the routine booking procedure, except when necessary to avoid jeopardizing an investigation in felony cases until such time as the release of the photograph will no longer jeopardize the investigation;

3. Information relative to the identity of any individual, other than a juvenile, who is arrested and charged, and the status of the charge or arrest; and

4. Records of completed unattended death investigations to the parent or spouse of the decedent or, if there is no living parent or spouse, to the most immediate family member of the decedent, provided the person is not a person of interest or a suspect. For the purposes of this subdivision, "unattended death" means a death determined to be a suicide, accidental or natural death where no criminal charges will be initiated, and "immediate family" means the decedent's personal representative or, if no personal representative has qualified, the decedent's next of kin in order of intestate succession as set forth in § 64.2-200.

B. Discretionary releases. The following records are excluded from the mandatory disclosure provisions of this chapter, but may be disclosed by the custodian, in his discretion, except where such disclosure is prohibited by law:

1. Criminal investigative files, defined as any documents and information, including complaints, court orders, memoranda, notes, diagrams, maps, photographs, correspondence, reports, witness statements, and evidence relating to a criminal investigation or prosecution, other than criminal incident information subject to release in accordance with subdivision A 1;

2. Reports submitted in confidence to (i) state and local law-enforcement agencies, (ii) investigators authorized pursuant to Chapter 3.2 (§ 2.2-307 et seq.), and (iii) campus police departments of public institutions of higher education established pursuant to Article 3 (§ 23.1-809 et seq.) of Chapter 8 of Title 23.1;

3. Records of local law-enforcement agencies relating to neighborhood watch programs that include the names, addresses, and operating schedules of individual participants in the program that are provided to such agencies under a promise of anonymity;

4. All records of persons imprisoned in penal institutions in the Commonwealth provided such records relate to the imprisonment;

5. Records of law-enforcement agencies, to the extent that such records contain specific tactical plans, the disclosure of which would jeopardize the safety or security of law-enforcement

personnel or the general public;

6. All records of adult persons under (i) investigation or supervision by a local pretrial services agency in accordance with Article 5 (§ 19.2-152.2 et seq.) of Chapter 9 of Title 19.2; (ii) investigation, probation supervision, or monitoring by a local community-based probation services agency in accordance with Article 9 (§ 9.1-173 et seq.) of Chapter 1 of Title 9.1; or (iii) investigation or supervision by state probation and parole services in accordance with Article 2 (§ 53.1-141 et seq.) of Chapter 4 of Title 53.1;

7. Records of a law-enforcement agency to the extent that they disclose the telephone numbers for cellular telephones, pagers, or comparable portable communication devices provided to its personnel for use in the performance of their official duties;

8. Those portions of any records containing information related to undercover operations or protective details that would reveal the staffing, logistics, or tactical plans of such undercover operations or protective details. Nothing in this subdivision shall operate to allow the withholding of information concerning the overall costs or expenses associated with undercover operations or protective details;

9. Records of (i) background investigations of applicants for law-enforcement agency employment, (ii) administrative investigations relating to allegations of wrongdoing by employees of a law-enforcement agency, and (iii) other administrative investigations conducted by law-enforcement agencies that are made confidential by law;

10. The identity of any victim, witness, or undercover officer, or investigative techniques or procedures. However, the identity of any victim or witness shall be withheld if disclosure is prohibited or restricted under § 19.2-11.2; and

11. Records of the Sex Offender and Crimes Against Minors Registry maintained by the Department of State Police pursuant to Chapter 9 (§ 9.1-900 et seq.) of Title 9.1, including information obtained from state, local, and regional officials, except to the extent that information is required to be posted on the Internet pursuant to § 9.1-913.

C. Prohibited releases. The identity of any individual providing information about a crime or criminal activity under a promise of anonymity shall not be disclosed.

D. Noncriminal records. Public bodies (i) engaged in emergency medical services, (ii) engaged in fire protection services, (iii) engaged in criminal law-enforcement activities, or (iv) engaged in processing calls for service or other communications to an emergency 911 system or any other equivalent reporting system may withhold those portions of noncriminal incident or other noncriminal investigative reports or materials that contain identifying information of a personal, medical, or financial nature where the release of such information would jeopardize the safety or privacy of any person. Access to personnel records of persons employed by a law-enforcement agency shall be governed by the provisions of subdivision B 9 of this section and subdivision 1 of § 2.2-3705.1, as applicable.

E. Records of any call for service or other communication to an emergency 911 system or communicated with any other equivalent reporting system shall be subject to the provisions of this chapter.

F. Conflict resolution. In the event of conflict between this section as it relates to requests made under this section and other provisions of law, this section shall control.

1999, cc. 703, 726, § 2.1-342.2; 2000, c. 227; 2001, c. 844; 2002, cc. 393, 715, 769, 830; 2004, cc. 685, 735; 2006, cc. 857, 914; 2007, c. 133; 2010, c. 627; 2011, cc. 798, 871; 2013, c. 695; 2016, cc. 184, 546; 2017, c. 828; 2018, c. 48.

§ 2.2-3707. Meetings to be public; notice of meetings; recordings; minutes.

A. All meetings of public bodies shall be open, except as provided in §§ 2.2-3707.01 and 2.2-3711.

B. No meeting shall be conducted through telephonic, video, electronic or other electronic communication means where the members are not physically assembled to discuss or transact public business, except as provided in § 2.2-3708.2 or as may be specifically provided in Title 54.1 for the summary suspension of professional licenses.

C. Every public body shall give notice of the date, time, and location of its meetings by:

1. Posting such notice on its official public government website, if any;
2. Placing such notice in a prominent public location at which notices are regularly posted; and
3. Placing such notice at the office of the clerk of the public body or, in the case of a public body that has no clerk, at the office of the chief administrator.

All state public bodies subject to the provisions of this chapter shall also post notice of their meetings on a central, publicly available electronic calendar maintained by the Commonwealth. Publication of meeting notices by electronic means by other public bodies shall be encouraged.

The notice shall be posted at least three working days prior to the meeting.

D. Notice, reasonable under the circumstance, of special, emergency, or continued meetings shall be given contemporaneously with the notice provided to the members of the public body conducting the meeting.

E. Any person may annually file a written request for notification with a public body. The request shall include the requester's name, address, zip code, daytime telephone number, electronic mail address, if available, and organization, if any. The public body receiving such request shall provide notice of all meetings directly to each such person. Without objection by the person, the public body may provide electronic notice of all meetings in response to such requests.

F. At least one copy of the proposed agenda and all agenda packets and, unless exempt, all materials furnished to members of a public body for a meeting shall be made available for public inspection at the same time such documents are furnished to the members of the public body. The proposed agendas for meetings of state public bodies where at least one member has been appointed by the Governor shall state whether or not public comment will be received at the meeting and, if so, the approximate point during the meeting when public comment will be received.

G. Any person may photograph, film, record or otherwise reproduce any portion of a meeting required to be open. The public body conducting the meeting may adopt rules governing the placement and use of equipment necessary for broadcasting, photographing, filming or recording a meeting to prevent interference with the proceedings, but shall not prohibit or otherwise prevent any person from photographing, filming, recording, or otherwise reproducing any portion of a meeting required to be open. No public body shall conduct a meeting required to be open in any building or facility where such recording devices are prohibited.

H. Minutes shall be recorded at all open meetings. However, minutes shall not be required to be taken at deliberations of (i) standing and other committees of the General Assembly; (ii) legislative interim study commissions and committees, including the Virginia Code Commission; (iii) study committees or commissions appointed by the Governor; or (iv) study commissions or study committees, or any other committees or subcommittees appointed by the governing bodies or school boards of counties, cities and towns, except where the membership of any such commission, committee or subcommittee includes a majority of the governing body of the county, city or town or school board.

Minutes, including draft minutes, and all other records of open meetings, including audio or audio/visual records shall be deemed public records and subject to the provisions of this chapter.

Minutes shall be in writing and shall include (a) the date, time, and location of the meeting; (b) the members of the public body recorded as present and absent; and (c) a summary of the discussion on matters proposed, deliberated or decided, and a record of any votes taken. In addition, for electronic communication meetings conducted in accordance with § 2.2-3708.2, minutes of state public bodies shall include (1) the identity of the members of the public body at each remote location identified in the notice who participated in the meeting through electronic communication means, (2) the identity of the members of the public body who were physically assembled at the primary or central meeting location, and (3) the identity of the members of the public body who were not present at the locations identified in clauses (1) and (2) but who monitored such meeting through electronic communication means.

1968, c. 479, § 2.1-343; 1973, c. 461; 1976, c. 467; 1977, c. 677; 1982, c. 333; 1989, c. 358; 1990, c. 538; 1993, c. 720; 1995, c. 562; 1999, cc. 696, 703, 726; 2000, c. 227; 2001, c. 844; 2004, cc. 730, 768; 2005, c. 352; 2007, c. 300; 2009, c. 628; 2010, c. 309; 2015, c. 131; 2017, c. 616; 2018, c. 55.

§ 2.2-3707.01. Meetings of the General Assembly.

A. Except as provided in subsection B, public access to any meeting of the General Assembly or a portion thereof shall be governed by rules established by the Joint Rules Committee and approved by a majority vote of each house at the next regular session of the General Assembly. At least 60 days before the adoption of such rules, the Joint Rules Committee shall (i) hold regional public hearings on such proposed rules and (ii) provide a copy of such proposed rules to the Virginia Freedom of Information Advisory Council.

B. Floor sessions of either house of the General Assembly; meetings, including work sessions, of any standing or interim study committee of the General Assembly; meetings, including work sessions, of any subcommittee of such standing or interim study committee; and joint committees of conference of the General Assembly; or a quorum of any such committees or subcommittees, shall be open and governed by this chapter.

C. Meetings of the respective political party caucuses of either house of the General Assembly, including meetings conducted by telephonic or other electronic communication means, without regard to (i) whether the General Assembly is in or out of regular or special session or (ii) whether such caucuses invite staff or guests to participate in their deliberations, shall not be deemed meetings for the purposes of this chapter.

D. No regular, special, or reconvened session of the General Assembly held pursuant to Article IV, Section 6 of the Constitution of Virginia shall be conducted using electronic communication means pursuant to § 2.2-3708.2.

2004, c. 768;2005, c. 352;2018, c. 55.

§ 2.2-3707.1. Posting of minutes for state boards and commissions.

All boards, commissions, councils, and other public bodies created in the executive branch of state government and subject to the provisions of this chapter shall post minutes of their meetings on such body's official public government website and on a central electronic calendar maintained by the Commonwealth. Draft minutes of meetings shall be posted as soon as possible but no later than 10 working days after the conclusion of the meeting. Final approved meeting minutes shall be posted within three working days of final approval of the minutes.

2002, cc. 580, 618;2006, cc. 474, 595;2007, c. 300;2017, c. 616.

§ 2.2-3708. Repealed.

Repealed by Acts 2018, c. 55, cl. 2.

§ 2.2-3708.2. Meetings held through electronic communication means.

A. The following provisions apply to all public bodies:

1. Subject to the requirements of subsection C, all public bodies may conduct any meeting wherein the public business is discussed or transacted through electronic communication means if, on or before the day of a meeting, a member of the public body holding the meeting notifies the chair of the public body that:

a. Such member is unable to attend the meeting due to a temporary or permanent disability or other medical condition that prevents the member's physical attendance; or

b. Such member is unable to attend the meeting due to a personal matter and identifies with specificity the nature of the personal matter. Participation by a member pursuant to this subdivision is limited each calendar year to two meetings.

2. If participation by a member through electronic communication means is approved pursuant to subdivision 1, the public body holding the meeting shall record in its minutes the remote location from which the member participated; however, the remote location need not be open to the public. If participation is approved pursuant to subdivision 1 a, the public body shall also include in its minutes the fact that the member participated through electronic communication means due to a temporary or permanent disability or other medical condition that prevented the member's physical attendance. If participation is approved pursuant to subdivision 1 b, the public body shall also include in its minutes the specific nature of the personal matter cited by the member.

If a member's participation from a remote location pursuant to subdivision 1 b is disapproved because such participation would violate the policy adopted pursuant to subsection C, such disapproval shall be recorded in the minutes with specificity.

3. Any public body may meet by electronic communication means without a quorum of the public body physically assembled at one location when the Governor has declared a state of emergency in accordance with § 44-146.17, provided that (i) the catastrophic nature of the declared emergency makes it impracticable or unsafe to assemble a quorum in a single location and (ii) the purpose of the meeting is to address the emergency. The public body convening a meeting in accordance with this subdivision shall:

- a. Give public notice using the best available method given the nature of the emergency, which notice shall be given contemporaneously with the notice provided to members of the public body conducting the meeting;
- b. Make arrangements for public access to such meeting; and
- c. Otherwise comply with the provisions of this section.

The nature of the emergency, the fact that the meeting was held by electronic communication means, and the type of electronic communication means by which the meeting was held shall be stated in the minutes.

B. The following provisions apply to regional public bodies:

1. Subject to the requirements in subsection C, regional public bodies may also conduct any meeting wherein the public business is discussed or transacted through electronic communication means if, on the day of a meeting, a member of a regional public body notifies the chair of the public body that such member's principal residence is more than 60 miles from the meeting location identified in the required notice for such meeting.
2. If participation by a member through electronic communication means is approved pursuant to this subsection, the public body holding the meeting shall record in its minutes the remote location from which the member participated; however, the remote location need not be open to the public.

If a member's participation from a remote location is disapproved because such participation would violate the policy adopted pursuant to subsection C, such disapproval shall be recorded in the minutes with specificity.

C. Participation by a member of a public body in a meeting through electronic communication means pursuant to subdivisions A 1 and 2 and subsection B shall be authorized only if the following conditions are met:

1. The public body has adopted a written policy allowing for and governing participation of its members by electronic communication means, including an approval process for such participation, subject to the express limitations imposed by this section. Once adopted, the policy shall be applied strictly and uniformly, without exception, to the entire membership and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting;
2. A quorum of the public body is physically assembled at one primary or central meeting location; and
3. The public body makes arrangements for the voice of the remote participant to be heard by all persons at the primary or central meeting location.

D. The following provisions apply to state public bodies:

1. Except as provided in subsection D of § [2.2-3707.01](#), state public bodies may also conduct any meeting wherein the public business is discussed or transacted through electronic communication means, provided that (i) a quorum of the public body is physically assembled at one primary or central meeting location, (ii) notice of the meeting has been given in accordance

with subdivision 2, and (iii) members of the public are provided a substantially equivalent electronic communication means through which to witness the meeting. For the purposes of this subsection, "witness" means observe or listen.

If a state public body holds a meeting through electronic communication means pursuant to this subsection, it shall also hold at least one meeting annually where members in attendance at the meeting are physically assembled at one location and where no members participate by electronic communication means.

2. Notice of any regular meeting held pursuant to this subsection shall be provided at least three working days in advance of the date scheduled for the meeting. Notice, reasonable under the circumstance, of special, emergency, or continued meetings held pursuant to this section shall be given contemporaneously with the notice provided to members of the public body conducting the meeting. For the purposes of this subsection, "continued meeting" means a meeting that is continued to address an emergency or to conclude the agenda of a meeting for which proper notice was given.

The notice shall include the date, time, place, and purpose for the meeting; shall identify the primary or central meeting location and any remote locations that are open to the public pursuant to subdivision 4; shall include notice as to the electronic communication means by which members of the public may witness the meeting; and shall include a telephone number that may be used to notify the primary or central meeting location of any interruption in the telephonic or video broadcast of the meeting. Any interruption in the telephonic or video broadcast of the meeting shall result in the suspension of action at the meeting until repairs are made and public access is restored.

3. A copy of the proposed agenda and agenda packets and, unless exempt, all materials that will be distributed to members of a public body for a meeting shall be made available for public inspection at the same time such documents are furnished to the members of the public body conducting the meeting.

4. Public access to the remote locations from which additional members of the public body participate through electronic communication means shall be encouraged but not required. However, if three or more members are gathered at the same remote location, then such remote location shall be open to the public.

5. If access to remote locations is afforded, (i) all persons attending the meeting at any of the remote locations shall be afforded the same opportunity to address the public body as persons attending at the primary or central location and (ii) a copy of the proposed agenda and agenda packets and, unless exempt, all materials that will be distributed to members of the public body for the meeting shall be made available for inspection by members of the public attending the meeting at any of the remote locations at the time of the meeting.

6. The public body shall make available to the public at any meeting conducted in accordance with this subsection a public comment form prepared by the Virginia Freedom of Information Advisory Council in accordance with § [30-179](#).

7. Minutes of all meetings held by electronic communication means shall be recorded as required by § [2.2-3707](#). Votes taken during any meeting conducted through electronic communication means shall be recorded by name in roll-call fashion and included in the minutes. For emergency meetings held by electronic communication means, the nature of the emergency shall be stated

in the minutes.

8. Any authorized state public body that meets by electronic communication means pursuant to this subsection shall make a written report of the following to the Virginia Freedom of Information Advisory Council by December 15 of each year:

- a. The total number of meetings held that year in which there was participation through electronic communication means;
- b. The dates and purposes of each such meeting;
- c. A copy of the agenda for each such meeting;
- d. The primary or central meeting location of each such meeting;
- e. The types of electronic communication means by which each meeting was held;
- f. If possible, the number of members of the public who witnessed each meeting through electronic communication means;
- g. The identity of the members of the public body recorded as present at each meeting, and whether each member was present at the primary or central meeting location or participated through electronic communication means;
- h. The identity of any members of the public body who were recorded as absent at each meeting and any members who were recorded as absent at a meeting but who monitored the meeting through electronic communication means;
- i. If members of the public were granted access to a remote location from which a member participated in a meeting through electronic communication means, the number of members of the public at each such remote location;
- j. A summary of any public comment received about the process of conducting a meeting through electronic communication means; and
- k. A written summary of the public body's experience conducting meetings through electronic communication means, including its logistical and technical experience.

E. Nothing in this section shall be construed to prohibit the use of interactive audio or video means to expand public participation.

2018, cc. [55](#), [56](#);2019, c. [359](#).

§ 2.2-3709. Expired.

Expired.

§ 2.2-3710. Transaction of public business other than by votes at meetings prohibited.

A. Unless otherwise specifically provided by law, no vote of any kind of the membership, or any part thereof, of any public body shall be taken to authorize the transaction of any public business, other than a vote taken at a meeting conducted in accordance with the provisions of this chapter. No public body shall vote by secret or written ballot, and unless expressly provided by this chapter, no public body shall vote by telephone or other electronic communication means.

B. Notwithstanding the foregoing, nothing contained herein shall be construed to prohibit (i) separately contacting the membership, or any part thereof, of any public body for the purpose of ascertaining a member's position with respect to the transaction of public business, whether such contact is done in person, by telephone or by electronic communication, provided the contact is done on a basis that does not constitute a meeting as defined in this chapter or (ii) the House of Delegates or the Senate of Virginia from adopting rules relating to the casting of votes by members of standing committees. Nothing in this subsection shall operate to exclude any public record from the provisions of this chapter.

1987, c. 71, § 2.1-343.2; 1999, cc. 703, 726; 2000, c. 932; 2001, cc. 710, 844; 2002, c. 491.

§ 2.2-3711. Closed meetings authorized for certain limited purposes.

A. Public bodies may hold closed meetings only for the following purposes:

1. Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body; and evaluation of performance of departments or schools of public institutions of higher education where such evaluation will necessarily involve discussion of the performance of specific individuals. Any teacher shall be permitted to be present during a closed meeting in which there is a discussion or consideration of a disciplinary matter that involves the teacher and some student and the student involved in the matter is present, provided the teacher makes a written request to be present to the presiding officer of the appropriate board. Nothing in this subdivision, however, shall be construed to authorize a closed meeting by a local governing body or an elected school board to discuss compensation matters that affect the membership of such body or board collectively.
2. Discussion or consideration of admission or disciplinary matters or any other matters that would involve the disclosure of information contained in a scholastic record concerning any student of any public institution of higher education in the Commonwealth or any state school system. However, any such student, legal counsel and, if the student is a minor, the student's parents or legal guardians shall be permitted to be present during the taking of testimony or presentation of evidence at a closed meeting, if such student, parents, or guardians so request in writing and such request is submitted to the presiding officer of the appropriate board.
3. Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body.
4. The protection of the privacy of individuals in personal matters not related to public business.
5. Discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community.
6. Discussion or consideration of the investment of public funds where competition or bargaining is involved, where, if made public initially, the financial interest of the governmental unit would be adversely affected.
7. Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would

adversely affect the negotiating or litigating posture of the public body. For the purposes of this subdivision, "probable litigation" means litigation that has been specifically threatened or on which the public body or its legal counsel has a reasonable basis to believe will be commenced by or against a known party. Nothing in this subdivision shall be construed to permit the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter.

8. Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel. Nothing in this subdivision shall be construed to permit the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter.

9. Discussion or consideration by governing boards of public institutions of higher education of matters relating to gifts, bequests and fund-raising activities, and of grants and contracts for services or work to be performed by such institution. However, the terms and conditions of any such gifts, bequests, grants, and contracts made by a foreign government, a foreign legal entity, or a foreign person and accepted by a public institution of higher education in the Commonwealth shall be subject to public disclosure upon written request to the appropriate board of visitors. For the purpose of this subdivision, (i) "foreign government" means any government other than the United States government or the government of a state or a political subdivision thereof, (ii) "foreign legal entity" means any legal entity (a) created under the laws of the United States or of any state thereof if a majority of the ownership of the stock of such legal entity is owned by foreign governments or foreign persons or if a majority of the membership of any such entity is composed of foreign persons or foreign legal entities or (b) created under the laws of a foreign government, and (iii) "foreign person" means any individual who is not a citizen or national of the United States or a trust territory or protectorate thereof.

10. Discussion or consideration by the boards of trustees of the Virginia Museum of Fine Arts, the Virginia Museum of Natural History, the Jamestown-Yorktown Foundation, the Fort Monroe Authority, and The Science Museum of Virginia of matters relating to specific gifts, bequests, and grants from private sources.

11. Discussion or consideration of honorary degrees or special awards.

12. Discussion or consideration of tests, examinations, or other information used, administered, or prepared by a public body and subject to the exclusion in subdivision 4 of § [2.2-3705.1](#).

13. Discussion, consideration, or review by the appropriate House or Senate committees of possible disciplinary action against a member arising out of the possible inadequacy of the disclosure statement filed by the member, provided the member may request in writing that the committee meeting not be conducted in a closed meeting.

14. Discussion of strategy with respect to the negotiation of a hazardous waste siting agreement or to consider the terms, conditions, and provisions of a hazardous waste siting agreement if the governing body in open meeting finds that an open meeting will have an adverse effect upon the negotiating position of the governing body or the establishment of the terms, conditions and provisions of the siting agreement, or both. All discussions with the applicant or its representatives may be conducted in a closed meeting.

15. Discussion by the Governor and any economic advisory board reviewing forecasts of economic activity and estimating general and nongeneral fund revenues.

16. Discussion or consideration of medical and mental health records subject to the exclusion in subdivision 1 of § 2.2-3705.5.

17. Deliberations of the Virginia Lottery Board in a licensing appeal action conducted pursuant to subsection D of § 58.1-4007 regarding the denial or revocation of a license of a lottery sales agent; and discussion, consideration or review of Virginia Lottery matters related to proprietary lottery game information and studies or investigations excluded from disclosure under subdivision 6 of § 2.2-3705.3 and subdivision 11 of § 2.2-3705.7.

18. Those portions of meetings in which the Board of Corrections discusses or discloses the identity of, or information tending to identify, any prisoner who (i) provides information about crimes or criminal activities, (ii) renders assistance in preventing the escape of another prisoner or in the apprehension of an escaped prisoner, or (iii) voluntarily or at the instance of a prison official renders other extraordinary services, the disclosure of which is likely to jeopardize the prisoner's life or safety.

19. Discussion of plans to protect public safety as it relates to terrorist activity or specific cybersecurity threats or vulnerabilities and briefings by staff members, legal counsel, or law-enforcement or emergency service officials concerning actions taken to respond to such matters or a related threat to public safety; discussion of information subject to the exclusion in subdivision 2 or 14 of § 2.2-3705.2, where discussion in an open meeting would jeopardize the safety of any person or the security of any facility, building, structure, information technology system, or software program; or discussion of reports or plans related to the security of any governmental facility, building or structure, or the safety of persons using such facility, building or structure.

20. Discussion by the Board of the Virginia Retirement System, acting pursuant to § 51.1-124.30, or of any local retirement system, acting pursuant to § 51.1-803, or by a local finance board or board of trustees of a trust established by one or more local public bodies to invest funds for postemployment benefits other than pensions, acting pursuant to Article 8 (§ 15.2-1544 et seq.) of Chapter 15 of Title 15.2, or by the board of visitors of the University of Virginia, acting pursuant to § 23.1-2210, or by the Board of the Virginia College Savings Plan, acting pursuant to § 23.1-706, regarding the acquisition, holding or disposition of a security or other ownership interest in an entity, where such security or ownership interest is not traded on a governmentally regulated securities exchange, to the extent that such discussion (i) concerns confidential analyses prepared for the board of visitors of the University of Virginia, prepared by the retirement system, or a local finance board or board of trustees, or the Virginia College Savings Plan or provided to the retirement system, a local finance board or board of trustees, or the Virginia College Savings Plan under a promise of confidentiality, of the future value of such ownership interest or the future financial performance of the entity, and (ii) would have an adverse effect on the value of the investment to be acquired, held, or disposed of by the retirement system, a local finance board or board of trustees, the board of visitors of the University of Virginia, or the Virginia College Savings Plan. Nothing in this subdivision shall be construed to prevent the disclosure of information relating to the identity of any investment held, the amount invested or the present value of such investment.

21. Those portions of meetings in which individual child death cases are discussed by the State Child Fatality Review Team established pursuant to § 32.1-283.1, those portions of meetings in which individual child death cases are discussed by a regional or local child fatality review team

established pursuant to § 32.1-283.2, those portions of meetings in which individual death cases are discussed by family violence fatality review teams established pursuant to § 32.1-283.3, those portions of meetings in which individual adult death cases are discussed by the state Adult Fatality Review Team established pursuant to § 32.1-283.5, those portions of meetings in which individual adult death cases are discussed by a local or regional adult fatality review team established pursuant to § 32.1-283.6, those portions of meetings in which individual death cases are discussed by overdose fatality review teams established pursuant to § 32.1-283.7, and those portions of meetings in which individual maternal death cases are discussed by the Maternal Mortality Review Team pursuant to § 32.1-283.8.

22. Those portions of meetings of the board of visitors of the University of Virginia or the Eastern Virginia Medical School Board of Visitors, as the case may be, and those portions of meetings of any persons to whom management responsibilities for the University of Virginia Medical Center or Eastern Virginia Medical School, as the case may be, have been delegated, in which there is discussed proprietary, business-related information pertaining to the operations of the University of Virginia Medical Center or Eastern Virginia Medical School, as the case may be, including business development or marketing strategies and activities with existing or future joint venturers, partners, or other parties with whom the University of Virginia Medical Center or Eastern Virginia Medical School, as the case may be, has formed, or forms, any arrangement for the delivery of health care, if disclosure of such information would adversely affect the competitive position of the Medical Center or Eastern Virginia Medical School, as the case may be.

23. Discussion or consideration by the Virginia Commonwealth University Health System Authority or the board of visitors of Virginia Commonwealth University of any of the following: the acquisition or disposition by the Authority of real property, equipment, or technology software or hardware and related goods or services, where disclosure would adversely affect the bargaining position or negotiating strategy of the Authority; matters relating to gifts or bequests to, and fund-raising activities of, the Authority; grants and contracts for services or work to be performed by the Authority; marketing or operational strategies plans of the Authority where disclosure of such strategies or plans would adversely affect the competitive position of the Authority; and members of the Authority's medical and teaching staffs and qualifications for appointments thereto.

24. Those portions of the meetings of the Health Practitioners' Monitoring Program Committee within the Department of Health Professions to the extent such discussions identify any practitioner who may be, or who actually is, impaired pursuant to Chapter 25.1 (§ 54.1-2515 et seq.) of Title 54.1.

25. Meetings or portions of meetings of the Board of the Virginia College Savings Plan wherein personal information, as defined in § 2.2-3801, which has been provided to the Board or its employees by or on behalf of individuals who have requested information about, applied for, or entered into prepaid tuition contracts or savings trust account agreements pursuant to Chapter 7 (§ 23.1-700 et seq.) of Title 23.1 is discussed.

26. Discussion or consideration, by the former Wireless Carrier E-911 Cost Recovery Subcommittee created pursuant to former § 56-484.15, of trade secrets submitted by CMRS providers, as defined in § 56-484.12, related to the provision of wireless E-911 service.

27. Those portions of disciplinary proceedings by any regulatory board within the Department of

Professional and Occupational Regulation, Department of Health Professions, or the Board of Accountancy conducted pursuant to § 2.2-4019 or 2.2-4020 during which the board deliberates to reach a decision or meetings of health regulatory boards or conference committees of such boards to consider settlement proposals in pending disciplinary actions or modifications to previously issued board orders as requested by either of the parties.

28. Discussion or consideration of information subject to the exclusion in subdivision 11 of § 2.2-3705.6 by a responsible public entity or an affected locality or public entity, as those terms are defined in § 33.2-1800, or any independent review panel appointed to review information and advise the responsible public entity concerning such records.

29. Discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body.

30. Discussion or consideration of grant or loan application information subject to the exclusion in subdivision 17 of § 2.2-3705.6 by (i) the Commonwealth Health Research Board or (ii) the Innovation and Entrepreneurship Investment Authority or the Research and Technology Investment Advisory Committee appointed to advise the Innovation and Entrepreneurship Investment Authority.

31. Discussion or consideration by the Commitment Review Committee of information subject to the exclusion in subdivision 5 of § 2.2-3705.2 relating to individuals subject to commitment as sexually violent predators under Chapter 9 (§ 37.2-900 et seq.) of Title 37.2.

32. Discussion or consideration of confidential proprietary information and trade secrets developed and held by a local public body providing certain telecommunication services or cable television services and subject to the exclusion in subdivision 18 of § 2.2-3705.6. However, the exemption provided by this subdivision shall not apply to any authority created pursuant to the BVU Authority Act (§ 15.2-7200 et seq.).

33. Discussion or consideration by a local authority created in accordance with the Virginia Wireless Service Authorities Act (§ 15.2-5431.1 et seq.) of confidential proprietary information and trade secrets subject to the exclusion in subdivision 19 of § 2.2-3705.6.

34. Discussion or consideration by the State Board of Elections or local electoral boards of voting security matters made confidential pursuant to § 24.2-410.2 or 24.2-625.1.

35. Discussion or consideration by the Forensic Science Board or the Scientific Advisory Committee created pursuant to Article 2 (§ 9.1-1109 et seq.) of Chapter 11 of Title 9.1 of criminal investigative files subject to the exclusion in subdivision B 1 of § 2.2-3706.

36. Discussion or consideration by the Brown v. Board of Education Scholarship Committee of information or confidential matters subject to the exclusion in subdivision A 3 of § 2.2-3705.4, and meetings of the Committee to deliberate concerning the annual maximum scholarship award, review and consider scholarship applications and requests for scholarship award renewal, and cancel, rescind, or recover scholarship awards.

37. Discussion or consideration by the Virginia Port Authority of information subject to the exclusion in subdivision 1 of § 2.2-3705.6 related to certain proprietary information gathered by or for the Virginia Port Authority.

38. Discussion or consideration by the Board of Trustees of the Virginia Retirement System acting pursuant to § 51.1-124.30, by the Investment Advisory Committee appointed pursuant to § 51.1-124.26, by any local retirement system, acting pursuant to § 51.1-803, by the Board of the Virginia College Savings Plan acting pursuant to § 23.1-706, or by the Virginia College Savings Plan's Investment Advisory Committee appointed pursuant to § 23.1-702 of information subject to the exclusion in subdivision 24 of § 2.2-3705.7.
39. Discussion or consideration of information subject to the exclusion in subdivision 3 of § 2.2-3705.6 related to economic development.
40. Discussion or consideration by the Board of Education of information relating to the denial, suspension, or revocation of teacher licenses subject to the exclusion in subdivision 11 of § 2.2-3705.3.
41. Those portions of meetings of the Virginia Military Advisory Council or any commission created by executive order for the purpose of studying and making recommendations regarding preventing closure or realignment of federal military and national security installations and facilities located in Virginia and relocation of such facilities to Virginia, or a local or regional military affairs organization appointed by a local governing body, during which there is discussion of information subject to the exclusion in subdivision 8 of § 2.2-3705.2.
42. Discussion or consideration by the Board of Trustees of the Veterans Services Foundation of information subject to the exclusion in subdivision 28 of § 2.2-3705.7 related to personally identifiable information of donors.
43. Discussion or consideration by the Virginia Tobacco Region Revitalization Commission of information subject to the exclusion in subdivision 23 of § 2.2-3705.6 related to certain information contained in grant applications.
44. Discussion or consideration by the board of directors of the Commercial Space Flight Authority of information subject to the exclusion in subdivision 24 of § 2.2-3705.6 related to rate structures or charges for the use of projects of, the sale of products of, or services rendered by the Authority and certain proprietary information of a private entity provided to the Authority.
45. Discussion or consideration of personal and proprietary information related to the resource management plan program and subject to the exclusion in (i) subdivision 25 of § 2.2-3705.6 or (ii) subsection E of § 10.1-104.7. This exclusion shall not apply to the discussion or consideration of records that contain information that has been certified for release by the person who is the subject of the information or transformed into a statistical or aggregate form that does not allow identification of the person who supplied, or is the subject of, the information.
46. Discussion or consideration by the Board of Directors of the Virginia Alcoholic Beverage Control Authority of information subject to the exclusion in subdivision 1 of § 2.2-3705.3 related to investigations of applicants for licenses and permits and of licensees and permittees.
47. Discussion or consideration of grant or loan application records subject to the exclusion in subdivision 28 of § 2.2-3705.6 related to the submission of an application for an award from the Virginia Research Investment Fund pursuant to Article 8 (§ 23.1-3130 et seq.) of Chapter 31 of Title 23.1 or interviews of parties to an application by a reviewing entity pursuant to subsection D of § 23.1-3133 or by the Virginia Research Investment Committee.

48. Discussion or development of grant proposals by a regional council established pursuant to Article 26 (§ 2.2-2484 et seq.) of Chapter 24 to be submitted for consideration to the Virginia Growth and Opportunity Board.

49. Discussion or consideration of (i) individual sexual assault cases by a sexual assault response team established pursuant to § 15.2-1627.4, (ii) individual child abuse or neglect cases or sex offenses involving a child by a child sexual abuse response team established pursuant to § 15.2-1627.5, or (iii) individual cases involving abuse, neglect, or exploitation of adults as defined in § 63.2-1603 pursuant to §§ 15.2-1627.5 and 63.2-1605.

50. Discussion or consideration by the Board of the Virginia Economic Development Partnership Authority, the Joint Legislative Audit and Review Commission, or any subcommittees thereof, of the portions of the strategic plan, marketing plan, or operational plan exempt from disclosure pursuant to subdivision 33 of § 2.2-3705.7.

51. Those portions of meetings of the subcommittee of the Board of the Virginia Economic Development Partnership Authority established pursuant to subsection F of § 2.2-2237.3 to review and discuss information received from the Virginia Employment Commission pursuant to subdivision C 2 of § 60.2-114.

B. No resolution, ordinance, rule, contract, regulation or motion adopted, passed or agreed to in a closed meeting shall become effective unless the public body, following the meeting, reconvenes in open meeting and takes a vote of the membership on such resolution, ordinance, rule, contract, regulation, or motion that shall have its substance reasonably identified in the open meeting.

C. Public officers improperly selected due to the failure of the public body to comply with the other provisions of this section shall be de facto officers and, as such, their official actions are valid until they obtain notice of the legal defect in their election.

D. Nothing in this section shall be construed to prevent the holding of conferences between two or more public bodies, or their representatives, but these conferences shall be subject to the same procedures for holding closed meetings as are applicable to any other public body.

E. This section shall not be construed to (i) require the disclosure of any contract between the Department of Health Professions and an impaired practitioner entered into pursuant to Chapter 25.1 (§ 54.1-2515 et seq.) of Title 54.1 or (ii) require the board of directors of any authority created pursuant to the Industrial Development and Revenue Bond Act (§ 15.2-4900 et seq.), or any public body empowered to issue industrial revenue bonds by general or special law, to identify a business or industry to which subdivision A 5 applies. However, such business or industry shall be identified as a matter of public record at least 30 days prior to the actual date of the board's authorization of the sale or issuance of such bonds.

1968, c. 479, § 2.1-344; 1970, c. 456; 1973, c. 461; 1974, c. 332; 1976, cc. 467, 709; 1979, cc. 369, 684; 1980, cc. 221, 475, 476, 754; 1981, cc. 35, 471; 1982, cc. 497, 516; 1984, cc. 473, 513; 1985, c. 277; 1988, c. 891; 1989, cc. 56, 358, 478; 1990, cc. 435, 538; 1991, c. 708; 1992, c. 444; 1993, cc. 270, 499; 1995, c. 499; 1996, cc. 855, 862, 902, 905, 1046; 1997, cc. 439, 641, 785, 861; 1999, cc. 485, 518, 703, 726, 849, 867, 868; 2000, cc. 382, 400, 720, 1064; 2001, cc. 231, 844; 2002, cc. 87, 393, 455, 478, 499, 655, 715, 830; 2003, cc. 274, 291, 332, 618, 703; 2004, cc. 398, 690, 770; 2005, cc. 258, 411, 568; 2006, cc. 430, 499, 518, 560; 2007, cc. 133, 374, 566, 739; 2008, cc. 626, 633, 668, 721, 743; 2009, cc. 223, 325, 472, 765, 810, 827, 845; 2010, cc. 310, 630, 808; 2011, cc. 89, 111, 147, 536,

541, 816, 874;2012, cc. 476, 507, 803, 835;2013, cc. 571, 580, 695;2014, c. 225;2015, cc. 27, 38, 108, 169, 182, 549, 730;2016, cc. 544, 620, 716, 724, 725, 775, 778, 779;2017, cc. 587, 616, 778, 796, 804, 816, 824;2018, cc. 48, 532, 533, 600, 829;2019, cc. 4, 170, 358, 426, 500, 729, 775, 834.

§ 2.2-3712. Closed meetings procedures; certification of proceedings.

A. No closed meeting shall be held unless the public body proposing to convene such meeting has taken an affirmative recorded vote in an open meeting approving a motion that (i) identifies the subject matter, (ii) states the purpose of the meeting as authorized in subsection A of § 2.2-3711 or other provision of law and (iii) cites the applicable exemption from open meeting requirements provided in subsection A of § 2.2-3711 or other provision of law. The matters contained in such motion shall be set forth in detail in the minutes of the open meeting. A general reference to the provisions of this chapter, the authorized exemptions from open meeting requirements, or the subject matter of the closed meeting shall not be sufficient to satisfy the requirements for holding a closed meeting.

B. The notice provisions of this chapter shall not apply to closed meetings of any public body held solely for the purpose of interviewing candidates for the position of chief administrative officer. Prior to any such closed meeting for the purpose of interviewing candidates, the public body shall announce in an open meeting that such closed meeting shall be held at a disclosed or undisclosed location within 15 days thereafter.

C. The public body holding a closed meeting shall restrict its discussion during the closed meeting only to those matters specifically exempted from the provisions of this chapter and identified in the motion required by subsection A.

D. At the conclusion of any closed meeting, the public body holding such meeting shall immediately reconvene in an open meeting and shall take a roll call or other recorded vote to be included in the minutes of that body, certifying that to the best of each member's knowledge (i) only public business matters lawfully exempted from open meeting requirements under this chapter and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the public body. Any member of the public body who believes that there was a departure from the requirements of clauses (i) and (ii), shall so state prior to the vote, indicating the substance of the departure that, in his judgment, has taken place. The statement shall be recorded in the minutes of the public body.

E. Failure of the certification required by subsection D to receive the affirmative vote of a majority of the members of the public body present during a meeting shall not affect the validity or confidentiality of such meeting with respect to matters considered therein in compliance with the provisions of this chapter. The recorded vote and any statement made in connection therewith, shall upon proper authentication, constitute evidence in any proceeding brought to enforce the provisions of this chapter.

F. A public body may permit nonmembers to attend a closed meeting if such persons are deemed necessary or if their presence will reasonably aid the public body in its consideration of a topic that is a subject of the meeting.

G. A member of a public body shall be permitted to attend a closed meeting held by any committee or subcommittee of that public body, or a closed meeting of any entity, however designated, created to perform the delegated functions of or to advise that public body. Such

member shall in all cases be permitted to observe the closed meeting of the committee, subcommittee or entity. In addition to the requirements of § 2.2-3707, the minutes of the committee or other entity shall include the identity of the member of the parent public body who attended the closed meeting.

H. Except as specifically authorized by law, in no event may any public body take action on matters discussed in any closed meeting, except at an open meeting for which notice was given as required by § 2.2-3707.

I. Minutes may be taken during closed meetings of a public body, but shall not be required. Such minutes shall not be subject to mandatory public disclosure.

1989, c. 358, § 2.1-344.1; 1999, cc. 703, 726; 2001, c. 844; 2012, c. 428; 2017, c. 616.

§ 2.2-3713. Proceedings for enforcement of chapter.

A. Any person, including the attorney for the Commonwealth acting in his official or individual capacity, denied the rights and privileges conferred by this chapter may proceed to enforce such rights and privileges by filing a petition for mandamus or injunction, supported by an affidavit showing good cause. Such petition may be brought in the name of the person notwithstanding that a request for public records was made by the person's attorney in his representative capacity. Venue for the petition shall be addressed as follows:

1. In a case involving a local public body, to the general district court or circuit court of the county or city from which the public body has been elected or appointed to serve and in which such rights and privileges were so denied;
2. In a case involving a regional public body, to the general district or circuit court of the county or city where the principal business office of such body is located; and
3. In a case involving a board, bureau, commission, authority, district, institution, or agency of the state government, including a public institution of higher education, or a standing or other committee of the General Assembly, to the general district court or the circuit court of the residence of the aggrieved party or of the City of Richmond.

B. In any action brought before a general district court, a corporate petitioner may appear through its officer, director or managing agent without the assistance of counsel, notwithstanding any provision of law or Rule of Supreme Court of Virginia to the contrary.

C. Notwithstanding the provisions of § 8.01-644, the petition for mandamus or injunction shall be heard within seven days of the date when the same is made, provided the party against whom the petition is brought has received a copy of the petition at least three working days prior to filing. However, if the petition or the affidavit supporting the petition for mandamus or injunction alleges violations of the open meetings requirements of this chapter, the three-day notice to the party against whom the petition is brought shall not be required. The hearing on any petition made outside of the regular terms of the circuit court of a locality that is included in a judicial circuit with another locality or localities shall be given precedence on the docket of such court over all cases that are not otherwise given precedence by law.

D. The petition shall allege with reasonable specificity the circumstances of the denial of the rights and privileges conferred by this chapter. A single instance of denial of the rights and privileges conferred by this chapter shall be sufficient to invoke the remedies granted herein. If

the court finds the denial to be in violation of the provisions of this chapter, the petitioner shall be entitled to recover reasonable costs, including costs and reasonable fees for expert witnesses, and attorney fees from the public body if the petitioner substantially prevails on the merits of the case, unless special circumstances would make an award unjust. In making this determination, a court may consider, among other things, the reliance of a public body on an opinion of the Attorney General or a decision of a court that substantially supports the public body's position.

E. In any action to enforce the provisions of this chapter, the public body shall bear the burden of proof to establish an exclusion by a preponderance of the evidence. No court shall be required to accord any weight to the determination of a public body as to whether an exclusion applies. Any failure by a public body to follow the procedures established by this chapter shall be presumed to be a violation of this chapter.

