



Board of Supervisors Committee Meeting Packet

Monday, July 13, 2020

Personnel Committee 9:30 am

Work Session 10:00 am

Finance Committee Immediately follows
Work Session



Personnel Committee Items

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

Monday, July 13, 2020 9:30 am

Item No.

Description

- A. Expiration of Term for appointments expiring through September 2020.
- B. Board of Equalization term extension through December 31, 2020.
- C. Personnel Policy - PD-121101-05 Rev. 19

Appointments by Expiration Through September 2020

			<i>Appt Date</i>	<i>Exp Date</i>	<i>Orig Appt Date:</i>
<i>November 2017</i>					
Shenandoah Valley Workforce Development Board			4 Yr		
James	Patricia	Buckmarsh District	5/16/2017	11/9/2017	9/17/2013
Left area 11-09-2017 expires 6-30-2021					
3.01: MEMBERSHIP The voting members of the Consortium shall be the Chief Local Elected Official of each jurisdiction that is a party to this agreement, or that official's duly appointed designee. The Chair of the Shenandoah Valley Workforce Investment Board (SVWIB), or the Chair's duly appointed designee, shall serve as a voting member of the Consortium.					
02/10/2020: Request private sector involvement.					
3.02: TERMS OF OFFICE The term of office for a Consortium member or designee shall coincide with the member's term as chief elected official for the member jurisdiction.					
<i>June 2020</i>					
Lord Fairfax Community College Board			4 Yr		
Daniel	William	Berryville District	7/19/2016	6/30/2020	5/15/2012
1 Clarke County Member; 2 Term Limit					
<i>August 2020</i>					
Board of Equalization					
Cammack	Thomas	Millwood District	1/1/2020	8/1/2020	12/17/2019
2020 appointment extended to 08/01/2020 (05/19/2020)					
Appointed by Circuit Court; Send letter of recommendation to Clerk. § 58.1-3374. Qualifications of members; vacancies.					
Mackay-Smith	Justin	White Post District	1/1/2020	8/1/2020	12/17/2019
2020 appointment extended to 08/01/2020 (05/19/2020)					
Appointed by Circuit Court; Send letter of recommendation to Clerk. § 58.1-3374. Qualifications of members; vacancies.					
Hope	Lindsay	Russell Districtn	1/1/2020	8/1/2020	11/3/2009
2020 appointment extended to 08/01/2020 (05/19/2020)					
Appointed by Circuit Court; Send letter of recommendation to Clerk. § 58.1-3374. Qualifications of members; vacancies.					
Blatz	Joseph	White Post District	1/1/2020	8/1/2020	12/20/2005
2020 appointment extended to 08/01/2020 (05/19/2020)					
Appointed by Circuit Court; Send letter of recommendation to Clerk. § 58.1-3374. Qualifications of members; vacancies.					
N/A					
McFillen	Thomas	Berryville District	1/1/2020	8/1/2020	12/21/2015
2020 appointment extended to 08/01/2020 (05/19/2020)					
Appointed by Circuit Court; Send letter of recommendation to Clerk. § 58.1-3374. Qualifications of members; vacancies.					

			<i>Appt Date</i>	<i>Exp Date</i>	<i>Orig Appt Date:</i>
Economic Development Advisory Committee			4 Yr		
Pritchard	Betsy	Hospitality Industry, agriculture	8/16/2016	8/31/2020	8/17/2010

Members of the committee should include one or more people from all key government and business groups such as planning commission, board of supervisors, school board, industrial development authority, town of Berryville, chamber of commerce, and key business sectors such as agriculture, banking, realty, light industry, retail and tourism. Membership not limited. 4 year term.

Fire & EMS Commission

Loker	Randall	Citizen-at-large	4/21/2020	8/31/2020	4/21/2020
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Fills unexpired term of Andrew Nicholson

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

1 Yr

Veler	Keith	John H. Enders VFRC Rep	1/21/2020	8/31/2020	1/21/2020
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Term expires 08-31-2020

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 The Board of Supervisors shall appoint a representative annually at or shortly after its annual organizational meeting to serve a one-year term

Beatty	David	Blue Ridge VFRC Rep	12/17/2019	8/31/2020	12/17/2019
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Hoff	Matt	Boyce VFRC Rep	10/15/2019	8/31/2020	8/19/2014
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 The Board of Supervisors shall appoint a representative annually at or shortly after its annual organizational meeting to serve a one-year term

Clarke County Public Body Listing

			<i>Appt Date</i>	<i>Exp Date</i>
<i>Agricultural & Forestal District Advisory Committee</i>				6 Yr
Buckley	Samuel	Landowner/Producer	8/18/2015	7/15/2021
Childs	Corey	Landowner	8/18/2015	7/15/2021
Day	Emily	Landowner/Producer	8/18/2015	7/15/2021
Dorsey	Tupper	Landowner/Producer	8/18/2015	7/15/2021
Gordon	Carolyn	Landowner	8/18/2015	7/15/2021
Haynes	Carole	Landowner	9/15/2015	7/15/2021
McKay	Beverly B.	BoS - Appointed Member	1/21/2020	12/31/2020
Peake	Donna	Commissioner of the Revenue	8/18/2015	7/15/2021
<i>Barns of Rose Hill Board of Directors</i>				3 Yr
Cammack	Thomas		12/18/2018	12/31/2021
<i>BCCGC Joint Building Committee</i>				Open-End
Arnold, Jr.	Harry Lee	Berryville Town Council Representative	1/11/2018	
Boies	Chris	County Administrator	12/2/2019	
Dalton	Keith	Berryville Town Manager		
McKay	Beverly B.	BoS - Appointed Member	1/21/2020	12/31/2020
Taylor	Brianna R.	Clerk	12/2/2019	
<i>Berryville Area Development Authority</i>				3 Yr
Ohrstrom, II	George	Russell District	4/16/2019	3/31/2022
Smart	Kathy	White Post District	4/21/2020	3/31/2023
Weiss	David S.	Buckmarsh/Blue Ridge District	4/16/2019	3/31/2022
<i>Berryville/Clarke County Joint Committee for Economic Development and Tourism</i>				Ongoing
Arnold, Jr.	Harry Lee	BTC - Appointed Member		
Boies	Chris	County Administrator	12/2/2019	
Dalton	Keith	Town Manager		
Dunkle	Christy	Staff Representative - Town - Alternate		
Hart	Felicia	Director of Economic Development	3/23/2020	
Kemp	Tiffany	Clerk		
Lawrence	Doug	BoS - Appointed Member	2/18/2020	12/31/2020
Rodriguez	Kara	BTC - Appointed Member		
Weiss	David S.	BoS - Appointed Member	1/21/2020	12/31/2020
<i>Board of Equalization</i>				
Blatz	Joseph	White Post District	1/1/2020	8/1/2020
Cammack	Thomas	Millwood District	1/1/2020	8/1/2020
Hope	Lindsay	Russell District	1/1/2020	8/1/2020