F. Failure by any person to request and receive notice of the time and place of meetings as provided in § 2.2-3707 shall not preclude any person from enforcing his rights and privileges conferred by this chapter.

1968, c. 479, § 2.1-346; 1976, c. 709; 1978, c. 826; 1989, c. 358; 1990, c. 217; 1996, c. 578; 1999, cc. 703, 726; 2001, c. 844; 2007, c. 560; 2009, c. 634; 2010, c. 299; 2011, cc. 133, 783; 2016, cc. 620, 716; 2019, c. 531.

§ 2.2-3714. Violations and penalties.

A. In a proceeding commenced against any officer, employee, or member of a public body under § 2.2-3713 for a violation of § 2.2-3704, 2.2-3705.1 through 2.2-3705.7, 2.2-3706, 2.2-3707, 2.2-3708.2, 2.2-3710, 2.2-3711 or 2.2-3712, the court, if it finds that a violation was willfully and knowingly made, shall impose upon such officer, employee, or member in his individual capacity, whether a writ of mandamus or injunctive relief is awarded or not, a civil penalty of not less than \$500 nor more than \$2,000, which amount shall be paid into the Literary Fund. For a second or subsequent violation, such civil penalty shall be not less than \$2,000 nor more than \$5,000.

B. In addition to any penalties imposed pursuant to subsection A, if the court finds that any officer, employee, or member of a public body failed to provide public records to a requester in accordance with the provisions of this chapter because such officer, employee, or member altered or destroyed the requested public records with the intent to avoid the provisions of this chapter with respect to such request prior to the expiration of the applicable record retention period set by the retention regulations promulgated pursuant to the Virginia Public Records Act (§ 42.1-76 et seq.) by the State Library Board, the court may impose upon such officer, employee, or member in his individual capacity, whether or not a writ of mandamus or injunctive relief is awarded, a civil penalty of up to \$100 per record altered or destroyed, which amount shall be paid into the Literary Fund.

C. In addition to any penalties imposed pursuant to subsections A and B, if the court finds that a public body voted to certify a closed meeting in accordance with subsection D of § 2.2-3712 and such certification was not in accordance with the requirements of clause (i) or (ii) of subsection D of § 2.2-3712, the court may impose on the public body, whether or not a writ of mandamus or injunctive relief is awarded, a civil penalty of up to \$1,000, which amount shall be paid into the Literary Fund. In determining whether a civil penalty is appropriate, the court shall consider mitigating factors, including reliance of members of the public body on (i) opinions of the Attorney General, (ii) court cases substantially supporting the rationale of the public body, and (iii) published opinions of the Freedom of Information Advisory Council.

1976, c. 467, § 2.1-346.1; 1978, c. 826; 1984, c. 252; 1989, c. 358; 1996, c. 578; 1999, cc. 703, 726; 2001, c. 844; 2003, c. 319; 2004, c. 690; 2008, cc. 233, 789; 2011, c. 327; 2017, c. 778; 2018, c. 55; 2019, c. 843.

§ 2.2-3715. Effect of advisory opinions from the Freedom of Information Advisory Council on liability for willful and knowing violations.

Any officer, employee, or member of a public body who is alleged to have committed a willful and knowing violation pursuant to § 2.2-3714 shall have the right to introduce at any proceeding a copy of a relevant advisory opinion issued pursuant to § 30-179 as evidence that he did not willfully and knowingly commit the violation if the alleged violation resulted from his good faith reliance on the advisory opinion.

2019, c. 354.

Chapter 7. Virginia Public Records Act.

§ 42.1-76. Legislative intent; title of chapter.

The General Assembly intends by this chapter to establish a single body of law applicable to all public officers and employees on the subject of public records management and preservation and to ensure that the procedures used to manage and preserve public records will be uniform throughout the Commonwealth.

This chapter may be cited as the Virginia Public Records Act.

1976, c. 746.

§ 42.1-76.1. Notice of Chapter.

Any person elected, reelected, appointed, or reappointed to the governing body of any agency subject to this chapter shall (i) be furnished by the agency or public body's administrator or legal counsel with a copy of this chapter within two weeks following election, reelection, appointment, or reappointment and (ii) read and become familiar with the provisions of this chapter.

2006, c. 60.

§ 42.1-77. Definitions.

As used in this chapter:

"Agency" means all boards, commissions, departments, divisions, institutions, authorities, or parts thereof, of the Commonwealth or its political subdivisions and includes the offices of constitutional officers.

"Archival quality" means a quality of reproduction consistent with established standards specified by state and national agencies and organizations responsible for establishing such standards, such as the Association for Information and Image Management, the American National Standards Institute, and the National Institute of Standards and Technology.

"Archival record" means a public record of continuing and enduring value useful to the citizens of the Commonwealth and necessary to the administrative functions of public agencies in the conduct of services and activities mandated by law that is identified on a Library of Virginia approved records retention and disposition schedule as having sufficient informational value to be permanently maintained by the Commonwealth.

"Archives" means the program administered by The Library of Virginia for the preservation of archival records.

"Board" means the State Library Board.

"Conversion" means the act of moving electronic records to a different format, especially data from an obsolete format to a current format.

"Custodian" means the public official in charge of an office having public records.

"Disaster plan" means the information maintained by an agency that outlines recovery techniques and methods to be followed in case of an emergency that impacts the agency's

records.

"Electronic record" means a public record whose creation, storage, and access require the use of an automated system or device. Ownership of the hardware, software, or media used to create, store, or access the electronic record has no bearing on a determination of whether such record is a public record.

"Essential public record" means records that are required for recovery and reconstruction of any agency to enable it to resume its core operations and functions and to protect the rights and interests of persons.

"Librarian of Virginia" means the State Librarian of Virginia or his designated representative.

"Lifecycle" means the creation, use, maintenance, and disposition of a public record.

"Metadata" means data describing the context, content, and structure of records and their management through time.

"Migration" means the act of moving electronic records from one information system or medium to another to ensure continued access to the records while maintaining the records' authenticity, integrity, reliability, and usability.

"Original record" means the first generation of the information and is the preferred version of a record. Archival records should to the maximum extent possible be original records.

"Preservation" means the processes and operations involved in ensuring the technical and intellectual survival of authentic records through time.

"Private record" means a record that does not relate to or affect the carrying out of the constitutional, statutory, or other official ceremonial duties of a public official, including the correspondence, diaries, journals, or notes that are not prepared for, utilized for, circulated, or communicated in the course of transacting public business.

"Public official" means all persons holding any office created by the Constitution of Virginia or by any act of the General Assembly, the Governor and all other officers of the executive branch of the state government, and all other officers, heads, presidents or chairmen of boards, commissions, departments, and agencies of the state government or its political subdivisions.

"Public record" or "record" means recorded information that documents a transaction or activity by or with any public officer, agency or employee of an agency. Regardless of physical form or characteristic, the recorded information is a public record if it is produced, collected, received or retained in pursuance of law or in connection with the transaction of public business. The medium upon which such information is recorded has no bearing on the determination of whether the recording is a public record.

For purposes of this chapter, "public record" shall not include nonrecord materials, meaning materials made or acquired and preserved solely for reference use or exhibition purposes, extra copies of documents preserved only for convenience or reference, and stocks of publications.

"Records retention and disposition schedule" means a Library of Virginia-approved timetable stating the required retention period and disposition action of a records series. The administrative, fiscal, historical, and legal value of a public record shall be considered in appraising its appropriate retention schedule. The terms "administrative," "fiscal," "historical,"

and "legal" value shall be defined as:

1. "Administrative value": Records shall be deemed of administrative value if they have continuing utility in the operation of an agency.
2. "Fiscal value": Records shall be deemed of fiscal value if they are needed to document and verify financial authorizations, obligations, and transactions.
3. "Historical value": Records shall be deemed of historical value if they contain unique information, regardless of age, that provides understanding of some aspect of the government and promotes the development of an informed and enlightened citizenry.
4. "Legal value": Records shall be deemed of legal value if they document actions taken in the protection and proving of legal or civil rights and obligations of individuals and agencies.

1976, c. 746; 1977, c. 501; 1981, c. 637; 1987, c. 217; 1990, c. 778; 1994, cc. [390](#), [955](#); 1998, cc. [427](#), [470](#); 2005, c. [787](#); 2006, c. [60](#).

§ 42.1-78. Confidentiality safeguarded.

Any records made confidential by law shall be so treated. Records which by law are required to be closed to the public shall not be deemed to be made open to the public under the provisions of this chapter. Records in the custody of The Library of Virginia which are required to be closed to the public shall be open for public access 75 years after the date of creation of the record. No provision of this chapter shall be construed to authorize or require the opening of any records ordered to be sealed by a court. All records deposited in the archives that are not made confidential by law shall be open to public access.

1976, c. 746; 1979, c. 110; 1990, c. 778; 1994, c. [64](#); 2006, c. [60](#).

§ 42.1-79. Records management function vested in The Library of Virginia.

A. The archival and records management function shall be vested in The Library of Virginia. The Library of Virginia shall be the official custodian and trustee for the Commonwealth of all public records of whatever kind, and regardless of physical form or characteristics, that are transferred to it from any agency. As the Commonwealth's official repository of public records, The Library of Virginia shall assume ownership and administrative control of such records on behalf of the Commonwealth. The Library of Virginia shall own and operate any equipment necessary to manage and retain control of electronic archival records in its custody, but may, at its discretion, contract with third-party entities to provide any or all services related to managing archival records on equipment owned by the contractor, by other third parties, or by The Library of Virginia.

B. The Librarian of Virginia shall name a State Archivist who shall perform such functions as the Librarian of Virginia assigns.

C. Whenever legislation affecting public records management and preservation is under consideration, The Library of Virginia shall review the proposal and advise the General Assembly on the effects of its proposed implementation.

1976, c. 746; 1986, c. 565; 1990, c. 778; 1994, c. [64](#); 1998, c. [427](#); 2005, c. [787](#); 2006, c. [60](#).

§ 42.1-79.1. Repealed.

Repealed by Acts 2005, c. [787](#), cl. 2.

§ 42.1-80. Repealed.

Repealed by Acts 2003, c. 177.

§ 42.1-82. Duties and powers of Library Board.

A. The State Library Board shall:

1. Issue regulations concerning procedures for the disposal, physical destruction or other disposition of public records containing social security numbers. The procedures shall include all reasonable steps to destroy such documents by (i) shredding, (ii) erasing, or (iii) otherwise modifying the social security numbers in those records to make them unreadable or undecipherable by any means.

2. Issue regulations and guidelines designed to facilitate the creation, preservation, storage, filing, reformatting, management, and destruction of public records by agencies. Such regulations shall mandate procedures for records management and include recommendations for the creation, retention, disposal, or other disposition of public records.

B. The State Library Board may establish advisory committees composed of persons with expertise in the matters under consideration to assist the Library Board in developing regulations and guidelines.

1976, c. 746; 1977, c. 501; 1981, c. 637; 1990, c. 778; 1994, cc. 64, 955; 2003, cc. 914, 918; 2005, c. 787; 2006, c. 60.

§ 42.1-83. Repealed.

Repealed by Acts 2006, c. 60, cl. 2.

§ 42.1-84. Repealed.

Repealed by Acts 2005, c. 787, cl. 2.

§ 42.1-85. Records Management Program; agencies to cooperate; agencies to designate records officer.

A. The Library of Virginia shall administer a records management program for the application of efficient and economical methods for managing the lifecycle of public records consistent with regulations and guidelines promulgated by the State Library Board, including operation of a records center or centers. The Library of Virginia shall establish procedures and techniques for the effective management of public records, make continuing surveys of records and records keeping practices, and recommend improvements in current records management practices, including the use of space, equipment, software, and supplies employed in creating, maintaining, and servicing records.

B. Any agency with public records shall cooperate with The Library of Virginia in conducting surveys. Each agency shall establish and maintain an active, continuing program for the economical and efficient management of the records of such agency. The agency shall be responsible for ensuring that its public records are preserved, maintained, and accessible throughout their lifecycle, including converting and migrating electronic records as often as necessary so that information is not lost due to hardware, software, or media obsolescence or deterioration. Any public official who converts or migrates an electronic record shall ensure that it is an accurate copy of the original record. The converted or migrated record shall have the force of the original.

C. Each state agency and political subdivision of this Commonwealth shall designate as many as appropriate, but at least one, records officer to serve as a liaison to The Library of Virginia for the purposes of implementing and overseeing a records management program, and coordinating legal disposition, including destruction, of obsolete records. Designation of state agency records officers shall be by the respective agency head. Designation of a records officer for political subdivisions shall be by the governing body or chief administrative official of the political subdivision. Each entity responsible for designating a records officer shall provide The Library of Virginia with the name and contact information of the designated records officer, and shall ensure that such information is updated in a timely manner in the event of any changes.

D. The Library of Virginia shall develop and make available training and education opportunities concerning the requirements of and compliance with this chapter for records officers in the Commonwealth.

1976, c. 746; 1990, c. 778; 1994, c. 64; 1998, c. 427; 2006, c. 60.

§ 42.1-86. Essential public records; security recovery copies; disaster plans.

A. In cooperation with the head of each agency, The Library of Virginia shall establish and maintain a program for the selection and preservation of essential public records. The program shall provide for preserving, classifying, arranging, and indexing essential public records so that such records are made available to the public. The program shall provide for making recovery copies or designate as recovery copies existing copies of such essential public records.

B. Recovery copies shall meet quality standards established by The Library of Virginia and shall be made by a process that accurately reproduces the record and forms a durable medium. A recovery copy may also be made by creating a paper or electronic copy of an original electronic record. Recovery copies shall have the same force and effect for all purposes as the original record and shall be as admissible in evidence as the original record whether the original record is in existence or not. Recovery copies shall be preserved in the place and manner prescribed by the State Library Board and the Governor.

C. The Library of Virginia shall develop a plan to ensure preservation of public records in the event of disaster or emergency as defined in § 44-146.16. This plan shall be coordinated with the Department of Emergency Management and copies shall be distributed to all agency heads. The plan shall be reviewed and updated at least once every five years. The personnel of the Library shall be responsible for coordinating emergency recovery operations when public records are affected. Each agency shall ensure that a plan for the protection and recovery of public records is included in its comprehensive disaster plan.

1976, c. 746; 1980, c. 365; 1990, c. 778; 1994, c. 64; 1998, c. 427; 2005, c. 787; 2006, c. 60.

§ 42.1-86.01. Records may be retained in electronic medium.

Notwithstanding any provision of law requiring a public record to be retained in a tangible medium, an agency may retain any public record in an electronic medium, provided that the record remains accessible for the duration of its retention schedule and meets all other requirements of this chapter. Nothing herein shall affect any law governing the retention of exhibits received into evidence in a criminal case in any court.

2018, c. 252.

§ 42.1-86.1. Disposition of public records.

A. No agency shall sell or give away public records. No agency shall destroy or discard a public record unless (i) the record appears on a records retention and disposition schedule approved pursuant to § 42.1-82 and the record's retention period has expired; (ii) a certificate of records destruction, as designated by the Librarian of Virginia, has been properly completed and approved by the agency's designated records officer; and (iii) there is no litigation, audit, investigation, request for records pursuant to the Virginia Freedom of Information Act (§ 2.2-3700 et seq.), or renegotiation of the relevant records retention and disposition schedule pending at the expiration of the retention period for the applicable records series. After a record is destroyed or discarded, the agency shall forward the original certificate of records destruction to The Library of Virginia.

B. No agency shall destroy any public record created before 1912 without first offering it to The Library of Virginia.

C. Each agency shall ensure that records created after July 1, 2006 and authorized to be destroyed or discarded in accordance with subsection A, are destroyed or discarded in a timely manner in accordance with the provisions of this chapter; provided, however, such records that contain identifying information as defined in clauses (iii) through (ix), or clause (xii) of subsection C of § 18.2-186.3, shall be destroyed within six months of the expiration of the records retention period.

1990, c. 778; 1998, c. 427; 2005, c. 787; 2006, cc. 60, 909.

§ 42.1-87. Archival public records.

A. Custodians of archival public records shall keep them in fire-resistant, environmentally controlled, physically secure rooms designed to ensure proper preservation and in such arrangement as to be easily accessible. Current public records should be kept in the buildings in which they are ordinarily used. It shall be the duty of each agency to consult with The Library of Virginia to determine the best manner in which to store long-term or archival electronic records. In entering into a contract with a third-party storage provider for the storage of public records, an agency shall require the third-party to cooperate with The Library of Virginia in complying with rules and regulations promulgated by the Board.

B. Public records deemed unnecessary for the transaction of the business of any state agency, yet deemed to be of archival value, may be transferred with the consent of the Librarian of Virginia to the custody of the Library of Virginia.

C. Public records deemed unnecessary for the transaction of the business of any county, city, or town, yet deemed to be of archival value, shall be stored either in The Library of Virginia or in the locality, at the decision of the local officials responsible for maintaining public records. Archival public records shall be returned to the locality upon the written request of the local officials responsible for maintaining local public records. Microfilm shall be stored in The Library of Virginia but the use thereof shall be subject to the control of the local officials responsible for maintaining local public records.

D. Record books deemed archival should be copied or repaired, renovated or rebound if worn, mutilated, damaged or difficult to read. Whenever the public records of any public official are in need of repair, restoration or rebinding, a judge of the court of record or the head of such agency or political subdivision of the Commonwealth may authorize that the records in need of repair be

removed from the building or office in which such records are ordinarily kept, for the length of time necessary to repair, restore or rebind them, provided such restoration and rebinding preserves the records without loss or damage to them. Before any restoration or repair work is initiated, a treatment proposal from the contractor shall be submitted and reviewed in consultation with The Library of Virginia. Any public official who causes a record book to be copied shall attest it and shall certify an oath that it is an accurate copy of the original book. The copy shall then have the force of the original.

E. Nothing in this chapter shall be construed to divest agency heads of the authority to determine the nature and form of the records required in the administration of their several departments or to compel the removal of records deemed necessary by them in the performance of their statutory duty.

1976, c. 746; 1994, cc. [64](#), [955](#); 2005, c. [787](#); 2006, c. [60](#).

§ 42.1-88. Custodians to deliver all records at expiration of term; penalty for noncompliance.

Any custodian of any public records shall, at the expiration of his term of office, appointment or employment, deliver to his successor, or, if there be none, to The Library of Virginia, all books, writings, letters, documents, public records, or other information, recorded on any medium kept or received by him in the transaction of his official business; and any such person who shall refuse or neglect for a period of ten days after a request is made in writing by the successor or Librarian of Virginia to deliver the public records as herein required shall be guilty of a Class 3 misdemeanor.

1976, c. 746; 1994, c. [64](#); 1998, c. [427](#).

§ 42.1-89. Petition and court order for return of public records not in authorized possession.

The Librarian of Virginia or his designated representative such as the State Archivist or any public official who is the custodian of public records in the possession of a person or agency not authorized by the custodian or by law to possess such public records shall petition the circuit court in the city or county in which the person holding such records resides or in which the materials in issue, or any part thereof, are located for the return of such records. The court shall order such public records be delivered to the petitioner upon finding that the materials in issue are public records and that such public records are in the possession of a person not authorized by the custodian of the public records or by law to possess such public records. If the order of delivery does not receive compliance, the plaintiff shall request that the court enforce such order through its contempt power and procedures.

1975, c. 180; 1976, c. 746; 1998, c. [427](#).

§ 42.1-90. Seizure of public records not in authorized possession.

A. At any time after the filing of the petition set out in § [42.1-89](#) or contemporaneous with such filing, the person seeking the return of the public records may by ex parte petition request the judge or the court in which the action was filed to issue an order directed at the sheriff or other proper officer, as the case may be, commanding him to seize the materials which are the subject of the action and deliver the same to the court under the circumstances hereinafter set forth.

B. The judge aforesaid shall issue an order of seizure upon receipt of an affidavit from the petitioner which alleges that the material at issue may be sold, secreted, removed out of this Commonwealth or otherwise disposed of so as not to be forthcoming to answer the final

judgment of the court respecting the same; or that such property may be destroyed or materially damaged or injured if permitted to remain out of the petitioner's possession.

C. The aforementioned order of seizure shall issue without notice to the respondent and without the posting of any bond or other security by the petitioner.

1975, c. 180; 1976, c. 746.

§ 42.1-90.1. Auditing.

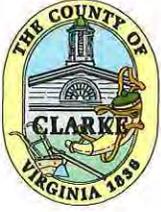
The Librarian may, in his discretion, conduct an audit of the records management practices of any agency. Any agency subject to the audit shall cooperate and provide the Library with any records or assistance that it requests. The Librarian shall compile a written summary of the findings of the audit and any actions necessary to bring the agency into compliance with this chapter. The summary shall be a public record, and shall be made available to the agency subject to the audit, the Governor, and the chairmen of the House and Senate Committees on General Laws and the House Appropriations and Senate Finance Committees of the General Assembly.

2006, c. 60.

§ 42.1-91. Repealed.

Repealed by Acts 2006, c. 60, cl. 2.

Clarke County Board of Supervisors



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

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

Russell Voting District
Doug Lawrence
(540) 955-2144

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

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

County Administrator
Chris Boies
(540) 955-5175

Resolution of the Clarke County Board of Supervisors Expressing Its Intent to Uphold and Defend the Constitution of the United States and the Constitution of the Commonwealth of Virginia 2020-01R

WHEREAS, the Constitution of the United States, including the Bill of Rights, forms the foundation of our nation and the rule of law; and

WHEREAS, the Bill of Rights enumerates certain inherent citizens' rights, such as "the freedom of speech," "the right of the people peaceably to assemble, and to petition the government for a redress of grievances," "being necessary to the security of a free state, the right of the people to keep and bear arms," "the right of the people to be secure in their persons, houses, paper, and effects, against unreasonable searches and seizures, "nor be deprived of life, liberty, or property, without due process of law; and

WHEREAS, the members of the Board of Supervisors each pledged a solemn oath to uphold these laws, which reads, "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 a member of the Clarke County Board of Supervisors according to the best of my ability, (so help me God); and

WHEREAS, the Board of Supervisors of Clarke County, Virginia, has only those powers granted to it by the General Assembly and Article VII of the Virginia Constitution; and

WHEREAS, the Second Amendment of the United States Constitution states, “A well regulated Militia, being necessary to the security of a free state, the right of the people to keep and bear Arms, shall not be infringed.”; and

WHEREAS, Article I, Section 13, of the Constitution of Virginia provides “that a well regulated militia, composed of the body of the people, trained to arms, is the proper, natural, and safe defense of a free state, therefore, the right of the people to keep and bear arms shall not be infringed”; and

WHEREAS, the right of the law-abiding citizens of Clarke County to keep and bear arms for the purpose of lawful self-defense and hunting pursuant to the rights bestowed upon them by the Second Amendment of the United States Constitution and Article I, Section 13 of the Constitution of Virginia is a part of the fabric of this County and must be respected and upheld; and

WHEREAS, certain legislation that has or may be introduced in the Virginia General Assembly, and certain legislation which has or may be introduced in the United States Congress could have the effect of infringing upon the right of law abiding citizens to keep and bear arms, in violation of the Second Amendment to the United States Constitution and Article I, Section 13 of the Constitution of Virginia; and

WHEREAS, the Clarke County Board of Supervisors wishes to express its deep commitment to the right of the citizens of Clarke County to keep and bear arms; and

WHEREAS, the Clarke County Board of Supervisors wishes to express opposition to any law that would unconstitutionally restrict the rights of the citizens of Clarke County to keep and bear arms.

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

That the Clarke County Board of Supervisors hereby expresses its intent to uphold and defend the Constitution of the United States and the Constitution of the Commonwealth of Virginia; and

That the Clarke County Board of Supervisors urges the Virginia General Assembly and the United States Congress not to adopt or enact any law that would infringe on the right to keep and bear arms in violation of the Second Amendment; and

That the County Administrator is directed to cause true copies of this resolution to be forwarded to the County's representatives in the Virginia General Assembly and the United States Congress and to the Governor of Virginia.

ADOPTED this 6 day of January, 2020.

ATTEST 2020-01R



David S. Weiss, Chair

FY 21 Budget Calendar

Draft

<i>Date</i>	<i>Time</i>	<i>Location</i>	<i>Event</i>
Wednesday, January 08, 2020	08:30 AM	317 West Main	Finance Committee School Finance Invitation
Wednesday, January 22, 2020	09:30 AM	JGC	Staff Revenue Review
Monday, January 27, 2020	05:30 PM	JGC	Finance Committee: Revenue Review
Monday, February 10, 2020	10:00 AM	JGC	Budget Worksession: presentation by County Administrator
Monday, February 10, 2020	05:30 PM	JGC	Finance Committee: Agency presentations
Wednesday, February 12, 2020	08:30 AM	317 West Main	Finance Committee: School Finance Invitation
Thursday, February 13, 2020	05:30 PM	JGC	Finance Committee: Agency presentations
Tuesday, February 18, 2020	06:30 PM	JGC	BOS Regular: Direction to County Administrator
Thursday, February 20, 2020	05:30 PM	JGC	Finance Committee
Thursday, February 27, 2020	05:30 PM	JGC	Finance Committee
Monday, March 02, 2020	07:00 PM	JGC	BOS Worksession: SB presentation (Special)
Thursday, March 05, 2020	05:30 PM	JGC	Finance Committee
Monday, March 09, 2020	10:00 AM	JGC	BOS Worksession until Final Number
Thursday, March 12, 2020	05:30 PM	JGC	Finance Committee
Tuesday, March 17, 2020	NA	Winchester Star	Advertise in newspaper (if needed)
Tuesday, March 24, 2020	NA	Winchester Star	Advertise in newspaper.
Tuesday, March 31, 2020	07:00 PM	TBD	Public Hearing (Jointly with School Board)
Tuesday, April 21, 2020	06:30 PM	JGC	BOS Worksession until final numbers; recess, then adopt budget and Appropriations Resolutions.

MEMORANDUM

TO: Board of Supervisors

FR: Thomas Judge, Director of Joint Administrative Services

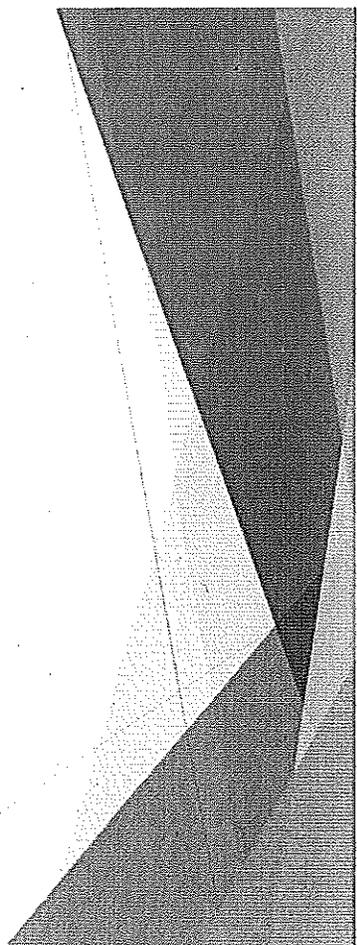
DT: 1/21/2020

RE: *January Finance Report*

1. **County Wastewater System Update.** Mary Meredith provided an update on the status of the County's Sanitary Sewer System. Please find the presentation attached.
2. **FY 20 Supplemental Appropriation: Morgan's Mill Appalachian Trail Access.** The Finance Committee recommends approval of the following:

"Be it resolved that FY 20 budgeted expenditure and appropriations in the General Government Capital Projects Fund be increased \$15,000, that revenue from the PATC be recognized in the amount of \$3,000, that revenue from the ATC be recognized in the amount of \$4,000, and that the designation for Community Facilities be reduced in the amount of \$8,000, all for the purpose of constructing vehicle access to the Appalachian Trail at Morgan's Mill."

3. **Bills and Claims.** The Finance Committee recommends approval of this report.
4. **Standing Reports.** See Reconciliation of Appropriations, General Fund Balance, and Capital Projects reports attached.



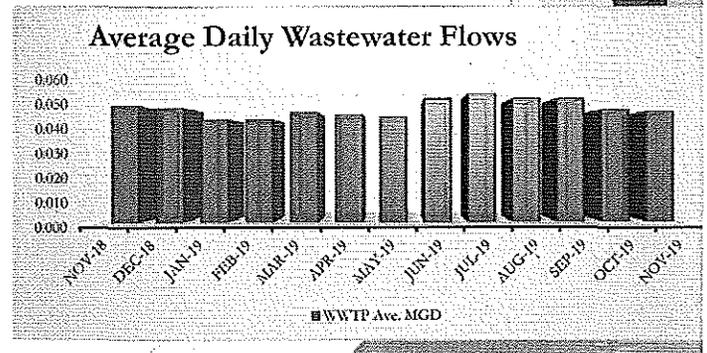
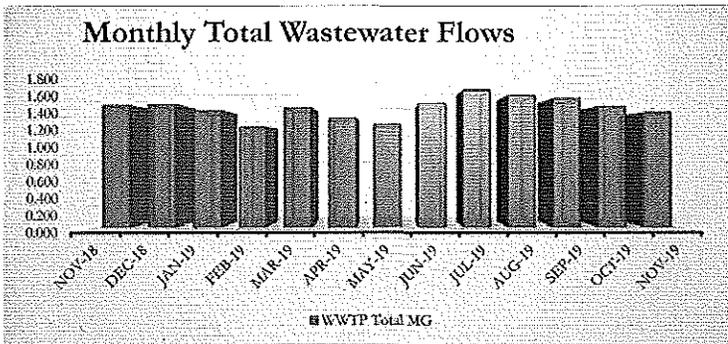
Clarke

COUNTY • VIRGINIA

Clarke County Wastewater Financial Overview

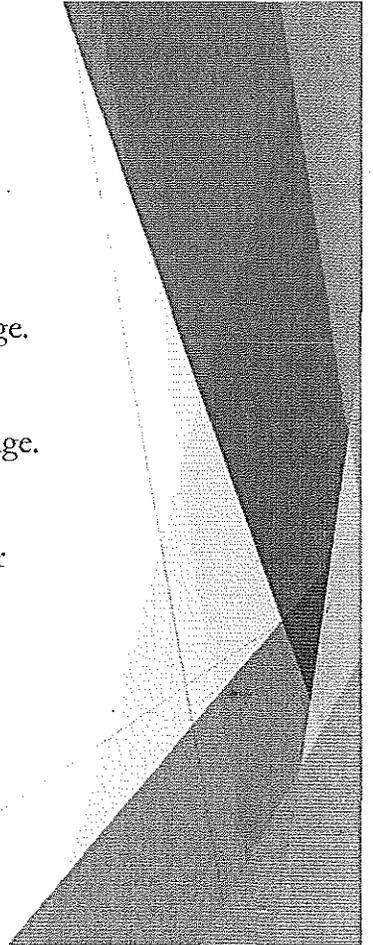
Overview of Wastewater Service

- ▶ There are currently 363 customers being charged for sewer services.
 - ▶ This includes 334 residential and 29 commercial customers.
- ▶ The wastewater plant processes an average of 1.5 million gallons per month.
 - ▶ An average on 50,000 gallons per day.



Wastewater Service Residential Charges

- ▶ The Clarke County Sanitary Authority retro bills bi-monthly for residential usage.
 - ▶ For example, bills sent out in January are for November-December usage.
- ▶ CCSA currently charges \$117.00 for two months of 9,000 gallons or less in usage.
 - ▶ \$58.50 per month for 4,500 gallons
- ▶ The residential surcharge for usage over the 9,000 gallon flat rate is \$0.1491 per 10 gallons over.



Wastewater Comparison Monthly Residential Charges

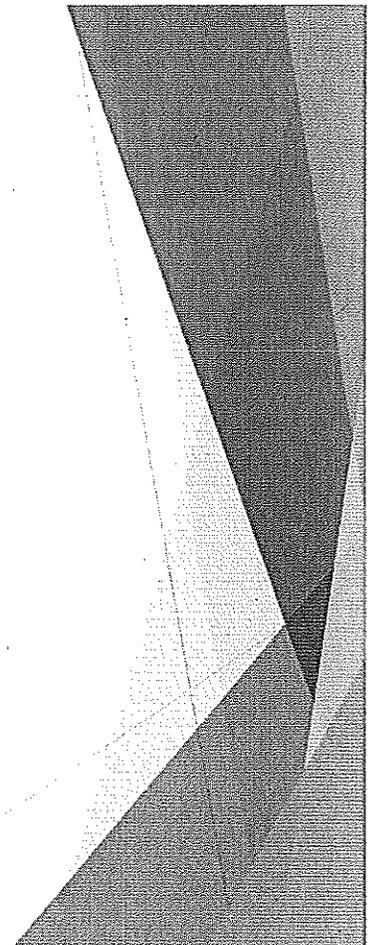
- ▶ From the chart to the right, the average rate for the ten municipalities is:
- ▶ Average cost for 3,000 gallons: \$45.05.
- ▶ Average cost for 10,000 gallons: \$121.68.
- ▶ Average cost for 20,000 gallons: \$234.49.

	3,000 GPM	10,000 GPM	20,000 GPM
	Wastewater	Wastewater	Wastewater
Clarke County Sanitary	\$ 58.50	\$ 140.51	\$ 289.61
Town of Berryville VA	\$ 51.00	\$ 170.00	\$ 340.00
Charles Town Utility Board WV	\$ 38.26	\$ 99.79	\$ 187.69
Frederick Water	\$ 51.64	\$ 87.83	\$ 139.53
Town of Front Royal VA	\$ 48.51	\$ 145.88	\$ 284.98
Town of Luray VA	\$ 47.24	\$ 96.03	\$ 167.13
City of Martinsburg WV	\$ 30.13	\$ 94.46	\$ 186.36
Town of Purcellville VA	\$ 61.47	\$ 169.90	\$ 324.80
Town of Round Hill VA	\$ 28.83	\$ 96.10	\$ 192.20
City of Winchester VA	\$ 34.89	\$ 116.30	\$ 232.60

Rates were pulled from Pennoni-Utility Rate Study for Berryville

Wastewater Service Commercial Charges

- ▶ The Clarke County Sanitary Authority retro bills bi-monthly for commercial usage.
 - ▶ For example, bills sent out in January are for November-December usage.
- ▶ CCSA currently charges \$206.46 for two months of 12,000 gallons or less in usage.
 - ▶ \$103.23 per month for 6,000 gallons
- ▶ The commercial surcharge for usage over the 12,000 gallon flat rate is \$0.1491 per 10 gallons over.

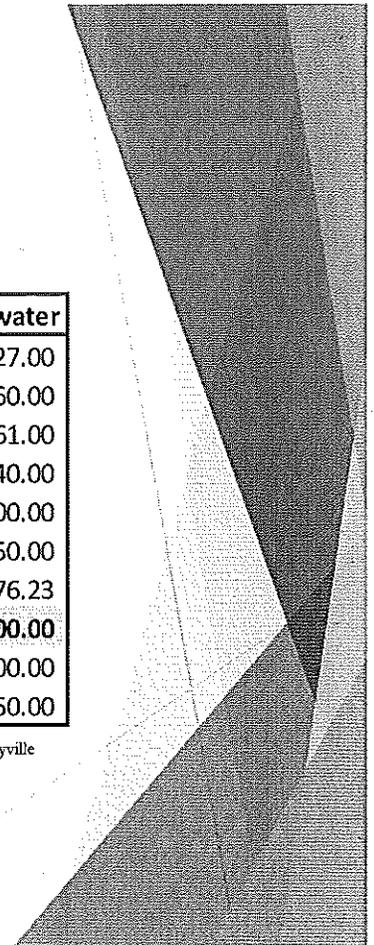


Current Residential Availability Fees

- ▶ CCSA currently charges \$16,200 for the availability to connect to the wastewater system.
- ▶ The chart to the right shows a comparison of surrounding municipality's availability fees.
- ▶ Duplex residences are charged \$32,400 for the availability to connect to the wastewater system.

Availability Fees	Wastewater
Charles Town Utility Board WV	\$ 1,127.00
City of Martinsburg WV	\$ 2,260.00
Frederick Water	\$ 2,461.00
Town of Luray VA	\$ 5,940.00
City of Winchester VA	\$ 7,200.00
Town of Front Royal VA	\$ 9,750.00
Town of Round Hill VA	\$ 12,676.23
Clarke County Sanitary	\$ 16,200.00
Town of Purcellville VA	\$ 21,600.00
Town of Berryville VA	\$ 22,750.00

Fees were pulled from Pennoni-Utility Rate Study for Berryville



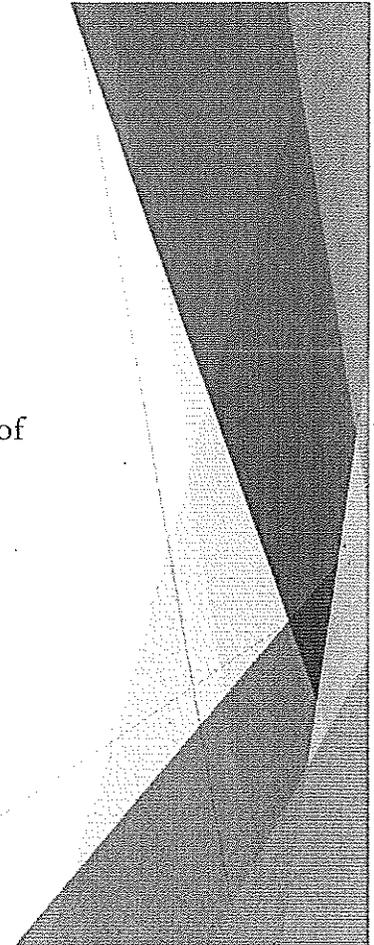
Current Commercial Availability Rates

Commercial, industrial and mixed-use users are assessed an availability fee based upon the Projected Average Daily Flow in gallons per day (gpd). All flow projections are computed in accordance with the Virginia Department of Health Waterworks Regulations (12VAC5-590-690).

Projected Average Daily Flow (gpd)	Sewer Availability Fee	Projected Average Daily Flow (gpd)	Sewer Availability Fee
1 to 300	\$24,300.00	4,001 to 5,000	\$405,000.00
301 to 400	\$32,400.00	5,001 to 6,000	\$486,000.00
401 to 500	\$40,500.00	6,001 to 7,000	\$567,000.00
501 to 600	\$48,600.00	7,001 to 8,000	\$648,000.00
601 to 700	\$56,700.00	8,001 to 10,000	\$810,000.00
701 to 800	\$64,800.00	10,001 to 12,000	\$972,000.00
801 to 1,000	\$81,000.00	12,001 to 14,000	\$1,134,000.00
1,001 to 1,200	\$97,200.00	14,001 to 16,000	\$1,296,000.00
1,201 to 1,400	\$113,400.00	16,001 to 18,000	\$1,458,000.00
1,401 to 1,600	\$129,600.00	18,001 to 20,000	\$1,620,000.00
1,601 to 1,800	\$145,800.00	20,001 to 22,500	\$1,822,500.00
1,801 to 2,000	\$162,000.00	22,501 to 25,000	\$2,025,000.00
2,001 to 2,500	\$202,500.00		
2,501 to 3,000	\$243,000.00		
3,001 to 4,000	\$324,000.00		

Recent Capital Improvements

- ▶ The most recent capital improvement to the Boyce Wastewater facility was the installation of new membranes and recoating of the membrane tanks.
- ▶ Membranes need to be replaced every 7-11 years and help reduce the amount of phosphorous and nitrogen discharge into Roseville Run.
 - ▶ This keeps up compliance with the Chesapeake Bay regulations.
- ▶ Total Cost of Improvement: \$243,432.00
 - ▶ Zenon Membrane: \$179,560.00
 - ▶ Tank Recoating: \$59,540.00
 - ▶ Inboden Labor: \$4,332.00

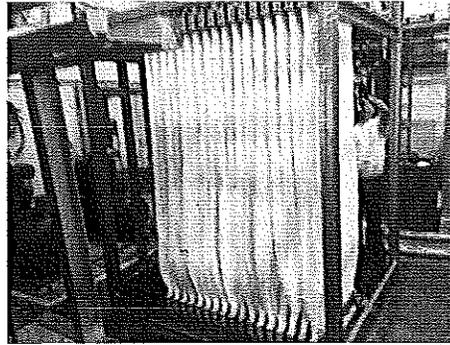


Photos of Recent Capital Improvements

Old Membranes – 11 Years in Operation



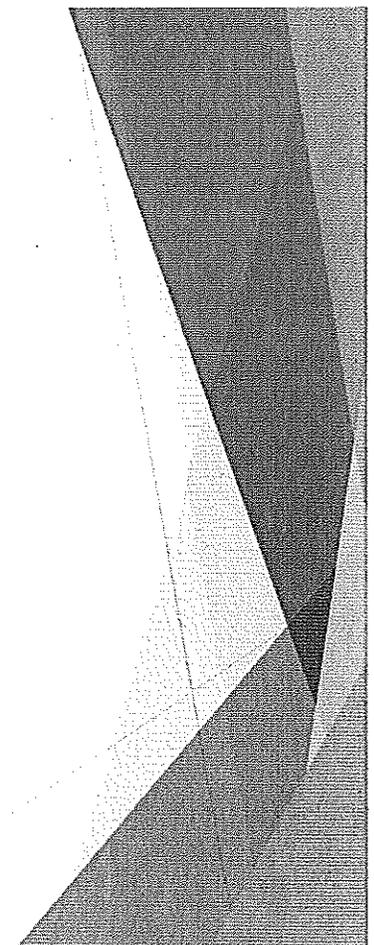
New Membranes



Tank prior to recoating



Tank after recoating



Future Capital Improvements

- ▶ The CCSA Board reviewed items presented at the recommendation of Inboden Environmental Services, and below is a list of future capital improvements.
- ▶ These are subject to change regarding implementation dates.

Proposed New Capital Improvements

Project	Cost Estimate in 2020	Desired Year of Implementation	Inflation Factor	Capital Debt Expense at Implementation
Roof Repairs (Old Portion STP)	\$ 6,000.00	2021	1.103	\$ 6,618.00
Recoat WWTP Tanks	\$ 75,000.00	2021	1.050	\$ 78,750.00
Repaint Sewer Plant	\$ 26,500.00	2023	1.158	\$ 30,677.06
Future Membrane Replacement	\$ 179,560.00	2029	1.551	\$ 278,556.49
Future Membrane Tank Recoating	\$ 65,000.00	2029	1.551	\$ 100,836.33
Sheetz Lift Station Upgrade	\$ 150,000.00	2031	1.710	\$ 256,550.90
Future Recoating of WWTP Tanks	\$ 75,000.00	2036	2.183	\$ 163,715.59
Future Roof Repairs (STP)	\$ 6,000.00	2050	4.322	\$ 25,931.65
Total				\$ 941,636.04

ENR Inflation Factor 5%

Fund Balance Trend

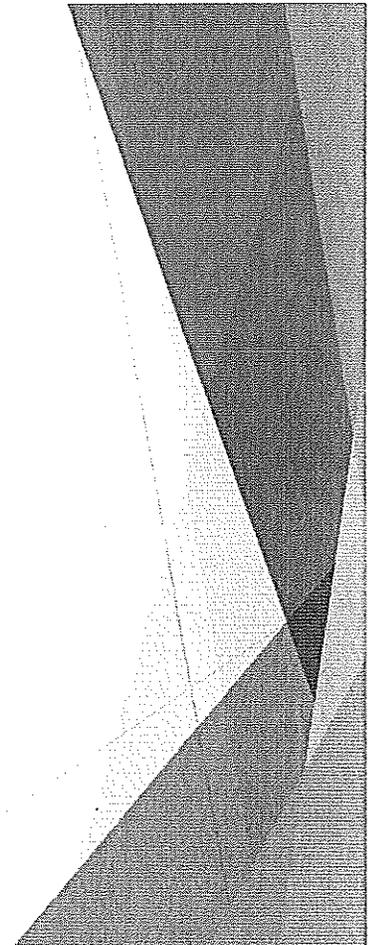
▶ Below is a table showing the fund balance trend over the past three years.