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			<i>Appt Date</i>	<i>Exp Date</i>
MacKay-Smith	Justin	White Post District	1/1/2020	8/1/2020
McFillen	Thomas	Berryville District	1/1/2020	8/1/2020
<i>Board of Septic & Well Appeals</i>				<i>1 Yr</i>
Bass	Matthew	BoS - Appointed Member	5/19/2020	12/31/2020
Blatz	Joseph	White Post District; Citizen Member	2/18/2020	2/15/2024
Buckley	Randy	White Post District; 2019 Planning Commission Vice Chair - Alternate	1/4/2019	12/31/2019
Fincham	Ryan	Staff Representative	1/12/2015	
McKay	Beverly B.	BoS - Alternate	1/21/2020	12/31/2020
Ohrstrom, II	George	Russell District; Planning Commission Chair	1/4/2019	12/31/2019
<i>Board of Social Services</i>				<i>4 Yr</i>
Byrd	Barbara J.	Russell District	1/1/2020	12/31/2023
Dodson	Gerald	Berryville District	6/16/2020	7/15/2024
Gray	Lynn	Berryville District	7/17/2018	7/15/2022
Heine	Brittany	Staff Representative		
Lawrence	Doug	BoS - Appointed Member	1/21/2020	12/31/2020
Legard	Margaret	Berryville District	1/1/2019	12/31/2023
Melusen	Alan	Russell District	7/17/2018	7/15/2022
Smith	James	Berryville District	8/15/2017	7/15/2021
<i>Board of Supervisors</i>				
Bass	Matthew	Berryville District	5/11/2020	11/3/2020
Boies	Chris	Clerk	12/2/2019	
Catlett	Terri T.	Millwood/Pinegrove Districts	1/1/2020	12/31/2023
Lawrence	Doug	Russell District	1/1/2020	12/31/2023
McKay	Beverly B.	White Post District, Vice Chair	1/1/2020	12/31/2023
Taylor	Brianna R.	Deputy Clerk	12/2/2019	
Weiss	David S.	Buckmarsh/Blue Ridge Districts; Chair	1/1/2020	12/31/2023
<i>Board of Supervisors Finance Committee</i>				<i>1 Yr</i>
Bass	Matthew	BOS - Alternate	5/19/2020	12/31/2020
Catlett	Terri T.	BoS - Appointed Member	1/21/2020	12/31/2020
McKay	Beverly B.	BoS - Alternate	1/21/2020	12/31/2020
Weiss	David S.	BoS - Appointed Member	1/21/2020	12/31/2020
<i>Board of Supervisors Personnel Committee</i>				<i>1 Yr</i>
Catlett	Terri T.	BOS - Alternate	1/21/2020	12/31/2020
McKay	Beverly B.	BoS - Appointed Member	1/21/2020	12/31/2020
Weiss	David S.	BoS - Appointed Member	1/21/2020	12/31/2020
<i>Board of Zoning Appeals</i>				<i>5 Yr</i>

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			<i>Appt Date</i>	<i>Exp Date</i>
Borel	Alain F.	White Post District	4/1/2019	2/15/2024
Brumback	Clay	White Post District	4/1/2019	2/15/2024
Caldwell	Anne	Millwood District	2/26/2020	2/15/2025
Fincham	Ryan	Staff Representative	1/12/2015	
Kackley	Charles	Russell District	5/2/2018	2/12/2023
Means	Howard	Millwood District	2/15/2016	2/15/2021
Volk	Laurie	White Post District	7/15/2019	2/15/2024

Broadband Implementation Committee

Dunning	Buster	White Post District	6/8/2020	
Kruhm	Doug	Buckmarsh / Battletown District	9/18/2018	
Lawrence	Doug	Russell District	6/8/2020	12/31/2020
McKay	Beverly B.	White Post District	1/21/2020	12/31/2020

Building and Grounds

McKay	Beverly B.	BoS - Appointed Member	1/21/2020	12/31/2020
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Career and Technical Education Advisory Committee

Catlett	Terri T.	BoS - Appointed Member	1/21/2020	12/31/2020
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Clarke County Historic Preservation Commission

Arnett	Betsy	Berryville District	4/21/2020	5/31/2024
Berger	Katherine	Buckmarsh District	5/21/2019	5/31/2023
Carter	Paige	White Post District	4/21/2020	5/31/2024
Catlett	Terri T.	BoS - Liaison	1/21/2020	12/31/2020
Kruhm	Doug	Planning Commission Representative	2/18/2020	12/31/2023
Stieg, Jr.	Robert	Millwood District	6/17/2014	5/31/2022
Teetor	Alison	Staff Representative		
Thompson	Billy	White Post District	4/16/2019	5/31/2021
York	Robert	White Post District	4/18/2017	5/31/2021

Clarke County Humane Foundation

Catlett	Terri T.	BoS - Liaison	1/21/2020	12/31/2020
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Clarke County Library Advisory Council

Al-Khalili	Adeela	Buckmarsh District	4/16/2019	4/15/2022
Bass	Matthew	BoS - Liaison	5/19/2020	12/31/2020
Bogert	Aubrey	White Post District	4/17/2018	4/15/2022
Brondstater	Bette	Berryville District	4/16/2019	4/15/2022
Curran	Christopher	Buckmarsh District	2/21/2017	4/15/2021
Daisley	Shelley	Russell District	4/21/2020	4/15/2024
Foster	Nancy	Russell District	4/21/2020	4/15/2024
Graves	Suzette	Berryville District	11/21/2017	4/15/2021

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			<i>Appt Date</i>	<i>Exp Date</i>
Kalbian	Maral	Millwood District	4/16/2019	4/15/2022
Payne	Lisa	Berryville District	7/17/2018	4/15/2021
<i>Clarke County Planning Commission</i>				<i>1 Yr.</i>
Bass	Matthew	BoS - Appointed Member	5/19/2020	12/31/2020
Buckley	Randy	White Post District; 2020 Vice Chair	4/17/2018	4/30/2022
Caldwell	Anne	Millwood / Chapel District	3/21/2017	4/30/2021
Dunning	Buster	White Post / Greenway District	4/21/2020	4/30/2024
Glover	Robert	Millwood District	4/16/2019	4/30/2023
Hunt	Pearce	Russell District	5/19/2020	4/30/2021
Kreider	Scott	Buckmarsh / Battletown District	4/21/2020	4/30/2024
Kruhm	Doug	Buckmarsh / Battletown District	4/17/2018	4/30/2022
Lawrence	Doug	BoS - Alternate	1/21/2020	12/31/2020
Lee	Francis	Berryville District	4/17/2018	4/30/2022
Malone	Gwendolyn	Berryville District	4/21/2020	4/30/2024
Ohrstrom, II	George	Russell District; 2020 Chair	4/16/2019	4/30/2023
Stidham	Brandon	Staff Representative	4/30/2012	
<i>Clarke County Sanitary Authority</i>				<i>4 Yr</i>
Bauhan	Tom	White Post District	5/21/2019	1/5/2022
DeArment	Roderick	White Post District, Chair	1/17/2017	1/5/2021
Mackay-Smith, Jr.	Alexander	White Post District, Vice Chair	1/17/2017	1/5/2021
McKay	Beverly B.	BoS - Liaison	1/21/2020	12/31/2020
Meredith	Mary	Staff Representative	1/2/2018	
Myer	Joseph	Town of Boyce	2/18/2020	2/15/2024
Welliver	Ralph	Berryville District	5/19/2020	6/30/2024
<i>Community Policy and Management Team</i>				<i>3 Yr</i>
Acker	Denise	Northwestern Community Services	12/18/2018	12/31/2021
Austin	Michael	Alternate- Department of Social Services	3/17/2020	12/31/2022
Catlett	Terri T.	BoS - Appointed Member	1/21/2020	12/31/2020
Goshen	Lisa	Parent Representative	11/21/2017	12/31/2020
Greene	Colin	VDH Representative	12/18/2018	12/31/2021
Heine	Brittany	Director Clarke County DSS	12/17/2019	12/31/2022
Legryns	Mark	Court Services Unit Supervisor	12/17/2019	12/31/2022
Moore	Frank	CCPS Representative	10/15/2019	12/31/2022
Opoku-Achampon	Kista	Alternate- 26th District Court Svcs Unit	3/17/2020	12/31/2022
Samad	Abdus	Private Provider - Grafton School	12/17/2019	12/31/2022
Shirley	Leea	Alternate- VDH Representative	3/17/2020	12/31/2021
<i>Conservation Easement Authority</i>				<i>3 Yr</i>
Bacon	Rives	2020 Chair; White Post District	12/17/2019	12/31/2022