Fund Balance

	End of FY16	End of FY17	End of FY18	End of FY19
Total Balance	\$ (41,660.45)	\$ (3,110.04)	\$ (128,424.71)	\$ (1,501.15)

Wastewater Debt

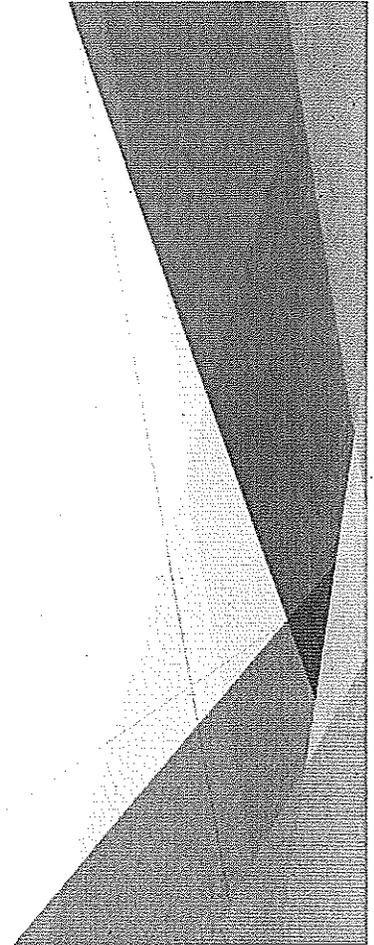
- ▶ Currently there are two loans being repaid.
 - ▶ **30-year Millwood Sewer Loan:**
 - ▶ Pay Off June 1, 2033.
 - ▶ Balance as of June 1, 2019: \$268,862.86
 - ▶ **20-year WWTP Expansion/Lift Station Replacement Loan:**
 - ▶ Pay Off November 1, 2029.
 - ▶ Balance as of May 1, 2019: \$1,878,474.08
- ▶ Yearly payment of debts: \$207,053
- ▶ Current subsidy, \$200,000 provides assistance with payment of debts.



Questions?

Prepared by Mary Meredith

2019



Memorandum

TO: Finance Committee, Tom Judge
FROM: Alison Teetor
DATE: December 23, 2019
SUBJECT: Morgan's Mill Parking area

Staff is requesting a supplemental appropriation of \$8,000 for construction of an interim parking area on Morgan's Mill Road to access the Appalachian Trail as outlined below. Construction is planned to begin in March, weather permitting, and should take no more than 1 month to complete.

Background

The pullouts off Morgan's Mill Road and parking on the utility right-of-way has provided an ad hoc solution to provide parking for persons accessing the Appalachian Trail. Over time, the Trail has increased in popularity, and the area currently receives heavy use from local day-users and visitors from neighboring urban areas such as Washington D.C. On busy days, the parking is inadequate and persons have parked in areas that blocked Morgan's Mill Road. This prompted the Clarke County Sheriff's office to request the Virginia Department of Transportation to post no parking signs along the road. The access to the utility right-of-way is steep and if muddy precludes use for parking rendering little or no access to the Trail.

The proposed solution is to construct a parking lot west of the trail crossing. In the short term, we propose to construct an interim design as indicated on the attached map. The project team will draft a final design incorporating ADA accessible parking and other features in 2020. The final design will be submitted for implementation as part of the 2023 National Park Service (NPS)/Appalachian Trail Conservancy (ATC) Capital Planning/budget cycle. The proposed lot will be approximately 5,000 square feet in size that will be graded, have a VDOT select material 3 (shown as dirty tailings on the contractors bid) which is a rock, dirt, and clay mix capped with gravel. Large Boulders (Image 1) will be placed parallel to Morgan's Mill Road as wheel stops. Gates will be provided at either end of the parking area to prevent cars from driving on the right-of-way. Boulders will be placed around guy wires and telephone poles to prevent vehicular damage. No trees are proposed to be removed for the parking area. There is some low shrub vegetation adjacent to the treeline that will be removed as part of the grading for the lot. The Virginia Department of Transportation has agreed to grade and gravel the access to the parking area from Morgan's Mill Road.

Staff has been working with the NPS, the Potomac Appalachian Trail Club (PATC), the ATC, FEMA, and VDOT to construct an interim lot as described above. A bid was obtained from Keith Crider to complete the construction for \$15,000. The PATC has agreed to commit \$3,000 and ATC has committed \$4,000 for the project leaving each \$8,000 remaining. Attached is the approved interim design.

Recommendation

Approve the supplemental funding request for \$8,000 so as to provide adequate, safe parking for Appalachian Trail access and alleviate traffic problems on Morgan's Mill Road.

Morgan's Mill Parking Area Project (Interim Design)

Statement of Work

Submitted by: Allison Teetor, Natural Resource Planner, Clarke County, VA
ateetor@clarkecounty.gov, 540-955-5134

Site Description

This work is associated with the Appalachian National Scenic Trail (A.T., Trail) and NPS owned property on Tract# 415-10, located in the 1000 block of Morgan's Mill Road (Route 605), Clarke County, Virginia (See attached map). The property is currently vacant but has utility right-of-way for both Rappahannock Electric Company and the Federal Emergency Management Agency (FEMA, Mt. Weather). Morgan's Mill Road is a gravel road with several pullouts where persons accessing the trail park. In addition, there is an undefined parking area under the utility right of way, where the trail crosses.

Project Description / Justification

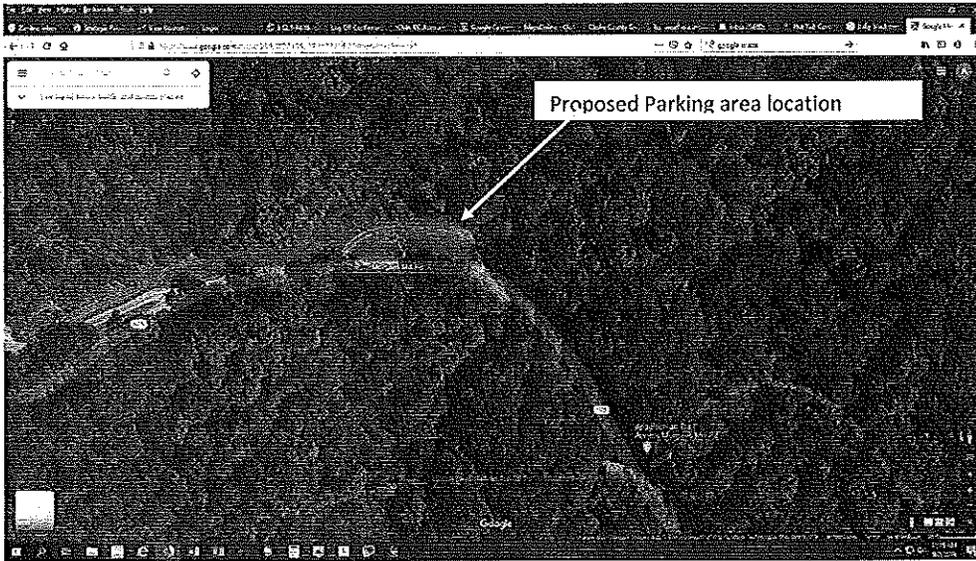
The pullouts off Morgan's Mill Road and parking on the utility right-of-way has provided an ad hoc solution to provide parking for persons accessing the Appalachian Trail. Over time, the Trail has increased in popularity, and the area currently receives heavy use from local day-users and visitors from neighboring urban areas such as Washington D.C. On busy days, the parking is inadequate and persons have parked in areas that blocked Morgan's Mill Road. This prompted the Clarke County Sheriff's office to request the Virginia Department of Transportation to post no parking signs along the road. The access to the utility right-of-way is steep and if muddy precludes use for parking rendering little or no access to the Trail. The proposed solution is to construct a parking lot west of the trail crossing. In the short term, we propose to construct an interim design as indicated on the attached map. The project team will draft a final design incorporating ADA accessible parking and other features in 2020. The final design will be submitted for implementation as part of the 2023 NPS/ATC Capital Planning/budget cycle. The proposed lot will be approximately 5,000 square feet in size that will be graded, have a VDOT select material 3 (shown as dirty tailings on the contractors bid) which is a rock, dirt, and clay mix capped with gravel. Large Boulders (Image 1) will be placed parallel to Morgan's Mill Road as wheel stops. Gates will be provided at either end of the parking area to prevent cars from driving on the right-of-way. Boulders will be placed around guy wires and telephone poles to prevent vehicular damage. No trees are proposed to be removed for the parking area. There is some low shrub vegetation adjacent to the treeline that will be removed as part of the grading for the lot. The Virginia Department of Transportation has agreed to grade and gravel the access to the parking area from Morgan's Mill Road.

Contact Information

- The following persons represent the Project Team for development of the project proposal and cost estimates required to submit to APPA for compliance review:

- Alison Teetor (Clarke County): Lead local/on-the-ground planning coordination with VDOT/ATC/PATC to develop site plans/drawings, maps, and photos for proposal.
- Michele Miller (ATC): Work with team to write project description narrative and submit final proposal to APPA for review.
- Keith Stegall (NPS): Provide guidance/feedback as needed to team in developing and submittal of proposal.
- Travis Duncan (VDOT): Develop site plan drawings with Alison Teetor. Recommend surface material types/sizes.
- Chris Brunton (PATC): Based on site plans and interim scope of work outlined by NPS and Team, develop cost estimates and execution plan for project.
- Kurt M. Stoliker (FEMA): coordinate work and designs along powerline ROW

Site Address: 1000 Block Morgan's Mill Road



General Requirements and Restrictions

- Once all work has been complete, ensure all equipment and extra materials have been removed from site and ensure the site is free of material debris and waste.
- Ensure that all workers, including operators of all equipment, are qualified to perform their assigned duties in a safe manner. Workers must be provided with adequate personal protective equipment, follow emergency instructions, and provide adequate ingress / egress at all times in accordance with federal safety code requirements.

- All electricity, water, and other services must be provided by the work crew, and must be adequate in capacity for the required usage, must not create unsafe conditions, and must not violate requirements of applicable codes and standards.
- Keep the project site neat, orderly, and in a safe condition at all times. Confine all operations, including staging, to the construction area of the project. All construction barriers, signage, lights, and/or signals must be adequate in capacity for the required usage, must not create unsafe conditions, and must not violate requirements of applicable codes and standards.
- Use mitigation measures to minimize the impacts of construction activities. These include, but are not limited to: using water to reduce construction dust in problem areas, limiting equipment to reduce soil disturbance, and following best management practices.
- Prevent damage to natural surroundings, including but not limited to trees, plants, and root zones. Do not remove, injure, or destroy trees or plants without prior approval from the National Park Service.
- Observe and enforce all standards of fire prevention.
- If archeological resources are discovered on the project site, all work in the vicinity of the discovery must stop immediately, and the discovery must be reported to the National Park Service.
- All listed measurements and dimensions are estimated. Verify all field dimensions and site plan, and notify the National Park Service of any discrepancies prior to carrying out project work.

Scope of Work

- Parking area is to be constructed as described in attached Proposal
- Install one sign indicating parking area at access point constructed to the PATC Routed Sign Specifications
- Install boulders as parking stops at top of bank above Morgan's Mill Road (*see Image 1 for boulder specifications; see Image 2 for approximate layout*).

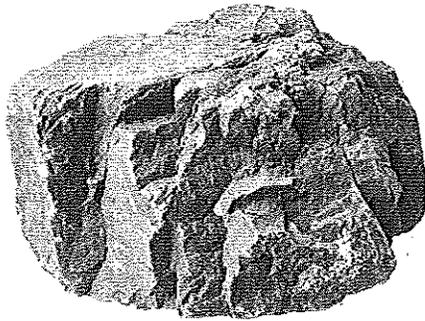
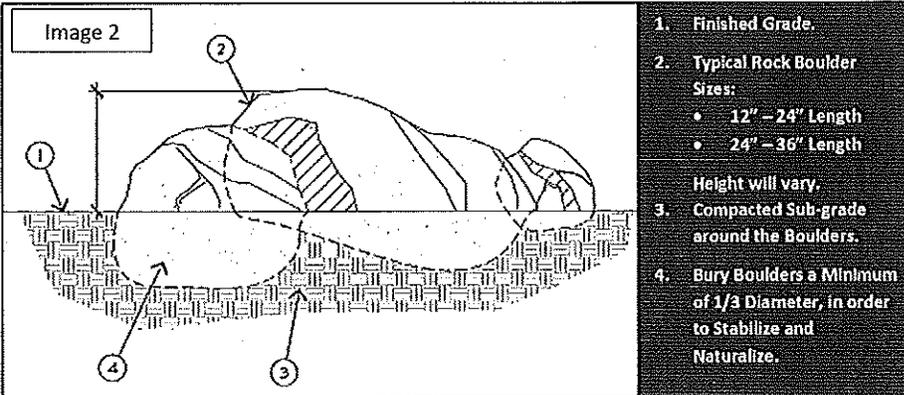
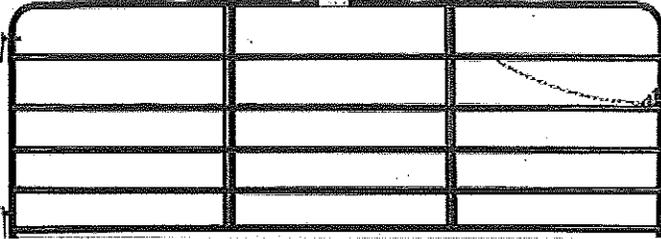


Image 1



Install 2 gates at each end of parking area to prevent parking or access to powerline 12' Tarter 6 Bar Economy Tube Gate, Black, 12 ft.



Roles and Responsibilities

Clarke County will:

- Manage the construction project
- Confirm that the work will not occur on holidays, or while scheduled events, dam inspections, or other projects are underway.
- Work with PATC, ATC and NPS to ensure the contractor's work does not damage any adjacent resources or impact visitor safety.
- Once project is completed, work with PATC, ATC and the NPS to ensure the site is free of debris, the rehabilitated parking area and accessibility structure is in good working order.

ATC will:

- Assist Clarke County and PATC with submission of the project scope of work, funding request and other required information in order to facilitate completion of the NHPA Section 106 review, NEPA compliance and project review by NPS.

PATC will:

- Provide signage indicating parking area location
- Provide and install gates

VDOT will:

- Improve grade and condition of access to the parking area

NPS will:

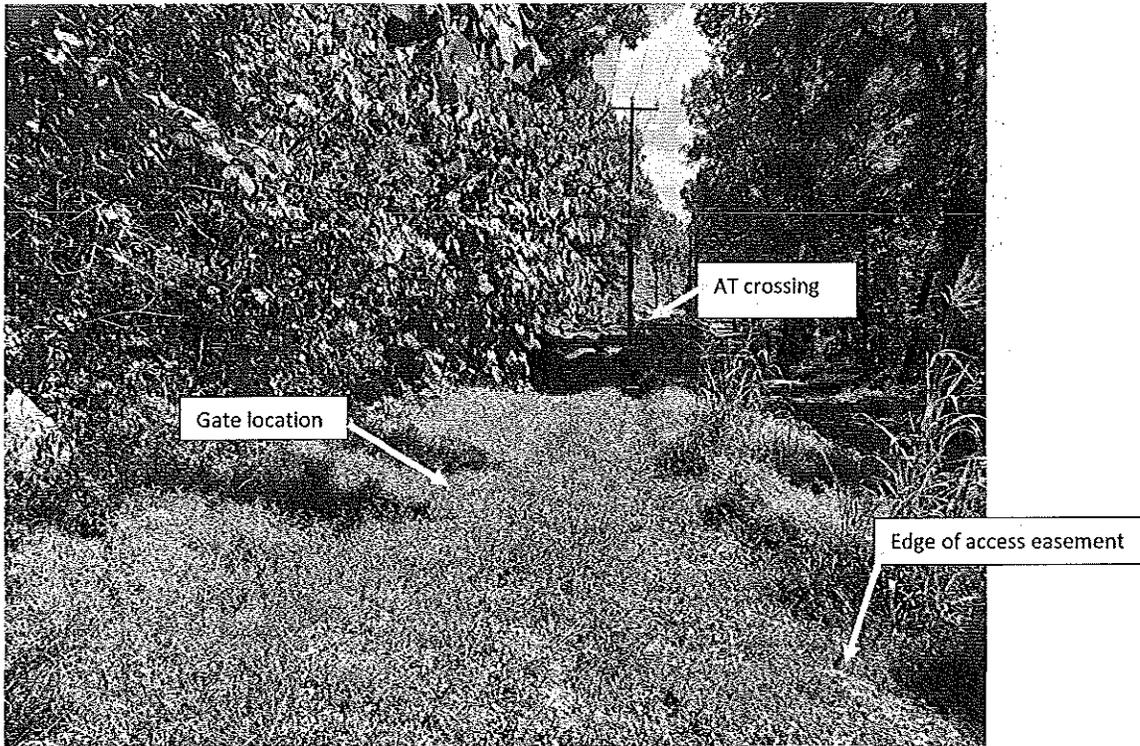
- Provide input and recommendations for the interim and final designs. Conduct project, NHPA Section 106 and NEPA reviews. Provide approval for both the interim and final designs. Submit final design to PMIS for funding.

Photos of Morgan's Mill Proposed Parking area

Photo 1 – Parking area looking toward AT crossing. Parking area will be located between the 2 telephone poles



Photo 2. Edge of access looking up foot path toward AT crossing. Parking area is behind access



Access looking at Morgan's Mill Rd. Parking area is to the right



Parking area looking from access – area is between the 2 telephone poles. A second gate will be added where truck is parked.

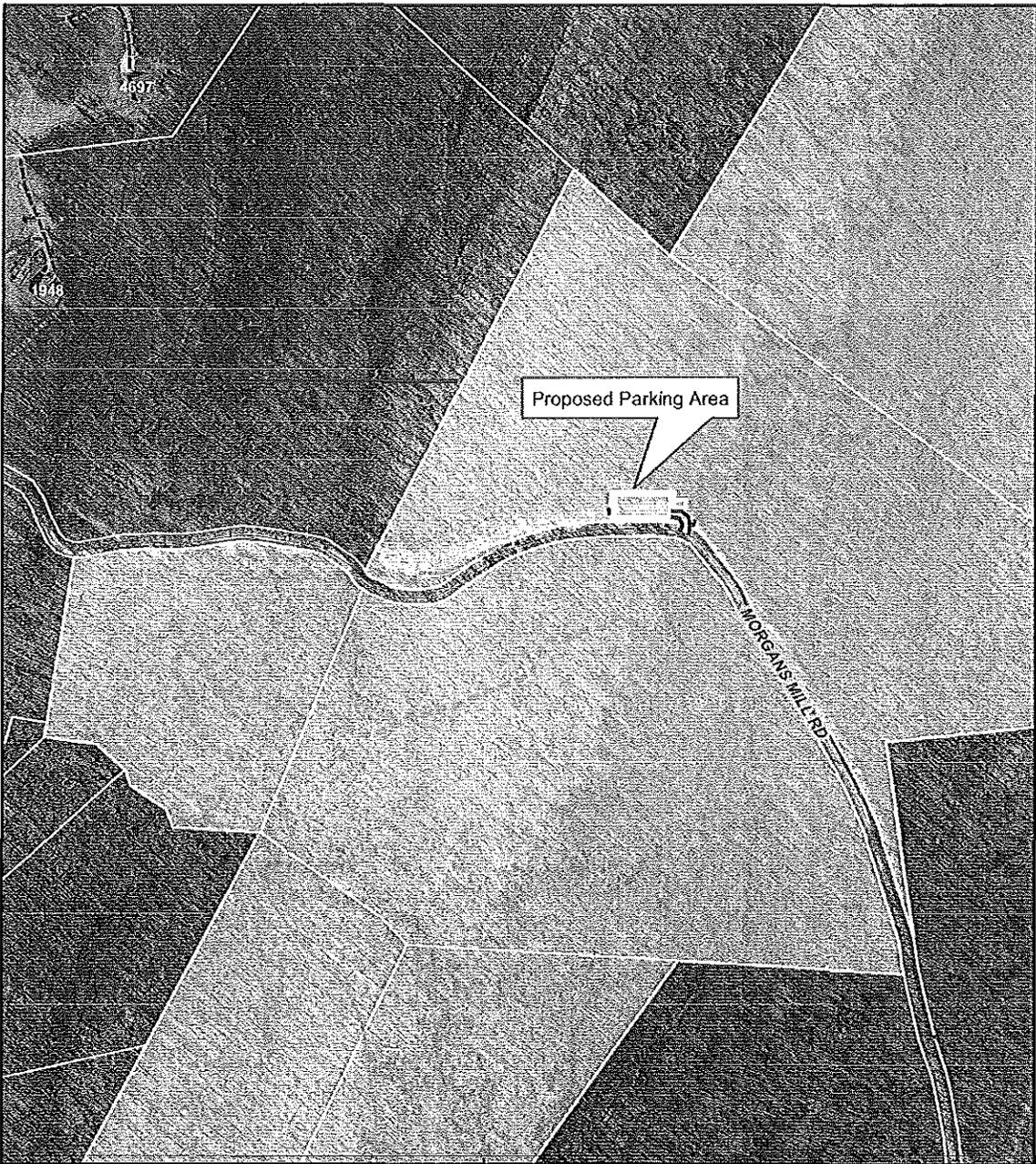


Access looking up from Morgan's Mill Road. Parking area is to the left



Parking area as viewed from Morgan's Mill Road. Boulders will be located along top of bank as parking stops (transparent blue rectangle indicates approximate placement)



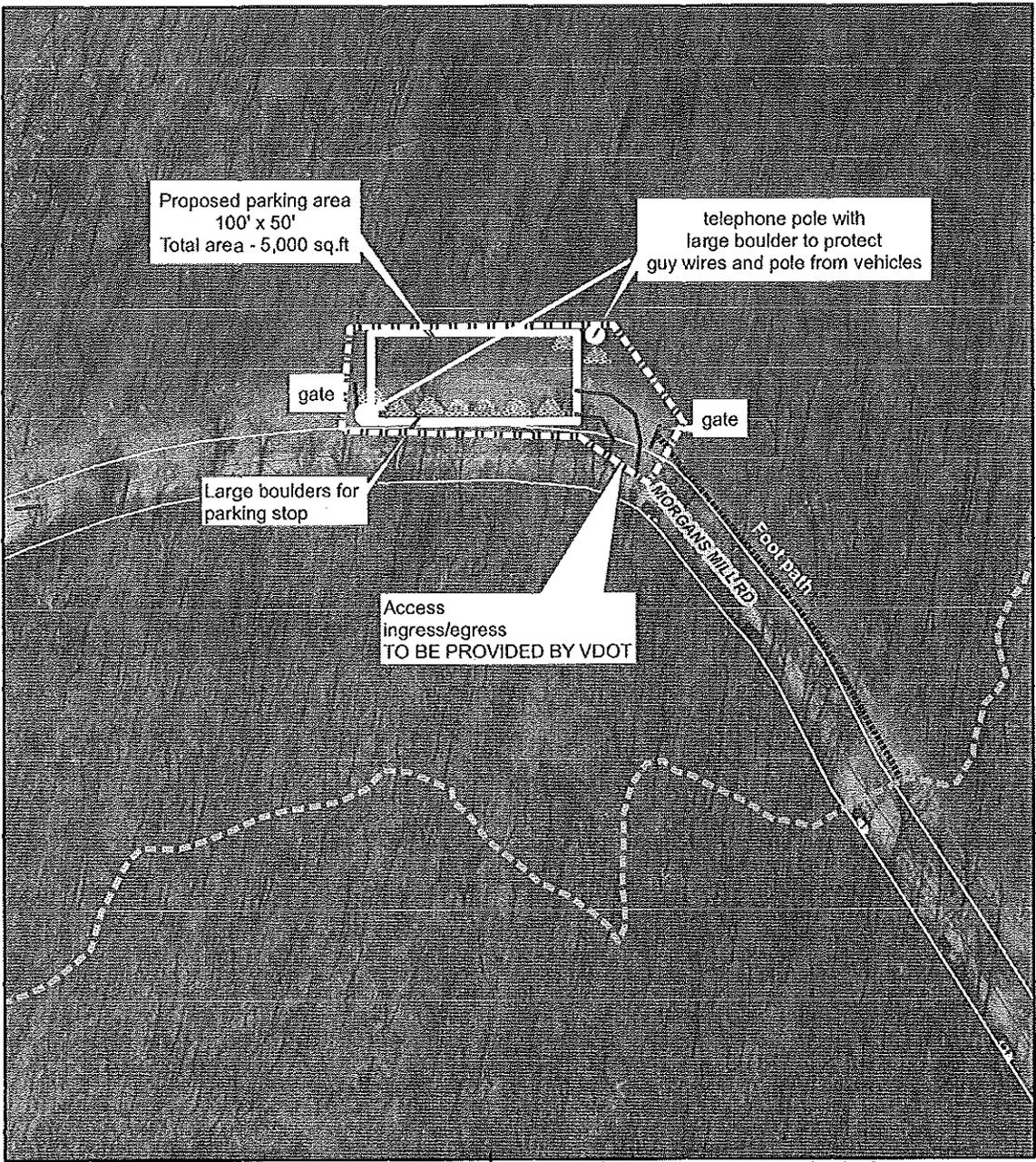


Morgans Mill Appalachian Trail Parking Lot

Legend

- Appalachian Trail
- Appalachian Trail Properties
- Private Road
- Roads





Morgans Mill Appalachian Trail Parking Lot



50 25 0 50 Feet



Clarke County GIS
October 1, 2019



- Appalachian Trail
- Private Road
- Roads
- Project Area/
Limits of Disturbance
- Telephone Pole



Criders Excavating
 P.O. Box 70
 Boyce VA 22620
 Phone 540-533-1351

PROPOSAL

PROPOSAL NO.
SHEET NO.
DATE <u>8/28/2019</u>

PROPOSAL SUBMITTED TO:	WORK TO BE PERFORMED AT:
NAME <u>Appalachian Trail</u>	ADDRESS <u>Morgan Mill Road - Parking lot</u>
ADDRESS	CITY, STATE <u>Clarke County Virginia</u>
CITY, STATE	DATE OF PLANS
PHONE NO. <u>703-967-2226 Chris</u>	ARCHITECT

We hereby propose to furnish the materials and perform the labor necessary for the completion of

- Construct Parking lot on Rt 605 in Clarke County
 - Entrance constructed by VDOT
 - Scope of work
 - size of lot 100' x 50'
 - (A) Remove topsoil - depth 8" to 10" deep
 - (B) Place topsoil in berms around perimeters
 - (C) Install base materials - 140 Tons - Dirty Tailings
 - (1) Materials from Stuart M. Perry Quarry Inc. Berryville VA
 - (D) Install large boulders on edges
 - (1) Large boulders donated by others near site
 - (E) Silt fence installed according to code
 RLD # RLD06679 Expires 4/25/2020
 - (F) Seed + straw all disturbed areas
 - Optional Finish gravel - 21A - 85 Tons - add \$2,000⁰⁰ to estimate
- Licensed + insured

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner for the sum of:
 Fourteen Thousand Eight Hundred Eighty ⁰⁰/_{xx} Dollars (\$ 14,880⁰⁰/_{xx})

with payments to be as follows

Any alterations or deviation from above specifications involving extra costs will be provided only upon written order and will become an extra charge over and above the estimate. All requirements contingent upon strikes, conditions, or delays beyond our control.

Respectfully submitted Keith D. Cridler
 Per Criders Excavating

Note - This proposal may be withdrawn by us if not accepted within 120 days.

ACCEPTANCE OF PROPOSAL

The above prices, specifications and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

SIGNATURE _____
DATE _____
SIGNATURE _____

Adams 9450

Clarke County
Invoice History Report
December 31, 2019

VENDOR NAME	ACCOUNT DESC	AMOUNT	WARRANT	FULL DESC	INVOICE DATE
A-1 TRUCKING & FIREW	Personal Property Tax Current	30.31	EJ121319		12/03/2019
A-1 TRUCKING & FIREW Total		30.31			
Allison K Sams	Circuit C Juror Pay	150.00	EJ121319	Jury Duty 5 Days	12/06/2019
Allison K Sams Total		150.00			
Allison K Spalding	Circuit C Juror Pay	30.00	EJ121319		11/21/2019
Allison K Spalding Total		30.00			
Amazon Acct	Electoral Mat & Sup	44.97	EJ121319	Labels, pocket folders	10/23/2019
Amazon Acct	Clk of CC Mat & Sup	150.39	EJ121319	OFFICE SUPPLIES, ZIP DRIVES, L	10/31/2019
Amazon Acct	Comm Atty Mat & Sup	13.98	EJ121319		10/25/2019
Amazon Acct	Sheriff PSU Mat & Sup	29.87	EJ121319	Emergency Blankets	10/10/2019
Amazon Acct	EMS Mat & Sup	39.99	EJ121319		11/01/2019
Amazon Acct	EMS Mat & Sup	36.99	EJ121319	Amazonbasics 8 sheet cross cut	11/05/2019
Amazon Acct	Plan Adm Mat & Sup	395.00	EJ121319	Standing Desk	10/22/2019
Amazon Acct Total		711.19			
Amy M Broy	Circuit C Juror Pay	30.00	EJ121319		11/21/2019
Amy M Broy Total		30.00			
Amy S Agregaard	Circuit C Juror Pay	150.00	EJ121319	Jury Duty 5 days	12/06/2019
Amy S Agregaard Total		150.00			
Angela R Setter	Circuit C Juror Pay	30.00	EJ121319		11/21/2019
Angela R Setter Total		30.00			
Animal Medical Ctr.	AnimalCtrl Pur Svcs	45.00	EJ122719	rm Animal Med check up on cat hit by car	12/12/2019
Animal Medical Ctr. Total		45.00			
ANQUETIL OLIVIER	Personal Property Tax Current	11.45	EJ121319		11/27/2019
ANQUETIL OLIVIER	Motor Vehicle Licenses	25.00	EJ121319		11/27/2019
ANQUETIL OLIVIER Total		36.45			
APCO	Sheriff Dues & Memb	165.00	EJ121319	Hess & Wilkerson APCO dues	12/09/2019
APCO	Sheriff Dues & Memb	70.50	EJ121319	Kerns APCO dues	12/09/2019
APCO Total		235.50			
ARMBRUST CHARLES W	Personal Property Tax Current	15.17	EJ121319		12/02/2019
ARMBRUST CHARLES W Total		15.17			
Ashley K Henki	Circuit C Juror Pay	30.00	EJ121319		11/21/2019
Ashley K Henki Total		30.00			
At&t	County Adm Telephone	46.36	EJ122719	Acct 287286630233 School/Gov c	11/18/2019
At&t	IT Telephone	93.13	EJ122719	Acct 287286630233 School/Gov c	11/18/2019
At&t	Registrar Telephone	46.36	EJ122719	Acct 287286630233 School/Gov c	11/18/2019
At&t	Comm Atty Telephone	166.88	EJ122719	Acct 287286630233 School/Gov c	11/18/2019
At&t	Sheriff Telephone	18.59	EJ122719	Monthly Service	12/01/2019
At&t	Sheriff Telephone	2,019.95	EJ122719	Acct 287286630233 School/Gov c	11/18/2019
At&t	EMS Telephone	194.68	EJ122719	Acct 287286630233 School/Gov c	11/18/2019
At&t	Bldg Insp Telephone	164.56	EJ122719	Acct 287286630233 School/Gov c	11/18/2019
At&t	AnimalCtrl Telephone	13.16	EJ122719	Acct 287286630233 School/Gov c	11/18/2019
At&t	Maintenanc Telephone	69.16	EJ122719	Acct 287286630233 School/Gov c	11/18/2019
At&t	Econ Dev Telephone	41.72	EJ122719	Acct 287286630233 School/Gov c	11/18/2019
At&t	VictimWit Telephone	41.72	EJ122719	Acct 287286630233 School/Gov c	11/18/2019
At&t Total		2,916.27			
Atlantic Tactical	Sheriff Ammunition	6,780.20	EJ121319	Yearly Ammo Order	11/26/2019
Atlantic Tactical Total		6,780.20			
Barbara Armstrong	Circuit C Juror Pay	30.00	EJ121319		11/21/2019
Barbara Armstrong Total		30.00			
BB&T	BoS Travel	1,262.20	EJ122719	lbw Nov / Dec 2019 Co Admin, BoS Charges	12/09/2019
BB&T	BoS Miscellaneous Expenditures	874.17	EJ122719	lbw Nov / Dec 2019 Co Admin, BoS Charges	12/09/2019
BB&T	BoS Dues & Memb	33.35	EJ122719	lbw Nov / Dec 2019 Co Admin, BoS Charges	12/09/2019
BB&T	County Adm Printing & Binding	88.08	EJ122719	lbw Nov / Dec 2019 Co Admin, BoS Charges	12/09/2019
BB&T	County Adm Miscellaneous Expen	157.08	EJ122719	lbw Nov / Dec 2019 Co Admin, BoS Charges	12/09/2019
BB&T	County Adm Mat & Sup	38.04	EJ122719	lbw Nov / Dec 2019 Co Admin, BoS Charges	12/09/2019
BB&T	Comm Atty Witness Travel Expen	399.48	EJ122719	Witness-Airplane and Rental Car	11/10/2019
BB&T	Comm Atty Witness Travel Expen	104.45	EJ122719	Witness-Hotel Stay	11/22/2019
BB&T	Sheriff Pur Svcs	54.00	EJ122719	Credit Card Statement	12/09/2019
BB&T	Sheriff Travel	70.00	EJ122719	Application Fee	12/09/2019
BB&T	Sheriff Dues & Memb	42.99	EJ122719	Credit Card Statement	12/09/2019
BB&T	Sheriff ETK Mat & Sup	416.98	EJ122719	Credit Card Statement	12/09/2019
BB&T	Sheriff PSU Mat & Sup	739.88	EJ122719	Credit Card Statement	12/09/2019
BB&T	Sheriff SOS Mat & Sup	538.45	EJ122719	Credit Card Statement	12/09/2019
BB&T	Sheriff VRP Mat & Sup	14.72	EJ122719	Credit Card Statement	12/09/2019
BB&T	Sheriff Uniform Sworn Staff	48.00	EJ122719	Credit Card Statement	12/09/2019
BB&T	EMS Postal Services	13.00	EJ122719	Fire & EMS BB&T credit card statement 12/9/19	12/09/2019
BB&T	EMS Travel	510.00	EJ122719	Fire & EMS BB&T credit card statement 12/9/19	12/09/2019
BB&T	EMS Miscellaneous	50.73	EJ122719	Fire & EMS BB&T credit card statement 12/9/19	12/09/2019
BB&T	EMS Mat & Sup	50.50	EJ122719	Fire & EMS BB&T credit card statement 12/9/19	12/09/2019
BB&T	AnimalCtrl Mat & Sup	1,313.57	EJ122719	rm BBT Credit Card C&S 11/7/19-12/8/19	12/09/2019
BB&T	Maintenanc Mat & Sup	1,036.88	EJ122719	rm BBT Credit Card C&S 11/7/19-12/8/19	12/09/2019
BB&T	Plan Adm Mat & Sup	135.90	EJ122719	Frames	12/13/2019
BB&T	104Church Maint Mat & Sup	256.48	EJ122719	rm BBT Credit Card C&S 11/7/19-12/8/19	12/09/2019
BB&T Total		8,248.93			
Berkeley Club Bevera	Comm Atty Mat & Sup	27.00	EJ121319	Water Bill dec 2019	12/09/2019
Berkeley Club Bevera	Comm Atty Mat & Sup	27.00	EJ121319	November Water Bill 2019	11/15/2019
Berkeley Club Bevera	Sheriff COS Mat & Sup	9.00	EJ122719	Water Cooler Rental	12/15/2019
Berkeley Club Bevera	Sheriff COS Mat & Sup	39.00	EJ122719	Water	12/09/2019
Berkeley Club Bevera	Sheriff SOS Mat & Sup	9.00	EJ122719	Water cooler rental	12/15/2019

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<u>VENDOR NAME</u>	<u>ACCOUNT DESC</u>	<u>AMOUNT</u>	<u>WARRANT</u>	<u>FULL DESC</u>	<u>INVOICE DATE</u>
Berkeley Club Bevera	Sheriff SOS Mat & Sup	7.50	EJ122719	Water	12/09/2019
Berkeley Club Bevera	Maintenanc Water & Sewer	11.00	EJ122719	rm Berkeley Club Maint Cooler Rental	12/15/2019
Berkeley Club Bevera	Maintenanc Water & Sewer	7.50	EJ121319	rm Berkely Water Maint water	12/09/2019
Berkeley Club Bevera Total		137.00			
Berryville Auto Part	Sheriff Pur Svcs	303.00	EJ121319	CCSO Vehicle Repair 1402	11/30/2019
Berryville Auto Part	Sheriff Pur Svcs	16.00	EJ121319	CCSO Vehicle Repair 1404	12/03/2019
Berryville Auto Part	Sheriff Pur Svcs	40.00	EJ122719	CCSO Vehicle Repair - 1601	12/06/2019
Berryville Auto Part	Sheriff Pur Svcs	40.00	EJ122719	CCSO Vehicle Repair 1801	12/11/2019
Berryville Auto Part	Sheriff Pur Svcs	80.00	EJ122719	CCSO Vehicle Repair 1802	12/17/2019
Berryville Auto Part	Sheriff Pur Svcs	312.00	EJ122719	CCSO Vehicle Repair 1304	12/19/2019
Berryville Auto Part	Sheriff Postal Svcs	18.19	EJ121319	Mail Package	11/21/2019
Berryville Auto Part	Sheriff Postal Svcs	18.19	EJ121319	Ship Package	11/21/2019
Berryville Auto Part	Sheriff VRP Mat & Sup	560.48	EJ121319	CCSO Vehicle Repair 1402	11/30/2019
Berryville Auto Part	Sheriff VRP Mat & Sup	20.44	EJ121319	CCSO Vehicle Repair 1404	12/03/2019
Berryville Auto Part	Sheriff VRP Mat & Sup	21.84	EJ122719	CCSO Vehicle Repair - 1601	12/06/2019
Berryville Auto Part	Sheriff VRP Mat & Sup	22.03	EJ122719	CCSO Vehicle Repair 1801	12/11/2019
Berryville Auto Part	Sheriff VRP Mat & Sup	7.26	EJ122719	CCSO Vehicle Repair 1801	12/12/2019
Berryville Auto Part	Sheriff VRP Mat & Sup	71.08	EJ122719	CCSO Vehicle Repair 1802	12/17/2019
Berryville Auto Part	Sheriff VRP Mat & Sup	150.21	EJ122719	CCSO Vehicle Repair 1304	12/19/2019
Berryville Auto Part	Maintenanc Mat & Sup	34.21	EJ121319	rm BAP Maint inspect Dave Vehicle& mats	12/04/2019
Berryville Auto Part	Maintenanc Mat & Sup	10.24	EJ121319	rm BAP Maint ga disconnects	12/04/2019
Berryville Auto Part	Maintenanc Mat & Sup	34.35	EJ121319	rm BAP Maint Truck 2002 Inspect and service	12/04/2019
Berryville Auto Part	Maintenanc Mat & Sup	39.93	EJ122719	rm BAP Service on 2019 for Truck Maint	12/06/2019
Berryville Auto Part	Maintenanc Mat & Sup	33.65	EJ122719	rm BAP Maint Park 2008 van inspec and service	12/11/2019
Berryville Auto Part Total		1,833.10			
Berryville Farm	AlSoc Maint Mat & Sup	126.50	EJ121319	rm BFS Soccer seed	12/02/2019
Berryville Farm Total		126.50			
Berryville True Valu	Maintenanc Mat & Sup	3.99	EJ121319	rm BH Maint stl rod	12/02/2019
Berryville True Valu	Maintenanc Mat & Sup	9.65	EJ121319	rm BH Maint mixing container,lid and bit	12/05/2019
Berryville True Valu	Maintenanc Mat & Sup	11.96	EJ121319	rm BH Maint wall plates adn outlets for office	12/05/2019
Berryville True Valu	Maintenanc Mat & Sup	7.58	EJ121319	rm BH Maint keys cut for Xterea	12/05/2019
Berryville True Valu	Maintenanc Mat & Sup	1.65	EJ121319	rm BH Maint general fastners for shop	12/09/2019
Berryville True Valu	Maintenanc Mat & Sup	4.79	EJ122719	rm BH Maint starting fluid	12/10/2019
Berryville True Valu	Maintenanc Mat & Sup	2.00	EJ122719	rm BH Maint key cut	12/12/2019
Berryville True Valu	Maintenanc Mat & Sup	14.57	EJ122719	rm BH Maint air freshner for Dales Truck	12/10/2019
Berryville True Valu	Rec Center Mat & Sup	79.90	EJ121319	supplies	11/26/2019
Berryville True Valu	JGC Maintenance Mat & Sup	37.61	EJ121319	rm BH 101 Chalmers paint	11/25/2019
Berryville True Valu	RT Maint Mat & Sup	1.99	EJ121319	rm BH 100 N Church mice traps	12/02/2019
Berryville True Valu	225Rams Maint Mat & Sup	2.79	EJ121319	rm BH ACO 20 pk 16-14 fem disconnect	12/04/2019
Berryville True Valu	AlPool Maint Mat & Sup	16.97	EJ122719	rm BH Pool trap and cord	12/11/2019
Berryville True Valu Total		195.45			
Blatz, Joseph	BrdSepApp Board Member Fees	25.00	EJ121319	Attd @ BSA mtg on 12-04-19	12/10/2019
Blatz, Joseph Total		25.00			
Blossman Gas, Inc.	225Rams Maint Heating	263.79	EJ121319	rm Blossman ACO heating lp gas	11/26/2019
Blossman Gas, Inc.	129Rams Maint Heating	197.46	EJ121319	rm Blossman 129 Ramsburg lp gas	11/25/2019
Blossman Gas, Inc.	129Rams Maint Heating	124.76	EJ122719	rm Blossman 129 Ramsburg lp gas	12/11/2019
Blossman Gas, Inc. Total		586.01			
Blue Ridge Volunteer	Vol Fire Co Insurance	12,595.00	EJ121319	Insurance payment for damage to Elec. Panel	12/06/2019
Blue Ridge Volunteer Total		12,595.00			
Blue360 Media	Clk of CC Mat & Sup	170.17	EJ121319	Police Crimes and Offenses and Motor Vehicle Laws	09/03/2019
Blue360 Media	Comm Atty Mat & Sup	340.34	EJ121319	Police, Crimes and offenses books	11/26/2019
Blue360 Media Total		510.51			
BMS Direct	Treasurer Printing & Binding	1,954.44	EJ121319	2nd Half 2019 Real Estate Bills	11/21/2019
BMS Direct	Treasurer Printing & Binding	3,181.54	EJ121319	2019 2nd Half PP Taxes	11/21/2019
BMS Direct Total		5,135.98			
Bouffault, Robina	Plan Com Board Member Fees	100.00	EJ121319	Attd @ PC Dec '19 mtgs	12/10/2019
Bouffault, Robina Total		100.00			
Boyce Volunteer Fire	Boyce Volunteer Fire Co Contr	32,500.00	EJ122719	Stipend for quarter 1 & 2 of FY20	12/11/2019
Boyce Volunteer Fire Total		32,500.00			
Brian A Bailey	Circuit C Juror Pay	150.00	EJ121319	Jury duty 5 days	12/06/2019
Brian A Bailey Total		150.00			
Brian J Thurston	Circuit C Juror Pay	30.00	EJ121319		11/21/2019
Brian J Thurston Total		30.00			
Brian S Davis	Circuit C Juror Pay	30.00	EJ121319		11/21/2019
Brian S Davis Total		30.00			
Brittany Shepherd	Rec Center Refunds	146.00	EJ121319	refund	12/06/2019
Brittany Shepherd Total		146.00			
Broy & Son Pump	311EMain Maint Pur Svcs	400.00	EJ121319	rm BroySons 311 E. Main Unclog sewer line	12/04/2019
Broy & Son Pump Total		400.00			
Buckley, Randy	Plan Com Board Member Fees	50.00	EJ121319	Attd @ PC 12-06-19 Mtg	12/10/2019
Buckley, Randy Total		50.00			
Caitlin R Martin	Circuit C Juror Pay	30.00	EJ121319		11/21/2019
Caitlin R Martin Total		30.00			
Caldwell, Anne	Plan Com Board Member Fees	100.00	EJ121319	Attd @ Dec '19 PC mtgs	12/10/2019
Caldwell, Anne	BrdZonApp Board Member Fees	25.00	EJ121319	Attd @ 12-05-19 BZA mtg	12/10/2019
Caldwell, Anne Total		125.00			
Calvin K Coolidge	Circuit C Juror Pay	30.00	EJ121319		11/21/2019
Calvin K Coolidge Total		30.00			
Capelli, Len	Econ Dev Travel	3,900.00	EJ121319	brt Econ Dev Dir Pd11	12/02/2019

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Capelli, Len Total		3,900.00			
Celeste D Borel	Circuit C Juror Pay	30.00	EJ121319		11/21/2019
Celeste D Borel Total		30.00			
Charles N Kelly	Circuit C Juror Pay	30.00	EJ121319		11/21/2019
Charles N Kelly Total		30.00			
Circuit Court for Ce	Comm Atty Mat & Sup	10.00	EJ122719	Certified Copies--Please send check to me	12/17/2019
Circuit Court for Ce Total		10.00			
Clarke County Health	Programs Dues & Memb	16.01	EJ121319	TB test	11/25/2019
Clarke County Health Total		16.01			
Claudia G Pyatt	Circuit C Juror Pay	30.00	EJ121319		11/21/2019
Claudia G Pyatt Total		30.00			
Claudia N Bates	Circuit C Juror Pay	30.00	EJ121319		11/21/2019
Claudia N Bates Total		30.00			
Clean H2O Center	Pool Chemicals	5.72	EJ121319	rm Clean H2O Pool bag leaf rake	12/03/2019
Clean H2O Center Total		5.72			
Combs Wastewater Man	AIOff Maint Pur Svcs	210.00	EJ121319	rm Combs Park porta potties	12/01/2019
Combs Wastewater Man Total		210.00			
Comcast	Sheriff Pur Svcs	87.27	EJ122719	Comcast High-Speed Internet	12/17/2019
Comcast Total		87.27			
ComputerPlus	IT Maint Contracts	127.00	EJ121319	IBM Hardware Support - January	12/01/2019
ComputerPlus Total		127.00			
Consolidated Electri	225Rams Maint Pur Svcs	1,421.00	EJ121319	rm Consolidated Elec ACO repalce lights	11/25/2019
Consolidated Electri Total		1,421.00			
County of Frederick	RefuseDisp Intergov Svc Agreeem	1,247.70	EJ122719	County Residential refuse November	12/04/2019
County of Frederick	RefuseDisp Intergov Svc Agreeem	696.40	EJ122719	Citizens center refuse November	12/04/2019
County of Frederick	RefuseDisp Intergov Svc Agreeem	441.00	EJ122719	VDOT Clarke county November refuse	12/04/2019
County of Frederick	RefuseDisp Intergov Svc Agreeem	7,555.06	EJ121319	Oct/Nov Refuse Shared Citizens sites	11/20/2019
County of Frederick Total		9,940.16			
CRIM GARY CLIFTON	Personal Property Tax Current	20.66	EJ121319		12/05/2019
CRIM GARY CLIFTON	Personal Property Tax Current	96.07	EJ121319		12/05/2019
CRIM GARY CLIFTON	Motor Vehicle Licenses	25.00	EJ121319		12/05/2019
CRIM GARY CLIFTON Total		141.73			
Dana Waring	Circuit C Juror Pay	30.00	EJ121319		11/21/2019
Dana Waring Total		30.00			
Daniel Amundson	Circuit C Juror Pay	30.00	EJ121319		11/21/2019
Daniel Amundson Total		30.00			
Daniel J Mitchell	Circuit C Juror Pay	30.00	EJ121319		11/21/2019
Daniel J Mitchell Total		30.00			
DDL Business Sys	Clk of CC Maint Contracts	34.73	EJ121319	SN7940 Copier Maintenance -Cir	11/25/2019
DDL Business Sys	Parks Adm Maint Contracts	118.15	EJ121319	SN 3807 Copier Maintenance-CCP	11/25/2019
DDL Business Sys	Coop Ext Maint Contracts	45.93	EJ121319	SN1435-Copier Maintenance	11/25/2019
DDL Business Sys Total		198.81			
Debra S Neises	Circuit C Juror Pay	30.00	EJ121319		11/21/2019
Debra S Neises Total		30.00			
Denise R Good	Circuit C Juror Pay	30.00	EJ121319		11/21/2019
Denise R Good Total		30.00			
Diane L Broome	Circuit C Juror Pay	30.00	EJ121319		11/21/2019
Diane L Broome Total		30.00			
Doing Better Busines	Com of Rev Maint Contracts	12.50	EJ121319	New Copier for Treasurer/COR	11/21/2019
Doing Better Busines	Treasurer Maint Contracts	12.50	EJ121319	New Copier for Treasurer/COR	11/21/2019
Doing Better Busines	EMS Mat & Sup	12.50	EJ121319	New Copier for Treasurer/COR	11/21/2019
Doing Better Busines Total		37.50			
Donald P Rivers	Circuit C Juror Pay	30.00	EJ121319		11/21/2019
Donald P Rivers Total		30.00			
eCore Software Inc	EMS Technology SW/OL Content	187.00	EJ121319	Fire & EMS scheduling software lease Jan 2020	12/01/2019
eCore Software Inc Total		187.00			
Elizabeth H Lloyd-St	Circuit C Juror Pay	30.00	EJ121319		11/21/2019
Elizabeth H Lloyd-St Total		30.00			
Executive Emergency	Sheriff Pur Svcs	173.25	EJ121319	Install Radio	11/26/2019
Executive Emergency Total		173.25			
FASCELLI MICHELE	Real Property Tax Current	1,237.17	EJ121319		12/06/2019
FASCELLI MICHELE Total		1,237.17			
FELTNER WENDY SUE	Personal Property Tax Current	60.89	EJ121319		12/03/2019
FELTNER WENDY SUE Total		60.89			
Fop Lodge 12	Sheriff Dues & Memb	150.00	EJ121319	5 Memberships	11/15/2019
Fop Lodge 12 Total		150.00			
Fred Pryor	Sheriff Travel	199.00	EJ121319	Overcoming Negativity Seminar	12/02/2019
Fred Pryor Total		199.00			
Frederick-Winchester	Sanitation Intergov Svc Agreeem	2,616.49	EJ122719		12/12/2019
Frederick-Winchester Total		2,616.49			
Galls/Best Uniforms	Sheriff PSU Mat & Sup	183.97	EJ121319	shirts, pants, coats, baton, cuffs	11/22/2019
Galls/Best Uniforms	Sheriff Uniform Sworn Staff	150.27	EJ121319	Pants / Vest	11/13/2019
Galls/Best Uniforms	Sheriff Uniform Sworn Staff	13.96	EJ121319	Name Tag	11/15/2019
Galls/Best Uniforms	Sheriff Uniform Sworn Staff	12.96	EJ121319	Name Tag	11/15/2019
Galls/Best Uniforms	Sheriff Uniform Sworn Staff	105.31	EJ121319	shirts	11/22/2019
Galls/Best Uniforms	Sheriff Uniform Sworn Staff	233.00	EJ121319	shirts, pants, coats, baton, cuffs	11/22/2019
Galls/Best Uniforms Total		699.47			
GCA Education Servic	Maintenanc Custodial Contracts	4,530.07	EJ121319	rm ABM County Cleaning for Dec 2019	12/01/2019
GCA Education Servic	JGC Maintenanc Custodial Contr	1,187.75	EJ121319	rm ABM County Cleaning for Dec 2019	12/01/2019

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VENDOR NAME	ACCOUNT DESC	AMOUNT	WARRANT	FULL DESC	INVOICE DATE
GCA Education Servic	311EMain Maint Cus Contracts	461.25	EJ121319	rm ABM County Cleaning for Dec 2019	12/01/2019
GCA Education Servic Total		6,179.07			
General Sales of Vir	Maintenanc Mat & Sup	732.62	EJ121319	rm GSales Cleaning supplies	12/04/2019
General Sales of Vir Total		732.62			
GeoConcepts Eng	Plan Adm Pass Thru Eng Fees	550.00	EJ121319	Resisitvity Reports	12/02/2019
GeoConcepts Eng Total		550.00			
Global Industrial In	Rec Center Mat & Sup	185.27	EJ121319	mats rec center	08/16/2019
Global Industrial In	Rec Center Mat & Sup	182.97	EJ121319	gym wipes rec center	08/16/2019
Global Industrial In	Rec Center Mat & Sup	143.23	EJ121319	Mops rec center	08/16/2019
Global Industrial In	Rec Center Mat & Sup	9.63	EJ121319	Mops for rec center	08/22/2019
Global Industrial In	Rec Center Mat & Sup	722.00	EJ121319	Mats for rec center	08/09/2019
Global Industrial In Total		1,243.10			
Glover, Robert P.	Plan Com Board Member Fees	50.00	EJ121319	Attd @ Dec 12-3-19 mtg	12/10/2019
Glover, Robert P. Total		50.00			
Golden Seal Enter	Sheriff Travel - Sworn Staff	225.00	EJ121319	No / Low Light Training	11/28/2019
Golden Seal Enter Total		225.00			
GONZALEZ ELIAS GONZA	Personal Property Tax Current	26.86	EJ121319		12/03/2019
GONZALEZ ELIAS GONZA	Motor Vehicle Licenses	25.00	EJ121319		12/03/2019
GONZALEZ ELIAS GONZA Total		51.86			
Grainger Inc	104Church Maint Mat & Sup	54.42	EJ121319	rm Grainger 104 N. Church light	11/19/2019
Grainger Inc	225Rams Maint Mat & Sup	126.14	EJ121319	rm Graingers ACO fan motor and compastor	12/02/2019
Grainger Inc Total		180.56			
Gregory L Elrod	Circuit C Juror Pay	30.00	EJ121319		11/21/2019
Gregory L Elrod Total		30.00			
Gregory S Shippa	Circuit C Juror Pay	30.00	EJ121319		11/21/2019
Gregory S Shippa Total		30.00			
Hall, Monahan	Legal Svc Pur Svcs	3,197.50	EJ122719	lbw Legal PA, BSA, HR, BoS Nov 2019	12/03/2019
Hall, Monahan	Plan Adm Pur Svcs	1,172.50	EJ122719	lbw Legal PA, BSA, HR, BoS Nov 2019	12/03/2019
Hall, Monahan	BrdSepApp Pur Svcs	320.00	EJ122719	lbw Legal PA, BSA, HR, BoS Nov 2019	12/03/2019
Hall, Monahan Total		4,690.00			
Helen C Taylor	Circuit C Juror Pay	150.00	EJ121319	Jury Duty 5 days	12/06/2019
Helen C Taylor Total		150.00			
Hernesto Castillo	Circuit C Juror Pay	30.00	EJ121319		11/21/2019
Hernesto Castillo Total		30.00			
Hillary T Bolden	Circuit C Juror Pay	30.00	EJ121319		11/21/2019
Hillary T Bolden Total		30.00			
HUTCHISON SAMUEL A I	Personal Property Tax Current	67.22	EJ121319		12/09/2019
HUTCHISON SAMUEL A I Total		67.22			
ISM SERVICES INC	Personal Property Tax Current	696.88	EJ121319		11/26/2019
ISM SERVICES INC	Personal Property Tax Delinq	719.37	EJ121319		11/26/2019
ISM SERVICES INC	Personal Property Tax Delinq	805.64	EJ121319		11/26/2019
ISM SERVICES INC Total		2,221.89			
James M Betz Jr	Circuit C Juror Pay	150.00	EJ121319	Jury Duty 5 Days	12/06/2019
James M Betz Jr Total		150.00			
Jason Clark	Comm Atty Witness Travel Expen	109.00	EJ122719	Reimbursement for expenses	12/09/2019
Jason Clark Total		109.00			
Jean M Ellmore	Circuit C Juror Pay	30.00	EJ121319		11/21/2019
Jean M Ellmore Total		30.00			
Jeanne R Nolan	Circuit C Juror Pay	30.00	EJ121319		11/21/2019
Jeanne R Nolan Total		30.00			
Jeremy L Cushman	Circuit C Juror Pay	30.00	EJ121319		11/21/2019
Jeremy L Cushman Total		30.00			
John S Stiles	Circuit C Juror Pay	30.00	EJ121319		11/21/2019
John S Stiles Total		30.00			
Joseph R Fabis	Circuit C Juror Pay	30.00	EJ121319		11/21/2019
Joseph R Fabis Total		30.00			
Josette M Keelor	Circuit C Juror Pay	30.00	EJ121319		11/21/2019
Josette M Keelor Total		30.00			
Juliana V Fehr	Circuit C Juror Pay	30.00	EJ121319		11/21/2019
Juliana V Fehr Total		30.00			
Julie F Louthan	Circuit C Juror Pay	150.00	EJ121319	Jury duty 5 days	12/06/2019
Julie F Louthan Total		150.00			
Justice Benefits Inc	SCAAP grant	631.84	EJ121319	SCAAP FY18	11/01/2019
Justice Benefits Inc Total		631.84			
Kackley, Charles	BrdZonApp Board Member Fees	25.00	EJ121319	Attd @ BZA 12-5-10 mtg	12/10/2019
Kackley, Charles Total		25.00			
Kalbiam, Maral	HstPrvCom Pur Svcs	390.00	EJ121319	Consulting services for HPC Nov '19	12/03/2019
Kalbiam, Maral Total		390.00			
Karen M Jardina	Circuit C Juror Pay	150.00	EJ121319	Jury Duty 5 days	12/06/2019
Karen M Jardina Total		150.00			
Karen S Shull	Circuit C Juror Pay	30.00	EJ121319		11/21/2019
Karen S Shull Total		30.00			
Kathleen Violetta	Circuit C Juror Pay	150.00	EJ121319	Jury Duty 5 days	12/06/2019
Kathleen Violetta Total		150.00			
Kenneth Bradley	Circuit C Juror Pay	30.00	EJ121319		11/21/2019
Kenneth Bradley Total		30.00			
Kimberlee Philpott	Circuit C Juror Pay	30.00	EJ121319		11/21/2019
Kimberlee Philpott Total		30.00			
Kimberly A Bender	Circuit C Juror Pay	30.00	EJ121319		11/21/2019

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Kimberly A Bender Total		30.00			
Kimberly B Jones	Circuit C Juror Pay	30.00	EJ121319		11/21/2019
Kimberly B Jones Total		30.00			
KOHL-FIELD ELAINE MA	Personal Property Tax Current	22.44	EJ121319		12/10/2019
KOHL-FIELD ELAINE MA Total		22.44			
Kruhm, Douglas	Plan Com Board Member Fees	50.00	EJ121319	Attd @ PC 12-3-19 mtg	12/10/2019
Kruhm, Douglas Total		50.00			
Kustom Signals Inc	Sheriff Pur Svcs	16.00	EJ121319	antenna	11/26/2019
Kustom Signals Inc	Sheriff VRP Mat & Sup	206.96	EJ121319	antenna	11/26/2019
Kustom Signals Inc Total		222.96			
Landcare Property Ma	SWC Pur Svcs	422.50	EJ122719	rm Landcare County clean up	12/12/2019
Landcare Property Ma	Maintenanc Pur Svcs	3,493.75	EJ122719	rm Landcare County clean up	12/12/2019
Landcare Property Ma Total		3,916.25			
Language Line Servic	Sheriff Pur Svcs	13.49	EJ122719	Monthly Interpretator Services	11/30/2019
Language Line Servinc Total		13.49			
Lauren Van Duren	Rec Center Refunds	116.00	EJ121319	Refund	12/03/2019
Lauren Van Duren Total		116.00			
Lee, Frank	Plan Com Board Member Fees	100.00	EJ121319	Attd @ PC Dec '19 mtgs	12/10/2019
Lee, Frank Total		100.00			
Legge, Mike	JAS Finance Travel	60.32	EJ121319	Mileage Reimbursement	12/06/2019
Legge, Mike Total		60.32			
LexisNexis	Sheriff Pur Svcs	150.00	EJ121319	Monthly Service	11/30/2019
LexisNexis Total		150.00			
Lisa A Row	Circuit C Juror Pay	150.00	EJ121319	Jury Duty 5 days	12/06/2019
Lisa A Row Total		150.00			
Logan Systems Inc	Clk of CC Microfilming	879.13	EJ122719	computer indexing	12/15/2019
Logan Systems Inc Total		879.13			
Lord Fairfax Health	Local Health Dept Contribution	48,155.75	EJ122719	FY20 Q3 Allocation	12/13/2019
Lord Fairfax Health Total		48,155.75			
Malone, Gwendolyn	Plan Com Board Member Fees	100.00	EJ121319	Add @ PC Dec '19 mtgs	12/10/2019
Malone, Gwendolyn Total		100.00			
Mansfield Oil Co	County Adm Vehicle Fuel	29.73	EJ121319	rm Mansfield County fuel for 11/16/19-11/30/19	12/02/2019
Mansfield Oil Co	Sheriff Vehicle Fuel	2,230.80	EJ121319	Fuel for 11/16 - 11/30/2019	12/02/2019
Mansfield Oil Co	EMS Vehicle Fuel	95.29	EJ121319	rm Mansfield County fuel for 11/16/19-11/30/19	12/02/2019
Mansfield Oil Co	Bldg Insp Vehicle Fuel	98.00	EJ121319	rm Mansfield County fuel for 11/16/19-11/30/19	12/02/2019
Mansfield Oil Co	AnimalCtrl Vehicle Fuel	47.46	EJ121319	rm Mansfield County fuel for 11/16/19-11/30/19	12/02/2019
Mansfield Oil Co	Maintenanc Vehicle Fuel	260.32	EJ121319	rm Mansfield County fuel for 11/16/19-11/30/19	12/02/2019
Mansfield Oil Co Total		2,761.60			
Marjorie Thomas	Circuit C Juror Pay	30.00	EJ121319		11/21/2019
Marjorie Thomas Total		30.00			
Mark Trent	Circuit C Juror Pay	30.00	EJ121319		11/21/2019
Mark Trent Total		30.00			
Marks Plumbing Parts	Maintenanc Mat & Sup	217.28	EJ121319	rm Marks Maint lights	11/25/2019
Marks Plumbing Parts Total		217.28			
Mary J Gibson	Circuit C Juror Pay	150.00	EJ121319	Jury Duty 5 Days	12/06/2019
Mary J Gibson Total		150.00			
Matthew A Monroe	Circuit C Juror Pay	30.00	EJ121319		11/21/2019
Matthew A Monroe Total		30.00			
Maurice Electrical	Maintenanc Mat & Sup	22.57	EJ121319	rm Maurice Maint ivory boxes and connectors	11/26/2019
Maurice Electrical Total		22.57			
Maynard, Pete	Plan Com Board Member Fees	100.00	EJ121319	Attd @ PC Dec '19 mtgs	12/10/2019
Maynard, Pete Total		100.00			
McKay, Beverly	BrdSepApp Board Member Fees	25.00	EJ121319	Attd @ BSA 12-4-10 mtg	12/10/2019
McKay, Beverly Total		25.00			
Means, Howard	BrdZonApp Board Member Fees	25.00	EJ121319	Attd @ BZA 12-05-19 mtg	12/10/2019
Means, Howard Total		25.00			
Michael D Mercer	Circuit C Juror Pay	30.00	EJ121319		11/21/2019
Michael D Mercer Total		30.00			
Milliman	JAS Finance Pur Svcs	2,500.00	EJ121319	GASB 75 valuation report	11/26/2019
Milliman Total		2,500.00			
Motorola Solutions	Sheriff PSU Mat & Sup	19.50	EJ121319	Antenna	11/14/2019
Motorola Solutions Total		19.50			
NACO	BoS Dues & Memb	450.00	EJ121319	brt NACO Dues 01/01/2020-12/31/2020	11/18/2019
NACO Total		450.00			
National Sheriffs	Sheriff Dues & Memb	129.00	EJ122719	Yearly Membership	12/12/2019
National Sheriffs Total		129.00			
Natie S Dobry	Circuit C Juror Pay	30.00	EJ121319		11/21/2019
Natie S Dobry Total		30.00			
NRADC	Regional Jail Joint Ops	117,906.00	EJ122719	FY20 Q3 Allocation	12/02/2019
NRADC Total		117,906.00			
Office Depot	Com of Rev Mat & Sup	45.59	EJ121319	Toner Cartridge	11/14/2019
Office Depot	Treasurer Mat & Sup	84.89	EJ121319	Toner Cartridge	11/14/2019
Office Depot	JAS Inventory -Mtls & Supplies	97.66	EJ122719	Cartridges for Central Store	12/05/2019
Office Depot Total		228.14			
Ohrstrom, George II	Plan Com Board Member Fees	100.00	EJ121319	Attd @ PC Dec '10 mtgs	12/10/2019
Ohrstrom, George II	BrdSepApp Board Member Fees	25.00	EJ121319	Attd @ BSA 12-04-19 mtg	12/10/2019
Ohrstrom, George II Total		125.00			
OLIFF ROBERT JOSEPH	Personal Property Tax Current	137.56	EJ121319		12/06/2019
OLIFF ROBERT JOSEPH Total		137.56			

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Patrick D Marsden	Circuit C Juror Pay	30.00	EJ121319		11/21/2019
Patrick D Marsden Total		30.00			
Paula J Rose	Circuit C Juror Pay	30.00	EJ121319		11/21/2019
Paula J Rose Total		30.00			
PHI Air Medical	EMS Miscellaneous	450.00	EJ122719	Fire & EMS-Volunteer 1 yr membership paid by donor	12/06/2019
PHI Air Medical Total		450.00			
PIERSON ABIGAIL	Real Property Tax Current	43.16	EJ122719		12/12/2019
PIERSON ABIGAIL Total		43.16			
Pitney Bowes	IT Leases & Rentals	1,040.04	EJ121319	Gov mailing machine lease qtrly	11/29/2019
Pitney Bowes	District C Postal Svcs	150.00	EJ122719	Lease on postage machine	11/29/2019
Pitney Bowes Total		1,190.04			
Police and Sheriffs	Sheriff Uniform Sworn Staff	17.55	EJ121319	ID Card	11/15/2019
Police and Sheriffs Total		17.55			
PowerPhone Inc	Sheriff Maint Contracts	5,302.00	EJ121319	CACH Annual Contract	07/31/2019
PowerPhone Inc	Sheriff Travel - Communication	1,645.00	EJ121319	Recert Course - 5 ECC Employees	01/03/2019
PowerPhone Inc	Sheriff Travel - Communication	329.00	EJ121319	Recert Class - Dawson	02/22/2019
PowerPhone Inc Total		7,276.00			
Premier Accounts Rec	EMS Pur Svcs	2,653.44	EJ121319	Premier Accts Rec Mang EMS billing invoice Nov 19	12/05/2019
Premier Accounts Rec Total		2,653.44			
Rachel Perkins	Circuit C Juror Pay	30.00	EJ121319		11/21/2019
Rachel Perkins Total		30.00			
Randall S Orndorff	Circuit C Juror Pay	30.00	EJ121319		11/21/2019
Randall S Orndorff Total		30.00			
Randall Vorous	Circuit C Juror Pay	30.00	EJ121319		11/21/2019
Randall Vorous Total		30.00			
Randy Hansen	Circuit C Juror Pay	30.00	EJ121319		11/21/2019
Randy Hansen Total		30.00			
Rappahannock Electri	SWC Electrical Services	164.82	EJ122719	rm REC County Electric 11/05/19-12/05/19	12/05/2019
Rappahannock Electri	JGC Maintenanc Electric	3,192.96	EJ122719	rm REC County Electric 11/05/19-12/05/19	12/05/2019
Rappahannock Electri	RT Maintenanc Electric	690.11	EJ122719	rm REC County Electric 11/05/19-12/05/19	12/05/2019
Rappahannock Electri	ChurchSt Maint Electric	2,337.61	EJ122719	rm REC County Electric 11/05/19-12/05/19	12/05/2019
Rappahannock Electri	104Church Maint Electric	990.39	EJ122719	rm REC County Electric 11/05/19-12/05/19	12/05/2019
Rappahannock Electri	225Rams Maint Electric	569.88	EJ122719	rm REC County Electric 11/05/19-12/05/19	12/05/2019
Rappahannock Electri	524West Maint Electric	177.32	EJ122719	rm REC County Electric 11/05/19-12/05/19	12/05/2019
Rappahannock Electri	AlRec Maint Electric	1,872.37	EJ122719	rm REC County Electric 11/05/19-12/05/19	12/05/2019
Rappahannock Electri	AlOff Maint Electric	366.79	EJ122719	rm REC County Electric 11/05/19-12/05/19	12/05/2019
Rappahannock Electri	AlPool Maint Electric	190.41	EJ122719	rm REC County Electric 11/05/19-12/05/19	12/05/2019
Rappahannock Electri	AlBase Maint Electric	22.16	EJ122719	rm REC County Electric 11/05/19-12/05/19	12/05/2019
Rappahannock Electri	AlSoc Maint Electric	45.27	EJ122719	rm REC County Electric 11/05/19-12/05/19	12/05/2019
Rappahannock Electri	Kohn Maint Elec Svcs	110.35	EJ122719	rm REC County Electric 11/05/19-12/05/19	12/05/2019
Rappahannock Electri	309WMain Maint Electrical Svcs	41.24	EJ122719	rm REC County Electric 11/05/19-12/05/19	12/05/2019
Rappahannock Electri	311EMain Maint Electric	570.16	EJ122719	rm REC County Electric 11/05/19-12/05/19	12/05/2019
Rappahannock Electri	129Rams Maint Electric	224.39	EJ122719	rm REC County Electric 11/05/19-12/05/19	12/05/2019
Rappahannock Electri Total		11,566.23			
Republic Services	SWC Pur Svcs	3,146.08	EJ121319	Acct 3-0976-4820460 Schools Du	11/30/2019
Republic Services	LitterCtrl Pur Svcs	63.96	EJ121319	Gov't DumpstersAcct 3-0976-001	11/30/2019
Republic Services	LitterCtrl Pur Svcs	110.00	EJ121319	Acct 3-0976-4784245 Litter Bin	11/30/2019
Republic Services	JGC Maint Contracts	64.83	EJ121319	Gov't DumpstersAcct 3-0976-001	11/30/2019
Republic Services Total		3,384.87			
Richard L Grubb	Circuit C Juror Pay	30.00	EJ121319		11/21/2019
Richard L Grubb Total		30.00			
Richard Walker	Circuit C Juror Pay	30.00	EJ121319		11/21/2019
Richard Walker Total		30.00			
Ricoh Usa	District C Maint Contracts	186.71	EJ122719	SN 4206- Copier Maintenance-Ge	10/18/2019
Ricoh Usa	AnimalCtrl Maint Svc Contracts	7.58	EJ121319	SN 6454 Copier Maintenance-Ani	12/01/2019
Ricoh Usa Total		194.29			
Riddleberger Bros	AlRec Maint Pur Svcs	321.10	EJ121319	rm RBI Rec Center repair gas leak	11/27/2019
Riddleberger Bros Total		321.10			
RITTER MARK W	Personal Property Tax Current	36.12	EJ121319		12/04/2019
RITTER MARK W	Motor Vehicle Licenses	25.00	EJ121319		12/04/2019
RITTER MARK W Total		61.12			
Robert L Hobbs Jr	Circuit C Juror Pay	30.00	EJ121319		11/21/2019
Robert L Hobbs Jr Total		30.00			
Roberto Dela-Diego	Circuit C Juror Pay	30.00	EJ121319		11/21/2019
Roberto Dela-Diego Total		30.00			
Robinson, Farmer, Co	JAS Finance Maint Contracts	4,950.00	EJ121319	School Activity Funds ending 06/30/19	11/22/2019
Robinson, Farmer, Co Total		4,950.00			
RODRIGUEZ LUNA ARMAN	Personal Property Tax Current	19.52	EJ121319		12/03/2019
RODRIGUEZ LUNA ARMAN Total		19.52			
Roseville & Plaza Pe	AnimalCtrl Pur Svcs	253.50	EJ121319	rm Rose Vet ACO 15 animals rabies shots	11/18/2019
Roseville & Plaza Pe Total		253.50			
Sabrina S Besser	Circuit C Juror Pay	30.00	EJ121319		11/21/2019
Sabrina S Besser Total		30.00			
Safeware	EMS Miscellaneous	792.00	EJ121319	Fire & EMS PPE masks-Fit testing	11/20/2019
Safeware Total		792.00			
Samina Y Sheikh	Circuit C Juror Pay	30.00	EJ121319		11/21/2019
Samina Y Sheikh Total		30.00			
Sandra S Ashby	Circuit C Juror Pay	150.00	EJ121319	Jury Duty 5 days	12/06/2019
Sandra S Ashby Total		150.00			

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Sarah J Bosworth	Circuit C Juror Pay	150.00	EJ121319	Jury Duty 5 Days	12/06/2019
Sarah J Bosworth Total		150.00			
Sean M O'Keefe	Circuit C Juror Pay	150.00	EJ121319	Jury Duty 5 days	12/06/2019
Sean M O'Keefe Total		150.00			
Secure Shred	Sheriff Pur Svcs	50.00	EJ122719	Monthly Shred Service	12/02/2019
Secure Shred Total		50.00			
Shannon-Baum Signs I	Maintenanc Mat & Sup	144.00	EJ121319	rm Shannon B County roadsigns	11/25/2019
Shannon-Baum Signs I	Maintenanc Mat & Sup	288.00	EJ121319	rm Shannon Bau County road signs	11/22/2019
Shannon-Baum Signs I Total		432.00			
Shaun F Murphy	Circuit C Juror Pay	30.00	EJ121319		11/21/2019
Shaun F Murphy Total		30.00			
Shelby B Brown	Circuit C Juror Pay	30.00	EJ121319		11/21/2019
Shelby B Brown Total		30.00			
Shentel	IT Telecomm Online Tech	2,315.26	EJ121319	Government Shentel Dark Fiber	12/01/2019
Shentel	IT Leases & Rentals	690.00	EJ121319	Government Shentel Dark Fiber	12/01/2019
Shentel Total		3,005.26			
Sherri L English	Circuit C Juror Pay	30.00	EJ121319		11/21/2019
Sherri L English Total		30.00			
Shirley L Morgan	Circuit C Juror Pay	30.00	EJ121319		11/21/2019
Shirley L Morgan Total		30.00			
Shred-It	Com of Rev Pur Svcs	26.30	EJ121319	shredding services	11/22/2019
Shred-It Total		26.30			
SMALLWOOD ALEXANDER	Motor Vehicle Licenses	50.00	EJ121319		12/03/2019
SMALLWOOD ALEXANDER Total		50.00			
Solenberger	Maintenanc Mat & Sup	36.99	EJ121319	rm Solenb Maint circuit breaker finder	12/06/2019
Solenberger	Maintenanc Mat & Sup	51.27	EJ122719	rm Solenberger County snow shovels	12/16/2019
Solenberger	ChurchSt Maint Mat & Sup	14.98	EJ121319	rm Solenb 102 N. Chruhch light and socket	12/06/2019
Solenberger	AlPool Maint Mat & Sup	290.72	EJ121319	rm Solenbergs Pool Parts for pump	11/21/2019
Solenberger Total		393.96			
Southern Scrap	SWC Pur Svcs	114.40	EJ121319	rm SScrap CCCC Cardboard processing Fee	11/15/2019
Southern Scrap	SWC Pur Svcs	79.20	EJ122719	rm SScrap CCCC Cardboard Fees	12/02/2019
Southern Scrap Total		193.60			
SRFAX	IT Technology SW/OL Content	115.25	EJ122719	Fax charges	12/06/2019
SRFAX Total		115.25			
STEWART THOMAS E	Personal Property Tax Current	10.01	EJ121319		12/03/2019
STEWART THOMAS E Total		10.01			
Sue F Fant	Circuit C Juror Pay	30.00	EJ121319		11/21/2019
Sue F Fant Total		30.00			
Supply Room, The	District C Mat & Sup	27.58	EJ122719	25' phone cord	04/15/2019
Supply Room, The	District C Mat & Sup	72.65	EJ122719	water, tape, tray, desk set	04/29/2019
Supply Room, The	District C Mat & Sup	29.94	EJ122719	blue pens	07/02/2019
Supply Room, The	District C Mat & Sup	53.78	EJ122719	pens, keyboard, mouse pad	07/19/2019
Supply Room, The	District C Mat & Sup	78.99	EJ122719	memo holder, keyboard	07/22/2019
Supply Room, The	District C Mat & Sup	91.07	EJ122719	tape, pens wipes	10/11/2019
Supply Room, The	JAS Inventory -Mtls & Supplies	872.94	EJ122719	Supplies for Central Store	12/11/2019
Supply Room, The Total		1,226.95			
Susanne E Taylor	Circuit C Juror Pay	30.00	EJ121319		11/21/2019
Susanne E Taylor Total		30.00			
Teresa M Schafer	Circuit C Juror Pay	30.00	EJ121319		11/21/2019
Teresa M Schafer Total		30.00			
Thomas M Korbini	Circuit C Juror Pay	30.00	EJ121319		11/21/2019
Thomas M Korbini Total		30.00			
Thomson Reuters	Comm Atty Dues & Memb	67.00	EJ121319	November 2019	12/01/2019
Thomson Reuters Total		67.00			
Timothy A Hudson	Circuit C Juror Pay	30.00	EJ121319		11/21/2019
Timothy A Hudson Total		30.00			
Tire World	Sheriff VRP Mat & Sup	531.36	EJ121319	Tires - 1402	12/02/2019
Tire World	Maintenanc Mat & Sup	517.12	EJ121319	rm Tire World Maint tires for Building Dept Jeep	11/14/2019
Tire World	Maintenanc Mat & Sup	(517.12)	EJ121319	Return	11/19/2019
Tire World Total		531.36			
Town of Berryville	JGC Maintenanc Water & Sewer	111.31	EJ121319	rm TOB Water and Sewer 101 Chalmers Ct	11/25/2019
Town of Berryville	RT Maintenanc Water & Sewer	360.88	EJ121319	rm TOB Water and Sewer 100 N. Church	11/25/2019
Town of Berryville	104Church Maint Water & Sewer	55.84	EJ121319	rm TOB Water and Sewer 104 N. Church St	11/25/2019
Town of Berryville	AlRec Maint Water & Sewer	196.72	EJ121319	rm TOB Water and Sewer Rec Center	11/25/2019
Town of Berryville	AlOff Maint Water & Sewer	21.25	EJ121319	rm TOB Water and Sewer Park LL	11/25/2019
Town of Berryville	AlOff Maint Water & Sewer	257.00	EJ121319	rm TOB Water and Sewer Park House	11/25/2019
Town of Berryville	AlPool Maint Water & Sewer	195.56	EJ121319	rm TOB Water and Sewer Pool	11/25/2019
Town of Berryville	309WMain Maint Water & Sewer	25.00	EJ121319	rm TOB Water and Sewer 309 W. Main St	11/25/2019
Town of Berryville	311EMain Maint Water & Sewer	30.42	EJ121319	rm TOB Water and Sewer 313 E. Main St	11/25/2019
Town of Berryville	311EMain Maint Water & Sewer	55.84	EJ121319	rm TOB Water and Sewer 311 E. Main St	11/25/2019
Town of Berryville	Court Fines & Forfeitures	215.00	EJ121319	Court Fines - November 2019	12/02/2019
Town of Berryville	129Rams Maint Water & Sewer	33.62	EJ121319	rm TOB Water and Sewer 129 Ramsburg Lane	11/25/2019
Town of Berryville Total		1,558.44			
Travis L Smith	Circuit C Juror Pay	30.00	EJ121319		11/21/2019
Travis L Smith Total		30.00			
Treasurer Of Virgini	Registrar Dues & Memb	45.00	EJ121319	Notary Renewal - Caldwell	12/03/2019
Treasurer Of Virgini	Clk of CC Pur Svcs	1,752.75	EJ121319	Circuit Court Audit: 1/1/18--6/30/2019	11/15/2019
Treasurer Of Virgini	Exam&Bury Pur Svcs	20.00	EJ121319	Medical examiner 11-25-19	11/25/2019
Treasurer Of Virgini Total		1,817.75			

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Tyler Technologies	IT Pur Svcs	950.00	EJ121319	Tyler Forms	10/31/2019
Tyler Technologies	Sheriff ETK Mat & Sup	1,008.00	EJ122719	3 L-Tron 2D Scanners	12/16/2019
Tyler Technologies Total		1,958.00			
UVA	Treasurer Dues & Memb	125.00	EJ121319	Treasurer Certification - Sharon Keeler	12/03/2019
UVA Total		125.00			
Valley Health	EMS Mat & Sup	929.22	EJ121319	WMC EMS supply invoice Nov 2019	12/03/2019
Valley Health Total		929.22			
VCE-Clarke County	Programs Pur Svcs	252.00	EJ121319	contracted employee	11/20/2019
VCE-Clarke County Total		252.00			
VEBA	Electoral Dues & Memb	180.00	EJ121319	Clarke County VEBA Dues	12/03/2019
VEBA Total		180.00			
Verizon	County Adm Telephone	12.00	EJ121319	Phone	11/26/2019
Verizon	Com of Rev Telephone	8.00	EJ121319	Phone	11/26/2019
Verizon	Treasurer Telephone	4.00	EJ121319	Phone	11/26/2019
Verizon	IT Telephone	14.53	EJ121319	Phone	11/26/2019
Verizon	Registrar Telephone	4.00	EJ121319	Phone	11/26/2019
Verizon	District C Telephone	23.32	EJ121319	Phone	11/26/2019
Verizon	J&D Court Telephone	21.04	EJ121319	Phone	11/26/2019
Verizon	Clk of CC Telephone	83.39	EJ121319	Phone	11/26/2019
Verizon	Comm Atty Telephone	16.00	EJ121319	Phone	11/26/2019
Verizon	Sheriff Telephone	1,836.92	EJ121319	Central Alarm	12/02/2019
Verizon	Sheriff Telephone	221.32	EJ121319	Phone	11/26/2019
Verizon	Sheriff Telephone	13.32	EJ121319	Verizon Radio Tower	12/02/2019
Verizon	EMS Telephone	12.18	EJ121319	Phone	11/26/2019
Verizon	Probation Telephone	4.00	EJ121319	Phone	11/26/2019
Verizon	Bldg Insp Telephone	8.00	EJ121319	Phone	11/26/2019
Verizon	AnimalCtrl Telephone	9.89	EJ121319	Phone	11/26/2019
Verizon	Maintenanc Telephone	9.89	EJ121319	Phone	11/26/2019
Verizon	Parks Adm Telephone	33.89	EJ121319	Phone	11/26/2019
Verizon	Plan Adm Telephone	12.00	EJ121319	Phone	11/26/2019
Verizon	JAS Finance Telephone	51.78	EJ121319	Phone	11/26/2019
Verizon Total		2,399.47			
Vickie L Huff	Circuit C Juror Pay	30.00	EJ121319		11/21/2019
Vickie L Huff Total		30.00			
Virginia Tech	AlBase Maint Mat & Sup	30.00	EJ121319	rm VA Tech Baseball, Soccer soil testing	11/18/2019
Virginia Tech	AlSOC Maint Mat & Sup	60.00	EJ121319	rm VA Tech Baseball, Soccer soil testing	11/18/2019
Virginia Tech Total		90.00			
VITA	IT Telephone	136.67	EJ121319	Phone November services	11/30/2019
VITA	District C Telephone	108.64	EJ121319	Phone November services	11/30/2019
VITA	J&D Court Telephone	0.80	EJ121319	Phone November services	11/30/2019
VITA	Clk of CC Telephone	1.19	EJ121319	Phone November services	11/30/2019
VITA	Sheriff Telephone	1,103.48	EJ121319	Phone November services	11/30/2019
VITA	EMS Telephone	1.49	EJ121319	Phone November services	11/30/2019
VITA	JAS Finance Telephone	0.07	EJ121319	Phone November services	11/30/2019
VITA Total		1,352.34			
Volk, Laurie	BrdZonApp Board Member Fees	25.00	EJ121319	Attd @ BZA 12-05-19 mtg	12/10/2019
Volk, Laurie Total		25.00			
Washington Gas	AlRec Maint Heating	365.04	EJ121319	225 Al Smith Cir 10/15-11/15	11/19/2019
Washington Gas Total		365.04			
Waterloo Service Cen	Sheriff Pur Svcs	90.00	EJ121319	Towing	11/06/2019
Waterloo Service Cen Total		90.00			
Wesley A Hamrich	Circuit C Juror Pay	30.00	EJ121319		11/21/2019
Wesley A Hamrich Total		30.00			
WHEELER JENNA JANE	Personal Property Tax Current	45.19	EJ121319		12/03/2019
WHEELER JENNA JANE	Personal Property Tax Current	36.03	EJ121319		12/03/2019
WHEELER JENNA JANE	Motor Vehicle Licenses	12.00	EJ121319		12/03/2019
WHEELER JENNA JANE Total		93.22			
William J Musser	Circuit C Juror Pay	30.00	EJ121319		11/21/2019
William J Musser Total		30.00			
WIMMER THOMAS ANTHON	Personal Property Tax Current	98.24	EJ121319		11/26/2019
WIMMER THOMAS ANTHON Total		98.24			
Winchester Star	BoS Advertising	171.60	EJ121319	brt Adv PH 19-11 CCPS PH 19-12 CC-2019-02	12/04/2019
Winchester Star	BrdZonApp Advertising	400.40	EJ121319	Public Hearing Notices BSA & BZA	12/04/2019
Winchester Star	BrdSepApp Advertising	157.30	EJ121319	Public Hearing Notices BSA & BZA	12/04/2019
Winchester Star Total		729.30			
Yvonne R Foltz	Circuit C Juror Pay	150.00	EJ121319	Jury Duty 5 days	12/06/2019
Yvonne R Foltz Total		150.00			
ZACK JAMES DARRELL	Personal Property Tax Current	153.99	EJ122719		12/12/2019
ZACK JAMES DARRELL Total		153.99			
Grand Total		346,284.71			

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											
12/17/2019	FY 19 Government Capital Carryover							877,227						
12/17/2019	FY 19 School Capital Carryover								1,126,387					
12/17/2019	FY 19 School Operating Carryover								480,884					
12/17/2019	Public Safety Holiday Pay - Sheriff		36,487											
12/17/2019	Public Safety Holiday Pay - Fire & EMS		17,131											
1/13/2020	<i>Morgan's Mill Appalachian Trail</i>							15,000						
	Revised Appropriation	46,383,402	11,544,433	1,672,332	303,818	23,833,352	811,452	2,222,277	2,284,021	251,700	2,519,632	805,385	125,000	10,000
	Change to Appropriation	3,008,920	219,909	0	0	0	0	1,101,740	1,607,271	0	0	0	80,000	0
	Original Revenue Estimate	16,543,314	3,352,470	1,070,369	156,675	10,478,424	811,452	275,452	154,000	0	212,472	2,000	30,000	0
	<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											
12/17/2019	FY 19 Government Capital Carryover							530						
12/17/2019	FY 19 School Capital Carryover								149,000					
1/13/2020	<i>Morgan's Mill Appalachian Trail: PATC</i>							3,000						
1/13/2020	<i>Morgan's Mill Appalachian Trail: ATC</i>							4,000						
	Revised Revenue Estimate	17,121,737	3,524,850	1,070,369	156,675	10,478,424	811,452	492,495	303,000	0	212,472	2,000	70,000	0
	Change to Revenue Estimate	578,423	172,380	0	0	0	0	217,043	149,000	0	0	0	40,000	0
	Original Local Tax Funding	26,831,168	7,972,054	601,963	147,143	13,354,928	0	845,085	522,750	251,700	2,307,160	803,385	15,000	10,000
	Revised Local Tax Funding	29,261,665	8,019,583	601,963	147,143	13,354,928	0	1,729,782	1,981,021	251,700	2,307,160	803,385	55,000	10,000
	Change to Local Tax Funding	2,430,497	47,529	0	0	0	0	884,697	1,458,271	0	0	0	40,000	0

Italics = Proposed actions

	<u>PRIOR</u>	<u>CURRENT NOTES</u>
General Fund Balance (as of 6/30/2019)	10,868,468	10,868,468
<u>Designations</u>		
Liquidity Designation @ 12% of FY 20 Budgeted Operating Revenue	(\$3,551,151)	(\$3,551,151)
Stabilization Designation @ 3% of FY 20 Budgeted Operating Revenue	(887,788)	(887,788)
Continuing Local GF Appropriations for Capital Projects	-	- Was -1854084
Conservation Easements from Government Savings	(150,000)	(150,000) \$142,000 increased to \$150K
School Operating Savings	-	- Was -480884
Comprehensive Services Act Shortfall	(300,000)	(300,000)
Parks Master Plan	(130,000)	(130,000) Includes use for Kohn
Emergency Vehicles	(100,000)	(100,000) General use
Government Savings (GenGov, JAS, DSS)	(500,000)	(500,000) \$664,023 reduced to \$500K
Data and Communications Technology	(600,000)	(600,000) Final phase of communications upgrade
Leave Liability	(216,049)	(216,049) Source for Public Safety holiday pay retro. Was -269667
Community Facilities	(319,667)	(311,667) General Use (ex. CCSA) Source for AT access match (8K)
Economic Development	(150,000)	(150,000) General use for new opportunities
Jack Enders Blvd Project	(102,434)	(102,434) From Business Park sale proceeds
Human Services space	(237,811)	(237,811) DSS, NWCS, VDH
School Construction	(79,270)	(79,270) BES or JWMS
Real Estate Assessment Software	(130,000)	(130,000) May request FY 20 supplement
FY 19/20 Original Budget Surplus (Deficit)	(590,712)	(590,712)
TOTAL Designations	(8,044,882)	(8,036,882)
FY 20 YTD Expenditure Supplemental	(3,008,920)	(3,008,920)
FY 20 YTD Revenue Supplemental	578,423	578,423
Undesignated	393,089	401,089
<u>Changes to Designations</u>		
Changes to Community Facilities (AT Access)		8,000
Changes to Leave Liability (Public Safety Holiday)		53,618

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Clarke County
YEAR-TO-DATE BUDGET REPORT

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FOR 2020 06

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
301 General Govt Capital Proj Fund							
94110 HVAC System Replacement	0	119,280	119,280	.00	.00	119,280.00	.0%
94120 Roofing	0	52,732	52,732	.00	.00	52,732.00	.0%
94130 Painting and Flooring	25,000	0	25,000	.00	.00	25,000.00	.0%
94140 Landscaping	0	10,375	10,375	.00	.00	10,375.00	.0%
94150 Asphalt, Sidewalk, Path	25,000	3,136	28,136	.00	.00	28,136.00	.0%
94180 Courthouse Complex Repairs	0	27,681	27,681	5,312.50	7,187.50	15,181.00	45.2%
94310 Sheriff's Equipment	10,000	0	10,000	.00	9,660.86	339.14	96.6%
94320 Auto Replacement	30,000	246	30,246	.00	.00	30,246.00	.0%
94331 Sheriff's Vehicles	159,000	3,485	162,485	52,766.70	102,754.00	6,964.30	95.7%
94409 Citizen's Convenience Center	0	3,012	3,012	4,105.00	.00	-1,093.00	136.3%
94502 Southeastern Coll. Trans Stud	0	42,900	42,900	19,584.32	.00	23,315.68	45.7%
94508 Josephine School Museum Roof	0	852	852	.00	.00	852.00	.0%
94601 Technology Improvements	40,000	22,129	62,129	10,754.61	13,269.84	38,104.55	38.7%
94603 Mobile Radio System	590,085	311,554	901,639	273,192.50	71,240.00	557,206.50	38.2%
94604 911 Phone System	241,452	0	241,452	.00	.00	241,452.00	.0%
94702 Swimming Pool	0	55,200	55,200	5,404.00	.00	49,796.00	9.8%
94703 Park Fencing	0	79,007	79,007	.00	.00	79,007.00	.0%
94708 Park-Kohn Prpty Development	0	15,000	15,000	.00	.00	15,000.00	.0%
94709 New Park Shelter	0	20,723	20,723	.00	.00	20,723.00	.0%
94802 Reassessment	0	109,915	109,915	79,037.91	8,742.09	22,135.00	79.9%
TOTAL General Govt Capital Proj Fund	1,120,537	877,227	1,997,764	450,157.54	212,854.29	1,334,752.17	33.2%
GRAND TOTAL	1,120,537	877,227	1,997,764	450,157.54	212,854.29	1,334,752.17	33.2%

** END OF REPORT - Generated by Thomas Judge **

Clarke County Board of Supervisors

Joint Administrative Services Board Update

Clarke County Board of Supervisors

Government Projects Update

Clarke County Board of Supervisors

Miscellaneous Items

[As identified after agenda publication and if necessary.]