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			<i>Appt Date</i>	<i>Exp Date</i>
Buckley	Randy	White Post District; 2020 Vice Chair	12/17/2019	12/31/2022
Catlett	Terri T.	BoS - Appointed Member	1/21/2020	12/31/2020
Engel	Peter	White Post District; 2020 Secretary / Treasurer	12/18/2018	12/31/2021
Jones	Michelle	Millwood / Pine Grove District	12/17/2019	12/31/2022
Ohrstrom, II	George	Russell District; Planning Commission Representative; 2020 Chair	4/16/2019	4/30/2022
Teetor	Alison	Staff Representative		
Thomas	Walker	Buckmarsh District	12/18/2018	12/31/2021
<i>Constitutional Officer</i>				<i>4 Yr</i>
Keeler	Sharon	Treasurer	1/1/2016	12/31/2019
Peake	Donna	Commissioner of the Revenue	1/1/2016	12/31/2019
Roper	Anthony	Sheriff	1/1/2016	12/31/2019
Wilkerson	April	Clerk of the Circuit Court	4/1/2020	11/3/2020
Williams	Anne	Commonwealth Attorney	11/7/2017	12/31/2019
<i>County Administrator</i>				<i>Open-End</i>
Boies	Chris	County Administrator	12/2/2019	
<i>Director of Economic Development</i>				
Hart	Felicia	Director of Economic Development	3/23/2020	
<i>Economic Development Advisory Committee</i>				<i>4 Yr</i>
Bates	Chris	Agriculture, Equine, Transportation	2/19/2019	12/31/2022
Dunkle	Christy	Town of Berryville Representative	2/18/2020	12/31/2023
Hart	Felicia	Director of Economic Development	3/23/2020	
Kraybill	Christina	2019 Vice Chair, Berryville District, Business Owner	12/19/2017	12/31/2021
Mackintosh	Lori	Russell District	2/18/2020	12/31/2021
McKay	Beverly B.	BoS - Appointed Member	1/21/2020	12/31/2020
Milleson	John R.	2019 Chair, Banking, Finance	1/15/2019	12/31/2022
Pritchard	Betsy	Hospitality Industry, agriculture	8/16/2016	8/31/2020
Sheaffer	Lee	Russell District	3/19/2019	12/31/2022
Walburn	Lora	EDAC Clerk		
<i>Family Assessment and Planning Team</i>				<i>3 Yr</i>
Austin	Michael	DSS - Foster Care Worker	10/15/2019	12/31/2021
Casarotti	Erin	26th District Court Svcs Unit	12/17/2019	12/31/2022
Lovasz	Christina	Alternate- 26th District Court Svcs Unit	3/17/2020	12/31/2022
Marsten	Ashleigh	Alternate- 26th District Court Svcs Unit	3/17/2020	12/31/2022
Rousseau	Christian	Private Provider - Intensive Supervisor & Counseling	6/12/2017	12/31/2020
Short	Kris	Northwestern Community Svcs Board Rep	4/21/2020	12/31/2021

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			<i>Appt Date</i>	<i>Exp Date</i>
Smith	Tracy	Parent Representative	4/21/2020	4/21/2023
Thompson	Christine	CCPS - Social Worker	12/17/2019	12/31/2022
Walker	Samantha	Alternate- 26th District Court Svcs Unit	3/17/2020	12/31/2022
<i>Fire & EMS Commission</i>				<i>1 Yr</i>
Bass	Matthew	BoS - Alternate	5/19/2020	12/31/2020
Beatty	David	Blue Ridge VFRC Rep	12/17/2019	8/31/2020
Buckley	Randy	Citizen-at-Large	10/15/2019	8/31/2023
Harrison	Diane	Citizen-at-large	6/20/2017	8/31/2021
Hoff	Matt	Boyce VFRC Rep	10/15/2019	8/31/2020
Lichty	Brian	Staff Representative	11/14/2016	
Loker	Randall	Citizen-at-large	4/21/2020	8/31/2020
Roper	Anthony	Sheriff	1/1/2020	12/31/2023
Veler	Keith	John H. Enders VFRC Rep	1/21/2020	8/31/2020
Weiss	David S.	BoS - Representative	1/21/2020	12/31/2020
<i>Handley Regional Library Board</i>				<i>4 Yr</i>
Leahy	Cindy	White Post District	11/21/2017	11/30/2021
<i>Industrial Development Authority of the Clarke County, Virginia</i>				<i>4 Yr</i>
Cochran	Ben	Buckmarsh District; Vice Chair 2020	11/19/2019	10/30/2021
Ferrell	Brian	Buckmarsh District; Chair 2019-2020	10/15/2019	10/30/2023
Hart	Felicia	Director of Economic Development	3/23/2020	
Kemp	Tiffany	IDA Clerk		
Koontz	English	Buckmarsh District	10/16/2018	10/30/2022
Pierce	Rodney	Buckmarsh District	10/18/2016	10/30/2020
Preston	Isreal	Berryville District	2/19/2019	10/30/2022
Waite	William	Millwood District; Secretary/Treasurer 2019-2020	10/31/2017	10/30/2021
Weiss	David S.	BoS - Liaison	1/21/2020	12/31/2020
Wolfe	William	Millwood District	10/15/2019	10/30/2023
<i>Joint Administrative Services Board</i>				<i>Open End</i>
Bishop	Chuck	School Superintendent	7/1/2014	
Boies	Chris	County Administrator	12/2/2019	
Judge	Tom	Staff Representative	2/14/1994	
Keeler	Sharon	Treasurer	3/12/2005	
McKay	Beverly B.	BoS - Alternate	1/21/2020	12/31/2020
Schutte	Charles	School Board Representative	1/8/2012	
Taylor	Brianna R.	Recording Clerk		
Weiss	David S.	BoS - Appointed Member	1/21/2020	12/31/2020
<i>Josephine School Community Museum Board</i>				<i>1 Yr</i>

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			<i>Appt Date</i>	<i>Exp Date</i>
Bass	Matthew	BoS - Liaison	5/19/2020	12/31/2020
<i>Legislative Liaison and High Growth Coalition</i>				1 Yr
Bass	Matthew	BoS - Liaison	5/19/2020	12/31/2020
<i>Lord Fairfax Community College Board</i>				4 Yr
Daniel	William	Berryville District	7/19/2016	6/30/2020
<i>Lord Fairfax Emergency Medical Services Council</i>				1 Yr
Conrad	Bryan H.	Volunteer Representative; White Post District	6/16/2020	3/15/2021
Trent	Carolyn	Medical Professional	6/16/2020	3/15/2021
Wilson	Wade	Career Representative	6/16/2020	3/15/2021
<i>Lord Fairfax Soil & Water Conservation District</i>				Elected
Mackay-Smith	Justin	Soil and Water Conservation Director Lord Fairfax District	1/1/2016	12/31/2019
Webb	Wayne	Soil and Water Conservation Director Lord Fairfax District	1/1/2016	12/31/2019
<i>Northern Shenandoah Valley Regional Commission</i>				1 Yr
Bass	Matthew	BoS - Alternate	5/19/2020	12/31/2020
McKay	Beverly B.	BoS - Appointed Member	1/21/2020	12/31/2020
Stidham	Brandon	Citizen Representative [Planning Director]	1/15/2019	1/31/2022
<i>Northwest Regional Adult Drug Treatment Court Advisory Committee</i>				1Yr
Lawrence	Doug	BoS - Appointed Member	1/21/2020	12/31/2020
<i>Northwestern Community Services Board</i>				3 Yr
Brown	Audrey	White Post District	11/21/2017	12/31/2020
Harris	Celie	Millwood District; 3rd Term Ends 12/31/2021	2/19/2019	12/31/2021
<i>Northwestern Regional Jail Authority</i>				1 Yr
Boies	Chris	BoS - Appointed Member	12/17/2019	12/31/2020
Lawrence	Doug	BoS - Liaison - Alternate	1/21/2020	12/31/2020
Roper	Anthony	Sheriff	1/1/2020	12/31/2023
Wyatt	Jimmy	Millwood District	12/17/2019	12/31/2023
<i>Northwestern Regional Juvenile Detention Center Commission</i>				1 Yr
Bass	Matthew	BoS - Liaison	5/19/2020	12/31/2020
Wyatt	Jimmy	Millwood District	12/20/2016	12/20/2020
<i>Old Dominion Alcohol Safety Action Policy Board & Division of Court Services</i>				3 Yr
Roper	Anthony	Sheriff	12/17/2019	12/31/2022