Board of Supervisors
Summary of Required Actions Status Report

Year	Meeting/Letter Date	Item	Description	Responsibility	Status	Date Complete	Review Date
2019	4/16/2019	2258	Develop a list of pros and cons for creation of a registry for Airbnbs and similar platforms for review at a future Work Session.	David Ash	In process; Gathered more material 06-26		
2019	7/16/2019	2283	Develop recommendations for Kohn property.	David Ash, Joe Braithwaite, Bev McKay			
2019	12/17/2019	2311	Coordinate calendar update to reflect 2020 Organizational meeting January 6, 2020.	Brianna R. Taylor	Complete	12/19/2019	
2019	12/17/2019	2312	Process, archive, and post approved minutes.	Brianna R. Taylor	Complete	12/19/2019	
2019	12/17/2019	2313	Execute FY2020 Agreement Between The Virginia Department Of Health And The Clarke County Board Of Supervisors For Funding And Services Of The Clarke County Health Department	Chris Boies	Complete	12/18/2019	
2019	12/17/2019	2314	Process FY2020 Agreement Between The Virginia Department Of Health And The Clarke County Board Of Supervisors For Funding And Services Of The Clarke County Health Department	Brianna R. Taylor	Complete	12/19/2019	
2019	12/17/2019	2315	Execute Leave Pay-out Agreement	David S. Weiss	Complete	12/17/2019	
2019	12/17/2019	2316	Process appointments and update database.	Brianna R. Taylor	Complete	12/27/2019	
2019	12/17/2019	2317	Execute notice of appointment	David S. Weiss	Complete	12/27/2019	
2019	12/17/2019	2318	Execute Notice to Clarke County Circuit Court –Board of Equalization	Chris Boies	Complete	12/18/2019	
2019	12/17/2019	2319	Process Personnel Policy Rev 18	Brianna R. Taylor	Complete	12/27/2019	
2019	12/17/2019	2320	Process Code of Clarke County for CC-2019-02.	Brianna R. Taylor, Lora B. Walburn			
2019	12/17/2019	2321	Provide Code of Clarke Notice of update	Brianna R. Taylor			

Upon completion, please provide status update to Brianna R. Taylor for database entry.
January 21, 2020, Clarke County Board of Supervisors Regular Meeting Packet

Clarke County Board of Supervisors

Board Member Committee Status Reports

Clarke County Board of Supervisors

Closed Session §2.2-3711-A1

Specific employees or appointees of the Board

Clarke County Board of Supervisors

Adjournment

Clarke County Board of Supervisors

Reports:

- Building Department
- Commissioner of the Revenue
- Fire & EMS
- Fire & EMS: December 12, 2019, Minutes
- Zoning and Subdivision Ordinance Update Project Progress Report (January 2020)
- Year-end Reports
 - o Economic Advisory Committee
 - o Industrial Development Authority
 - o Joint Administrative Services Board
 - o Joint Building Committee

Building Department - Clarke County
New Single Family Dwellings 2019

	Battletown	Berryville	Boyce	Chapel	Greenway	Longmarsh	TOTAL	COMMENTS
January			1			1	2	
February			1	1	1		3	
March			3			1	4	
April				2			2	
May	1		5	5			11	
June	1		2				3	
July	2	1	3				6	
August	1	1	2			1	5	
September	1			1		1	3	
October	2	1	1	2			6	
November				2		1	3	
December			4	1		1	6	
TOTAL	8	3	22	14	1	6	54	

Project Application Report - Building Dept

For Period: 12/1/2019 to 12/31/2019

Project Type	Project Number	Project Fees
Commercial Electric Permit	190581	443.70
Commercial Mechanical Permit	190587	346.80
Demolition of Building	190570	51.00
Land Disturbance	190560	250.00
Residential Electric Permit	190559	40.80
	190561	45.90
	190562	112.20
	190563	40.80
	190567	66.30
	190568	40.80
	190588	40.80
Residential Garage	190579	389.00
Residential Gas Permit	190558	40.80
	190564	40.80
	190565	40.80
	190566	40.80
	190571	40.80
	190576	40.80
	190585	40.80
	190586	40.80
	190591	40.80
	190592	40.80
	190594	40.80
Residential Mechanical Permit	190569	40.80
	190572	81.60
Residential New	190573	2034.70
	190574	1922.66
	190575	1992.78
	190582	2057.28
	190584	2159.20
	190593	2113.87
Residential Plumbing Permit	190590	51.00

Project Application Report - Building Dept

For Period: 12/1/2019 to 12/31/2019

Project Type	Project Number	Project Fees
Residential Remodel	190577	102.00
	190578	512.55
	190580	102.00
Solar Array System	190583	168.30
	190589	168.30
Total		15823.94

Project Application Report - Building Dept

For Period: 12/1/2019 to 12/31/2019

Project Type	Project Number	Location	Owner	Estimated Building Value	Fees Blank = collected by another dept	Project Status
Commercial Electric Permit	190581	3 CATTLEMANS LN	CIE INTERNATIONAL LLC	\$0	\$443.70	ISSUED W/O CONDITIONS
Commercial Mechanical Permit	190587	111 W MAIN ST	ARNOLD LLC	\$0	\$346.80	ISSUED W/O CONDITIONS
Demolition of Building	190570	3525 OLD CHARLES TOWN RD	MULLINS STACEY	\$0	\$51.00	ISSUED W/O CONDITIONS
Land Disturbance	190560	172 BUTLER LN	DENNIS JON R & JILL M	\$0	\$250.00	ISSUED W/O CONDITIONS
Residential Electric Permit	190559	988 WESTWOOD RD	SIMS REBECCA	\$0	\$40.80	CLOSED W/ FINAL
	190561	5711 LORD FAIRFAX HWY	HARDESTY CHARLES T III & SHIRLEY S	\$0	\$45.90	CLOSED W/ FINAL
	190562	7434 LORD FAIRFAX HWY	GRUBBS CHARLES O & SHELBY G CO TRS	\$0	\$112.20	ISSUED W/O CONDITIONS
	190563	114 VIRGINIA AVE	CASEY MICHAEL P & BRYAN F	\$0	\$40.80	ISSUED W/O CONDITIONS
	190567	287 BARKER LN	BALL, GREG	\$0	\$66.30	ISSUED W/O CONDITIONS
	190568	224 WALNUT ST	MCDONALD MALCOLM R & MARY H	\$0	\$40.80	CLOSED W/ FINAL
	190588	412 HANCOCK CT	HERRING JONATHAN E & PAMELA J	\$0	\$40.80	ISSUED W/O CONDITIONS
Residential Garage	190579	203 EAGLE ROCK LN	TRENT CAROLYN ALISON & TIMOTHY HIL	\$30,283	\$389.00	ISSUED W/O CONDITIONS
Residential Gas Permit	190558	105 MEADOW VIEW DR	HIMES THOMAS J JR & DAWN M	\$0	\$40.80	ISSUED W/O CONDITIONS
	190564	785 SPRINGSBURY RD	COCHRAN MARK K & DAWN H	\$0	\$40.80	ISSUED W/O CONDITIONS
	190565	781 SPRINGSBURY RD	COCHRAN LARRY V & SANDRA M	\$0	\$40.80	ISSUED W/O CONDITIONS
	190566	7434 LORD FAIRFAX HWY	GRUBBS CHARLES O & SHELBY G CO TRS	\$0	\$40.80	ISSUED W/O CONDITIONS

Project Application Report - Building Dept

For Period: 12/1/2019 to 12/31/2019

Project Type	Project Number	Location	Owner	Estimated Building Value	Fees <small>Blank = collected by another dept</small>	Project Status
Residential Gas Permit	190571	117 TYSON DR	WALLACE JAMES & REBECCA	\$0	\$40.80	ISSUED W/O CONDITIONS
	190576	196 BELLEVUE LN	RODGERS STEPHEN C & PATRICK C	\$0	\$40.80	CLOSED W/ FINAL
	190585	2455 RUSSELL RD	JOHNSON CALVIN G & CYNTHIA L	\$0	\$40.80	ISSUED W/O CONDITIONS
	190586	416 FREMONT CT	KIPFERL KELLY L & MICHELLE R	\$0	\$40.80	ISSUED W/O CONDITIONS
	190591	232 HERMITAGE BLVD	MILLER PETER HARRIS & ROCHELLE	\$0	\$40.80	APP PENDING
	190592	408 LINDSAY CT	CHEMA DAVID B & CHARLENE A	\$0	\$40.80	APP PENDING
	190594	477 REDBUD LN	HARDMAN LAWRENCE D	\$0	\$40.80	ISSUED W/O CONDITIONS
Residential Mechanical Permit	190569	221 LIBERTY ST	JONES SAMUEL E & THERESA A	\$0	\$40.80	ISSUED W/O CONDITIONS
	190572	219 ACADEMY ST	BACON JESSE C & RIVES H	\$0	\$81.60	ISSUED W/O CONDITIONS
Residential New	190573	233 PLEASANT HILL DR	RICHMOND AMERICAN HOMES OF	\$264,030	\$2,034.70	ISSUED W/O CONDITIONS
	190574	121 GRAND OAKS DR	RICHMOND AMERICAN HOMES OF	\$239,620	\$1,922.66	ISSUED W/O CONDITIONS
	190575	120 GRAND OAKS DR	RICHMOND AMERICAN HOMES OF	\$255,334	\$1,992.78	ISSUED W/O CONDITIONS
	190582	315 LIMESTONE CT	RICHMOND AMERICAN HOMES OF	\$280,059	\$2,057.28	ISSUED W/O CONDITIONS
	190584	1776 OLD WINCHESTER RD	HILL JIMMY L & ELIZABETH E	\$302,485	\$2,159.20	ISSUED W/O CONDITIONS
	190593	170 DEER HAVEN LN	LICKING VALLEY CONSTRUCTION CORP	\$281,277	\$2,113.87	APP PENDING
Residential Plumbing Permit	190590	15 BYRD AVE	STEPHENS SUZANNE M	\$0	\$51.00	CLOSED W/ FINAL

Project Application Report - Building Dept

For Period: 12/1/2019 to 12/31/2019

Project Type	Project Number	Location	Owner	Estimated Building Value	Fees <small>Blank = collected by another dept</small>	Project Status
Residential Remodel	190577	301 ALEXANDER DR	FLIPPO SHIRLEY M TRUSTEE	\$0	\$102.00	ISSUED W/O CONDITIONS
	190578	156 HAMPTON LN	THOMPSON KILEY ADAM & EMILY ANNE	\$75,000	\$512.55	ISSUED W/O CONDITIONS
	190580	154 CLAY HILL RD	HARRIS JEFFREY P & LUCILLE S	\$0	\$102.00	ISSUED W/O CONDITIONS
Solar Array System	190583	633 SHENANDOAH RIVER LN	HOWELLS CHRISTOPHER P & ANDRE F	\$0	\$168.30	ISSUED W/O CONDITIONS
	190589	21974 BLUE RIDGE MTN RD	WHARTON LAWRENCE R	\$0	\$168.30	APP PENDING

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Clarke County
INSPECTION REPORT

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Building Inspections

INSPECTIONS PERFORMED: 12/01/19 to 12/31/19

INSPECTION	DATE	BY	RSLT	PROJECT	CITY	AREA	LOCATION	OWNER	INSP ID	T
Erosion & Sediment C	12/02/19	BT	P	Land Dis			320 PINE GROVE RD	PATTERSON GEORGE EDWARD	12554	A
Erosion & Sediment C	12/02/19	BT	P	NRSF			51 ASPEN LN	RUMEL INC	12555	A
Erosion & Sediment C	12/02/19	BT	P	NRSF			51 ASPEN LN	RUMEL INC	12558	A
Erosion & Sediment C	12/02/19	BT	P	NRSF	BVL	BLTN	54 CANNON BALL RD	COX TYLER J	12556	A
Electrical Rough In	12/02/19	BT	P	Rmdl Res	BVL	BVL	207 ACADEMY ST	MORRISON MALCOLM J & PA	12549	A
Ditch Electric	12/02/19	BT	P	ELEC RES	BLMT	CHPL	164 SLEEPY HOLLOW LN	SHEPHERD WILTON S III &	12559	A
Erosion & Sediment C	12/02/19	BT	F	NRSF	BYC	CHPL	620 TILTHAMMER MILL RD	NISWANDER RICHARD S	12557	A
Footings	12/02/19	BT	P	Accessory	BLMT	BLTN	309 HEMLOCK LN	CALLIS DEBORAH LYNN & R	12267	A
Electrical Rough In	12/02/19	BT	P	ELEC RES	BLMT	CHPL	164 SLEEPY HOLLOW LN	SHEPHERD WILTON S III &	12390	A
Insulation	12/03/19	BT	F	Add Res	BYC	CHPL	2822 PYLETOWN RD	BROWN STUART E III & KA	10346	A
Final Closing Buildi	12/04/19	BT	P	Garage	BYC	CHPL	2025 CALMES NECK LN	SAHKUL SVEN J	11883	A
Final Closing Electr	12/04/19	BT	P	Garage	BYC	CHPL	2025 CALMES NECK LN	SAHKUL SVEN J	12574	A
Plumbing Rough In	12/04/19	BT	P	Add Res	BYC	CHPL	2953 PYLETOWN RD	ELTINGE JANET W TRUSTEE	12576	A
Mechanical Rough In	12/04/19	BT	P	Add Res	BYC	CHPL	2953 PYLETOWN RD	ELTINGE JANET W TRUSTEE	12600	A
Framing	12/04/19	BT	P	Add Res	BYC	CHPL	2953 PYLETOWN RD	ELTINGE JANET W TRUSTEE	12601	A
Final Closing Electr	12/04/19	BT	P	Deck/Porch	PRS	CHPL	541 PARIS HEIGHTS LN	SCOTT JAMES D JR & HOLL	12573	A
Final Closing Buildi	12/04/19	BT	P	Deck/Porch	PRS	CHPL	541 PARIS HEIGHTS LN	SCOTT JAMES D JR & HOLL	12406	A
Final Closing Electr	12/04/19	BT	P	Rmdl Res	BVL	LNGM	723 CLIFTON RD	JONES MATTHEW IV ET AL	12550	A
Final Closing Plumbi	12/04/19	BT	P	Rmdl Res	BVL	LNGM	723 CLIFTON RD	JONES MATTHEW IV ET AL	12551	A
Final Closing Buildi	12/04/19	BT	P	Rmdl Res	BVL	LNGM	723 CLIFTON RD	JONES MATTHEW IV ET AL	9836	A
Framing	12/05/19	BT	F	Deck/Porch	BLMT	BLTN	240 ASHLEY WOODS LN	KEISTER, BRADLEY	12018	A
Gas Rough In	12/05/19	BT	P	Add Res	BYC	CHPL	2822 PYLETOWN RD	BROWN STUART E III & KA	12590	A
Insulation	12/05/19	BT	P	Add Res	BYC	CHPL	2822 PYLETOWN RD	BROWN STUART E III & KA	12599	A
Footings	12/05/19	BT	P	Accessory	BYC	CHPL	614 BROWNTOWN RD	SNOW NICHOLAS D & M CAT	11945	A
Framing	12/05/19	BT	P	Deck/Porch	BYC	GNWY	400 LAKEVIEW LN	BECK JERI ANN & FRANK M	12354	A
Final Closing Electr	12/06/19	BT	P	ELEC RES	BLMT	BLTN	337 DOGWOOD LN	HARDISON JOHN D & KIMBE	12414	A
Insulation	12/06/19	BT	P	NRSF	BVL	BVL	1 BATTLETOWN DR	CRAIG JAMES & PAMELA	12603	A
Gas Tank	12/06/19	BT	P	Gas Per-R	BLMT	CHPL	4455 RIVER RD	MAURER, CHARLES	12613	A
Gas Rough In	12/06/19	BT	P	Gas Per-R	BLMT	CHPL	4455 RIVER RD	MAURER, CHARLES	12210	A
Gas Line	12/06/19	BT	P	Gas Per-R	BLMT	CHPL	4455 RIVER RD	MAURER, CHARLES	12211	A
Gas Line Pressure Te	12/06/19	BT	P	Gas Per-R	BLMT	CHPL	4455 RIVER RD	MAURER, CHARLES	12212	A
Final Closing Gas	12/06/19	BT	P	Gas Per-R	BLMT	CHPL	4455 RIVER RD	MAURER, CHARLES	12213	A
Final Closing Electr	12/06/19	BT	P	ELEC RES	BLMT	CHPL	463 RIVER PARK LN	MITCHELL WILLIAM A	11697	A
Framing	12/06/19	BT	P	Add Res	BVL	LNGM	456 TRAPP HILL RD	TIPPETS JOE	10329	A
Electrical Rough In	12/06/19	BT	P	Add Res	BVL	LNGM	456 TRAPP HILL RD	TIPPETS JOE	12612	A
Final Closing Plumbi	12/09/19	BT	P	Accessory	CLK	CHPL	2270 CALMES NECK LN	INDIE DEVELOPMENT LLC	664	A
Electric Service	12/09/19	BT	F	NRSF	BLTN	BLTN	51 ASPEN LN	RUMEL INC	11136	A
Final Closing Electr	12/09/19	BT	P	NRSF	BYC	BYC	248 PLEASANT HILL DR	RICHMOND AMERICAN HOMES	11411	A
Final Closing Buildi	12/09/19	BT	P	Accessory	CLK	CHPL	2270 CALMES NECK LN	INDIE DEVELOPMENT LLC	667	A
Final Closing Plumbi	12/09/19	BT	P	NRSF	BYC	BYC	248 PLEASANT HILL DR	RICHMOND AMERICAN HOMES	11414	A
Final Closing Mechan	12/09/19	BT	P	NRSF	BYC	BYC	248 PLEASANT HILL DR	RICHMOND AMERICAN HOMES	11416	A
Final Closing Buildi	12/09/19	BT	P	NRSF	BYC	BYC	248 PLEASANT HILL DR	RICHMOND AMERICAN HOMES	11417	A
Final Closing Electr	12/09/19	BT	P	NRSF	BYC	BYC	332 BELINDA CT	RICHMOND AMERICAN HOMES	11423	A
Gas Line Pressure Te	12/09/19	BT	P	Gas Per-R	BVL	BLTN	781 SPRINGSBURY RD	COCHRAN LARRY V & SANDR	12588	A
Gas Line	12/09/19	BT	P	Gas Per-R	BVL	BLTN	785 SPRINGSBURY RD	COCHRAN MARK K & DAWN H	12582	A
Final Closing Plumbi	12/09/19	BT	P	NRSF	BYC	BYC	332 BELINDA CT	RICHMOND AMERICAN HOMES	11426	A
Final Closing Mechan	12/09/19	BT	P	NRSF	BYC	BYC	332 BELINDA CT	RICHMOND AMERICAN HOMES	11428	A
Final Closing Buildi	12/09/19	BT	P	NRSF	BYC	BYC	332 BELINDA CT	RICHMOND AMERICAN HOMES	11429	A
Final Closing Buildi	12/09/19	BT	P	Rmdl Res	BVL	LNGM	364 CATHER RD	FENS PETER L J & ALICE	12441	A
Erosion & Sediment C	12/10/19	BT	P	NRSF	CLK	CLK	126 DEER WOOD LN	MCLLUNG DAVID L & SHARO	12628	A
Erosion & Sediment C	12/10/19	BT	P	NRSF	BVL	BVL	2337 LONGMARSH RD	KERR CODY T & LESLIE A	12627	A
Final Closing Buildi	12/10/19	BT	P	Garage	BLMT	CHPL	164 SLEEPY HOLLOW LN	SHEPHERD WILTON S III &	12027	A

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INSPECTIONS PERFORMED: 12/01/19 to 12/31/19

INSPECTION	DATE	BY	RSLT	PROJECT	CITY	AREA	LOCATION	OWNER	INSP ID	T
Plumbing Groundworks	12/10/19	BT	P	NRSF	BYC	CHPL	620 TILTHAMMER MILL RD	NISWANDER RICHARD S	12170	A
Final Closing Electr	12/10/19	BT	P	ELEC RES	BLMT	CHPL	164 SLEEPY HOLLOW LN	SHEPHERD WILTON S III &	12392	A
Final Closing Electr	12/10/19	BT	P	NRSF		CHPL	36 DEER HAVEN LN	LICKING VALLEY CONSTRUC	9948	A
Final Closing Plumbi	12/10/19	BT	P	NRSF		CHPL	36 DEER HAVEN LN	LICKING VALLEY CONSTRUC	9951	A
Electrical Rough In	12/10/19	BT	P	Rmdl Res	BYC	GNWY	167 RIVER HOUSE LN	MCKENNEY MICHAEL JOSEPH	12629	A
PreDemolition Inspec	12/10/19	BT	F	Demolition	BVL	LNGM	3525 OLD CHARLES TOWN RD	MULLINS STACEY	12623	A
Final Closing Mechan	12/10/19	BT	P	NRSF		CHPL	36 DEER HAVEN LN	LICKING VALLEY CONSTRUC	9953	A
Final Closing Buildi	12/10/19	BT	P	NRSF		CHPL	36 DEER HAVEN LN	LICKING VALLEY CONSTRUC	9954	A
Final Closing Electr	12/10/19	BT	P	NRSF		CHPL	49 DEER HAVEN LN	LICKING VALLEY CONSTRUC	10298	A
Final Closing Plumbi	12/10/19	BT	P	NRSF		CHPL	49 DEER HAVEN LN	LICKING VALLEY CONSTRUC	10301	A
Final Closing Mechan	12/10/19	BT	P	NRSF		CHPL	49 DEER HAVEN LN	LICKING VALLEY CONSTRUC	10303	A
Final Closing Buildi	12/10/19	BT	P	NRSF		CHPL	49 DEER HAVEN LN	LICKING VALLEY CONSTRUC	10304	A
Final Closing Electr	12/10/19	BT	P	Solar	BYC	CHPL	939 SALEM CHURCH RD	TEETOR ALISON	12315	A
Final Closing Buildi	12/10/19	BT	P	Solar	BYC	CHPL	939 SALEM CHURCH RD	TEETOR ALISON	12316	A
Insulation	12/10/19	BT	P	Add Res	BVL	LNGM	456 TRAPP HILL RD	TIPPETS JOE	10330	A
Erosion & Sediment C	12/11/19	BT	P	NRSF			133 DEER HAVEN LN	LICKING VALLEY CONSTRUC	12689	A
Erosion & Sediment C	12/11/19	BT	P	Land Dis		BLTN		HAVEN WOOD FARM LLC	12690	A
Erosion & Sediment C	12/11/19	BT	F	NRSF	PRS	CHPL	21826 BLUE RIDGE MTN RD	SEYRLEHNER, GEORG	12688	A
Framing	12/11/19	BT	P	Deck/Porch	BLMT	BLTN	240 ASHLEY WOODS LN	KEISTER, BRADLEY	12642	A
Sewer Line	12/11/19	BT	P	NRSF	BYC	BYC	125 GRAND OAKS DR	RICHMOND AMERICAN HOMES	12680	A
Water Line	12/11/19	BT	P	NRSF	BYC	BYC	125 GRAND OAKS DR	RICHMOND AMERICAN HOMES	12681	A
Final Closing Electr	12/11/19	BT	P	ELEC RES	BVL	LNGM	988 WESTWOOD RD	SIMS REBECCA	12548	A
Water Line	12/12/19	BT	P	NRSF	CLK	CLK	126 DEER WOOD LN	MCCLUNG DAVID L & SHARO	12691	A
DrainTile	12/12/19	BT	P	NRSF	CLK	CLK	126 DEER WOOD LN	MCCLUNG DAVID L & SHARO	12692	A
Erosion & Sediment C	12/12/19	BT	P	Land Dis			320 PINE GROVE RD	PATTERSON GEORGE EDWARD	12700	A
Erosion & Sediment C	12/12/19	BT	P	NRSF			51 ASPEN LN	RUMEL INC	12699	A
Plumbing Groundworks	12/12/19	BT	P	NRSF	BYC	BYC	125 GRAND OAKS DR	RICHMOND AMERICAN HOMES	12034	A
Electric Service	12/12/19	BT	P	NRSF		CHPL	133 DEER HAVEN LN	LICKING VALLEY CONSTRUC	12233	A
Erosion & Sediment C	12/17/19	BT	P	NRSF	BVL		2337 LONGMARSH RD	KERR CODY T & LESLIE A	12762	A
Footings Porch/Deck	12/17/19	BT	P	NRSF	CLK	CLK	126 DEER WOOD LN	MCCLUNG DAVID L & SHARO	12714	A
Insulation	12/17/19	BT	P	Add Res	BYC	CHPL	2953 PYLETOWN RD	ELTINGE JANET W TRUSTEE	11388	A
Final Closing Buildi	12/17/19	BT	P	Garage	BVL	LNGM	1231 FISHPAW RD	TREDWAY MARGARET G TRUS	10879	A
Final Closing Electr	12/17/19	BT	P	Garage	BVL	LNGM	1231 FISHPAW RD	TREDWAY MARGARET G TRUS	12721	A
Final Closing Buildi	12/17/19	BT	P	Rmdl Res	BVL	LNGM	606 WITHERS LARUE RD	KOONTZ MICHAEL E & NICO	12501	A
Electric Service	12/17/19	BT	P	Solar	BYC	BYC	30 SOUTH GREENWAY AVE	RAMOS MANUEL G	12444	A
Final Closing Electr	12/17/19	BT	P	Solar	BYC	BYC	30 SOUTH GREENWAY AVE	RAMOS MANUEL G	12445	A
Final Closing Buildi	12/17/19	BT	P	Solar	BYC	BYC	30 SOUTH GREENWAY AVE	RAMOS MANUEL G	12446	A
Erosion & Sediment C	12/18/19	BT	P	NRSF			133 DEER HAVEN LN	LICKING VALLEY CONSTRUC	12777	A
Final Closing Buildi	12/18/19	BT	P	Rmdl Res	BVL	BVL	301 ALEXANDER DR	FLIPPO SHIRLEY M TRUSTE	12696	A
Electrical Rough In	12/18/19	BT	P	Rmdl Res	BYC	GNWY	167 RIVER HOUSE LN	MCKENNEY MICHAEL JOSEPH	12744	A
Final Closing Electr	12/18/19	BT	F	NRSF	BLMT		4164 EBENEZER RD	BENEFICIAL PROPERTY INV	10209	A
Final Closing Plumbi	12/18/19	BT	F	NRSF	BLMT		4164 EBENEZER RD	BENEFICIAL PROPERTY INV	10212	A
Final Closing Mechan	12/18/19	BT	F	NRSF	BLMT		4164 EBENEZER RD	BENEFICIAL PROPERTY INV	10214	A
Final Closing Buildi	12/18/19	BT	F	NRSF	BLMT		4164 EBENEZER RD	BENEFICIAL PROPERTY INV	10215	A
Framing	12/18/19	BT	P	Rmdl Res	BVL	BLTN	156 HAMPTON LN	THOMPSON KILEY ADAM & E	12702	A
Gas Rough In	12/18/19	BT	P	Gas Per-R	BVL	LNGM	2455 RUSSELL RD	JOHNSON CALVIN G & CYNT	12758	A
Mechanical Rough In	12/18/19	BT	P	Rmdl Res	BVL	BLTN	156 HAMPTON LN	THOMPSON KILEY ADAM & E	12722	A
Plumbing Rough In	12/18/19	BT	P	Rmdl Res	BVL	BLTN	156 HAMPTON LN	THOMPSON KILEY ADAM & E	12723	A
Electrical Rough In	12/18/19	BT	P	Rmdl Res	BVL	BLTN	156 HAMPTON LN	THOMPSON KILEY ADAM & E	12724	A
Final Closing Electr	12/19/19	BT	F	NRSF	BLMT		4164 EBENEZER RD	BENEFICIAL PROPERTY INV	12773	A
Final Closing Plumbi	12/19/19	BT	F	NRSF	BLMT		4164 EBENEZER RD	BENEFICIAL PROPERTY INV	12774	A
Final Closing Mechan	12/19/19	BT	F	NRSF	BLMT		4164 EBENEZER RD	BENEFICIAL PROPERTY INV	12775	A

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Building Inspections

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INSPECTION	DATE	BY	RSLT	PROJECT	CITY	AREA	LOCATION	OWNER	INSP ID	T
Final Closing Buildi	12/19/19	BT	F	NRSF	BLMT		4164 EBENEZER RD	BENEFICIAL PROPERTY INV	12776	A
Mate Line Modular	12/19/19	BT	P	NRSF	CLK		126 DEER WOOD LN	MCCLUNG DAVID L & SHARO	12772	A
Final Closing Electr	12/20/19	BT	F	NRSF	BLMT		4164 EBENEZER RD	BENEFICIAL PROPERTY INV	12784	A
Final Closing Plumbi	12/20/19	BT	F	NRSF	BLMT		4164 EBENEZER RD	BENEFICIAL PROPERTY INV	12785	A
Final Closing Mechan	12/20/19	BT	F	NRSF	BLMT		4164 EBENEZER RD	BENEFICIAL PROPERTY INV	12786	A
Insulation	12/20/19	BT	P	Rmdl Res	BVL	BLTN	156 HAMPTON LN	THOMPSON KILEY ADAM & E	12703	A
Framing	12/20/19	BT	P	Deck/Porch	BLMT	BLTN	51 WHITE OAK LN	MCCOOL KERRY & DIANE GR	12351	A
Final Closing Buildi	12/20/19	BT	P	Deck/Porch	BLMT	BLTN	51 WHITE OAK LN	MCCOOL KERRY & DIANE GR	12352	A
Tank Removal	12/20/19	BT	P	MechPer-R	BVL	BVL	219 ACADEMY ST	BACON JESSE C & RIVES H	12740	A
Electric Service	12/23/19	BT	P		CLK		126 DEER WOOD LN	MCCLUNG DAVID L & SHARO	12426	A
DrainTile	12/23/19	BT	P	NRSF			1463 SENSENY RD	BRAITHWAITE JORDAN D	12788	A
Backfill	12/23/19	BT	P	NRSF			1463 SENSENY RD	BRAITHWAITE JORDAN D	12789	A
Final Closing Electr	12/23/19	BT	P	NRSF	BLMT		4164 EBENEZER RD	BENEFICIAL PROPERTY INV	12790	A
Final Closing Plumbi	12/23/19	BT	P	NRSF	BLMT		4164 EBENEZER RD	BENEFICIAL PROPERTY INV	12791	A
Final Closing Mechan	12/23/19	BT	P	NRSF	BLMT		4164 EBENEZER RD	BENEFICIAL PROPERTY INV	12792	A
Final Closing Buildi	12/23/19	BT	P	NRSF	BLMT		4164 EBENEZER RD	BENEFICIAL PROPERTY INV	12793	A
Gas Line Pressure Te	12/23/19	BT	P	Gas Per-R	BVL	BVL	117 TYSON DR	WALLACE JAMES & REBECCA	12795	A
Final Closing Gas	12/23/19	BT	F	Gas Per-R	BVL	BVL	117 TYSON DR	WALLACE JAMES & REBECCA	12634	A
Electrical Rough In	12/26/19	BT	P	NRSF	BYC		540 KINDERHOOK LN	COPENHAVER PATRICIA B	12796	A
Electric Service	12/26/19	BT	P	NRSF	BYC		540 KINDERHOOK LN	COPENHAVER PATRICIA B	12797	A
Mechanical Rough In	12/26/19	BT	P	NRSF	BYC		540 KINDERHOOK LN	COPENHAVER PATRICIA B	12798	A
Slab Basement	12/26/19	BT	P	NRSF	BYC	CHPL	620 TILTHAMMER MILL RD	NISWANDER RICHARD S	12794	A
Ditch Electric	12/26/19	BT	P	ELEC RES	BLMT	BLTN	224 BARKER LN	MARCEY MARCELLA	12799	A
Framing	12/26/19	BT	P	Accessory	BLMT	BLTN	184 EAGLE ROCK LN	BRADY JAMES WILLIAM JR	11719	A
Electric Service	12/27/19	BT	F	ELEC RES	BLMT	BLTN	224 BARKER LN	MARCEY MARCELLA	9422	A
Electric Service	12/27/19	BT	P	ELEC RES	BLMT	BLTN	224 BARKER LN	MARCEY MARCELLA	12803	A
Sewer Line	12/27/19	BT	P	NRSF	BYC	BYC	120 GRAND OAKS DR	RICHMOND AMERICAN HOMES	12800	A
Water Line	12/27/19	BT	P	NRSF	BYC	BYC	120 GRAND OAKS DR	RICHMOND AMERICAN HOMES	12801	A
Framing	12/27/19	BT	P	Rmdl Res	WHPT	GNWY	214 WHITE POST RD	POE, ALVIN	7862	A
Electric Service	12/27/19	BT	P	NRSF	BVL	BLTN	280 GLEN OWEN LN	TRUMP BRIAN	11978	A
Erosion & Sediment C	12/30/19	BT	F	NRSF	BVL		138 KAVE LN	DAVIS SAMUEL LEWIS	12832	A
Plumbing Rough In	12/30/19	BT	P	NRSF	BYC	CHPL	540 KINDERHOOK LN	COPENHAVER PATRICIA B	11713	A
Gas Line Pressure Te	12/30/19	BT	F	Gas Per-R	BVL	CHPL	7434 LORD FAIRFAX HWY	GRUBBS CHARLES O & SHEL	12594	A
Gas Tank	12/30/19	BT	F	Gas Per-R	BVL	CHPL	7434 LORD FAIRFAX HWY	GRUBBS CHARLES O & SHEL	12802	A
Sewer Line	12/31/19	BT	P	PlumPer-R	BVL	BVL	15 BYRD AVE	STEPHENS SUZANNE M	12840	A
Water Line	12/31/19	BT	P	PlumPer-R	BVL	BVL	15 BYRD AVE	STEPHENS SUZANNE M	12841	A
Final Closing Plumbi	12/31/19	BT	P	PlumPer-R	BVL	BVL	15 BYRD AVE	STEPHENS SUZANNE M	12805	A
Footings Porch/Deck	12/31/19	BT	P	NRSF	BVL		2337 LONGMARSH RD	KERR CODY T & LESLIE A	12816	A
Sewer Line	12/31/19	BT	P	NRSF	BYC	BYC	233 PLEASANT HILL DR	RICHMOND AMERICAN HOMES	12838	A
Water Line	12/31/19	BT	P	NRSF	BYC	BYC	233 PLEASANT HILL DR	RICHMOND AMERICAN HOMES	12839	A
Final Closing Electr	12/31/19	BT	F	ELEC RES	BVL	CHPL	779 BARBOUR LN	KRAUSE CHARLES H & REGI	12384	A

INSPECTOR TOTALS: 145 INSPECTIONS FEES: .00 PAID TO DATE: .00 UNPAID: .00

Gas Tank	12/02/19	JR	P	Nw Commrcl	BVL		430 MOSBY BLVD	MDC BERRYVILLE LLC	12531	A
Electric Service	12/02/19	JR	P	Elec Per-C	BYC	GNWY	12531 LORD FAIRFAX HWY	GARLOCK NEIL BOYD SR	12484	A
Final Closing Gas	12/03/19	JR	P	NRSF			21753 BLUE RIDGE MTN RD	SUTHERLAND WILLIAM	12552	A
Framing	12/03/19	JR	P	Rmdl Res	BLMT	BLTN	533 CEDAR LN	DUNKLE CHRISTINA N	12535	A
Electrical Rough In	12/03/19	JR	P	Rmdl Res	BLMT	BLTN	533 CEDAR LN	DUNKLE CHRISTINA N	12536	A
Plumbing Rough In	12/03/19	JR	P	Rmdl Res	BLMT	BLTN	533 CEDAR LN	DUNKLE CHRISTINA N	12537	A
Framing Porch/Deck	12/03/19	JR	P	Rmdl Res	BLMT	BLTN	533 CEDAR LN	DUNKLE CHRISTINA N	12538	A
Electric Service	12/03/19	JR	P	ELEC RES	BVL	BLTN	5711 LORD FAIRFAX HWY	HARDESTY CHARLES T III	12561	A

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Building Inspections

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INSPECTION	DATE	BY	RSLT	PROJECT	CITY	AREA	LOCATION	OWNER	INSP ID	T
Final Closing Electr	12/03/19	JR	P	ELEC RES	BVL	BLTN	5711 LORD FAIRFAX HWY	HARDESTY CHARLES T III	12562	A
Final Closing Electr	12/03/19	JR	P	Add Res	BVL	BVL	125 HERMITAGE BLVD	DOWDY NAUMAN S & NANCY	12553	A
Final Closing Buildi	12/03/19	JR	P	Add Res	BVL	BVL	125 HERMITAGE BLVD	DOWDY NAUMAN S & NANCY	11075	A
Final Closing Electr	12/03/19	JR	P	NRSF	CHPL	CHPL	21753 BLUE RIDGE MTN RD	SUTHERLAND WILLIAM	10266	A
Final Closing Plumbi	12/03/19	JR	P	NRSF	CHPL	CHPL	21753 BLUE RIDGE MTN RD	SUTHERLAND WILLIAM	10269	A
Final Closing Mechan	12/03/19	JR	P	NRSF	CHPL	CHPL	21753 BLUE RIDGE MTN RD	SUTHERLAND WILLIAM	10271	A
Final Closing Buildi	12/03/19	JR	P	NRSF	CHPL	CHPL	21753 BLUE RIDGE MTN RD	SUTHERLAND WILLIAM	10272	A
Electrical Rough In	12/03/19	JR	P	ELEC RES	CLK	CHPL	402 JOHN MOSBY HWY	SAVOLAINEN ROBERT E & M	12329	A
Electric Service	12/03/19	JR	P	ELEC RES	CLK	CHPL	402 JOHN MOSBY HWY	SAVOLAINEN ROBERT E & M	12330	A
Framing	12/04/19	JR	P	Nw Commrc1	BVL	BVL	430 MOSBY BLVD	MDC BERRYVILLE LLC	12579	A
Framing Porch/Deck	12/04/19	JR	P	NRSF	BVL	BVL	1 BATTLETOWN DR	CRAIG JAMES & PAMELA	12578	A
Electric Service	12/04/19	JR	P	ELEC RES	BVL	BVL	114 VIRGINIA AVE	CASEY MICHAEL P & BRYAN	12568	A
Electrical Rough In	12/04/19	JR	F	Garage	PRS	CHPL	20751 BLUE RIDGE MTN RD	SMALLIGAN PAUL T & MARY	12570	A
Mechanical Rough In	12/04/19	JR	F	Garage	PRS	CHPL	20751 BLUE RIDGE MTN RD	SMALLIGAN PAUL T & MARY	12571	A
Electric Service	12/04/19	JR	F	Garage	PRS	CHPL	20751 BLUE RIDGE MTN RD	SMALLIGAN PAUL T & MARY	12572	A
Framing	12/04/19	JR	F	Garage	PRS	CHPL	20751 BLUE RIDGE MTN RD	SMALLIGAN PAUL T & MARY	11767	A
Insulation	12/04/19	JR	P	Add Res	BYC	CHPL	2822 PYLETOWN RD	BROWN STUART E III & KA	12577	A
Electrical Rough In	12/04/19	JR	P	Rmdl Res	BYC	GNWY	167 RIVER HOUSE LN	MCKENNEY MICHAEL JOSEPH	12575	A
Gas Line Pressure Te	12/05/19	JR	P	Nw Commrc1	BVL	BVL	430 MOSBY BLVD	MDC BERRYVILLE LLC	12602	A
Final Closing Electr	12/05/19	JR	P	ELEC RES	BVL	BVL	224 WALNUT ST	MCDONALD MALCOLM R & MA	12606	A
Final Closing Buildi	12/05/19	JR	P	Add Comm	BVL	BVL	230 FIRST ST	HANSON CHRIS	8994	A
Generator	12/05/19	JR	P	ELEC RES	CLK	CHPL	402 JOHN MOSBY HWY	SAVOLAINEN ROBERT E & M	12532	A
Ditch Electric	12/06/19	JR	P	Elec Per-C	BVL	CHPL	3449 LOCKES MILL RD	MILLER JOHN U JR	12616	A
Framing	12/09/19	JR	P	Garage	PRS	CHPL	20751 BLUE RIDGE MTN RD	SMALLIGAN PAUL T & MARY	12618	A
Electrical Rough In	12/09/19	JR	P	Garage	PRS	CHPL	20751 BLUE RIDGE MTN RD	SMALLIGAN PAUL T & MARY	12619	A
Plumbing Rough In	12/09/19	JR	P	Garage	PRS	CHPL	20751 BLUE RIDGE MTN RD	SMALLIGAN PAUL T & MARY	12620	A
Mechanical Rough In	12/09/19	JR	P	Garage	PRS	CHPL	20751 BLUE RIDGE MTN RD	SMALLIGAN PAUL T & MARY	12621	A
Gas Rough In	12/09/19	JR	P	Garage	PRS	CHPL	20751 BLUE RIDGE MTN RD	SMALLIGAN PAUL T & MARY	12622	A
Electric Service	12/09/19	JR	P	Garage	PRS	CHPL	20751 BLUE RIDGE MTN RD	SMALLIGAN PAUL T & MARY	12687	A
Final Closing Electr	12/09/19	JR	P	ELEC RES	WHPT	GNWY	315 WHITE POST RD	WESTERVELT JOHN P & CAR	12615	A
Final Closing Electr	12/11/19	JR	F	NRSF	BLMT	BLMT	155 HOLLY LN	LEITH ALICIA RIANNE	11395	A
Final Closing Plumbi	12/11/19	JR	F	NRSF	BLMT	BLMT	155 HOLLY LN	LEITH ALICIA RIANNE	11398	A
Final Closing Mechan	12/11/19	JR	P	NRSF	BLMT	BLMT	155 HOLLY LN	LEITH ALICIA RIANNE	11400	A
Generator	12/12/19	JR	P	ELEC RES	BVL	CHPL	7434 LORD FAIRFAX HWY	GRUBBS CHARLES O & SHEL	12566	A
Electrical Rough In	12/13/19	JR	P	Rmdl Res	BYC	BYC	131 CALMES NECK LN	MANGOLAS CHRISTOPHER MA	12640	A
Plumbing Rough In	12/13/19	JR	P	Rmdl Res	BYC	BYC	131 CALMES NECK LN	MANGOLAS CHRISTOPHER MA	12641	A
Framing	12/13/19	JR	P	Rmdl Res	BYC	BYC	131 CALMES NECK LN	MANGOLAS CHRISTOPHER MA	11173	A
Framing	12/13/19	JR	P	Nw Commrc1	BVL	BVL	430 MOSBY BLVD	MDC BERRYVILLE LLC	12713	A
Slab Garage/Carport	12/13/19	JR	P	NRSF	BVL	BLTN	280 GLEN OWEN LN	TRUMP BRIAN	12697	A
Final Closing Buildi	12/13/19	JR	P	Add Res	BLMT	CHPL	2468 MOUNT CARMEL RD	RIPLEY DAMIAN C & DEVON	12643	A
Final Closing Electr	12/13/19	JR	P	Garage	CLK	LNGM	525 SUMMIT POINT RD	HUTCHINSON STEVEN	240	A
Final Closing Buildi	12/13/19	JR	P	Garage	CLK	LNGM	525 SUMMIT POINT RD	HUTCHINSON STEVEN	241	A
Final Closing Buildi	12/16/19	JR	F	Add Res	BVL	CHPL	443 JANEVILLE RD	WATKINS FRAZER WELSH	9527	A
Final Closing Electr	12/16/19	JR	F	Add Res	BVL	CHPL	443 JANEVILLE RD	WATKINS FRAZER WELSH	12624	A
Final Closing Plumbi	12/16/19	JR	P	Add Res	BVL	CHPL	443 JANEVILLE RD	WATKINS FRAZER WELSH	12625	A
Final Closing Mechan	12/16/19	JR	P	Add Res	BVL	CHPL	443 JANEVILLE RD	WATKINS FRAZER WELSH	12626	A
Draintile	12/16/19	JR	P	NRSF	BYC	CHPL	620 TILTHAMMER MILL RD	NISWANDER RICHARD S	12719	A
Waterproofing/Pargin	12/16/19	JR	P	NRSF	BYC	CHPL	620 TILTHAMMER MILL RD	NISWANDER RICHARD S	12720	A
Final Closing Gas	12/16/19	JR	P	Gas Per-R	BVL	LNGM	1300 RUSSELL RD	ALLANSON RANDALL G & JA	12343	A
Final Closing Electr	12/17/19	JR	P	ELEC RES	BVL	CHPL	7434 LORD FAIRFAX HWY	GRUBBS CHARLES O & SHEL	12565	A
Electric Service	12/17/19	JR	P	Garage	WHPT	GNWY	833 NATIONS SPRING RD	SWAIN ROBERT	12725	A
Final Closing Electr	12/18/19	JR	P	NRSF	BLMT	BLMT	155 HOLLY LN	LEITH ALICIA RIANNE	12726	A

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Clarke County
INSPECTION REPORT

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Building Inspections

INSPECTIONS PERFORMED: 12/01/19 to 12/31/19

INSPECTION	DATE	BY	RSLT	PROJECT	CITY	AREA	LOCATION	OWNER	INSP ID	T	
Final Closing Plumbi	12/18/19	JR	P	NRSF	BLMT		155 HOLLY LN	LEITH ALICIA RIANNE	12727	A	
Final Closing Buildi	12/18/19	JR	PRT	NRSF	BLMT		155 HOLLY LN	LEITH ALICIA RIANNE	11401	A	
Electric Service	12/18/19	JR	P	NRSF			51 ASPEN LN	RUMEL INC	12763	A	
Final Closing Gas	12/27/19	JR	P	Gas Per-R	BYC	GNWY	196 BELLEVUE LN	RODGERS STEPHEN C & PAT	12686	A	
INSPECTOR TOTALS:		64	INSPECTIONS		FEES:		.00	PAID TO DATE:	.00	UNPAID:	.00
DEPARTMENT TOTALS:		209	INSPECTIONS		FEES:		.00	PAID TO DATE:	.00	UNPAID:	.00
REPORT TOTALS:		209	INSPECTIONS		FEES:		.00	PAID TO DATE:	.00	UNPAID:	.00

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Clarke County
INSPECTION REPORT

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Building Inspections

INSPECTIONS PERFORMED: 12/01/19 to 12/31/19

INSPECTION TYPE SUMMARY	COUNT	INSPECTOR SUMMARY	COUNT	RESULT SUMMARY	COUNT
Backfill	1	Bernie Thompson	145	FAIL	31
Ditch Electric	3	Jamie Royston	64	PARTIAL	1
Draintile	3			PASS	177
Electric Service	16				
Electrical Rough In	13				
Erosion & Sediment Control	15				
Final Closing Building	26				
Final Closing Electric	29				
Final Closing Gas	5				
Final Closing Mechanical	11				
Final Closing Plumbing	15				
Footings	2				
Footings Porch/Deck	2				
Framing	15				
Framing Porch/Deck	2				
Gas Line	2				
Gas Line Pressure Test	5				
Gas Rough In	4				
Gas Tank	3				
Generator	2				
Insulation	7				
Mate Line Modular	1				
Mechanical Rough In	5				
Plumbing Groundworks	2				
Plumbing Rough In	6				
PreDemolition Inspection	1				
Sewer Line	4				
Slab Basement	1				
Slab Garage/Carport	1				
Tank Removal	1				
Water Line	5				
Waterproofing/Parging	1				

TOTAL INSPECTIONS: 209

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Clarke County
INSPECTION REPORT

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ALL

INSPECTIONS PERFORMED: 12/01/19 to 12/31/19

INSPECTION TYPE SUMMARY	COUNT	INSPECTOR SUMMARY	COUNT	RESULT SUMMARY	COUNT
Backfill	1	Bernie Thompson	145	FAIL	31
Ditch Electric	3	Jamie Royston	64	PARTIAL	1
Draintile	3			PASS	177
Electric Service	16				
Electrical Rough In	13				
Erosion & Sediment Control	15				
Final Closing Building	26				
Final Closing Electric	29				
Final Closing Gas	5				
Final Closing Mechanical	11				
Final Closing Plumbing	15				
Footings	2				
Footings Porch/Deck	2				
Framing	15				
Framing Porch/Deck	2				
Gas Line	2				
Gas Line Pressure Test	5				
Gas Rough In	4				
Gas Tank	3				
Generator	2				
Insulation	7				
Mate Line Modular	1				
Mechanical Rough In	5				
Plumbing Groundworks	2				
Plumbing Rough In	6				
PreDemolition Inspection	1				
Sewer Line	4				
Slab Basement	1				
Slab Garage/Carport	1				
Tank Removal	1				
Water Line	5				
Waterproofing/Parging	1				

TOTAL INSPECTIONS: 209

** END OF REPORT - Generated by Angela Cather **

CLARKE COUNTY CIRCUIT COURT
MONTH END DEEDS OF PARTITION AND CONVEYANCE
LOCAL TAXATION DEPARTMENT
COUNTY
FOR DECEMBER, 2019

2019

8020

RECORDED	INSTRUMENT	GRANTOR	(X) GRANTEE/ADDRESS	(X) CONSIDERATION	TYPE	PERCENT
12/02/19	REA	LOWERY, DONNA RECORDED TIME: 11:07 DESCRIPTION 1: REAL ESTATE AFFDT DATE OF DEED : 12/02/19 BOOK: 104 NUMBER PAGES : 1	N/A N/A PAGE: 221 MAP:	.00	REA	00%
12/02/19	192082	KNOWLES, DOUGLAS CARTER RECORDED TIME: 14:15 DESCRIPTION 1: DATE OF DEED : 10/29/19 BOOK: 648 NUMBER PAGES : 4	N KNOWLES FAMILY TRUST 201 BERRYVILLE, VA. 22611 PAGE: 261 MAP: 14A84158	.00	DBS	100%
12/02/19	192083	TEAFORD, KRIS K RECORDED TIME: 14:16 DESCRIPTION 1: DATE OF DEED : 11/22/19 BOOK: 648 NUMBER PAGES : 3	N TEAFORD, KRIS K PO BOX 552 BERRYVILLE, VA. 22611 PAGE: 265 MAP:	.00	DG	100%
12/03/19	192091	STEWART, THOMAS E RECORDED TIME: 14:50 DESCRIPTION 1: TOWN OF BERRYVILLE, LOT 63, APPLE GLEN SUBD DATE OF DEED : 11/26/19 BOOK: 648 NUMBER PAGES : 2	N RODRIGUEZ, FRANCISCO; ETUX 508 PAGE STREET BERRYVILLE, VA. 22611 PAGE: 353 MAP: 14A2-13-63	410,000.00	DBS	100%
				367,100		469,500
12/03/19	192093	RICHMOND AMERICAN HOMES RECORDED TIME: 15:02 DESCRIPTION 1: CHAPEL DATE OF DEED : 11/29/19 BOOK: 648 NUMBER PAGES : 2	N CURTIS, JOSHUA 328 BELINDA COURT BOYCE, VA. 22620 PAGE: 377 MAP: 21A313	358,536.00	DBS	100%
				316,700		387,300
12/04/19	192096	ASAN, JORGE RECORDED TIME: 14:20 DESCRIPTION 1: BATTLETOWN DATE OF DEED : 11/27/19 BOOK: 648 NUMBER PAGES : 2	N RODRIGUEZ, AQUILES 306 E FAIRFAX ST BERRYVILLE, VA. 22611 PAGE: 394 MAP: 14A21337	425,900.00	DBS	100%
				346,300		432,500
12/05/19	192107	RICHMOND AMERICAN HOMES OF VIR RECORDED TIME: 14:30 DESCRIPTION 1: TOWN OF BOYCE, LLOT 42, BOYCE CROSSING DATE OF DEED : 12/03/19 BOOK: 648 NUMBER PAGES : 2	N MYERS, SAMUEL CHRISTOPHER; ETU 349 UPTON COURT BOYCE, VA. 22620 PAGE: 498 MAP: 21A3-1-42	375,407.00	DBS	100%
				325,800		403,400
12/06/19	192111	LLOYD, RODNEY RECORDED TIME: 15:21 DESCRIPTION 1: CHAPEL DATE OF DEED : 12/06/19 BOOK: 648 NUMBER PAGES : 3	N FINNIFF, KATHRYN 259 LIME MARL LANE BERRYVILLE, VA. 22611 PAGE: 530 MAP: 22A34	75,000.00	DBS	100%
				82,900		82,900

CLARKE COUNTY CIRCUIT COURT
MONTH END DEEDS OF PARTITION AND CONVEYANCE
LOCAL TAXATION DEPARTMENT
COUNTY
FOR DECEMBER, 2019

2019

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RECORDED	INSTRUMENT	GRANTOR	(X) GRANTEE/ADDRESS	(X) CONSIDERATION	TYPE	PERCENT
12/09/19	92113	JOHNSON, JANN; ETAL <i>Kelly</i>	N ALKE & LAUTEN REAL ESTATE GROU 116 BATTLETOWN DR BERRYVILLE, VA. 22611	N 290,000.00	DBS	100%
		RECORDED TIME: 10:27				
		DESCRIPTION 1: 2 TRACTS IN TOWN OF BERRYVILLE				
		DATE OF DEED : 00/00/00 BOOK: 648	PAGE: 534 MAP:			
		NUMBER PAGES : 3				
						219,300 25,000 265,700 29,000
12/09/19	192124	ROSE III, HORACE LESLIE	N ROSE FAMILY TRUST N/A N/A, XX. 00000 0000	N .00	DG	100%
		RECORDED TIME: 14:30				
		DESCRIPTION 1:				
		DATE OF DEED : 00/00/00 BOOK: 648	PAGE: 581 MAP: 33110			
		NUMBER PAGES : 2				
12/10/19	192130	LIPSCOMB, TOMMIE W; ETUX	N WHITACRE, MATTHEW W; ETUX 209 PLEASANT HILL DRIVE BOYCE, VA. 22620	N 382,000.00	DBS	100%
		RECORDED TIME: 12:50				
		DESCRIPTION 1: TOWN OF BOYCE, LOT 12				
		DATE OF DEED : 12/03/19 BOOK: 648	PAGE: 636 MAP: 21A3-1-12			
		NUMBER PAGES : 2				
						487,800 488,900
12/11/19	192136	THE KENTLAND FOUNDATION	N IDAS GIFT INC N/A N/A, XX. 00000 0000	N .00	DG	100%
		RECORDED TIME: 11:31				
		DESCRIPTION 1:				
		DATE OF DEED : 00/00/00 BOOK: 648	PAGE: 699 MAP:			
		NUMBER PAGES : 3				
12/11/19	190000792	GREENWALD, MARGART A	N/A N/A	.00	PROBATE	00%
		RECORDED TIME: 15:06				
		DESCRIPTION 1: PROBATE				
		DATE OF DEED : 12/11/19 BOOK: 104	PAGE: 257 MAP:			
		NUMBER PAGES : 6				
12/12/19	192134	YOUNG JR, WALTER H	N THOMAS, MICHAEL N/A N/A, XX. 00000 0000	N .00	DG	100%
		RECORDED TIME: 13:30				
		DESCRIPTION 1:				
		DATE OF DEED : 00/00/00 BOOK: 648	PAGE: 760 MAP:			
		NUMBER PAGES : 2				
12/12/19	192155	JOHNSON, TRACEY	N JOHNS, JOSHUA 44 BLACK OAK LANE BLUEMONT, VA. 20135	N 335,000.00	DBS	100%
		RECORDED TIME: 13:35				
		DESCRIPTION 1:				
		DATE OF DEED : 12/11/19 BOOK: 648	PAGE: 762 MAP: 17A3282018			
		NUMBER PAGES : 2				
						270,400 286,100
12/13/19	190000793	FINNELLE, CHRISTOPHER J	N/A N/A	.00	REA	00%
		RECORDED TIME: 11:36				
		DESCRIPTION 1:				
		DATE OF DEED : 12/13/19 BOOK: 104	PAGE: 267 MAP:			
		NUMBER PAGES : 1				

CLARKE COUNTY CIRCUIT COURT
MONTH END DEEDS OF PARTITION AND CONVEYANCE
LOCAL TAXATION DEPARTMENT
COUNTY
FOR DECEMBER, 2019

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RECORDED	INSTRUMENT	GRANTOR	(X) GRANTEE/ADDRESS	(X) CONSIDERATION	TYPE	PERCENT
12/13/19 5	192159	PEYTON JR, TOM RECORDED TIME: 14:15 DESCRIPTION 1: GREENWAY DATE OF DEED : 12/10/19 BOOK: 648 NUMBER PAGES : 3	N WILTSHIRE III, GEORGE D 367 KENNEL RD BOYCE, VA. 22620 PAGE: 778 MAP: 30A63	N 850,000.00	DBS	100% -785,900 861,100
12/16/19	192161	HARDBOWER, KENNETH A RECORDED TIME: 09:25 DESCRIPTION 1: BATTLETOWN DATE OF DEED : 11/13/19 BOOK: 648 NUMBER PAGES : 4	N HARDBOWER, PATRICIA JEAN 196 PINE GROVE RD BLUEMONT, VA. 20135 PAGE: 791 MAP: 32A21178	.00	DBS	100%
12/16/19	192167	DUNN, STUART RECORDED TIME: 14:20 DESCRIPTION 1: DATE OF DEED : 00/00/00 BOOK: 13 NUMBER PAGES : 1	N CAPITOL BUILDERS N/A N/A, XX. 00000 0000 PAGE: 67 MAP:	.00	OPM	100%
12/16/19	192175	CRIM, SHERYL FAE RECORDED TIME: 15:55 DESCRIPTION 1: LONGMARSH DATE OF DEED : 12/09/19 BOOK: 648 NUMBER PAGES : 3	N CAMPBELL, SHERYL FAE 896 WADESVILLE RD BERRYVILLE, VA. 22611 PAGE: 868 MAP: 3A32B	.00	DBS	100%
12/17/19 113	192183	HOBBS HOLDING LLC RECORDED TIME: 13:40 DESCRIPTION 1: TOWN OF BOYCE, PARCEL A & B DATE OF DEED : 12/16/19 BOOK: 648 NUMBER PAGES : 2	N FLYINGSWITCH LLC 1500 MILLWOOD ROAD BOYCE, VA. 22620 PAGE: 902 MAP: 21A2-A-36	N 247,000.00	DBS	100% 330,800 397,100
12/17/19 2	192186	MYERS, PATRICIA RECORDED TIME: 13:45 DESCRIPTION 1: BATTLETOWN DATE OF DEED : 00/00/00 BOOK: 648 NUMBER PAGES : 2	N JOHNSON, SAMUEL B 1263 FROGTOWN RD BLUEMONT, VA. 20135 PAGE: 910 MAP: 32A65B	N 410,000.00	DBS	100% 326,600 370,000
12/17/19 2	192189	BEAUCHAMP, CHARLES E RECORDED TIME: 14:05 DESCRIPTION 1: LONGMARSH DATE OF DEED : 12/13/19 BOOK: 648 NUMBER PAGES : 2	N FULMER, ELAINE 445 CATHER RD BERRYVILLE, VA. 22611 PAGE: 954 MAP: 7-12-4	N 440,000.00	DBS	100% 339,800 390,200
12/19/19	19060808	PLUNKETT, BRENDA LEE RECORDED TIME: 11:10 DESCRIPTION 1: REAL EST AFFDT DATE OF DEED : 12/19/19 BOOK: 104 NUMBER PAGES : 0	N/A N/A PAGE: 284 MAP:	.00	REA	00%

CLARKE COUNTY CIRCUIT COURT
MONTH END DEEDS OF PARTITION AND CONVEYANCE
LOCAL TAXATION DEPARTMENT
COUNTY
FOR DECEMBER, 2019

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RECORDED	INSTRUMENT	GRANTOR	(X) GRANTEE/ADDRESS	(X) CONSIDERATION	TYPE	PERCENT
12/19/19	192203	HOUGH, ELIZABETH RECORDED TIME: 14:35 DESCRIPTION 1: CHAPEL DATE OF DEED : 00/00/00 BOOK: 649 NUMBER PAGES : 3	N SHORTENCARRIER, WILLIAM 814 BROWNTOWN RD BOYCE, VA. 22620	N .00	DG	100%
12/19/19	192204	HOLSCHER, DIRCK T RECORDED TIME: 15:20 DESCRIPTION 1: LONGMARSH DATE OF DEED : 12/03/19 BOOK: 649 NUMBER PAGES : 1	N KELLEHER, ELIZABETH ANN 140 TRIPLE OAK LANE BERRYVILLE, VA. 22611	N 919,000.00	DBS	100%
					397,700 OCEA	463,400
12/20/19	192210	TAYLOR, WAYNE RECORDED TIME: 11:45 DESCRIPTION 1: DATE OF DEED : 00/00/00 BOOK: 649 NUMBER PAGES : 3	N SCHOINBERGER, LAWRENCE N/A N/A, XX. 00000 0000	N .00	DBS	100%
12/20/19	192211	GREYSTONE DEVELOPERS INC RECORDED TIME: 12:05 DESCRIPTION 1: CHAPEL DATE OF DEED : 12/20/19 BOOK: 649 NUMBER PAGES : 2	N GREYSTONE PROPERTIES LLC 13 S LOUDOUN ST WINCHESTER, VA. 22601	N 112,289.13	DBS	100%
					45K	90K
12/20/19	192212	GREYSTONE DEVELOPERS INC RECORDED TIME: 12:06 DESCRIPTION 1: DATE OF DEED : 00/00/00 BOOK: 649 NUMBER PAGES : 2	N BOYCE CROSSING HOMEOWNERS N/A N/A, XX. 00000 0000	N .00	DG	100%
12/20/19	192213	RICHMOND AMERICAN HOMES OF VIR RECORDED TIME: 15:31 DESCRIPTION 1: TOWN OF BOYCE, LOT 39, BOYCE CROSSING DATE OF DEED : 12/19/19 BOOK: 649 NUMBER PAGES : 2	N JARVIS, BRIAN MOORE; ETUX 248 PLEASANT HILL DRIVE BOYCE, VA. 22620	N 368,895.00	DBS	100%
					45K VAC	90K VAC
12/20/19	192214	CROSON, DALE A; ETUX RECORDED TIME: 15:35 DESCRIPTION 1: GREENWAY DISTRICT, LOT 3, SEC 1 DATE OF DEED : 12/20/19 BOOK: 649 NUMBER PAGES : 3	N CHESSON (SUSAN E) REVOCABLE TR 10416 BRECKINRIDGE LANE FAIRFAX, VA. 22030	N 365,000.00	DBS	100%
					277K	295,100
12/23/19	192215	RUMEL INC RECORDED TIME: 10:45 DESCRIPTION 1: BATTLETOWN DATE OF DEED : 12/17/19 BOOK: NUMBER PAGES : 2	N RICHARDSON, NICHOLAS D 91 ASPEN LANE BLUEMONT, VA. 20135	N 325,000.00	DBS	100%
					264,400	291,000

CLARKE COUNTY CIRCUIT COURT
MONTH END DEEDS OF PARTITION AND CONVEYANCE
LOCAL TAXATION DEPARTMENT
COUNTY
FOR DECEMBER, 2019

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RECORDED	INST. INSTRUMENT	GRANTOR	(X) GRANTEE/ADDRESS	(X) CONSIDERATION	TYPE	PERCENT
12/23/19 5	192271	RHODES, THOMAS L RECORDED TIME: 13:40 DESCRIPTION 1: LONGAMARSH DATE OF DEED : 11/15/19 BOOK: 649 NUMBER PAGES : 2	N BARBER, DERRECK 3525 OLD CHARLESTOWN RD BERRYVILLE, VA. PAGE: 211 MAP: 2A6	N 565,000.00 DBS 22611 631,900	DBS	100% 695,800
12/23/19 1	192283	PEARSON, AARON L RECORDED TIME: 14:06 DESCRIPTION 1: TOWN OF BERRYVILLE DATE OF DEED : 12/20/19 BOOK: 649 NUMBER PAGES : 3	N GOMEZ, WILLIAM 308 LIBERTY ST BERRYVILLE, VA. PAGE: 264 MAP: 14A212D	N 273,900.00 DBS 22611 187K	DBS	100% 228,500
12/27/19	19000818	TULIN, LEON RECORDED TIME: 09:59 DESCRIPTION 1: DATE OF DEED : 12/27/19 BOOK: 104 NUMBER PAGES : 1	N/A N/A PAGE: 286 MAP:	.00	REA	00%
12/27/19	19000819	TULIN, ROSE RECORDED TIME: 10:01 DESCRIPTION 1: DATE OF DEED : 12/27/19 BOOK: 104 NUMBER PAGES : 0	N/A N/A PAGE: 288 MAP:	.00	REA	00%
12/27/19	19000820	TULIN, MARK RECORDED TIME: 10:02 DESCRIPTION 1: DATE OF DEED : 12/27/19 BOOK: 104 NUMBER PAGES : 1	N/A N/A PAGE: 290 MAP:	.00	REA	00%
12/27/19 1	192272	FULMER, ELAINE RECORDED TIME: 13:40 DESCRIPTION 1: TOWN OF BERRYVILLE DATE OF DEED : 12/27/19 BOOK: 649 NUMBER PAGES : 2	N TRUMP, BRIAN 404 WALNUT ST BERRYVILLE, VA. PAGE: 294 MAP: 14A113	N 297,000.00 DBS 22611 184,700	DBS	100% 237,900
12/27/19 1	192273	RICHMOND AMERICAN HOMES OF VIR RECORDED TIME: 14:25 DESCRIPTION 1: TOWN OF BOYCE, LOT 2, BOYCE CROSSING DATE OF DEED : 12/20/19 BOOK: 649 NUMBER PAGES : 2	N MERCER, MICHAEL D; ETUX 332 BELINDA COURT BOYCE, VA. PAGE: 320 MAP: 21A3-1-2	N 357,984.00 DBS 22611 45K	DBS	100% 90K
12/27/19 2	192274	FREEMAN, DAVID RECORDED TIME: 14:30 DESCRIPTION 1: LONGAMARSH DATE OF DEED : 12/27/19 BOOK: 649 NUMBER PAGES : 3	N HOULSTON, MARK 860 LORD FAIRFAX HWY BERRYVILLE, VA. PAGE: 351 MAP: 965B	N 465,900.00 DBS 22611 216,200	DBS	100% 249,200

CLARKE COUNTY CIRCUIT COURT
MONTH END DEEDS OF PARTITION AND CONVEYANCE
LOCAL TAXATION DEPARTMENT
COUNTY
FOR DECEMBER, 2019

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RECORDED	INST	GRANTOR	(X) GRANTEE/ADDRESS	(X) CONSIDERATION	TYPE	PERCENT
12/27/19	1922	BACON, JESSE RECORDED TIME: 14:32 DESCRIPTION 1: TOWN OF BERRYVILLE DATE OF DEED : 12/19/19 BOOK: 649 NUMBER PAGES : 2	N WEST, AMANDA 219 ACADEMY ST BERRYVILLE, VA. PAGE: 354 MAP: 14A1A17	N 424,000.00 22611 PIN: 317,300	DBS	100%
12/30/19	1922	BAKER, WILLARD M; SR RECORDED TIME: 11:50 DESCRIPTION 1: CHAPEL DATE OF DEED : 12/27/19 BOOK: 649 NUMBER PAGES : 5	N BAKER, MARK W 43393 COVENT GARDEN DR ASHBURN, VA. PAGE: 410 MAP: 23A212	N 20147 PIN:	DG	100%
12/30/19	19	BAKER, WILLARD RECORDED TIME: 11:51 DESCRIPTION 1: DATE OF DEED : 00/00/00 BOOK: 13 NUMBER PAGES : 1	N BAKER, RUTH N/A N/A, XX. 00000 0000 PAGE: 67 MAP:	N PIN:	OPM	100%
12/30/19	9226	WARFIELD, SHARON RECORDED TIME: 13:21 DESCRIPTION 1: CHAPEL DISTRICT DATE OF DEED : 00/00/00 BOOK: 13 NUMBER PAGES : 1	N SAME N/A PAGE: 69 MAP: 22-A-17A;22-A-17B	N PIN:	OPM	100%
12/30/19	1927	WARFIELD, SHARON KINDER RECORDED TIME: 13:32 DESCRIPTION 1: DATE OF DEED : 00/00/00 BOOK: 13 NUMBER PAGES : 2	N LOWER COTTAGE FARM N/A N/A, XX. 00000 0000 PAGE: 70 MAP:	N PIN:	OPM	100%
12/30/19	1927	WARFIELD, SHARON KINDER RECORDED TIME: 13:33 DESCRIPTION 1: DATE OF DEED : 11/21/19 BOOK: 13649 NUMBER PAGES : 3	N CLARKE COUNTY VA N/A N/A, XX. 00000 0000 PAGE: 416 MAP:	N PIN:	DG	100%
12/30/19	1927	WARFIELD, SHARON RECORDED TIME: 13:35 DESCRIPTION 1: DATE OF DEED : 11/21/19 BOOK: 649 NUMBER PAGES : 5	N DULANEY, SHANNON N/A N/A, XX. 00000 0000 PAGE: 419 MAP:	N PIN:	DG	100%
12/30/19	1927	22 GRAY, ELSIE M RECORDED TIME: 13:46 DESCRIPTION 1: PROBATE WILL DATE OF DEED : 12/30/19 BOOK: 104 NUMBER PAGES : 5	N/A N/A PAGE: 292 MAP:	.00 PIN:	PROBATE	00%

379,200

CLARKE COUNTY CIRCUIT COURT
MONTH END DEEDS OF PARTITION AND CONVEYANCE
LOCAL TAXATION DEPARTMENT
COUNTY
FOR DECEMBER, 2019

2019

2020

RECORDED	INST	AGENT	GRANTOR	(X) GRANTEE/ADDRESS	(X) CONSIDERATION	TYPE	PERCENT
12/30/19	1927		GENDA LAND HOLDINGS	N OLD DOMINION LAND CONSERVANCY N/A N/A, XX. 00000 0000	N .00	DE	100%
			RECORDED TIME: 13:55				
			DESCRIPTION 1:				
			DATE OF DEED : 00/00/00	BOOK: 649	PAGE: 422	MAP: 14A10	PIN:
			NUMBER OF PAGES : 39				
12/30/19	1922		BERRYVILLE FARM SUPPLY	N LAST MINUTE LLC 1384 ELLERSLIE RD BERRYVILLE, VA. 22611	N 375,000.00	DBS	100%
			RECORDED TIME: 15:15				
			DESCRIPTION 1: TOWN OF BERRYVILLE				
			DATE OF DEED : 00/00/00	BOOK: 649	PAGE: 475	MAP: 14A3A18	PIN: 201,000
			NUMBER OF PAGES : 2				350,300

13

TOTAL COUNTY DEEDS OF PARTITION AND CONVEYANCE: 48
TOTAL NUMBER OF COUNTY DEEDS OF CORRECTION : 0
TOTAL NUMBER OF COUNTY WILL/FIDUCIARY : 2

**Clarke County Fire & EMS
FY 19-20 Closing Balance Summary**

Description	Jul-19	Aug-19	Sep-19	Oct-19	Nov-19	Dec-19	YTD Totals
Billable Calls							
Enders (Co 1)	68	73	53	76	52	74	396
Boyce (Co 4)	15	19	14	13	18	18	97
Blue Ridge (Co 8)	6	8	2	7	8	4	35
Total # of Billable Calls	89	100	69	96	78	96	528
ALS Trips Billed	41	45	30	50	37	52	255
BLS Trips Billed	48	54	38	44	36	43	263
TNT Trips Billed	0	1	1	2	5	1	10
Total	89	100	69	96	78	96	528
Calls Dispatched							
Co 1 Career	44	39	40	43	52	47	265
Co 1 Volunteer	9	9	7	3	5	5	38
Co 1 Split	40	47	25	45	23	37	217
Co 4 Career	2	4	2	0	5	5	18
Co 4 Volunteer	11	12	9	19	15	17	83
Co 4 Split	15	19	14	11	15	8	82
Co 8 Career	0	3	5	5	3	2	18
Co 8 Volunteer	3	14	0	8	10	4	39
Co 8 Split	10	9	2	4	2	3	30
Unknown	15	19	15	21	10	26	106
Total # of Calls Dispatched	149	175	119	159	142	154	898
Patient Payments	\$6,171.24	\$2,547.03	\$2,272.98	\$2,921.00	\$2,596.06	\$4,070.95	\$20,579.26
TNT Payments	\$285.00	\$0.00	\$0.00	\$150.00	\$0.00	\$0.00	\$435.00
Total Payments	\$43,220.21	\$41,272.84	\$36,982.58	\$27,294.06	\$44,224.06	\$37,145.27	\$230,139.02



Clarke County Fire & EMS Commission
101 Chalmers Court, Suite B
Berryville, Virginia 22611
(540) 955-5132

MINUTES

December 12th, 2019 6:30pm

Clarke County Government Center – Meeting Room AB

Attendees: Matt Hoff, Chairman
David Weiss
Tony Roper
Diane Harrison
Doug Lawrence

Absent: Jay Grim
Andrew Nicholson
Randy Buckley

Staff: Pam Hess
David Ash
Chris Boies
Brian Lichty
Melanie Radford

Chairman Hoff called the meeting to order at 6:30pm.

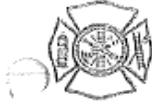
1. Mr. Roper made a motion to approve the agenda. The motion was passed with all in favor.

Approved 1/9/2020



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2. Public Comment – Mr. Gerry Boudreau, Rescue Captain Company 1, JH Enders, read the following statement:



JOHN H. ENDERS FIRE CO., INC. & RESCUE SQUAD
 9 South Buckmarsh Street
 Berryville, Virginia 22611
 (540) 955-1110



To: Director Lichty
 From: Line Officers and Board of Directors, John H. Enders Fire Company
 Date: December 6, 2019
 RE: New Staffing

The Line Officers and Board of Directors of Company 1 have reviewed the proposed staffing plan for placing two new CCFR Firefighter/EMTs at John H. Enders Fire Company and Rescue Squad, bringing total CCFR staffing to four. Listed below are some concerns and considerations that we present with the intention of improving emergency services to all areas of the County.

Discussion

- The proposed staffing plan is intended to assist in reducing response times and failures. It includes staffing 2 EMS units 24 hours per day 5 days per week at Company 1.
 - It is our opinion that placing an additional 2 personnel at a station already staffed 24 hours every day with an ALS unit will not reduce response times or failures on a first out call. Access to an ALS staffed EMS unit is a security that the citizens in Company 1's first due already enjoy. With additional resources, we believe it makes more sense to extend this security to greater portion of the county.
- The proposed staffing plan states that your local response time goal is to have 2 personnel on scene of a non-MVC EMS incident within 10 minutes.
 - In our research we discovered that by staffing Station 4 and Station 1, 89% of the calls from March 2019 to September 2019 would have been within 6 miles of a staffed station, which should come close to meeting that goal. If staffing was only provided at Company 1, the response times to areas beyond 6 miles will not reach the 10 minute goal.
 - Running into Berryville for second calls rather than running all calls out of Berryville would provide a faster response and access to ALS for a much larger area of the county. Even when Boyce has to run into our first due, 77% of calls in Ender's first due are within 6 miles of Station 4.
- Although the majority of calls are in Company 1's first due, the largest percentage of failed calls are in Company 4's first due areas. In October 2019, Company 1 failed on 6 EMS calls out of 129. Company 4 failed on 11 out of 54. The difference shows a failure rate of 20% for Company 4 (one out of five calls) and only 4.7% for Company 1 (one out of 20 calls). Staffing the areas where there is a higher call volume will do little to reduce these failure rates. However, staffing areas where calls are being failed will actually reduce response time averages and failure rates.
- Using current box assignments, Company 1 is not even 3rd due in over half of Company 4's territory because of the prohibitive distance from Berryville. Therefore, extra staffing in Station 1 will not improve response times to those areas. However, placing the additional staffing at Station 4 will substantially reduce response times to those areas both by



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

9 South Buckmarsh Street
Berryville, Virginia 22611
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having a staffed unit closer and eliminating the dispatch delays caused by asking for mutual aid.

- Currently a large portion of the fee for service billing for the 54% of Station 4's area with a different county as second due is lost to Mutual Aid Counties (Warren, Frederick and Fauquier Counties). Therefore, staffing Station 4 will increase revenue to the county through additional fee for service billing. This is an obvious benefit for the tax paying citizens of Clarke County and will provide additional funds to help offset emergency response expenses.
- Requests for staffing should be coming from the stations. We at Enders Fire Company have shown in the past that we are willing to ask for staffing when we need help. Enders Fire has not asked for additional staffing assistance at this time. However, there are stations in the county that have requested staffing. It is wrong to place additional staffing at Station 1 when there are other requests for staffing that have not been met.
- Our original request for county staffing was for 2 people to staff an ALS transport unit. This is a critical need that the county has met. However, the proposal to use 4 people at Station 1 to cross cover every fire call in the county will detract from providing this critical service.
- The proposed plan states that an in-service County unit will be added to all call types. Since the County has no equipment, adding a minimum of one piece of Enders Fire Company equipment to virtually every call in the county places an undue burden on Enders. We provide, maintain and fuel all equipment that comes out of the station. We pay the deductible every time a piece of equipment is damaged by County staff which is a concern as it has happened several times. We also have the burden of making repairs to our building resulting from these incidents. This plan places a hugely disproportionate financial burden on Company 1.

Conclusion

We propose the following alternate staffing plan:

1. Staff Company 4 with two (2) CCFR personnel first.
2. Next fulfill the staffing requests already in place.
3. Once 1 & 2 are fulfilled, revisit further staffing increases as funding allows.
4. Never completely abandon the EMS units for staffing fire apparatus.

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Ms. Maria Zimmerman, Rescue Lieutenant Company 1, JH Enders, read the following statement:



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

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



December 12, 2019

Hello, my name is Maria Zimmerman and I am the Rescue Lieutenant of the John H. Enders Fire Company. I wanted to speak to the commission tonight to explain one of our points to those on the commission less familiar with the Emergency Medical Services, and that point is the importance of rapid access to ALS.

ALS stands for advanced life support – paramedics and techs capable of starting IV's, treating irregular heart rhythms, placing breathing tubes and administering a fairly wide scope of medications for everything from pain and nausea to cardiac problems.

Although there are fewer ALS calls than basic level calls, these are the calls where time is of the essence. Some examples:

- Unstable heart rhythms
- Severe difficulty breathing which may require a breathing tube
- Shock requiring IV fluid replacement
- Hypoglycemia where a patient's blood sugar has dropped so low that they are unable to take anything by mouth

Emergencies such as these require rapid access to advanced life support in order to save a life.

Currently Enders Company 1 is staffed by the county with an ALS provider 24 hours a day, 7 days per week. From Station 1, we estimate that we can reach about half of Clarke County within 10 minutes, which Director Lichty has identified as a response time goal. However; placing a second ALS provider at Company 1 will not affect response time to the other 50% of the county.

By placing the additional staff at Company 4 in Boyce, you can extend the area within 6 miles of an ALS provider to an estimated 90% of Clarke County. When Mt. Weather is available, the percentage of the county within 6 miles of ALS reaches close to 100%. It only makes sense when resources are limited to put them where the majority of the ALS calls are. When more resources become available however, it also makes sense to distribute those resources so that more citizens have access to them.

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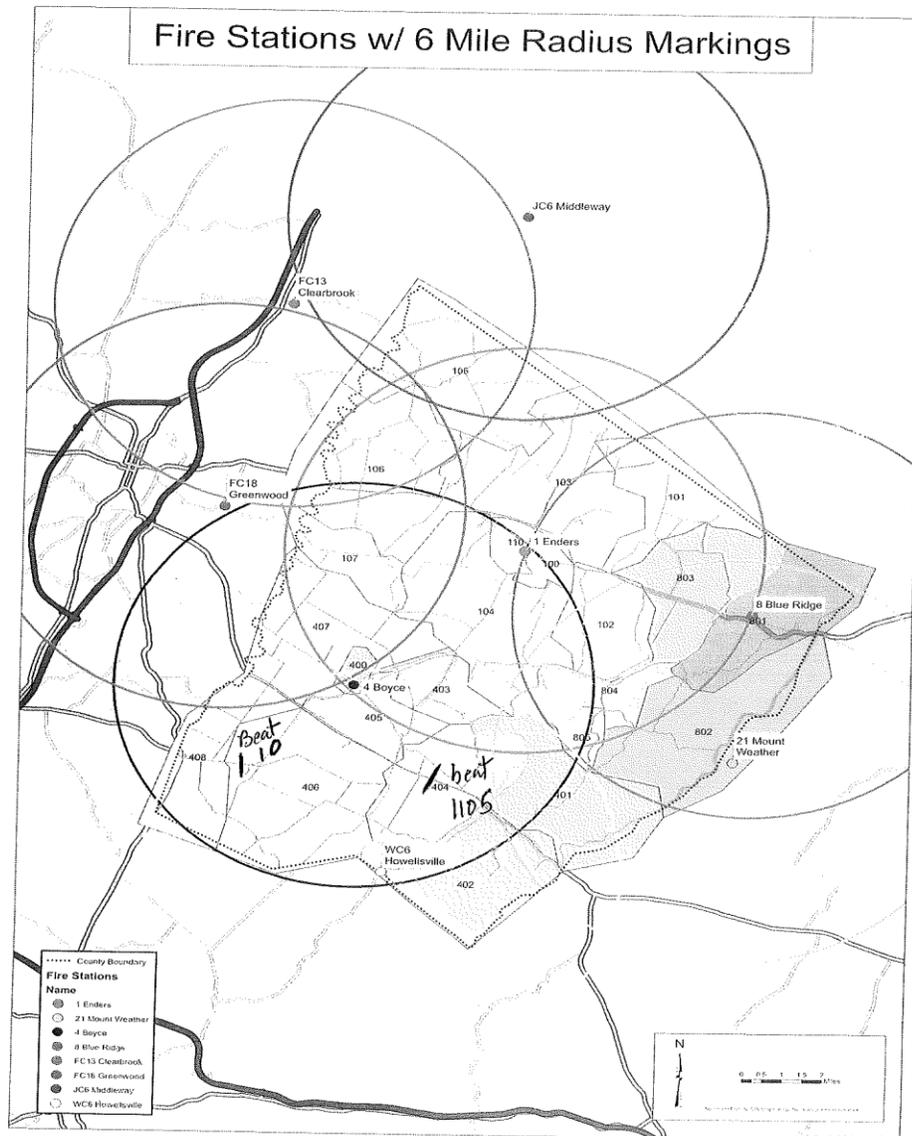


I would ask that you consider the needs of the entire county when making your recommendation to the Board of Supervisors. Thank you for your time.