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			<i>Appt Date</i>	<i>Exp Date</i>
<i>Old Dominion Community Criminal Justice Board</i>				3 Yr
Roper	Anthony	Sheriff	12/17/2019	12/31/2022
<i>Our Health</i>				3 Yr
Shipe	Diane	Buckmarsh District	4/16/2019	3/15/2022
<i>Parks & Recreation Advisory Board</i>				1 Yr
Catlett	Terri T.	BoS - Liaison	1/21/2020	12/31/2020
Heflin	Dennis	White Post District	12/17/2019	12/31/2023
Hillerson	Jay	Russell District; At Large	6/18/2019	12/31/2022
Huff	Ronnie	Town of Berryville Representative	2/18/2020	12/31/2023
Lichliter	Gary	Russell District	12/17/2019	12/31/2023
Rhodes	Emily	Buckmarsh District	12/17/2019	12/31/2023
Sheetz	Daniel A.	Berryville District	12/19/2017	12/31/2021
Smith	Tracy	Millwood District	12/19/2017	12/31/2021
Trenary	Randy	School Superintendent Designee	10/24/2013	
Wisecarver	Steve	Appointed by Town of Boyce	7/23/2019	12/31/2022
<i>People Inc. of Virginia</i>				3 Yr
Hillerson	Coleen	Clarke County Rep Board of Directors	10/15/2019	7/31/2022
<i>Regional Airport Authority</i>				1 Yr
Boies	Chris	BoS - Alternate	1/21/2020	12/31/2020
McKay	Beverly B.	BoS - Alternate	1/21/2020	12/31/2020
Melanson	Leslie	Russell District	5/19/2020	6/30/2024
<i>Shenandoah Area Agency on Aging, Inc.</i>				4 Yr
Pritchard	Betsy		9/30/2018	9/30/2022
<i>Shenandoah Valley Chief Local Elected Officials Consortium</i>				
Seal	Cathy	Alternate	2/18/2020	12/31/2023
<i>Shenandoah Valley Workforce Development Board</i>				4 Yr
James	Patricia	Buckmarsh District	5/16/2017	11/9/2017
<i>Strategic Planning Committee</i>				1 Yr
Catlett	Terri T.	BoS - Appointed Member	1/21/2020	12/31/2020
<i>Towns and Villages: Berryville</i>				1 Yr
Bass	Matthew	BoS - Liaison - Alternate	5/19/2020	12/31/2020
McKay	Beverly B.	BoS - Liaison	1/21/2020	12/31/2020
<i>Towns and Villages: Boyce</i>				1 Yr
Catlett	Terri T.	BoS - Liaison	1/21/2020	12/31/2020

Wednesday, July 8, 2020

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			<i>Appt Date</i>	<i>Exp Date</i>
McKay	Beverly B.	BoS - Liaison	1/21/2020	12/31/2020
<i>Towns and Villages: Millwood</i>				1 Yr
Catlett	Terri T.	BoS - Liaison	1/21/2020	12/31/2020
<i>Towns and Villages: Pine Grove</i>				1 Yr
Catlett	Terri T.	BoS - Liaison	1/21/2020	12/31/2020
Weiss	David S.	BoS - Liaison	1/21/2020	12/31/2020
<i>Towns and Villages: White Post</i>				1 Yr
McKay	Beverly B.	BoS - Liaison	1/21/2020	12/31/2020

Coleen Hillerson

11 Battletown Drive, Berryville, VA 22611 · 540-533-4985

July 1, 2020

Chris Shortridge, Chair
People, Inc. Board of Directors
1173 West Main Street
Abingdon, VA 24210

Mr. Shortridge,

It has been my pleasure to serve with you on the board of People Incorporated. You have given us strong leadership and I have enjoyed working with you over the past 10 years. That said, it is with regret that I inform you of my decision to resign my position on the Board of Directors for People Incorporated of Virginia.

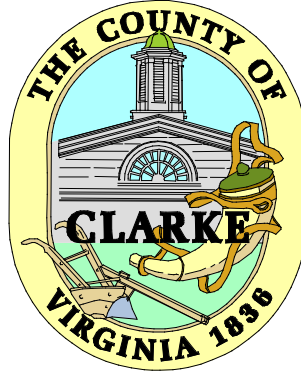
My professional and personal commitments have become too great for me to be able to continue fulfilling the requirements of my position on the Board. At this time, I feel it is best for me to focus on my family, my children's education, and my own career.

It has been a pleasure being a part of the Board of People, Incorporated. I am so proud of all we have accomplished, and I have no doubt the board will continue these successes in the future.

Please consider my resignation effective on the last day of this month, July 31, 2020. If I can be of any assistance during the time it will take to fill the position, please don't hesitate to ask.

Best regards,

Coleen Hillerson



Personnel Policies Manual



County of Clarke – Personnel Policies

Distribution: All County employees participating in the Clarke County Personnel Policies

Record of Revision

<i>Revision No.</i>	<i>Revision Date</i>	<i>Description</i>	<i>Final Approval</i>
19	2020	Update Section 4.1 Holidays: Remove Lee Jackson Day, add in Election Day (the first Tuesday after the first Monday in November). Remove "Annual leave shall be used for absences of one day or more." Under Section 3.2.5 Overtime and Compensatory Time – Exempt.	

All sworn staff will be paid at the rate of one hour for every hour in excess of 160 hours worked per 28-day period cycle, and one and one half hour for every hour in excess of 171 hours worked per 28-day period cycle.

Fire & Rescue EMT & Medics will be paid at the rate of one and one half hour for every hour worked (Annual and Sick Leave used included, does not include Holiday) over 192 hours per 28 day period cycle.

All overtime must be approved by the agency personnel administrator.

Exempt

Exempt employees are not paid overtime or compensatory time for work in excess of 40 hours. It is anticipated exempt employees shall manage their schedules and workload so that departmental objectives are met.

~~Annual leave shall be used for absences of one day or more.~~

Agency personnel administrators who determine specific exempt employees are subject to unreasonable hours and/or duties that would be otherwise non-exempt, may provide supplemental compensation at a rate not exceeding time-and-one-half for those hours deemed unreasonable or non-exempt.

3.3 Employee Transfers

Employees may be voluntarily or otherwise transferred from one job to another and from one location to another as may be required in order to meet the needs of the organization.

Every effort will be made to minimize personal hardships in the event of job reassignment or transfer.

The agency personnel administrator retains complete discretion to determine both the location and place for the conduct of business and the assignments to each employee consistent with the employee's job specifications.

Reasons for transfers may include fluctuations in workloads and production flows, increased career opportunities, emergency requirements, health considerations, personal preference and/or implementation of governmental mandates.

3.3.1 Temporary Transfers

Temporary transfers may occur as job requirements may dictate.

County of Clarke – Personnel Policies

Clarke County observes legal holidays established by Commonwealth of Virginia, federal law and as designated by the governor, the president of the United States and/or the County Board of Supervisors. Known holidays (specific dates) will be posted at the beginning of the calendar year, using the legal holidays schedule.

The following holidays are observed each year, however the County will follow state or federal government if additional holidays are approved by the governor or president after publication of the County's annual list of observed holidays.

1. New Year's Day (first day of January)
2. ~~Lee Jackson Day (Friday preceding the third Monday in January)~~
3. Martin Luther King Day (third Monday in January)
4. Presidents Day (third Monday in February)
5. Memorial Day (last Monday in May)
6. Independence Day (July 4)
7. Labor Day (first Monday in September)
8. Columbus Day and Yorktown Victory Day (second Monday in October)
9. **Election Day (the first Tuesday after the first Monday in November)**
10. Veterans Day (Nov. 11)
11. Thanksgiving Day (fourth Thursday in November)
12. Day after Thanksgiving (fourth Friday in November)
13. Christmas Day (Dec. 25)

Whenever one of the holidays listed above falls on a Saturday, the holiday is observed on the preceding Friday. Whenever a holiday falls on a Sunday, the following Monday is observed. Any day so appointed by the governor or the president shall be a legal holiday regarding the transaction of all business.

4.1.1 Eligibility for Holiday Pay

Regular full-time employees shall be eligible for holiday pay from date of hire.

Regular part-time employees working an average of 24- to 29-hours per week shall be eligible for holiday pay after three (3) years continuous service.



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

July 13, 2020, 10:00 AM, Main Meeting Room

- | <i>Item No.</i> | <i>Description</i> |
|-----------------|--|
| A. | Closed Session pursuant to 2.2-3711-A7 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. |
| B. | Capital Improvements Plan |
| C. | Presentation on proposed short-term residential rental regulations |

Clarke County Board of Supervisors



Berryville Voting District
Matthew E. Bass
(540) 955-5175

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

To: Board of Supervisors

From: Chris Boies

Re: Capital Improvement Plan

Date: July 6, 2020

Please find below a proposed schedule for a capital improvement plan (CIP). The purpose of a CIP is to allow for thoughtful planning of large county expenditures (over \$50k) over the next five years. The CIP is not an approved budget allowing for the expending of any funds but a planning tool to align the needs of the community with sound financial planning. This planning is more critical in Clarke than other localities because of our pay-as-you-go approach to capital funding. The proposed schedule allows for the adoption of the CIP before the operating budget cycle begins so that Year 1 items in the CIP become the capital requests for the upcoming budget year. Per the state code, the Planning Commission makes a recommendation to the BOS on the CIP.

July-Directions and forms sent to departments (county department heads and constitutional officers meet with county administrator as part of the beginning process).

September-Proposals submitted from county departments to county administration, internal review by county staff begins (planning, finance, and county administration staff involved).

October-County Administrator reviews CIP at County Staff Meeting (department heads and constitutional offices represented). Feedback is used to develop proposed CIP which gets forwarded to Planning Commission.

November-Planning Commission reviews and discusses CIP.

December-Planning Commission recommends CIP to BOS, BOS votes on CIP.

January-Year 1 CIP requests become part of the upcoming budget process/discussion.



Clarke County Planning Department

101 Chalmers Court, Suite B

Berryville, Virginia 22611

(540) 955-5132

www.clarkecounty.gov

TO: Board of Supervisors

FROM: Brandon Stidham, Planning Director

RE: Proposed Regulation of Short-Term Residential Rentals

DATE: July 6, 2020

Enclosed for your review and discussion are recommendations developed by the Planning Commission's Policy & Transportation Committee regarding the proposed regulation of short-term residential rental activities. The proposed text amendment described in the Staff memo and attached materials was developed by the Policy & Transportation Committee at the Commission's direction over a series of four meetings beginning in July 2019. The Committee discussed the following issues in developing their recommendations:

- How to determine a maximum occupancy for new short-term residential rental regulations.
- Whether to create different uses or regulations for rentals that are owner-occupied and for those that are non-owner-occupied. Also, whether a new use and use regulations should be established for short-term residential rentals or whether a current use or uses should be modified to include the new regulations.
- For short-term residential rentals operating in dwellings with onsite sewage disposal systems, how to ensure that the system is approved for the operator's stated level of occupancy and the occupancy of the dwelling.
- Given the number of existing short-term residential rentals operating in the County, should new regulations be applied retroactively to existing rentals or only to new rentals proposed after the regulations are adopted? If the rules are applied retroactively, should Staff be directed to enforce the new rules proactively and if so, how would a proactive enforcement program be designed?
- If the proposed text amendment is to be formally considered for adoption, should it be a text amendment of the current Zoning Ordinance or should it be folded into the Ordinance Update Project?

The Committee's recommendations were presented to the full Commission at their June 5 Business Meeting but no action was taken. To aid the Commission in their continuing deliberations, Staff will be presenting a report on potential approaches to enforcing the proposed regulations at the Commission's July 10 Business Meeting. Commissioners have also expressed

an interest in getting direction from the Board of Supervisors on this proposed text amendment and potential enforcement approaches before moving forward with scheduling any formal public hearings.

Staff will be making a formal presentation on this issue at the July 13 work session. If you have questions or comments prior to the work session, please do not hesitate to contact me.



Clarke County Planning Department

101 Chalmers Court, Suite B

Berryville, Virginia 22611

(540) 955-5132

www.clarkecounty.gov

TO: Planning Commission members

FROM: Brandon Stidham, Planning Director

RE: Short-Term Residential Rentals Text Amendment – Recommendation from Policy & Transportation Committee

DATE: May 13, 2020

Enclosed for your review is a proposed Zoning Ordinance text amendment regarding short-term residential rentals as recommended for consideration by the Policy & Transportation Committee. This item was originally scheduled for discussion at the Planning Commission's March 31, 2020 Work Session which was cancelled. It will be placed on the agenda for discussion at the next scheduled Commission meeting.

This proposed text amendment was developed by the Committee and Planning Staff over a series of four meetings (copies of meeting minutes are enclosed for reference). The topic was originally discussed at the July 9, 2019 Commission Work Session at which Commissioners agreed by consensus to have the Committee study the issue and determine whether to develop a text amendment.

Short-term residential rentals are not currently defined or regulated in the Zoning Ordinance. Staff historically has considered a short-term residential rental to be the rental of a portion of a dwelling (one or more rooms), or the rental of an entire dwelling, to a single paying customer for less than 30 days. A single paying customer can be one person or a group of people that are renting together. If a property owner is operating a short-term residential rental within these parameters, then no zoning approval is required because the activity is not regulated by the Zoning Ordinance. If a property owner is renting to two or more separate paying customers at a time, then the activity is regulated by the Zoning Ordinance as a bed-and-breakfast home occupation, country inn, or hotel/motel depending upon how it is being operated.

Concerns were raised regarding the absence of regulations for short-term residential rentals including their apparent proliferation in the County via websites such as AirBNB and the potential adverse impacts they may have on onsite sewage disposal systems and groundwater quality.

Proposed Text Amendment

To summarize, the proposed text amendment (see full text included with this report) accomplishes the following:

- Adds “short-term residential rental” to the use regulations for the current “single-family dwelling” use including a definition for the new term. This would establish short-term residential rentals as an activity conducted within a single-family dwelling or an accessory dwelling (e.g., tenant house) rather than as a new standalone use. It would also establish that the current unregulated activity will now be regulated and require zoning approval.
- Includes language that short-term residential rentals may only be conducted as a bed and breakfast home occupation or as a country inn. The regulations for these two current uses would be modified to allow short-term residential rentals for a maximum of 10 occupants as a bed and breakfast home occupation (owner-occupied rentals), and for more than 10 occupants and/or non-owner occupied rentals as a country inn special use.
- Additional regulatory language is included to address approval of onsite sewage disposal usage along with modifications to the definitions of bed and breakfast and country inn. Changes to the use regulations for country inn that are being proposed in the Zoning Ordinance but are not directly related to short-term residential rentals update are also included.