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Mr. Jason Burns indicated that Chief White is asking for the communication flow chart model to please wait to be discussed until Blue Ridge has representation present due to several concerns that Company 8 has with it. He continued with wanting to speak about the staffing plan stating that we went through statistics, fails, responses out of the first due departments, he wrote a letter requesting staffing to try to meet the commissions goals, the BOS approved positions July 1 even though they were going to put off hiring for a little while. He understands but they were approved and now we're dealing with the staffing proposal that is not only pulling the staffing out of Blue Ridge but he hasn't heard of any discussion at the Fire-Rescue system Commission level of where were these options even weighed or discussed between the station Chiefs and where we're at. The volunteers have a huge stake hold in this, they have all the

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apparatus that are running the calls and they've been given about a week or so, they spoke about it in a meeting last night, but there was an approval and a push forward from the Board to staff Blue Ridge and he doesn't disagree with what the others read tonight. They have made some very good points and maybe that is where the people need to go and that's what needs to be figured out. The stake holders, the large majority of the people who provide the majority of the stuff for this county, has been reversed just like with the budget process. It has continued to be changed for years, how do you expect anyone to keep up with this. We make big decision, staffing, budget, the stake holders, the players that need to all be involved and he understands there is a table full of people here but there are decisions being made that are affecting a lot of stuff and a lot of people that aren't being represented.

3. Mr. Lawrence pointed out an error from the minutes on page 2 of the packet #4-Committee Reports, Standards, Discussion-should be typed as: "Mr. Lawrence confirmed with Mr. Lichty that Mt. Weather Co 21 does not bill for transports." Ms. Harrison made a motion to approve the November 14th, 2019 minutes as amended. The motion was passed with all in favor.
4. Committee Reports
 - Standards - Mr. Lichty reviewed with the group.
Discussion - Mr. Lawrence asked if there was a way to figure out if the no responses are being treated or compared the same? For example, if the first due is not being retuned because a staffed unit from elsewhere is already on the way. He's not sure the data may be reflecting this and maybe it should be counted as a fail. He was told that it would be up to dispatch whether to retone or not. But looking at the staffing plan, this could play or have some influence if it maybe doesn't get counted as a fail. Mr. Lichty reminded everyone that failures, the 10 minute response data, the overburdens, the mutual aids, these are all different tools to look at overall system performance. This would have to be a change to the dispatch policy but something they can take a look at to see if there is a way of tracking it.
 - Technology - Nothing to report at this time.
 - Budget/Preparation - Nothing to report at this time. The Chiefs have all the information and need to be returned back to the Director by the end of December for his submission the first week of January.
 - Committee assignments - Mr. Hoff addressed the vacant positions with the group from the current listing that need to be filled and assigned. This will be discussed further at the January meeting when the Commission is at full attendance.
5. Unfinished Business
 - Incentive program review - Mr. Lichty reviewed with the group. No questions or comments.
 - Strategic Plan Review - Mr. Lichty reviewed with the group and took action notes. Ms. Harrison confirmed with Mr. Lichty that under Purchasing-fiscal policy and capital improvement plan-that this was not going to be ready for this budget year and would be planned for next year. Mr. Lawrence also established with Mr. Lichty that it is detailed in the plan on how the companies can apply for the apparatus fund.

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6. Report from the Director of Fire and EMS - Mr. Lichy reviewed with the group.
Discussion - No questions or comments.
7. New Business
 - Communications/Succession Document (Draft) - Mr. Lawrence made a motion to table this topic until next meeting when Blue Ridge will have representation present. The motion was passed with all in favor.
 - Staffing Plan - The plan was distributed at the meeting. Mr. Lawrence requested detailed information on data on the box numbers, if there was one simple email; who is called first, second, on the boxes, the response plans. Mr. Lichy indicated that the Chiefs do have a copy and there a total of 552 response plans that goes by call type and run orders. Mr. Lawrence asked if Company 1 will be running county wide while the new employees are precepting even if the staffing plan has not be finalized. Mr. Lichy stated that no permanent changes will go into effect until February-March timeframe although some of the employees may be added to some calls to get the precepting done a little quicker. Mr. Weiss asked what Mr. Lichy's basic premise was on why he approached the staffing plan the way he did. Mr. Lichy explained that he is a data type of person. He looked at all the data information from shift schedules, logistics of the calls, second and third calls, response times, failures, overburdens. There is a list in the packet of some of the things he has looked at to come up with the conclusion that he has and get the best use of our people based off of all this information. Ms. Harrison confirmed with Mr. Lichy that the use of that information is also why Sunday and Wednesday were picked due to the least failed days. Mr. Lichy stated that he is still strongly considering some adjustments after speaking to the Chiefs and the open forum. As the plan is adjusted next month he will outline those changes. He wants to give it the due diligence it deserves and will take a little time. Mr. Roper made a motion to table this until next meeting to give the Commission members more time to review. Mr. Roper then asked Mr. Lichy if there was a timeline or time limit laid out. Mr. Lichy confirmed that January should be the discussion/recommendation and that the plan implementation would be February-March timeframe allowing for any adjustments to be made. Mr. Roper amended his motion to follow the Directors timeline for implementation of the staffing plan. The motion was passed with all in favor.
 - Mr. Lichy read the following email from Mr. Nicholson for his resignation and informed the group that it has been forwarded to the BOS.

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12/12/2019

Zimbra

Zimbra

blichty@clarkecounty.gov

EMS commission meeting

From : Andrew <andrew@andrewnicholson.us> Wed, Dec 04, 2019 05:06 PM
Subject : EMS commission meeting
To : David Weiss <amweiss@visuallink.com>, Brian Lichy
<blichty@clarkecounty.gov>

I have been informed by wife next Thursday evening there is J-WMS Choral Concert that I cannot miss. I have 2 daughters participating. Last month I had a family conflict which kept me from the November meeting. I fear this will continue.

Therefore I think this would be a good time to submit my resignation from this committee that deserves someone who can devote the attention this position deserves.

Thank you for this opportunity to serve our community.

Andrew Nicholson
Tel#: 540-247-1501
Web: andrewnicholson.us

https://mail.clarkecounty.gov/h/printmessage?id=33266&tz=America/New_York

1/1

- Mr. Hoff reminded the group that a new Chair will need to be elected next month and has Mr. Lichy adding it to the agenda.
8. Summary of required action
 - Add additional meeting items to the January agenda
 9. Ms. Harrison made a motion to adjourn. The motion was passed with all in favor at 7:17pm.

Approved 1/9/2020



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All meeting documents will be distributed at meeting. Next meeting is on January 9th, 2020 at 6:30pm in the Clarke County Government Center – Meeting Room AB

Minutes Transcribed by Melanie Radford

Approved 1/9/2020

**ZONING AND SUBDIVISION ORDINANCE UPDATE PROJECT
PROGRESS REPORT (JANUARY 2020)**

Work Plan Items Completed to Date:

- Step 1 – Adopt Work Plan, Project Policies and Timeline
- Step 2 – Discuss and Provide Formal Direction on Policy Issues
- Step 3 – Approve Framework for Draft Ordinances.
- Step 4 – Present Draft Ordinance Text by Chapter and by Subject.

Work Plan Items in Process:

- Step 5 – Presentation of Initial Draft Ordinances for Planning Commission and Board of Supervisors Review.

In December, Staff completed the initial presentation of the draft revised Zoning Ordinance, Subdivision Ordinance, and Definitions Article in a series of four joint workshops with the Commission and Board. The draft revised Subdivision Ordinance was presented conceptually because the draft remains under initial legal review by the County Attorney. As of the drafting of this report, the County Attorney has not provided a timetable for completion of this review. For your reference, Staff has attached copies of adopted minutes from the four joint workshops.

Staff is continuing to work with the Commission on a detailed review of the draft Zoning Ordinance and Definitions Article beginning with issues identified for further discussion during the joint workshops. When legal review of the Subdivision Ordinance is completed, Staff will present it to the Commission for review and comment. Staff will use the Commission's feedback and direction to develop final drafts for Public Hearing and any changes will also be reviewed by the County Attorney.

Staff also continues to work on completion of the initial draft Guidance Manual with a goal of presenting the draft to the Commission prior to completion of Step 5. Step 5 will be complete once all reviews (including legal reviews) are finished and the Commission is ready to schedule public hearings on final drafts of the Ordinances and Definitions Article.

Staff will develop a revised timeline for project completion after the County Attorney has provided an expected completion date for review of the draft Subdivision Ordinance.

Clarke County

PLANNING COMMISSION AND BOARD OF SUPERVISORS JOINT WORKSHOP MINUTES THURSDAY, OCTOBER 17, 2019



A joint workshop of the Clarke County Planning Commission and Board of Supervisors was held at the Berryville-Clarke County Government Center, Berryville, Virginia, on Thursday, October 17, 2019.

ATTENDANCE

Commissioners Present: Robina Bouffault; Randy Buckley; Mary Daniel; Bob Glover; Frank Lee; Gwendolyn Malone; Pete Maynard; and George L. Ohrstrom, II

Supervisors Present: Barbara Byrd; Terri Catlett; Bev McKay; and David Weiss

Absent: Anne Caldwell; Scott Kreider; Doug Kruhm

Staff Present: Brandon Stidham, Planning Director; Ryan Fincham, Senior Planner/Zoning Administrator

Others Present: None

CALLED TO ORDER

Mr. Stidham opened the meeting at 6:35PM and asked the chairs of the Planning Commission and Board of Supervisors to call their meetings to order. Chair Weiss called the Board meeting to order and Chair Ohrstrom called the Commission meeting to order.

Mr. Stidham began the workshop with a brief overview of the project history and steps completed to date. He then provided a power point presentation consisting of a general overview of the revised Zoning Ordinance, Subdivision Ordinance, Definitions Article, and Guidance Manual.

Regarding the proposed public hearing schedule, Chair Ohrstrom asked if the Commission were to set public hearing in January why would they wait until March to conduct it. Mr. Stidham said that Staff is recommending that public hearings be scheduled two months in advance as this would allow more time to get information on the Ordinances to the public and to hold informal public information sessions if needed. He also said that the Commission could schedule public hearing in January and hold it in February but not take action until the Commission's March meeting. He added that this helps ensure that the process is careful and deliberate and that there is plenty of opportunity for public comment.

Regarding current Article 4 general regulations for lots and structures, Commissioner Maynard asked whether the regulations referenced in current Section 3-B are all duplicated from Article 4. Mr. Stidham replied that the general regulations for lots and structures currently located in Article 4 and Section 3-B are not duplicated, they are just not consolidated in a single location. He noted that this can happen over time with text amendments with different Staff members choosing to place amendments in different locations instead of a consolidated location.

Regarding current Subdivision Ordinance Article 12, Chair Ohrstrom asked about the meaning of the term "effectual clauses." Mr. Stidham replied that it appears to be an archaic term that references "legal provisions" and he noted that the term is not being carried over to the revised Subdivision Ordinance.

Regarding the subdivision review process, Chair Weiss said that in the past the Commission has worked with applicants to move proposed lots in a subdivision to other areas on the property. He asked how this can be accomplished under the new proposed review process that does not have a preliminary plat review step. Mr. Stidham replied that you would still be able to negotiate voluntary changes to a proposed subdivision with an applicant. He added that the new process will require submission of construction plans with the final plat which will give the Commission the full picture of a proposed subdivision, which you do not have with the current preliminary plat process. Chair Ohrstrom asked if the new process would enable the Commission and applicant to discuss proffers without having an approved preliminary plat in place. Mr. Stidham noted that proffers would only apply with a rezoning application and not a subdivision review without a rezoning. He added that under the proposed process, the applicant would be required to file all required information including construction plans up front. He said that developers of large subdivisions often want the assurances of an approved preliminary plat before paying engineering expenses for construction plans. He noted that the proposed process would be similar to the current special use permit process in that a site development plan is required to be filed with the special use permit application so everything can be reviewed together and you can see the full picture. He also said that the subdivision review process will still be an administrative process so if an applicant checks off all of the boxes, the Commission will have to approve the subdivision plat.

Regarding court-ordered partitions, Commissioner Maynard asked if the court can order a lot to be divided into more lots than it has available dwelling unit rights (DURs), for example, a 100-acre lot with 5 DURs ordered by the court to be divided into five lots. Mr. Stidham replied that he thinks a court would only do this as a last resort and that they will attempt to issue an order with a result that complies with County ordinances. Mr. Stidham added that in Commissioner Maynard's example, the recipients would have an interest in a lot and not necessarily a lot recognized in accordance with the County's Zoning and Subdivision Ordinances. He said they would not be able to obtain a building permit until a subdivision plat is submitted for review that complies with the Ordinances.

Chair Ohrstrom asked why we would have a "non-subdivision review process" in the Subdivision Ordinance. Mr. Stidham replied that the current definition of "subdivide" describes what a subdivision is and also lists all of the things that are not a subdivision including boundary line adjustments, administrative land divisions, etc., but these are review processes. He said that the term "non-subdivision process" is used to describe review processes in the Subdivision Ordinance that are

neither a major or minor subdivision. Chair Ohrstrom suggested changing the term to something different. Mr. Stidham replied that some jurisdictions refer to these processes as subdivision exceptions and he does not like using this term. Commissioner Daniel suggested “Other Review Processes.” Chair Ohrstrom said that the term “non-subdivision process” is confusing to have in a Subdivision Ordinance. Mr. Stidham said that he would make the change to “Other Review Processes.”

Regarding the Guidance Manual, Chair Ohrstrom asked if we have rules for complete applications why would we not have those rules in those documents. Mr. Stidham replied that the Guidance Manual is a great place to have checklists for all of the required steps and items to be submitted for a complete application, along with code references to the applicable review process sections in the Ordinances. He added that there are items such as the required number of copies to be submitted or the required form of digital files that should go in the Guidance Manual and not in the Ordinances. Chair Ohrstrom said that if there are rules to be followed then they should probably be in the Ordinances as well as the Guidance Manual. He added that if there is a required number of copies for submitted applications and failure to provide the required number would be grounds to refuse acceptance of an application, then the required number of copies should be in the Ordinances. Mr. Stidham noted that in both Ordinances under the powers and duties of the zoning administrator, the zoning administrator has the authority to develop application forms and to establish administrative requirements such as required number of copies to be submitted. He noted that any elements that can change over time and are really administrative in nature should go in the Guidance Manual instead of the Ordinances. Chair Weiss said that we have been wanting a guide for many years that could be used by citizens to better understand these review processes.

Chair Weiss asked what would be the best way for Commissioners and Supervisors to focus in on the material that is most pertinent to them and to bring issues back to Staff. Mr. Stidham said that the Policy and Technical Issues report compilation is probably the most important document to review. He suggested that members start with the issues that are of most interest to them and look at how the issues were addressed in the draft Ordinances. He said that the goal is for every member to be comfortable with the Ordinances when they are ready to be presented to the public for comment. He also asked members to email, call, or stop by with any questions or things that do not look right and should be addressed. He reminded members that the current draft is an interim draft and there are going to be things that need to be fixed before moving to the next version.

Mr. Stidham noted that the next joint workshop will be after the Planning Commission Business Meeting on November 1. Supervisor McKay asked for an approximate start time and Mr. Stidham said that the Commission typically finishes up around 9:30 without additional applications on the agenda.

The meeting was adjourned by consensus at 7:45PM.



George L. Ohrstrom, II (Chair)



Brandon Stidham, Planning Director

Clarke County

PLANNING COMMISSION AND BOARD OF SUPERVISORS JOINT WORKSHOP MINUTES FRIDAY, NOVEMBER 1, 2019



A joint workshop of the Clarke County Planning Commission and Board of Supervisors was held at the Berryville-Clarke County Government Center, Berryville, Virginia, on Friday, November 1, 2019.

ATTENDANCE

Commissioners Present: Robina Bouffault; Randy Buckley; Anne Caldwell; Mary Daniel; Bob Glover; Scott Kreider; Doug Kruhm; Frank Lee; Gwendolyn Malone; Pete Maynard; and George L. Ohrstrom, II

Supervisors Present: Barbara Byrd; Terri Catlett; Bev McKay; and David Weiss

Absent: None

Staff Present: Brandon Stidham, Planning Director; Ryan Fincham, Senior Planner/Zoning Administrator

Others Present: None

CALLED TO ORDER

Mr. Stidham opened the meeting at 10:07AM and asked the chairs of the Planning Commission and Board of Supervisors to call their meetings to order. Chair Ohrstrom called the Commission meeting to order and Chair Weiss called the Board meeting to order.

Mr. Stidham stated that prior to beginning the presentation on Zoning Ordinance uses, he wanted to provide additional comments on process. He said that in his prior employment, he participated in a similar ordinance update project that was managed by a consultant. He said he learned from this project that the task of educating, informing, and getting the Commissioners and Board members comfortable with the finished product in a lot of ways can be more complicated than the task of drafting the new ordinances. He said that everyone learns in different ways, has different levels of interest, and different issues that they will be interested in dealing with. He added that everyone can be overwhelmed by the size of the project and the need to ensure that everything is addressed properly. He said we will definitely keep the timeline fluid and will not move on to Step 6 until everyone is comfortable with the work product. He noted that Staff needs as many eyes as possible to review the documents and his door is always open if anyone would like to come by and discuss issues with the update project.

Mr. Stidham made a power point presentation on draft Zoning Ordinance Section 5 dealing with uses, use definitions, and use standards.

Regarding the length of the draft Zoning Ordinance, Chair Weiss asked if the draft Ordinance is longer than the current Ordinance in part because of new formatting that is being used. Mr. Stidham replied yes and noted that tables can take up a lot of space along with new cross-references that have been added. He also said that the draft Ordinance text has more space than the current Ordinance and uses standard font size and formatting to help with readability.

Chair Ohrstrom asked if any new definitions created by Staff have been reviewed by the County Attorney. Mr. Stidham replied that the County Attorney has reviewed the definitions in Article III and will review the use definitions when he goes back for a more comprehensive review of the Zoning Ordinance.

Regarding the new cross-references, Chair Ohrstrom asked if in the electronic version they will be formatted as a clickable link. Mr. Stidham said that ultimately Staff will set the cross-references up to be clickable links but that it will be a significant undertaking. He added that Staff chose the blue underlined font both for future use as clickable links but also to make the cross-references stand out visually to aid with future updates of the Ordinance. He said that finding cross-references in the current Ordinances is difficult if you do not know where to look for them.

Regarding County versus annexation area uses, Chair Ohrstrom said that he is confused by Mr. Stidham's statement that the two categories of uses are intended to bear no relationship to one another. Mr. Stidham replied that these are separate categories of uses. Chair Ohrstrom added that the uses do relate to one another since the intent with annexation area uses is to ensure that property owners are not left with nonconforming uses after annexation. Mr. Stidham noted that home occupation regulations in the County and annexation areas are very different from one another so they are treated differently. He also noted that annexation area uses only apply to lots that are designated for annexation, and are zoned one of the annexation area districts such as DR-1 rather than a County district such as AOC. As an example, he said that a DR-1 District home occupation is very different from an AOC District home occupation and the two bear no relation to the other. Commissioner Bouffault said that from her experience on the Berryville Area Development Authority (BADA), there are three development areas – the Town, the annexation area and the County – and that the BADA oversees development in the annexation area. She added that she did not understand why we are dealing with annexation area regulations in a County Zoning Ordinance because we would not be reviewing those applications. Mr. Stidham replied that she is correct that any uses that would require Planning Commission review would be reviewed instead by the BADA in the annexation area. He added that there are a number of by-right uses that could be developed without BADA review. As an example, he said that the owner of a DR-1 zoned property that is currently in the County could apply to build a single-family dwelling and conduct a home occupation and the Town's DR-1 regulations would have to be followed. Commissioner Bouffault asked if a property owner has the option to do this and Mr. Stidham replied yes because the property has not been annexed yet. Mr. Stidham added that typically the trigger for annexation is a larger development that requires public water and sewer. Commissioner Bouffault asked how many examples of this currently exist and Mr. Stidham replied that the Friant property is one as is the adjacent Audley property. Supervisor Byrd asked if they could

develop using a private well and septic system and Mr. Stidham replied that it would depend on what the proposed use would be. Mr. Stidham added that annexation has been triggered for different reasons in the past but most often it is development that needs public water and sewer. He also said there is the possibility that these properties may not be annexed for years, noting the fairgrounds and the funeral home properties as examples that currently have public water and sewer but remain in the County and may not be annexed for a number of years. Supervisor Byrd asked if the Ruritans wanted to develop the fairgrounds into a different use, would the property have to be annexed by the Town. Mr. Stidham replied that it would depend on the scope of the proposed use and whether it would require more water and sewer capacity than they currently have. He added that the Ruritans would be working with Town staff and Town Council to determine whether annexation would be appropriate. Supervisor McKay asked what would happen if the Ruritans proposed to build a house for a caretaker and wanted to connect to Town utilities. Mr. Stidham replied that the Town could refuse to allow them to connect unless the property were annexed.

Regarding major recreational equipment, Vice-Chair McKay asked if we have a definition for the term. Mr. Stidham replied yes and said that it is in Article III Definitions. Commissioner Bouffault asked for a status report on a property owner on Withers Larue Road advertising on AirBNB a recreational vehicle for short-term rental. Mr. Stidham said that Planning Staff has not been able to find evidence of a zoning violation and he was not sure whether the Building Department is continuing to investigate it for potential code violations. Mr. Fincham added that the Health Department conducted a thorough investigation but did not find any violations. Commissioner Bouffault said that they are advertising a short-term rental for six people. Mr. Fincham replied that advertising alone is not sufficient evidence of a zoning violation. Mr. Stidham added that visual confirmation of extension cords going into the house or piping connected to the septic system would be examples of additional evidence.

Regarding the proposed agritourism activity temporary use, Supervisor Byrd asked if this use would include horse shows. Mr. Stidham replied that we did not include horse shows when we discussed the agritourism activity use but that we could specifically exclude horse shows in the use regulations. Chair Ohrstrom asked if you are trying to exclude horse shows. Chair Weiss replied that this is not the question, it is whether you want to regulate horse shows as an agritourism activity. Mr. Stidham said that it would be a good idea to specifically exclude horse shows from the use regulations for agritourism activity if that is what you want to accomplish. Commissioner Bouffault asked what use horse shows would be considered and Mr. Stidham replied agriculture as it is now. Vice-Chair McKay said that if you go to Wayside Fun Farm, they are providing all of the entertainment but if you are going to a horse show, you are bringing your own horse. Mr. Stidham said that horse shows are not typically open to the public and Supervisor Byrd replied that they are all open to the public and sometimes have food sales. Commissioner Bouffault said that some horse shows are closed to the public. Mr. Stidham said that if they are open to the public, then maybe there needs to be a discussion about whether they should be included in agritourism activities. Chairman Weiss said that if horse shows are open to the public and have vendors, then maybe they should be regulated. He added that in general, they do not typically have vendors. Commissioner Bouffault said that large events open to the public such as those held at Long Branch will likely be considered a special event because of the event size. Vice-Chair McKay said that some horse shows may have 30-40 horse trailers but you can only attend as a participant, and Vice-Chair Buckley added that you do not have bleachers and

grandstands for the public with these horse shows. Mr. Stidham said that if the activity is advertised as open to the public with vendors and attractions, then it is an agritourism activity. If it is just a horse show for members of the community to attend and participate, then it may not be an agritourism activity. Chair Weiss likened it to a bull sale. Vice-Chair McKay added that horse shows generate enthusiasm for the activity and potential sales of the horses. Mr. Stidham said that he would note this issue for further discussion.

Regarding permit requirements for agritourism activities, Chair Weiss asked which Federal and State requirements an applicant would have to comply with per the use regulations. Mr. Stidham replied that it depends on the nature of their activity and which agency permits the applicant would have to obtain. Chair Weiss noted that with special event permits, the County provides a list of outside agencies that require permits and he wanted to know how an applicant would be informed of which outside agency permits they would have to get. Mr. Stidham replied that we can provide applicants with a list of agencies to contact for permitting requirements but we will not be telling them that they have to get an outside agency permit. Chair Ohrstrom asked what an example of a Federal permit would be. Mr. Stidham said that one example could be a Federal permit for activities along the river. Supervisor Byrd said that horses brought from out of state require a Federal health certificate. Vice-Chair McKay said that we do not want to get in the business of regulating USDA health certificates. Commissioner Maynard said that certain birds of prey brought to an event have to be federally licensed. Mr. Stidham said that just like the special event permit process, the agritourism activity permitting process creates a clearinghouse of information for each activity that can be shared with applicable agencies and departments. Chair Weiss asked if this would be treated as a by-right use and Mr. Stidham replied yes.

Vice-Chair McKay asked how farm wineries are defined by the State. Mr. Stidham replied that farm wineries, farm breweries, and farm distilleries all have to be permitted by the State under a limited license for these uses that limits how much product can be produced. Commissioner Maynard said that temporary vendors would be able to remain onsite throughout the duration of an agritourism activity to a maximum of 180 days in a calendar year. He asked if this means that a food truck can remain parked on an agritourism activity site on days when the activity is not being conducted. Mr. Stidham replied that temporary vendors can remain onsite for a series of consecutive days in which an activity is being conducted but must leave a site on days when the activity is not being conducted.

Regarding temporary vendors, Commissioner Kreider asked who regulates the activities of temporary food vendors such as trash removal and water usage. Mr. Fincham replied that they should have an annual permit from the Virginia Department of Health to be a licensed mobile vendor and they would be responsible for complying with the rules associated with that permit.

Regarding removal of agriculture as a special use in the Rural Residential (RR) District, Chair Ohrstrom asked if this would make agriculture a prohibited use or just not a regulated use. Mr. Stidham replied that this change would make it a prohibited use in the RR District. He added that the owner of an RR-zoned property could apply for a special use permit to conduct agricultural activities that may be in conflict with their homeowners' association (HOA) covenants. He noted that we cannot consider private restrictive covenants in determining whether to rule on a special use permit, and that covenants are a separate body of law that the HOA would have to enforce. Vice-Chair

McKay asked whether the owner of RR-zoned property with a home garden would be able to sell their excess produce. Mr. Stidham replied that would not want to have that property owner setting up a roadside stand to sell produce from their property in the RR District. Supervisor Byrd asked whether you could have chickens and sell eggs. Mr. Stidham replied that this is considered agriculture and would not be allowed. Commissioner Maynard asked if this change just prohibits agriculture as a business and Mr. Stidham replied that it would prohibit agriculture entirely in the RR District. Chair Ohrstrom asked if this means you cannot have chickens in Shenandoah Retreat. Mr. Stidham replied that currently if someone in the Retreat asks Staff whether or not they can have chickens, we would tell them that they have to get a special use permit and would also advise them to check with the HOA to see if they can have chickens under their rules. Commissioner Kreider said that the HOA rules in the Retreat prohibit chickens and that granting a special use permit would be in conflict with their rules. Chair Weiss said that we need to decide whether or not to allow agriculture in neighborhoods and added that he thinks it should not be allowed in neighborhoods. Commissioner Bouffault said that in the Retreat you have people buying up multiple lots and potentially assembling enough land for agriculture, and she asked if you could place a size limitation on it instead. Mr. Stidham replied that the reason we went with this approach is because we have never had anyone apply for a special use permit to conduct agriculture in the RR District. Vice-Chair McKay noted that there are some large lots in Millwood and that some owners with large gardens may want to sell their excess produce to local businesses. Mr. Stidham said that the change in the regulations would prevent this. Commissioner Maynard asked if home garden is defined and Mr. Stidham replied yes. Vice-Chair McKay asked if this would make all of the existing gardens illegal and Mr. Stidham replied that technically they are all illegal now because no special use permits have been issued to allow them. Mr. Stidham added that we do not want to have to regulate home gardens or require people to go through a special use permit process, and this change would address these issues. Supervisor Byrd asked about exemptions for 4-H program participants. Mr. Stidham replied that we do have regulations for keeping livestock on small AOC-zoned lots. Mr. Fincham added that keeping poultry for a 4-H activity would currently require a special use permit in the RR District. Mr. Stidham said that he did not think that the Commission or Board would want to entertain a special use permit application to keep chickens in the Retreat. Supervisor Catlett asked about leaving out an unattended table with produce on it for sale. Mr. Stidham replied that we would have to treat it as a violation if we received a complaint about it. Chair Weiss asked where the home garden use is located in the draft Zoning Ordinance and Mr. Stidham replied that it is listed under residential uses.

Regarding removal of forestry as a permitted use in the RR District, Commissioner Kreider asked about forestry activities on Shenandoah Retreat's park land. Mr. Fincham replied that the Retreat's park land is zoned FOC and not RR.

Several members asked about the removal of broadcast studios as an allowable use. Mr. Stidham said that the use is currently a by-right use in the Neighborhood Commercial (CN) District. Supervisor Byrd asked if it is because of the antennas and Mr. Stidham replied that there is a lot of equipment that comes with a broadcast studio. Commissioner Caldwell asked for confirmation that the CN District is in Millwood and White Post and Mr. Stidham replied yes. Commissioner Bouffault noted that this would remove the use from being allowed in any district. Mr. Stidham replied that if the Commission and Board think it is important to keep the use, it could be added to the list of allowable uses in the Highway Commercial (CH) District. Commissioner Maynard asked about the recording studio in

Boyce. Mr. Stidham said that this would be considered a music studio and not a broadcast studio. Commissioner Maynard noted that broadcast studios could be internet only and not require antennas. Mr. Stidham replied that we could treat internet broadcasting studios under a different use but that broadcast studios are considered to be radio or television studios with antennas and satellite dishes. He said that a podcasting operation could be considered a professional service business. Commissioner Maynard suggested adding more descriptive elements to the definition of broadcast studio. Mr. Stidham replied that if we take out the use, we will not have a need to define it. Chair Weiss asked for confirmation that we are taking the use out because it is only allowed by right in the CN District. Mr. Stidham replied yes and that it is not defined as has no use regulations. Chair Weiss said that if we want to keep the use, we will need to determine in which district we want to allow it. Mr. Stidham said that another way to look at it is do you want to attract a broadcast studio to the County. Chair Ohrstrom said that it certainly should be allowed in the Business Park (BP) District. Mr. Stidham said that he will note this issue for further discussion and will check to see if broadcast studios are allowed in the BP District. Chair Ohrstrom said that we want to make sure that removing the use will not remove it as being allowed in the BP District. Mr. Stidham replied that the change would only remove it from the CN District and would not impact the BP District uses. Chair Ohrstrom said that if you are saying that the use would not be allowed in any district, then it would also not be allowed in the BP District. Mr. Stidham replied that this would only be the case if we were creating a list of specifically prohibited uses including broadcast studio but that we are not doing this. Commissioner Glover said that an important word to use is "transmitting," and Mr. Stidham replied that part of the problem is that we do not have a definition for this use. Mr. Fincham said that we typically do not prohibit uses in the Ordinance. He said that if he is asked where a broadcast studio is currently allowed, the answer would be that it is allowed by-right in the CN District and is prohibited in all other districts because it is not specifically listed as an allowable use in any other district.

Regarding enclosed outdoor storage, Supervisor Byrd asked if this is outdoor storage with a roof. Mr. Stidham said that warehousing would be storage under roof and enclosed outdoor storage would be storage without a roof that is fenced in, such as an impound lot. Commissioner Maynard asked if this would include shipping containers. Mr. Stidham replied that shipping containers could be stored in an enclosed outdoor storage area. Chair Weiss said that this was added to curtail activities involving property owners renting out enclosed outdoor spaces for parking RVs and other vehicles. Supervisor Byrd asked about storage areas on farms and Mr. Stidham replied that these would be considered agricultural structures. He added that enclosed outdoor storage does not include agricultural buildings and also does not include self-storage facility which is a separate use. Supervisor Byrd asked if enclosed outdoor storage would require screening such as arborvitae. Mr. Stidham said that we do not currently have use regulations to require screening in all cases but such regulations could be considered.

Regarding automobile repair businesses, Chair Ohrstrom asked if the use is being taken out of the BP District. Mr. Stidham replied that we are only talking about uses allowed in County zoning districts and the BP District is an annexation area use. Chair Weiss asked why it would require a special use permit in the CH District. Mr. Stidham replied that the use has a greater potential for adverse impacts but that consideration could be given to making it a permitted use instead. He noted that these businesses tend to have adverse visual impacts with customer vehicles being stored outside and Chair Weiss said that the thought is that a special use permit gives you more control over the use. He also

asked why painting is a prohibited activity and Mr. Stidham replied that it is currently listed as a prohibited activity in the gasoline filling station use. Vice-Chair McKay asked where automotive painting and body shops would be allowed and Mr. Stidham replied that he thinks both would be allowed in the BP District. Commissioner Glover asked about the impact on existing repair shops and Mr. Stidham replied that they would become nonconforming. Supervisor Byrd asked about impact on Trip's Auto Sales and Mr. Stidham replied that this business is zoned AOC and is already considered to be nonconforming.

Regarding removal of stonecutting and monument business uses, Supervisor Byrd asked about granite countertop businesses. Mr. Stidham replied that stonecutting businesses are usually considered to be light industrial and not commercial, adding that these businesses would be permitted in the BP District. Chair Ohrstrom asked if it could be done as a home occupation and Mr. Stidham replied yes if you could comply with all of the home occupation regulations.

Regarding removal of sanitary landfills, Chair Weiss asked if we would be retaining the use for clay extraction and Mr. Stidham replied yes.

Regarding intensive livestock facilities, Vice-Chair McKay asked what rules would be changing. Mr. Stidham replied that it is currently considered agriculture but it acts as its own use with its own special regulations and review process, so it is being proposed as a use separate from agriculture.

Regarding onsite sales of agricultural products, Chair Weiss said that current regulations limit sales to items produced in whole or in part from that farm's products. He added that smaller producers could sell their products at a larger farm but cannot do so because of the regulations. He also said that consideration should be given to allowing sale of items produced in whole or in part from Clarke County products. He added that if we want to promote niche agriculture, then we need to provide more opportunities for them to sell their products. Mr. Stidham noted that the previous use distinguished between whether the products were or were not produced in the County. He added that current regulations allow all agricultural producers to sell their products onsite but not every producer wants to have onsite sales. Supervisor Byrd said that agricultural operations should be able to sell the products they produce onsite. Mr. Stidham said that if you relax the rules on what can be sold onsite by a farm, they could potentially sell products from other parts of the state or even from out of state. Supervisor Byrd asked if you can sell feed onsite. Mr. Stidham said that a farm can sell feed that they produced but cannot re-sell feed that they bought from another operation. He said they can also mix their own feed with feed bought from another operation and sell that. He noted that any farm that wants to sell outside products can do so by getting a special use permit for retail sales, and added that the limitations apply to the by-right onsite sale of agricultural products. Chair Weiss said if a producer raises honey, they cannot sell that honey at another farm's store unless that farm has a special use permit for retail sales. He added that he did not think that we want to allow feed stores by-right in the AOC District. Mr. Stidham said that he will add this issue to the list for further discussion.

Regarding dwellings of less than 600 square feet, Commissioner Kreider said that he does not think these small dwellings should be allowed without requiring a dwelling unit right (DUR). Mr. Stidham noted that this is the current regulation.

Regarding current regulations on kitchens and bathrooms with living space constituting a dwelling unit, Chair Ohrstrom asked how this affects being able to put a bathroom in a barn or outbuilding. Mr. Stidham replied that you can put a bathroom in an outbuilding but a bathroom with a kitchen and conditioned living space is a dwelling unit.

Regarding the proposed accessory apartment use, Commissioner Kreider said that with the exception of a mother-in-law apartment he did not think they should be allowed at all. He said that you are opening the door for people to rent out apartments in their house and added that he knows people that do this using space that has access to the entire house. He also said that you do not know how many people are living in it or what it is doing to the septic system. Mr. Stidham said that you can do this right now but what you cannot do is have the County approve an apartment within a dwelling that has a kitchen, bathroom, and living space. Commissioner Bouffault said that there are several AirBNBs that are currently doing this and she asked whether this could be done under the proposed accessory apartment use. Mr. Stidham replied that we would not be regulating how you can use the accessory apartment. Commissioner Bouffault asked if you can have a separate exterior ingress/egress. Mr. Stidham replied yes but you also have to have internal ingress/egress to the balance of the home. He added that if the accessory apartment did not have internal ingress/egress, it would not be permitted at all because it would be a duplex. Regarding Commissioner Kreider's original concern, Mr. Stidham said it is ultimately a policy decision regarding which activities you want to encourage or dissuade. Chair Weiss said that if the building meets code and complies with well and septic system requirements, he does not really care who is living in the residence. Mr. Stidham said that Staff is often asked by homeowners whether they can provide a separate kitchen and bathroom for adult-aged children or aged relatives who are moving back home and we have to tell them no under the current regulations. Commissioner Kreider said that he thought State law required you to allow mother-in-law apartments. Mr. Stidham replied that this only applies to temporary family health care structures which are different from accessory apartments. He added that you can build a wing on to your house for anyone to live in but it is prohibited if you want to put both a kitchen and a bathroom in that wing. Commissioner Kreider asked if you can eliminate the second kitchen rule and not have an accessory apartment regulation. Mr. Stidham said that you could eliminate the use and fold the regulations into the single-family dwelling use. He asked Commissioner Kreider if this would address his concerns and he replied yes. Mr. Stidham noted that he will add this to the list of issues for later discussion. Commissioner Kruhm asked if you have a second dwelling on your property, does it require separate addresses for emergency response purposes. Mr. Stidham replied that structures used for residential purposes are assigned addresses.

Regarding minor dwellings, Vice-Chair McKay asked about the floor area requirements. Mr. Stidham replied that it has to be less than 600 square feet as per current regulations. Commissioner Kreider asked if these would be limited to one per lot and Mr. Stidham replied yes. Commissioner Kruhm asked for confirmation that no DUR is required for a minor dwelling and Mr. Stidham replied that he is correct. Regarding tenant houses, Commissioner Maynard said that he did not think that the proposed septic system regulations should have to apply if the tenant house is a significant distance from the main house and its existing septic system. Mr. Stidham said that the rules are imposed to ensure that a tenant house is not being added to take up the only expansion area for the main dwelling's septic system. Mr. Fincham said that this rule was specifically added for main dwellings that may be functioning but are old, do not meet current regulations, and do not have 100% reserve

areas. Chair Weiss said that if you want to build a tenant house, you have to first evaluate the main dwelling's existing system. Mr. Fincham noted that there are large properties in the County that have only one approvable area for a septic system. He added that we did not want to create a new compliant system for a tenant house using the only feasible drainfield site for the main dwelling if its existing system fails. Chair Ohrstrom asked if you have a 300 acre property with 7 DURs, can you build 7 houses on it. Mr. Stidham replied that you can build a main house and then add tenant houses until you reach the maximum. After that, you would have to subdivide new lots for each remaining DUR. Chair Ohrstrom asked if you are not allowed to own the houses and Mr. Stidham replied that we do not regulate who has to own the houses. Chair Weiss said that limits on tenant houses were set up based on a property of X number of acres needing a maximum of X number of houses. Chair Ohrstrom said that he was curious about the regulations because he always thought that if you have a DUR, you can build a house. Chair Weiss said that if you do this, you should have the house situated so that it can be sold off in the future if necessary. Vice-Chair Buckley said that if you have 8 DURs and you can only build 6 tenant houses, our rules are forcing you to create 3-acre lots if you want to use the remaining 2 DURs. Supervisor Byrd asked what happens when you pass away and are left with having to dispose of a lot with 6 tenant houses.

Mr. Stidham said that given the late hour, the remainder of the agenda can be deferred to the next Joint Workshop on Thursday, November 14 at 6:30PM. Members agreed to do so.

The meeting was adjourned by consensus at 12:03PM.



George L. Ohrstrom, II (Chair)



Brandon Stidham, Planning Director

Clarke County

PLANNING COMMISSION AND BOARD OF SUPERVISORS JOINT WORKSHOP MINUTES THURSDAY, NOVEMBER 14, 2019



A joint workshop of the Clarke County Planning Commission and Board of Supervisors was held at the Berryville-Clarke County Government Center, Berryville, Virginia, on Thursday, November 14, 2019.

ATTENDANCE

Commissioners Present: Robina Bouffault; Randy Buckley; Anne Caldwell; Mary Daniel; Frank Lee; Gwendolyn Malone; Pete Maynard; and George L. Ohrstrom, II

Supervisors Present: Barbara Byrd and Bev McKay

Absent: Bob Glover; Scott Kreider; Doug Kruhm

Staff Present: Brandon Stidham, Planning Director; Ryan Fincham, Senior Planner/Zoning Administrator

Others Present: None

CALLED TO ORDER

Mr. Stidham opened the meeting at 6:37PM and asked the chairs of the Planning Commission and Board of Supervisors to call their meetings to order. Chair Ohrstrom called the Commission meeting to order and Vice-Chair McKay called the Board meeting to order.

Mr. Stidham continued with the workshop presentation on Zoning Ordinance Uses (Section 5) from the stopping point at the November 1 joint workshop.

Regarding group homes, Chair Ohrstrom asked if they have to follow regulations for septic systems. Mr. Stidham replied that the group home regulations in the Code of Virginia do not supersede Health Department regulations. He added that septic system compliance would be based on the number of bedrooms in the group home and not the number of residents, and also stated that the regulations apply to group homes with a maximum of 8 residents. Supervisor Byrd asked if group homes have to be approved by the Health and Building Departments and Mr. Stidham replied yes as a single-family dwelling. She clarified that she was asking if they have to be approved by those departments as a group home and Mr. Stidham replied that he thinks the licensing agency is Department of Social Services (DSS). Mr. Stidham added that State code requires group homes to be treated as single-family dwellings for zoning purposes but he did not know if there are different building code requirements for group homes. Supervisor Byrd asked if the zoning regulations were in place because

operators of group homes are accepting money for the service and Mr. Stidham replied that it is a use that is required to comply with applicable zoning regulations. Supervisor Byrd also asked if a group home is considered to be a home occupation and Mr. Stidham replied no, that it is a new by-right use that we would be creating to comply with State code requirements. Supervisor Byrd asked if they have to be licensed and Mr. Stidham replied yes, noting that Mr. Fincham's first question of a group home applicant would be if they have a State-issued license to operate a group home. Mr. Stidham added that the State issues licenses for similar uses such as assisted living facilities. Vice-Chair McKay asked if this is the only such use that we are mandated by the State to allow and Mr. Stidham replied yes in addition to the temporary family health care structures. Vice-Chair McKay asked if we can regulate the number of people that can be in a group home and Mr. Stidham said we have to allow a maximum of 8 and cannot adopt a lower number. Commissioner Maynard asked if the maximum of 8 includes residents and overnight staff. Mr. Stidham replied that the Code says a maximum of 8 residents but he did not know whether the Code allows resident staff to be included in this number.