The Committee identified and discussed the following issues in developing the recommended text amendment:

1. How to determine a maximum occupancy for new short-term residential rental regulations.
2. Whether to create different uses or regulations for rentals that are owner-occupied and for those that are non-owner-occupied. Also, whether a new use and use regulations should be established for short-term residential rentals or whether a current use or uses should be modified to include the new regulations.
3. For short-term residential rentals operating in dwellings with onsite sewage disposal systems, how to ensure that the system is approved for the operator’s stated level of occupancy and the occupancy of the dwelling.
4. Given the number of existing short-term residential rentals operating in the County, should new regulations be applied retroactively to existing rentals or only to new rentals proposed after the regulations are adopted? If the rules are applied retroactively, should Staff be directed to enforce the new rules proactively and if so, how would a proactive enforcement program be designed?

Each issue is described in greater detail below.

Maximum Occupancy Requirements

As previously noted, short-term residential rental activities are not currently regulated by the Zoning Ordinance so long as a portion of a dwelling (one or more rooms) or an entire dwelling is being rented to a single paying customer. A single paying customer can be one person or a

group of people provided that they are renting the dwelling together, and there is no limit on the total number of people that can be in a customer group. If a dwelling is being rented to two or more customers or customer groups at the same time, then zoning approval is required as a bed and breakfast, country inn, or hotel/motel depending on the nature of the rental activity.

In researching other localities, most short-term residential rental regulations are based on the total number of occupants in the dwelling at one time rather than the number of paying customers (or customer groups) at one time. Additionally, some localities establish a maximum of 10 occupants as a threshold separating one level of regulation from another – such as by-right allowance for up to 10 occupants and requirement of a special use or conditional use permit for more than 10 occupants. The threshold of 10 occupants coincides with Virginia Uniform Statewide Building Code Requirements for lodging activities in a dwelling – lodging for more than 10 occupants at a time can require compliance with a different building code use group and more stringent code requirements.

The Committee and Planning Staff agreed that regulating a maximum number of occupants is a more effective approach than the number of paying customers or customer groups at one time. This approach ensures that a definitive number of people occupying the rental at any one time – both customers and resident occupants – is established. This is very important in determining the available capacity of onsite sewage disposal systems serving the dwelling. Based on the examples from other localities and the building code regulations, the Committee also supported establishing a maximum of 10 customers and resident occupants as the dividing line between the new use regulations recommended in the text amendment.

Owner-occupied vs. Non-owner-occupied Rentals; New Use vs. Modifying Current Uses

The Committee discussed whether different regulations should be created for short-term residential rentals that are occupied by the property owner or business operator at all times during the rental period and for rentals in which the owner or operator is not residing on the property while it is being rented. Some jurisdictions establish more stringent regulations for non-owner-occupied rentals because the business owner is not present to police potential adverse impacts to neighboring properties. These impacts can include noise, unsupervised events, illegal parking, and violations of maximum occupancy requirements. More stringent regulations often come in the form of requiring a special use or conditional use permit for non-owner-occupied rentals as opposed to a by-right administrative permit process for owner-occupied rentals.

There can be differing degrees of non-owner-occupancy:

- **The owner/operator resides in the dwelling but rents it out when they are travelling (and therefore are not onsite).** This is a common scenario for rentals advertised on websites such as AirBNB and Craigslist.
- **The owner/operator resides in a dwelling but uses a different dwelling located on an adjacent or nearby lot as the short-term residential rental.** In this case, the owner/operator's residence may be in close proximity to the short-term residential rental but they are not physically occupying the rental structure or residing on the property

during the rental period.

- **The owner/operator resides in the rental structure but may or may not be residing there while the rental is taking place.** This scenario involves an owner/operator who is not able to verify on a zoning application that they will be residing on the property during all rentals. This could be because the owner/operator intends to rent the dwelling while travelling (as in the first example), owns a second dwelling on another lot and intends to stay there during rentals, or will have a caretaker or employee stay on the property during rental periods.
- **The owner/operator resides elsewhere, does not reside in the rental structure, but is present on the property during all rentals.** In this example, the owner/operator's primary use of the rental structure is to generate income as a short-term residential rental and the structure is not otherwise being used as a single-family residence.

The Committee noted an important distinction in the last example above. If an owner or operator of a short-term residential rental uses their primary residence as the rental structure and occupies it during rental periods, the activity is a residential accessory activity. However, if an owner or operator conducts rentals in a dwelling that is not their residence or a structure that is accessory to their residence, the activity is a commercial activity to which more stringent regulations should apply. Given that short-term residential rentals are operated in County zoning districts which allow single-family dwellings (AOC, FOC, and RR Districts), it is the Committee's position that more stringent regulations should be applied to non-owner-occupied rentals.

Establishing the Committee's position on this issue helped determine how to incorporate the short-term residential rental activity into the Zoning Ordinance as an allowable use. After initially considering creating a new "short-term residential rental" use that would be added to the Zoning Ordinance, the Committee accepted Staff's alternative approach to modify two existing uses – "bed and breakfast home occupation" and "country inn" – to include short-term residential rental activities within their use regulations.

Bed and breakfast home occupations are reviewed and approved by the Zoning Administrator as a by-right residential accessory use. The use regulations state that the use "must be conducted by the residents of the dwelling" (3-C-2-n-1), which can be the property owner or a tenant or other resident with the property owner's permission. If the owner/operator does not reside either in the rental structure or on the same lot in a different dwelling, then the use cannot be permitted as a bed and breakfast home occupation.

In the event that the short-term residential rental activity does not qualify to be considered as a bed and breakfast home occupation ("owner-occupied"), the rental activity would be considered a "country inn" use ("non-owner-occupied") under the proposed regulations. This would require approval of a special use permit and a site development plan by the Board of Supervisors with review and recommendation by the Planning Commission.

Below is a chart depicting various owner occupied vs. non-owner-occupied scenarios and the applicable use under the proposed text amendment:

Occupancy Scenarios – Owner-Occupied vs. Non-Owner-Occupied

Occupancy	Bed and Breakfast	Country Inn
1. Operator lives on the property in the rental structure	X	
2. Operator lives on the property in a different structure	X	
3. Operator lives on an adjacent or nearby lot		X
4. Operator lives on the property in the rental structure, rents the structure out when traveling (and is not on site)		X
5. Operator has a residence elsewhere but splits time residing on the property part of the year and always when renters are present	X	
6. Operator has primary residence elsewhere, claims to split time residing on the property part of the year but not always when renters are present		X
7. Operator has primary residence elsewhere, rarely or never stays onsite		X
8. Operator has primary residence elsewhere, caretaker or relative lives on the property full-time with renters present ¹		X
9. Operator has primary residence elsewhere but is onsite at all times when renters are present		X

¹ This scenario could be permitted as a bed and breakfast home occupation if the caretaker or relative is the holder of the home occupation permit and resides on the property as described in scenarios 1, 2 or 5.

Regarding maximum occupancy limitations, the Committee determined that a maximum of 10 customers and resident occupants of the rental structure should be the threshold before more stringent regulations are applied. The current regulations for bed and breakfast home occupations allow a maximum of five transient guests with no limitation on the number of resident occupants. The proposed text amendment would change this threshold to a maximum of five guest rooms and a maximum of 10 persons including “transient guests and permanent residents of the dwelling.” The current regulations for “country inn” establish a maximum of 15 guest rooms but there is no limitation on the total number of transient guests. The proposed text amendment would retain the maximum of 15 guest rooms with new language that the occupancy

is subject to compliance with Virginia Department of Health (VDH) requirements for onsite sewage disposal systems.