Regarding the proposed non-residential building use, Vice-Chair McKay asked if the use includes agricultural buildings and Mr. Stidham replied that it does not. Vice-Chair McKay asked if you can build a shop building and Mr. Stidham replied that you would be limited to a maximum floor area of 256 square feet. Commissioner Caldwell asked if these buildings would require a zoning permit if they are exempt from building permit requirements and Mr. Stidham replied yes. Mr. Stidham noted that a zoning permit is currently required for any agricultural building even if they are exempted from building permit requirements. Vice-Chair McKay asked about a scenario of building a machine storage building on a 100 acre lot in conservation easement. Mr. Stidham replied that if the use of the building is for agriculture, then it would be considered an agricultural structure and not a non-residential building. He then gave an example of the owner of an FOC-zoned lot on the mountain wanting to construct a building to store equipment to cut wood and maintain the property and stated that this would be considered a non-residential building because it is not being used for agricultural purposes. Chair Ohrstrom asked if you can have agricultural buildings on the mountain and Mr. Stidham replied yes if it is being used for agricultural purposes. Chair Ohrstrom said that if the building stores equipment for a wood lot, it would be for agricultural purposes because forestry is considered to be an agricultural use. Mr. Stidham said that the non-residential building use was put in place in part to allow small buildings for people to use in cutting wood on a vacant property, and Mr. Fincham added that he would research to see how we have permitted these buildings in the past. Mr. Stidham said that for a structure to be considered agriculture and not a non-residential building in this example, it would have to be to support an active forestry operation on the lot. He said that a parallel example could be a building constructed on a vacant AOC-zoned lot to house equipment to mow and maintain the lot, noting that the use being supported by the building is property maintenance and not agriculture. Vice-Chair McKay said that you should be able to store your equipment in a building on the mountain to take care of your property. Mr. Fincham said that forestry is not included in the definition of agriculture but the term "silviculture" is and said that this is the cultivation of trees for a purpose. He said that if you want to build a building for silviculture then this is agriculture but if your building is used for storing tools and cutting firewood, then the building would be a non-residential building use. He added that the current Ordinance allows you to build a small building but that it is capped at a maximum of 150 square feet. Commissioner Maynard asked if the use distinction is tied at all to whether the lot is being used for a business such as cutting wood on a property for lumber. Mr. Fincham said that this has never come up before and noted that forestry operations in the County

have not involved the construction of a building. Commissioner Maynard asked if someone wants to construct a building to house equipment for property maintenance but is not conducting a commercial operation, then the building cannot be larger than 256 square feet. Mr. Fincham replied that it depends on if he is growing crops or maintaining livestock on the property. He added that there is no agricultural exemption from zoning permit requirements and that all accessory structures regardless of use must meet the same setback requirements. He also noted that the permit exemption for agricultural structures is for building permit requirements as determined by the building official. He then explained that agricultural structure applicants are first directed to the Building Department to determine whether they will be exempt from building code requirements. He said if the building official determines the building is exempt, then he issues a zoning permit for an agricultural structure. Commissioner Maynard asked if non-residential buildings are prohibited from having utilities like electric and water, and Mr. Stidham replied no. Supervisor Byrd said you could stay in the building for a week if it has water and electric, and Mr. Stidham replied that it cannot be used for habitation. He added that Staff will make better use of application forms with disclaimers to ensure that the permit holder understands they cannot use a structure for purposes such as habitation. Supervisor Byrd asked if a 256 square foot building would be large enough to house a tractor. Mr. Fincham said that this would be a 16' X 16' structure and several members noted that this would be a small building. Mr. Stidham added that the new rules would give property owners more flexibility than the current rules.

Regarding commercial breeding kennels, Commissioner Bouffault asked if the limitations are on adult canines and Mr. Stidham replied that the limits apply to dogs over 6 months old. Commissioner Bouffault also asked about puppies and Mr. Stidham replied that there are no limits in the current regulations.

Regarding the proposed commercial center regulations, Commissioner Caldwell asked how they would apply to the HandyMart building. Mr. Stidham replied that he thought we discussed that HandyMart would not be a commercial center because the building does not contain separate commercial tenant spaces. He said that a commercial center would have individual spaces separated by partition walls with separate ingress/egress to the outside. Regarding the CN District regulations of allowing two businesses on one lot, Vice-Chair McKay asked how the rules would apply to HandyMart. Mr. Stidham replied that HandyMart's property is in the CH District and he gave the example of Locke's Store containing two businesses on one CN-zoned lot.

Mr. Stidham moved on to a presentation on Zoning and Subdivision Ordinance review processes.

Regarding legislative review processes, Chair Ohrstrom asked whether the Planning Commission would be an approval authority for applications that are ultimately approved by the Board of Supervisors. Mr. Stidham replied that the Commission would be the advisory body for these applications responsible for providing recommendations to the Board as approval authority.

Supervisor Byrd asked about pre-harvest plans. Mr. Stidham stated that operators of forestry activities submit pre-harvest plans to describe what they will be doing in accordance with their forestry management plan. Vice-Chair McKay said that when he was on the Planning Commission, the Virginia Department of Forestry (DOF) had recommended that we include this requirement as many

property owners are not aware that they have to submit a forestry management plan. Mr. Stidham said that a forestry management plan is required to be filed with DOF. He added that State code limits what we can require with a pre-harvest plan but we will keep what we are authorized to do in the Zoning Ordinance and move the rest to the Guidance Manual. He also said that we usually get voluntary compliance with our current regulations.

Chair Ohrstrom asked whether or not we will be reviewing the Subdivision Ordinance review processes since the County Attorney has not finished reviewing the draft Ordinance. Mr. Stidham replied that with the level of review that we will be discussing at this workshop, it is not necessary to have the draft Ordinance available at this time. Chair Ohrstrom said that he thought some of the language regarding plat vacation is problematic and asked if it can be discussed at this workshop, and Mr. Stidham replied yes.

Vice-Chair McKay asked if intensive livestock facilities have always been administratively approved in the Zoning Ordinance regulations. Mr. Stidham replied yes and noted that they are approved similar to a zoning permit because they are by-right activities.

Regarding the review process summary table template, Chair Ohrstrom asked whether the deadlines could be written directly into the table instead of references to subsections. Mr. Stidham replied that he attempted to do this at first but noted that in several cases the critical deadlines have qualifying language that cannot fit well into the table. He added that he did not want to omit the qualifying language and have an applicant rely on the timeframe listed in the table alone.

Chair Ohrstrom asked if there are any types of construction projects that do not require a zoning permit. Mr. Stidham replied that all structures require zoning permits to identify where they will be located in the building envelope. Mr. Fincham noted that portable structures also require zoning permits including dog houses and swing sets.

Regarding the zoning administrator's authority to create zoning permits and application forms, Chair Ohrstrom asked if the zoning administrator can do this without any review process. Mr. Stidham replied yes because the zoning administrator would be creating administrative forms and procedures and would not be changing uses or regulations. Chair Ohrstrom asked if this means the zoning administrator is pre-approved to do anything they want to a process short of changing the use. Mr. Stidham replied that the zoning administrator cannot create a form that requires you to provide something that is not already required by the Ordinance. He gave an example that the zoning administrator could not require an engineered site plan for every new house unless this requirement were added to the Zoning Ordinance. He added that the zoning administrator needs to be able to get the information they need to enforce the Ordinance as it is written. Chair Ohrstrom said he is concerned about a zoning administrator that wants to use their power to change the regulations and processes. Mr. Fincham replied that the current zoning permit application does not ask 10% of the questions he asks on a regular basis in processing the applications and it would be nice to have the ability to create forms administratively that ask for this information up front. Mr. Stidham added that we will include detailed descriptions of the different zoning permit applications in the Guidance Manual.

Vice-Chair McKay asked how many changes are being made to the regulations for agritourism, farm winery, farm brewery, and farm distillery. Mr. Stidham said that we are making no changes to the review processes because they are set by State code.

Regarding the rezoning application review process, Chair Ohrstrom asked if rezoning applications no longer require a site plan to be submitted. Mr. Stidham replied that you cannot require a site plan if the applicant is not proposing a use or activity in conjunction with the rezoning that requires a site plan. Chair Ohrstrom asked if you are eliminating the need for a site plan and Mr. Stidham replied no. Mr. Stidham added that if an applicant is required to file a site plan to approve their activity, they would have the option of filing a site plan application after the rezoning application is approved or for review in conjunction with the rezoning application.

Regarding conditional zoning, Commissioner Maynard asked if proffers have to be tied to the development. Mr. Stidham said that State code regulations on proffers were recently tightened so that there now must be a nexus that the development is causing a need for the proffer. Chair Ohrstrom said that the proffer request has to be reasonable and Mr. Stidham noted that State code does not define what is meant by "reasonable." Mr. Stidham also said that you now have to be careful in negotiating for proffers as suggestions from the locality that may not be considered reasonable could be grounds for litigation if the conditional zoning application is denied.

Mr. Stidham reviewed the proposed regulation for special use permit applications on private access easements, noting that the owners of all property through which the private access easement passes -- from the public road to the subject property -- will be required to sign as applicants on the special use permit application. Several members stated that this is a major change. Commissioner Maynard asked why all of the property owners through which the entire private access easement are not required to be applicants when they will also be impacted by the special use traffic and have to pay for road upkeep. Mr. Stidham replied that the traffic to and from the use is part of the special use permit activity and would be occurring on properties owned by others, so those people should be on the application as applicants. He added that those people should have the ability to say they do not want the special use traffic to go through their properties. Chair Ohrstrom asked if these property owners do not sign the application, does this mean the application cannot move forward and Mr. Stidham replied yes. Vice-Chair McKay said that Commissioner Maynard is concerned that the other lot owners will also be impacted. Mr. Stidham replied that he agrees they will be impacted. He added that currently in these situations, we only look at the impacts of a special use on the private access easement's entrance on a public road and we do not get into the impacts on the private access easement itself or its ongoing maintenance. Vice-Chair McKay asked why the other lot owners are not being required to sign on to the special use application. Mr. Stidham replied that the special use traffic is impacting their road but is not crossing through land that they own and Vice-Chair Buckley added that those lot owners are not a party to the special use. Chair Ohrstrom said that it makes sense not to require those lot owners to sign the special use permit application. Mr. Stidham said that this proposed regulation should be an encouragement for special use permit applicants to work with their neighbors on the applications. He added that Staff would be able to reject applications at the front counter that do not have all the affected property owners' signatures. Vice-Chair McKay asked what we are doing to address impacts on the property owners who will not have the special use traffic crossing their land. Mr. Stidham replied that currently we do not get involved with private access

easement impacts but that this process will improve the situation. Commissioner Maynard said that applicants would likely work with the homeowners' associations to contribute to road maintenance with this rule in place. Commissioner Daniel suggested having an exhibit to explain this change when we get to the public information meetings. Commissioner Bouffault said that Bellevue Lane is an example of a private access easement in which the homeowners worked out a maintenance system.

Regarding the proposed rezoning and special use permit review factors, Mr. Stidham stated that Staff has included a spreadsheet in the meeting packet which compares the current review criteria and the proposed review factors to show the proposed changes. Chair Ohrstrom asked for clarification on the introductory language shown on the first page. Mr. Stidham said that the first two paragraphs are the current introductory sections for the special use permit and rezoning review criteria, and the last two paragraphs are the introductory sections for the proposed review factors. He also noted that currently there are two review criteria for special use permit applications that we do not have for rezoning applications. Regarding the last paragraph, Commissioner Bouffault asked whether the Planning Commission is the advisory body and Mr. Stidham said that it could also be the Berryville Area Development Authority (BADA) for applications in the Annexation Area. Commissioner Bouffault said that these applications would not come through the Planning Commission, they would come through the BADA. Mr. Stidham said that the review authority in the County areas is the Commission and the review authority in the Annexation Area is the BADA, and asked if he was misunderstanding Commissioner Bouffault's question. Commissioner Bouffault said that the BADA in the Annexation Area is not under the Commission's purview and Chair Ohrstrom said correct. Commissioner Bouffault said that we cannot have any say-so over what the BADA does and that it is 50% County and 50% Town, and the Town ordinances are the ones that are used because after approval the properties are annexed into the Town. Mr. Stidham said that the BADA acts as the Commission and Commissioner Bouffault replied no and that it acts as the BADA and is a totally different agency. Mr. Stidham replied that he thinks we are saying the same thing. Chair Ohrstrom said that the text of the last paragraph should probably say "BADA or Planning Commission" in parentheses because the advisory body is the BADA in the Annexation Area and the Commission is the advisory body in the County area. Commissioner Bouffault said that our review factors do not impact the BADA and that they are not subject to our ordinances and Chair Ohrstrom said that this is true. Commissioner Bouffault added that it is confusing and said that when she was working on the high school project, she wanted to get the Byrd property in the County so she would be dealing with the Planning Commission instead of the Echols property in the Annexation Area which would require BADA review. She said that the Commission was far more flexible than the BADA. She also said that she knows the difference between the two and you have to be careful throwing in the BADA because it is confusing. Mr. Stidham gave the example of the Friant property located in the County and the Annexation Area. He said in a hypothetical rezoning from DR-1 to DR-4, the advisory body would be the BADA and the approval authority would be the Board of Supervisors and Commissioner Bouffault said yes. Mr. Stidham said that the County rezoning review factors would be applied in reviewing this case. Commissioner Bouffault said that the review factors of the BADA would apply. Mr. Stidham asked where those factors are located and Commissioner Bouffault said in the Town Zoning Ordinance. Mr. Stidham said that the BADA would be applying the Annexation Area regulations found in the County Zoning Ordinance. Commissioner Bouffault said that she disagrees. Commissioner Maynard said that this issue can be resolved by changing "Planning Commission" to "advisory body." He added that this would be consistent with how it is listed elsewhere.

Commissioner Bouffault said that we need to clarify this because she is not in agreement with Mr. Stidham and that he is saying one thing and she is saying another. She said we need legal clarification and Mr. Stidham replied that he would ask the County Attorney. Mr. Stidham replied that he has no doubt that if it is a County application in a County property, they would follow our review factors. Commissioner Bouffault said that if it is in the Annexation Area it is not County property and it is defined differently because it is to be incorporated into the Town. Chair Ohrstrom replied only if it has been annexed and Mr. Stidham added that we are talking about pre-annexation. Commissioner Bouffault said that this is an important question that we need to get clarified. Mr. Stidham said that as an aside a long term fix may be to amend the Annexation Area Agreement to better define when annexation should occur. He said that could result in the Annexation Area regulations coming out of the Zoning Ordinance.

Mr. Stidham continued with the presentation noting that the most important change with the rezoning and special use permit review factors language is the change from “criteria” to “factors” recommended by the County Attorney. He noted that “criteria” implies a checklist of items that if met by an applicant would warrant approval. He said that the word “factors” provides more flexibility to consider the listed factors and any other factors that may apply to a case. Commissioner Caldwell said that the dog kennel special use permit case is a good example as Staff had to recommend approval because the applicant complied with the review criteria. Commissioner Bouffault said that she is concerned about a certain watering down of some of the points. She noted in proposed factor (c) that the proposed language refers to “mitigation of impacts” instead of the current language, “will not cause an undue adverse effect.” She said that this is a subjective criteria but is also discretionary for the Supervisors, and noted that “mitigation of” is weaker than “will not cause.” She said that proposed factor (f) has the same issue. She said she thinks this wording is too soft and needs to be reinforced. Mr. Stidham replied that by using the word “mitigation,” you are focusing on judging the degree to which an applicant is attempting to address an impact as opposed to saying an absolute that it will cause no impact. Commissioner Bouffault said that this is exactly her point. Mr. Stidham said that you may have situations where it is impossible to say that a use will cause no impact. Commissioner Bouffault said that this is true but that we need to leave it to the discretion of the Board of Supervisors as they have the legislative ability to decide and it is not our authority to make this decision for them. She added that they should be the ones to determine whether an impact can be mitigated. Mr. Stidham said that he would argue that the proposed language gives the Board more flexibility because they would be asked to judge whether the impact has been adequately mitigated as opposed to being completely mitigated and it does leave it up to them. Commissioner Bouffault replied that the Board should have more solidity in their review factors and that “will not cause” puts the onus on the applicant to be very careful about what they do. Commissioner Maynard said that when we say “mitigate,” a developer will describe what they are doing to mitigate an impact and we will say that it is not sufficient. The developer will then show five other developments in other localities where the same impact has been mitigated to demonstrate that we are being unreasonable in our determination. Mr. Stidham said on the other hand that if we have an absolute with “will not cause” and determine that an applicant has addressed all impacts with typical standards and practices, we could still be sued on grounds that the impacts were not completely addressed. Commissioner Bouffault replied that she disagrees and said that the word “undue” is very important and gives the Board the ability to be flexible and “mitigation” does not. Vice-Chair McKay suggested “successful” or “acceptable” mitigation. Mr. Stidham suggested tabling discussion of this item to a future

Commission meeting and added that he would try to get the County Attorney to attend. Commissioner Maynard asked where in the revised Ordinance the review factor language will be located. Mr. Stidham replied that this will be located in the review process descriptions for rezoning, conditional zoning, and special use permit. Commissioner Maynard asked if language referring to the Board having the ability to consider any other factors would be included after the list of review factors. Mr. Stidham replied no, that it is included in the introductory paragraphs for these sections.

Regarding the text amendment review process, Commissioner Bouffault asked Mr. Stidham if the County Attorney will review whether the rules for BADA involvement in this process. Mr. Stidham replied yes and noted that this was included because text amendments affecting Annexation Area regulations should be evaluated by the BADA.

Regarding zoning violation letters, Commissioner Bouffault said that she asked Mr. Fincham about revenues from zoning violations and he said we do not have any fines. Mr. Stidham described how violations are processed and noted that you want to pursue a court order instead of fine in most cases in order to achieve compliance. Commissioner Bouffault said that in Winchester, the notice of violation letter states that fines can be issued and that this is a good deterrent. Mr. Stidham said that it is rare that violations go to court and Commissioner Bouffault replied that you do not want to go to court and this will help encourage compliance.

Regarding the review of public facility projects process, Commissioner Maynard asked if "improvements" includes expansion. Mr. Stidham replied that this is the language verbatim from the state code and that improvements could involve making a system bigger and with more capacity.

Prior to beginning the Subdivision Ordinance review processes, Commissioners and Supervisors agreed to defer the remainder of the agenda to the December 6 joint workshop. Mr. Stidham said that we can also decide at the December 6 joint workshop whether to schedule another joint workshop.

The meeting was adjourned by consensus at 8:15PM.



George L. Ohrstrom, II (Chair)



Brandon Stidham, Planning Director

Clarke County

PLANNING COMMISSION AND BOARD OF SUPERVISORS JOINT WORKSHOP MINUTES FRIDAY, DECEMBER 6, 2019



A joint workshop of the Clarke County Planning Commission and Board of Supervisors was held at the Berryville-Clarke County Government Center, Berryville, Virginia, on Friday, December 6, 2019.

ATTENDANCE

Commissioners Present: Robina Bouffault; Randy Buckley; Anne Caldwell; Mary Daniel; Frank Lee; Gwendolyn Malone; Pete Maynard; and George L. Ohrstrom, II

Supervisors Present: Barbara Byrd, Terri Catlett, Bev McKay, and David Weiss

Commissioners Absent: Bob Glover; Scott Kreider; Doug Kruhm

Staff Present: Brandon Stidham, Planning Director; Ryan Fincham, Senior Planner/Zoning Administrator; Chris Boies (County Administrator)

Others Present: Doug Lawrence

CALLED TO ORDER

Mr. Stidham opened the meeting at 9:31AM and asked the chairs of the Planning Commission and Board of Supervisors to call their meetings to order. Chair Ohrstrom called the Commission meeting to order and Vice-Chair McKay called the Board meeting to order. Mr. Stidham stated that the workshop will begin with the workshop presentation on Ordinance review processes from the stopping point at the November 14 joint workshop. He said the bulk of the meeting will be spent reviewing key policy and technical issues. He added that a determination will be made on whether to schedule a fifth joint workshop at the end of the meeting.

Regarding the revised subdivision review process, Commissioner Bouffault asked if we have condensed the process into fewer steps. Mr. Stidham replied yes by removing the preliminary plat process that most applicants choose to skip and apply directly for record plat review. He added that the condensed process would allow the Commission to review construction plans with the record plat. Commissioner Daniel asked if the flowchart depicted in the power point presentation is in the meeting materials and Mr. Stidham replied that it is in the presentation handout from Workshop #3. Chair Ohrstrom asked if the change would speed up the process so we will not run up against timeline problems with review agencies. Mr. Stidham replied that he did not think it would speed up the process because no applicants are filing for preliminary plat review.

Regarding the scheduling of major subdivision public hearings at the Commission's first review of the application, Vice-Chair McKay asked if the public hearing sign will still be posted before the hearing date. Mr. Stidham replied that Staff typically posts public hearing signs before the first advertisement runs in the paper and the adjoining property owner notices are mailed. Chair Ohrstrom asked if the Commission would be holding the public hearing at the first meeting without any preliminary review of the application. Mr. Stidham replied that the County Attorney has interpreted that the review clock starts on the date of the business meeting in which the Commission first reviews the application. He said if you set public hearing at the first business meeting for the next business meeting, you will not get public comments on the application until 30 days into the 60-day review period. Commissioner Bouffault said that the Commission would have advance review at the work session before the first business meeting and Mr. Stidham replied yes.

Regarding family division subdivisions, Mr. Boies asked if an applicant proposes to divide three lots at the same time for three children would you still treat the application as a minor subdivision. Mr. Stidham said that if you are doing more than one new lot it would be treated as a major subdivision. Mr. Boies asked if it would be treated as a minor subdivision because it is going to family members. Mr. Stidham replied that it is actually a good question of how to treat multiple family division lots in a single application, noting that past applicants have applied for separate minor subdivisions at the same time to avoid having to file a major subdivision application. He added that currently the major subdivision differs from the minor subdivision in that it has a higher fee and public hearing requirement. He also said that we could require the major subdivision process especially if they are proposing improvements such as a private access easement. Vice-Chair McKay asked if there is a way to require the lot to be conveyed to a family member. Mr. Stidham said that it was discussed early on but since we are saying that the family division process is the minor subdivision process, there is no need to have a family member conveyance requirement. He added that an applicant would be getting no benefit in saying that a lot will be conveyed to a family member because they are following the minor subdivision process anyway. Mr. Boies said that in other localities you get some benefit such as road access and in exchange you are required to hold the lot in the family for five years. He added that if you are making the full regulations apply, then the applicant is not receiving any benefit. Mr. Stidham noted that State code allows you to require a family division lot to be held for a certain number of years and to require proof that the lot has been in family ownership for a certain number of years.

Regarding proposed changes to the administrative land division regulations, Commissioner Maynard asked if there is anything proposed in the revised Ordinance that would prevent the situation on Granddaddy Lane from happening again. Mr. Stidham replied no and noted that the Commission could not find an approach that was desirable. He noted that the Commission could have looked at making changes to the AOC District minimum lot size but there was no interest in taking that approach. He added that you also could not use time limitations to prevent the administrative land divisions and boundary line adjustments from being done at the same time. Commissioner Bouffault said that the applicant essentially sidestepped the major subdivision process and added that had they followed the major subdivision rules, it would have resulted in a much better subdivision. She also said they could have located 2-3 acre lots in the wooded areas leaving more open space available for agriculture than they now have with 20 acre lots. She added that there has to be a way to avoid the circumventing of our Ordinance. Mr. Stidham noted that Granddaddy Lane was not required to be

constructed to our private access easement design criteria and that later in the presentation, we will discuss whether to make this a requirement for lots that are dependent upon a private access easement to reach the public road.

Regarding vacation of plat, Chair Ohrstrom said that he found the Ordinance language difficult to understand. Mr. Stidham noted that they will be retaining the requirement that the lots resulting from a plat vacation have to comply with the dwelling unit right allocation chart.

Regarding public utility lot divisions, Vice-Chair McKay asked what types of public utilities could use these lots. Mr. Stidham gave examples of a power company constructing a substation or the Town of Berryville constructing a pump station.

Regarding court-ordered partitions of land, Mr. Boies asked how the County Attorney conceptualizes us working with the judges in these cases. Mr. Stidham noted that there have been at least two cases in which staff from the Clerk's office has contacted Planning Department staff about our regulations. He added that he thinks the judges are generally aware of our regulations and do not want to issue a ruling that would be a nightmare for the interested parties to resolve. He also said that if the parties refuse to work with one another, a judge may get fed up and divide a property up equally and leave it up to the parties to negotiate something that can be approved by the County. Mr. Boies said he is familiar with cases in other counties in which developers were forming partnerships to develop land, then dissolving the partnership to get the court to partition the land in a manner that did not meet the jurisdiction's ordinances. Mr. Stidham noted that the County Attorney has said that we are not obligated to issue building permits on court-ordered partitions that do not comply with our Ordinances. Mr. Boies said that this can be a problem if the properties are sold to unsuspecting buyers. Chair Weiss asked if the property owners would have any vested rights. Mr. Stidham replied that the County would not be granting any rights or approvals to constitute vesting as the action creating the situation comes from the court.

Following presentation of remaining items from the November 14 joint workshop, Commissioner Bouffault asked if the County Attorney has finished reviewing the draft Subdivision Ordinance and Mr. Stidham replied that he has not completed his review. He added that we will be at a stopping point in this project until the review is complete.

Mr. Stidham moved on to a presentation of key policy and technical issues.

Regarding changes to the sign regulations, Vice-Chair McKay asked how the changes to rules for temporary signs would impact real estate signs. Mr. Stidham replied that the smaller signs would be considered temporary signs but the larger ones could be considered freestanding signs requiring a sign permit. He noted that we will get into temporary signs in more detail later in the presentation. Chair Weiss asked about removing the prohibition against off-site advertising signs. Mr. Stidham replied that this is a content-based distinction and since we cannot regulate a sign based on its message, then we will regulate it by the type of sign proposed. He said that if an off-site sign is posted which says, "Auction this week," we would treat it as a temporary sign. He also said that an off-site sign posted at an intersection directing patrons to a business at a different location, we would treat it as a freestanding sign for the lot on which it is posted. He added that in the latter example, the off-site sign

may be considered to be a billboard as defined in the State Code which would be prohibited. Chair Weiss asked if the current regulations allow for off-site advertising signs and Mr. Stidham replied no. Mr. Fincham noted that you can have temporary signs for off-site advertising but not permanent signs. Chair Weiss stated that we have never wanted to allow off-site advertising signs. Mr. Stidham replied that we will treat such signs as billboards if they meet the definition of a billboard. Vice-Chair McKay asked if this affects real estate signs advertising properties in other counties and Mr. Stidham said that the temporary sign regulations would address this issue. Supervisor Byrd asked what the timeline is for temporary signs and Mr. Stidham replied that he will confirm this when we get to the temporary sign discussion.

Regarding wall signs, Chair Ohrstrom asked if the maximum area of wall signs is 200 square feet for all wall signs regardless of the number of signs. Mr. Fincham replied that it is for all wall signs on the property. Chair Ohrstrom asked if this means you can have 20 wall signs that are 10 square feet each. Mr. Fincham replied that the maximum allowable area is based on the qualifying linear frontage of the buildings and if you have enough linear frontage, then yes you can have that many signs up to a total of 200 square feet. Mr. Boies said that if you have multiple tenants in a building, you would expect to have the ability to allow multiple signs. Regarding canopy sign regulations, Chair Weiss asked if the maximum area requirements are based on industry numbers. Mr. Stidham replied that they are pretty typical of such requirements.

Regarding temporary signs, Mr. Stidham stated that a maximum of two signs per lot would be allowed and noted that signs in the public road right of way would still be prohibited. Supervisor Byrd noted that temporary signs should be put behind power poles in order to be out of the public road right of way. Chair Weiss asked how long a temporary sign can be posted if the sign's message does not have an end date. Mr. Stidham replied that it can only be posted for 60 days. Chair Weiss asked if the sign could be removed for one day and reposted and Mr. Stidham replied yes. Chair Ohrstrom asked if the Zoning Administrator is responsible for removing illegal temporary signs and Mr. Fincham replied that it would be on a complaint basis. Mr. Stidham noted that the Sheriff's Office will issue a ticket for littering if they catch someone putting a temporary sign in the median or public road right of way. Mr. Lawrence asked if there is still a fine of \$1,000 for littering and noted that this was once an effort led by the Anti-Litter Committee. Mr. Stidham said that he was not sure and thought the Anti-Litter Committee has gone dormant. Commissioner Maynard asked if citizens can remove temporary signs and Mr. Stidham replied that you are on your own if you do that. Mr. Stidham added that the Board adopted a resolution a number of years ago as allowed by State code to enable County staff to remove temporary signs from public rights of way using VDOT's authority. He also noted that staff cannot remove illegal signs that are not in the public right of way but have to follow the standard procedure for zoning violations. Mr. Fincham said that the zoning inspector will pull signs in the public right of way but only those that are posted during the week as staff does not do enforcement on the weekends. Regarding attention-getting devices, Supervisor Catlett asked if this would include people holding signs along the roadside and Mr. Stidham replied no.

Regarding changeable message signs, Chair Weiss said that he thought when the regulations were originally adopted regarding colors and frequency of change that they were overly restrictive. Chair Ohrstrom replied that the regulations help to ensure the safety of drivers who may be distracted by the signs. Vice-Chair McKay added that they can be problematic for neighboring property owners.

Regarding landscaping regulations, Supervisor Byrd asked if we have a regulation that prevents property owners from timbering their land to build a house. Mr. Stidham replied that she may be thinking of the vegetated buffer requirements and Supervisor Byrd replied that it is a rule which applies to the entire lot. Mr. Stidham added that lots with certain characteristics in the FOC District have regulations similar to what she is referring. Commissioner Maynard asked if the landscaping regulations apply to residential construction. Mr. Stidham replied no and that they apply to uses subject to site plan requirements.

Regarding fencing as part of an alternative landscaping plan, Chair Weiss asked about fencing materials having to match the building materials and noted that this was not done with the new County convenience center. Mr. Stidham replied that the Commission is the approval authority for these plans and will have the latitude to consider context with each application. He added that the black chain link fence at the convenience center is the type of fencing that you would expect to have at such a facility. As an example, he said that you would not want an applicant with a nice brick business building propose a vinyl fence and have it count towards an alternative landscaping plan.

Regarding the addition of Eastern red cedar to the list of evergreen species, Supervisor Byrd said that these species spread everywhere and are invasive. Chair Weiss replied that they are not an invasive species but they do spread everywhere. Commissioner Caldwell said that the Committee had significant discussion on this issue and that the application is in commercial buffer areas. Supervisor Byrd replied that they will spread into adjacent areas. Chair Weiss noted that they used to have a disease that affected apple trees and Vice-Chair Buckley added that they were banned in the County at one point in time. Supervisor Byrd said the County got rid of them to stop the spread of a fungus that harmed apple trees. Mr. Stidham said that he will tag this issue for further discussion by the Commission. Chair Weiss said that the good side is that they grow in most areas and survive.

Regarding nonconformities, Chair Ohrstrom asked whether nonconformities are also considered to be grandfathered. Mr. Stidham replied that "grandfathered" is the loose term used to refer to a nonconformity. Regarding the deemed special use status, Chair Weiss asked if it is a legal term or legal use and Mr. Stidham replied that we thought it was when we created it. Mr. Stidham added that the problem is that the provision would have more validity if we had notified all affected property owners about the site plan requirement so they could comply with the rules. He added that there are about five known uses that have received the deemed special use status in writing from the County. Mr. Boies added that the deemed special use status is not recognized by the Code of Virginia.

Regarding home occupations, Chair Ohrstrom asked if your main business is farming are you subject to the home occupation regulations. Mr. Stidham replied no, that we do not consider farming to be a home occupation. Commissioner Bouffault asked how you would enforce the employee parking requirements for contractors whose employees work off-site during the day. Mr. Stidham replied that Staff receives complaints from neighbors of employees coming to a property at 6AM and leaving their vehicles there until they return to get them at the end of the day. He added that if a complaint is received, Staff will go out and inspect the property. He said that the home occupation application will include the maximum number of vehicles allowed on the property that can be used to compare against the number of vehicles noted during the site inspection. Chair Ohrstrom asked if someone doing this now would be a nonconforming use. Mr. Stidham replied yes provided that Staff issued a business

license with a zoning approval. Chair Weiss asked why Staff did not give properties six acres or greater more employee parking. Mr. Stidham replied that they matched the proposed regulations up with what is currently allowed for employees that stay onsite. He added that in the contractor example, there should be no employees onsite because they all work offsite.

Regarding public assembly home occupations, Chair Ohrstrom noted that 24 customers or guests at one time would require a lot of parking. Chair Weiss asked if customer or guest parking is addressed at all. Mr. Stidham replied that he believes the requirement is that parking has to be out of the yard and screened from view. He added that we tell home occupation applicants that the business has to be situated so that neighboring property owners would not know that a business is being operated there.

Regarding business vehicle and equipment regulations for home occupations, Vice-Chair McKay asked if a plumber would not be allowed to park two work vans on his property. Mr. Stidham replied that a work van would be a licensed business vehicle and the plumber would be allowed to have one if his property is zoned RR. Mr. Fincham added that this is our current rule. Vice-Chair McKay asked if the plumber can have a pickup truck and a van and Mr. Stidham replied that the plumber would be limited to one business vehicle in the RR District whether it is a pickup truck, work van, or other vehicle that is required to have license plates. Supervisor Byrd asked about farmers who have a separate home occupation located on the same property as the farm. Mr. Stidham replied that if the farmer will be using the same equipment for both the farm and the home occupation, the smart thing would be to store that equipment with the farm equipment and list only the equipment used for the home occupation. Mr. Fincham said that this is similar to someone with equipment that is kept for personal use and business use in a residential example, adding that personal equipment would not count towards your business. Commissioner Maynard asked what "shielded from view" means, and Mr. Stidham noted the definition on the presentation slide.

Regarding educational home occupations, Supervisor Byrd asked about riding lessons, skiing lessons, driving lessons, and the like. Mr. Fincham replied that horseback riding lessons have always been considered agriculture. Mr. Stidham added that all other types of lessons would be considered a home occupation.

Regarding catering and restaurant regulations, Commissioner Daniel asked if not allowing these uses in the AOC and FOC Districts would hurt farm wineries and farm breweries. Mr. Stidham replied that farm wineries, farm breweries, and farm distilleries have their own regulations for what food service they can and cannot provide. He added this is why many use food trucks. Vice-Chair McKay asked how this would affect someone like Shenk's fun farm and Mr. Stidham replied that that use would be considered an agritourism activity and not a caterer. Mr. Stidham added that the temporary vendor regulations would apply to agritourism activities. Supervisor Catlett asked about the mobile vendor at the farm market in Waterloo and how it would be regulated. Mr. Stidham replied that under the proposed regulations, the food trailer would be a temporary vendor and would be limited to the temporary vendor regulations. He added that if they want to keep the food trailer there longer or permanently, then they need to amend their site plan to add it to account for parking and setbacks. Supervisor Catlett asked if we will be notifying businesses of changes like this. Mr. Stidham replied that it would be good to have an outreach program particularly through economic development to make businesses aware of the new rules. Vice-Chair McKay asked about moving the food trailer for a

day or two. Mr. Stidham replied that they would still have to meet the temporary vendor regulations of not more than 3 consecutive days or 10 days in a 30 day period.

Members indicated they were comfortable with the accessory dwelling policy issue so Mr. Stidham did not make the presentation on this topic.

Mr. Stidham reached the end of the presentation and indicated that there would not be a need to hold a fifth joint workshop. Commissioner Bouffault stated that there are a few gaps left to be looked at and noted that the Policy Committee will be looking at the short-term residential rental issue. She also said that the topic of AirBNBs will need to be addressed. Mr. Stidham said that this can be discussed with the full Commission.

The meeting was adjourned by consensus at 11:35PM.



George L. Ohrstrom, II (Chair)



Brandon Stidham, Planning Director

2019 Economic Development Advisory Committee

Meetings	1/23/2019	3/20/2019	5/15/2019	7/17/2019	9/18/2019	11/20/2019	12/18/2019	Total Attend
Barb, Jim	1	1	0	1	0	1	0	4
Bates, Chris	0	1	1	1	1	1	1	6
Dunkle, Christy	1	1	0	0	1	1	1	5
Kraybill, Christina	1	1	1	0	1	1	1	6
McKay, Bev	0	1	0	1	0	1	1	4
Milleson, John	1	0	1	1	1	1	1	6
Myer, Eric	1	0						1
Shaffer, Lee	0	0	1	1	1	1	1	5
Pritchard, Betsy	1	1	1	0	1	1	1	6
Capelli, Len	1	1	1	0	1	1	1	6
Walburn, Lora	1	1	1	1	1	1	0	6
	8	8	7	6	8	10	8	55

Date	Packet Pgs	Minutes Pgs
1/23/2019	105	7
3/20/2019	59	5
5/15/2019	32	11
7/17/2019	41	5
9/18/2019	53	8
11/20/2019	42	4
12/18/2019	1	0
	333	40

Highlights

- January: Elected John Milleson Chair, Christina Kraybill Vice Chair
 Len Capelli reviewed 2018 activities and 2019 goals
 Agreed to recommend Chris Bates to replace Bryan Conrad on the EDAC
 Reviewed September 2018 changes to EDSP.
 Discussed Airbnb and similar platforms.

- March: Hotel feasibility study update by Nathan Stalvey
 Introduction of Chris Bates replacing Bryan Conrad
 Notice of appointment of Lee Shaffer replacing Dr. Myer
 Len Capelli update on year-to-date activities
 Reviewed EDSP; Christy Dunkle specifically asking about Town's Tourism Plan
 Reviewed Airbnb

- May: Hotel feasibility study update by Christine Kraybill
 Introduction of Lee Sheaffer replacing Eric Myer
 Instructed staff to draft a letter to BoS & CoR requesting occupancy taxes be directed to tourism
 By affirmation, approved forwarding EDSP priorities and recommends to the Planning Commission
 Airbnb contract complete and ready for CoR signature.

- July: Review occupancy tax recommendation to BoS
 Preliminary review of tourism brochure project

- September: Reviewed tourism brochure and instructed staff.
 Reviewed Planning Commission Comprehensive Plan Committee draft of the EDSP.
 Instructed staff to provide recommendations to CCPCPC for EDSP.

2019 EDAC

Provided update on Airbnb and TOT
Preliminary review of meals tax in the county.

November: Update on BoS acceptance of recommendation to request TOT increase
Review of Virginia referendums for food / meals / beverage tax
Set December business tour schedule
Bev McKay review of 2020 Legislative Priorities

December: EDAC hosted the IDA at its annual holiday tour
Sites Visited: C2 Management, Pins and Needles, Battletown Inn; lunch at El Camino Real
IDA members attending: Ben Cochran, Brian Ferrell, Bill Waite, Bill Wolfe
New County Administrator Chris Boies joined the tour
Jim Barb, longest-serving member and last serving original member, is resigning December 31, 2019

2019 Industrial Development Authority of the Clarke County Virginia

Meetings	1/24/2019	4/25/2019	6/13/2019	7/25/2019	10/24/2019	Totals
Cochran, Mark	1	1	1	1		4
Ferrell, Brian	1	1	0	1	1	4
Jones, Paul	0					0
Koontz, English	1	1	1	1	1	5
Pierce, Rodney	0	1	1	0	0	2
Preston, Isreal		1	1	0	1	3
Waite, William	1	1	1	1	1	5
Wolfe, William				1	0	1
Weiss, David	1	1	1	1	1	5
Capelli, Len	1	1	0	1	0	3
Walburn, Lora	1	1	1	1	0	4
	7	9	7	8	5	

Date	Packet Pgs	Minutes Pgs
1/24/2019	166	17
4/25/2019	78	10
6/13/2019	23	7
7/25/2019	52	12
10/24/2019	53	7
	372	53

Highlights:

- January: Elected: Chair Mark Cochran, Vice Chair Brian Ferrell, Secretary/Treasurer Bill Waite
 Update on hotel feasibility study
 Reviewed Economic Development Strategic Plan
 Review investments w/Janice Kuhn
- April: Introduced Isreal Preston, new member
 Authorized training for one IDA member
 Released \$4,750 to Berryville Main Street for study retainer
 Reviewed FY2020 budget
 Reviewed Economic Development Strategic Plan
- June: SU educational revenue bond modification
- July: Introduced William Wolfe, new member
 LFSBDC Update by Christine Kriz
 Review Participation in Regional Coalition request from Frederick County
 Approved FY2020 Budget
 Approved issuance of final payment to BMS for Hotel Feasibility Study
- Oct: Acknowledge passing of Mark Cochran and transfer of position of Chair to Vice Chair
 Update on Economic Coalition of the Northern Shenandoah Valley by Brian Ferrell and Bill Waite
 Brianna Taylor recorded and transcribed minutes

2019 Joint Administrative Services Board

Meetings	3/25/2019			6/24/2019			12/11/2019			Total	Attend	80%			
	1/28/2019	2/25/2019	Cancelled	4/22/2019	5/20/2019	Cancelled	7/22/2019	8/26/2019	9/23/2019				10/28/2019	11/25/2019	Special Meeting
David Weiss	0	1	0	1	1	0	1	1	1	1	0	1	0	8	80%
David Ash	1	1	0	1	1	0	1	1	1	1	1	1	0	10	100%
Chuck Bishop	1	1	0	1	1	0	0	1	1	1	1	1	0	9	90%
Sharon Keeler	1	1	0	1	1	0	1	1	1	0	1	1	0	9	90%
Chip Schutte	0	1	0	1	0	0	0	1	1	1	0	1	0	6	60%
Chris Boies												1	0	1	100%
Tom Judge	1	1	0	1	1	0	1	1	1	1	1	1	0	10	100%
	4	6	0	6	5	0	4	6	6	5	4		0	25	

Highlights

- January: Elected Chair Chip Schutte, Vice Chair David Weiss
Established monthly schedule
Flexible Benefits Plan
JAS 2020 Budget
- February: Health Insurance Renewal FY2020
- March: Cancelled: Insufficient agenda
- April: Flex Benefit Update and Vendor Trends
- May: Genworth Marketing
Staff Salary Increases
- June: Cancelled: Insufficient agenda
- July: Health Insurance Advisor
CyberSecurity
- August: Health Insurance Advisor
CyberSecurity
- September: C CyberSecurity Update,
Human Resource Tasks
- October: Health Insurance Statistics
Purchasing Presentation
- November: C Closed Session
- December 11: Special Meeting
- December 23: N: Closed Session
Cancelled: Insufficient agenda

Date	Packet Pgs	Minutes Pgs
1/28/2019	8	4
2/25/2019	9	3
4/22/2019	18	6
5/20/2019	9	5
7/22/2019	8	4
8/26/2019	9	8
9/23/2019	11	5
10/28/2019	6	8
11/25/2019	9	3
12/11/2019	4	3
Totals:	91	49

2019 BCCGC Joint Building Committee

Meetings	1/9/2019	3/6/2019	5/1/2019	7/3/2019	9/4/2019	11/6/2019	Total
Arnold, Jay	1	1	1	0	1	0	4
Ash, David	1	1	1	0	1	1	5
Dalton, Keith	1	1	1	0	1	1	5
McKay, Bev	1	1	1	0	1	1	5
	4	4	4	0	4	3	

Highlights:

January 9, 2019	Reviewed placement of Veteran of the Year plaque Reviewed drop box relocation Reviewed cleaning service Reviewed gutter repair, elevator, EFIS, landscaping
March 6, 2019	Moved to seek info on exterior pedestal, plaque-style Veteran of the Year Approved drop box relocation Reviewed cleaning service Reviewed various areas of the facility
May 1, 2019	Veteran of the Year plaque - approved placement Reviewed facility: Central Reception, dropbox relocation, landscaping, cleaning service
July 3, 2019	Cancelled
September 4, 2019	Review Emergency Evacuation & Emergency Notification Procedures for BCCGC Facility review and status update
November 6, 2019	Operating Agreement review carried forward to January Fiscal Agent review carried forward to January Facility and Grounds Use carried forward to January

Date	Packet Pgs	Minutes Pgs
1/9/2019	24	4
3/6/2019	15	8
5/1/2019	23	4
9/4/2019	6	3
11/6/2019	35	5
	103	24