To summarize:

- Owner-occupied short-term residential rentals with a maximum of 10 transient guests and resident occupants during the rental period may be approved by-right as a bed and breakfast home occupation.
- Owner-occupied short-term residential rentals with more than five guestrooms and/or more than 10 transient guests and resident occupants during the rental period may only be approved with a special use permit and site development plan for a country inn.
- Non-owner-occupied short-term residential rentals – **regardless of the total number of transient guests and resident occupants** – may only be approved with a special use permit and site development plan for a country inn.

Compliance with Onsite Sewage Disposal System Regulations

The Committee identified one critical policy issue – ensuring that the onsite sewage disposal system is approved by the Virginia Department of Health (VDH) for the short-term residential rental’s intended occupancy. Many short-term residential rental uses are operated in existing dwellings with septic systems designed to accommodate the number of bedrooms in the dwelling. Older dwellings may have septic systems approved many years ago under outdated regulations and even older dwellings may have systems that pre-date onsite sewage disposal system regulation. In order to ensure that an existing septic system can handle the sewage volume of a short-term residential rental use and the property owner’s residential occupancy, any new regulatory process must include VDH review and approval of the onsite sewage disposal system.

The Committee initially discussed requiring short-term residential rental operators to provide a copy of a valid VDH permit for the onsite sewage disposal system or other written approval from VDH as a condition of zoning approval. Planning Staff would then request VDH to verify that the proposed short-term residential rental use could be operated under that VDH permit or written approval. After consulting with VDH Staff, it was noted that VDH as a matter of policy will not evaluate onsite sewage disposal systems because short-term residential rentals are considered to be a commercial activity. In order to obtain an “approval” from VDH, an applicant would be required to hire an authorized on-site soil evaluator (AOSE) to evaluate the system in order to determine its capacity and operating condition. This could result in a significant cost to the applicant.

Following additional discussions with VDH at the Committee’s request, VDH Staff stated that they would be willing to provide “File Reviews” for applications as a County-initiated request for comments. This process would be similar to the process currently used to obtain VDH comments on site plan applications. Planning Staff would submit completed zoning permit application forms along with a comment request letter and any other pertinent information to VDH. VDH then would review the materials on file for the subject property and provide

comments based on the file contents, application, and supporting materials. VDH would not make site visits in conjunction with a “File Review” request so their comments would be based on the written materials on file and documents provided by the applicant. Additionally, VDH would not issue a written “approval” of the proposed use – their comment letter would confirm whether or not the existing onsite sewage disposal system will meet the capacity of the maximum proposed occupancy.

The “File Review” process would likely be sufficient to confirm the validity of more recent VDH permits and their compliance with current regulations. VDH would review the current permit on file and compare it with the maximum occupancy that the applicant lists on the application form. If VDH comments that the existing system has the capacity to support the stated use, then no further action or expense is required by the applicant. If VDH cannot confirm that the capacity for the proposed occupancy is compliant, then zoning approval could not be granted. The applicant then would have two options:

- Re-file the zoning application with a lower proposed occupancy that conforms to the existing system’s capacity and can be approved by VDH.
- Work directly with VDH through their application processes to make changes, modify, or expand the existing system to support the proposed maximum occupancy. This would require the applicant to incur costs of designing and installing the necessary system modifications according to current State and County septic system regulations. Once the modifications have been installed and approved by VDH, the applicant can re-file the zoning permit application.

The language below is proposed in the text amendment to address this requirement as well as to require an onsite sewage disposal system to be maintained for the life of the short-term residential rental use:

Bed and breakfast home occupation:

1. ***The applicant shall state the maximum occupancy of the bed and breakfast, including transient guests and permanent residents of the dwelling, on the home occupation zoning permit application. The maximum occupancy of a bed and breakfast shall not exceed the maximum occupancy allowed by the onsite sewage disposal system permit issued by the Virginia Department of Health (VDH). If the onsite sewage disposal system serving the bed and breakfast is shared with another structure, the maximum occupancy of both structures shall not exceed the maximum occupancy allowed by the onsite sewage disposal system permit.***
2. ***An application for a bed and breakfast that is served by an onsite sewage disposal system shall be reviewed by the Virginia Department of Health (VDH) in conjunction with the zoning permit application review. Written confirmation by VDH that the existing onsite sewage disposal system can support the proposed maximum capacity of the bed and breakfast shall be a prerequisite to issuance of a home occupation zoning***

permit.

3. *If a bed and breakfast is served by an onsite sewage disposal system, that system shall be maintained and remain in an operable condition for the life of the use. In the event that the system fails as determined by VDH, the zoning administrator may issue a notice of violation to cease the bed and breakfast use until the system is repaired or replaced and is approved in writing by VDH.*

Country inn:

- a. *The applicant shall state the maximum occupancy of the country inn on the special use permit and site development plan applications. The maximum occupancy of a country inn shall not exceed the maximum occupancy allowed by the onsite sewage disposal system permit issued by the Virginia Department of Health (VDH). If the onsite sewage disposal system serving the country inn is shared with another structure, the maximum occupancy of both structures shall not exceed the maximum occupancy allowed by the onsite sewage disposal system permit.*
- b. *An application for a country inn that is served by an onsite sewage disposal system shall be reviewed by VDH in conjunction with the site development plan application review. Written confirmation by VDH that the existing onsite sewage disposal system can support the proposed maximum capacity of the country inn shall be a prerequisite to approval of a site development plan.*
- c. *If a country inn is served by an onsite sewage disposal system, that system shall be maintained and remain in an operable condition for the life of the use. In the event that the system fails as determined by the Virginia Department of Health (VDH), the zoning administrator may issue a notice of violation to cease the country inn use until the system is repaired or replaced and is approved in writing by VDH.*

Additional Changes in Proposed Text Amendment

The following is a list of additional proposed changes. Some changes are directly related to the implementation of short-term residential rental regulations. Other changes included, specifically to the uses, are being proposed in the Zoning Ordinance update project and were added in for continuity purposes.

- 3-C-2-i – Dwellings, Single-Family.
 - Added a section for short-term residential rental activities indicating that the activity may be conducted either in a single-family dwelling or an accessory dwelling as a bed and breakfast home occupation or as a country inn.
 - Noted that no short-term residential rental activity may be conducted without zoning approval for the applicable use. The following definition for “short-term residential rental” is also included in this section:

A short-term residential rental is the rental of a room within or a portion of a single-family dwelling or accessory dwelling, or the rental of an entire single-family dwelling or accessory dwelling, by the owner of the dwelling to one or more transient renters for

lodging purposes for a period of fewer than 30 consecutive days in exchange for a charge. Accessory dwellings include tenant houses and dwellings of less than 600 square feet of heated area on properties of six acres or more.

- 3-C-2-n-6 – Bed and breakfast regulations.
 - Clarified that guestrooms may be located in accessory structures located on the same lot subject to compliance with Building Code requirements and VDH regulations. Such accessory structures would have to qualify either as a tenant house or a dwelling of less than 600 square feet to be used for guestrooms.
 - Clarified that a bed and breakfast home occupation is not subject to the maximum allowable area for home occupation uses set forth in 3-C-2-n-5.

- Article 9, Definition of “bed and breakfast.” Added language that lodging is limited to a period of fewer than 30 consecutive days.

- Article 9, Definition of “country inn.” Added language that lodging is limited to a period of fewer than 30 consecutive days. Changed reference of the use as an “establishment” to a “business.” Deleted outdated language referencing country inn as including tourist home, guest ranch, guest farm, or other similar use as these terms are not defined in the Ordinance.

- 3-C-2-g – Country inn.
 - Added language that the sale of meals or prepared food is permitted as an accessory use to a country inn and that approvals or permits by applicable State agencies shall be obtained and remain active for the lifespan of the activity.
 - Added language that assembly activities for compensation are permitted as an accessory use subject to a maximum occupancy of 149 or as approved by the Building Department, whichever is less.
 - Replaced current language stating that a country inn may only be allowed as an accessory use to a single-family detached dwelling and that guestrooms may only be located in or attached to such a dwelling. New language states that a country inn requires the use of a dwelling unit right (DUR). Additionally if the country inn is developed in a structure other than a single-family dwelling, the structure shall be designed to resemble a single-family dwelling and constructed to enable the structure to be converted to a single-family dwelling if the country inn use is discontinued. Architectural renderings and construction plans will be required to be submitted with the special use permit application.
 - Deleted provision that “all applicants for a country inn in an AOC zoning district shall accept the fact that adjoining agricultural land, due to fertilizing, manure spreading, lime spreading, feedlots, and other farming methods may produce offensive odors.”

Application and Enforcement of Proposed Regulations

The Committee also discussed whether, if adopted, the proposed regulations could be applied to short-term residential rentals that are currently operating in the County.

In recent years, some rental operators have obtained business licenses for their short-term residential rental activities. In those cases, Planning Staff has written on the zoning approval portion of the business license application that no zoning approval is required for the use. If the proposed short-term residential rental regulations are adopted, the question was raised as to whether the new regulations could be applied to existing operators with business licenses.

Staff discussed this issue with the County Attorney. Any rental operator with a valid County business license stating that no zoning approval was required would be required to comply with the new use regulations for short-term residential rentals. Such operators would be “grandfathered” from having to obtain a zoning permit for their use so long as the previously-approved business license is kept in good standing and has not lapsed for two or more years. Enforcement of the new regulations on existing operations would be on a complaint basis as with other potential zoning violations. Staff notes that rental operators who did not obtain a business license for their use, or who do not have a written determination from the zoning administrator that the use does not require zoning approval, would have to comply with all new regulations including applicable permitting requirements.

If the text amendment is ultimately adopted and a policy decision is made to apply the regulations retroactively to existing short-term residential rentals, it will require a significant amount of staff time and resources to implement. In most cases with the adoption of a new text amendment, new regulations are applied to all new proposed uses moving forward from the effective date of the regulations. All existing uses would be considered nonconforming; any existing uses that do not have a nonconforming status (e.g., owner/operator never obtained zoning approval) would be addressed on a complaint basis.

If new short-term residential rental regulations were applied to all existing rental operations, a policy decision would have to be made regarding whether to enforce the new regulations on a complaint basis as with all other potential violations or to direct Planning Staff to apply proactive enforcement, which is not our current policy. If proactive enforcement is the policy decision, Planning Staff would have to develop an outreach program to inform all known operators of the new regulations with the goal of encouraging voluntary compliance and cooperation. Any operators who choose not to comply with the new regulations would be considered in violation of them and would be issued a notice of violation. This would likely require significant additional staff time and resources to gather enough evidence to issue a violation notice and to process each violation, potentially with legal assistance needed.

Staff recommends that the Commission provide a recommendation on these two policy questions that would ultimately be decided by the Board of Supervisors:

1. If the proposed text amendment is adopted, should the regulations be applied retroactively to existing short-term residential rental operations that do not otherwise have valid zoning approval?
2. If the regulations are applied retroactively, should Planning Staff enforce them on a complaint basis or implement a proactive enforcement program?

Amendment to the Current Zoning Ordinance vs. Amendment to the Revised Zoning Ordinance

Another policy issue for the Commission's discussion is whether the proposed regulations should be processed as an amendment of the current Zoning Ordinance or whether it should be included in the Zoning Ordinance Update Project that is in process. As you may recall, the Commission and Board of Supervisors agreed to limit consideration of amendments to the current Zoning Ordinance while the Ordinance Update Project is underway. According to the policy, an amendment of the current Zoning Ordinance should only be considered if:

- It is initiated either by the Planning Commission or the Board of Supervisors, or an application for text amendment is accepted by the Commission or Board for consideration, and
- The text amendment addresses either a critical procedural concern or an issue that impacts a County infrastructure project or economic development efforts.

The Commission should discuss whether the proposed text amendment is consistent with this policy in determining whether it can be processed as an amendment of the current Ordinance. There are factors that may make processing it as an amendment of the current Ordinance preferable over including it in the Ordinance Update Project. If there are significant public comments or concerns about the text amendment, processing it as a current Ordinance amendment would allow it to be considered as a standalone issue. If the text amendment is folded into the Ordinance Update Project, comments and concerns with it could impact consideration of the entire revised Zoning Ordinance.

One of the reasons for implementing the text amendment policy as it relates to the Ordinance Update Project was to avoid potential delays or confusion by amending the current Ordinance while we are attempting to update it in its entirety. Recent delays in completing final reviews of the draft Zoning and Subdivision Ordinance do present an opportunity to consider a current Ordinance text amendment without further impacting the Project timeline. Additionally, if adopted in its current format, the proposed text amendment could be folded into the revised Zoning Ordinance with minimal adverse impact.

For your consideration, the proposed text amendment is formatted as an amendment of the current Zoning Ordinance. Staff recommends the Commission discuss this issue and provide direction on how to process the text amendment if it will be considered. If the Commission decides to move forward with the proposed text amendment, the Commission should also consider whether to provide it to the Board of Supervisors informally before scheduling a Public Hearing. This would give the Commission an opportunity to gauge the Board's interest in the text amendment and to answer any questions they may have.

If you have questions in advance of the meeting, please do not hesitate to contact me.

DRAFT SHORT-TERM RESIDENTIAL RENTAL TEXT AMENDMENT
RECOMMENDATION FROM POLICY & TRANSPORTATION COMM.

STEP 1 – Add “short-term residential rental” to the use regulations for single-family dwellings to establish that such activities will now require zoning approval.

3-C-2-i – Dwellings, Single-Family

- 1.** The number of persons, who are permanent full-time residents occupying a single-family dwelling served by an on-site sewage disposal system with a Virginia Department of Health Permit, shall not exceed two for the number of bedrooms allowed by that permit.
 - a 1.** If it is found that a property is not in compliance with this requirement, then the owner of the property shall apply for a permit with the Health Department, to expand the current disposal system for a sufficient number of bedrooms to accommodate the number of permanent full-time resident occupants in the dwelling.
 - b 2.** If the Health Department denies the expansion, the owner of the property shall apply for variance from Board of Septic and Well Appeals for a system designed for a sufficient number of bedrooms to accommodate the number of permanent full-time resident occupants in the dwelling and install such a system if approved. Such a variance can only be requested for owner occupied property.

- 2. *Short-term residential rental.***
 - a.** *A short-term residential rental is the rental of a room within or a portion of a single-family dwelling or accessory dwelling, or the rental of an entire single-family dwelling or accessory dwelling, by the owner of the dwelling to one or more transient renters for lodging purposes for a period of fewer than 30 consecutive days in exchange for a charge. Accessory dwellings include tenant houses and dwellings of less than 600 square feet of heated area on properties of six acres or more.*
 - b.** *A short-term residential rental may be conducted in a single-family dwelling or an accessory dwelling as a bed and breakfast home occupation or as a country inn. No short-term residential rental shall be conducted without prior zoning approval for a bed and breakfast home occupation or country inn, as applicable.*

DRAFT SHORT-TERM RESIDENTIAL RENTAL TEXT AMENDMENT
RECOMMENDATION FROM POLICY & TRANSPORTATION COMM.

STEP 2 – Modify bed and breakfast home occupation use regulations to regulate short-term residential rentals of up to 10 occupants in an owner or permit-holder occupied situation.

To Article 9 Definitions:

Bed and Breakfast -- A home occupation where lodging or lodging and meals are provided for compensation ~~for up~~ to ~~five~~ transient guests *for a period of fewer than 30 consecutive days*.

3-C-2-n-6 – Bed and breakfast regulations.

A. Maximum occupancy.

- 1. The maximum occupancy of a bed and breakfast shall not exceed 10 persons during the rental period including transient guests and permanent residents of the dwelling, and in no case shall exceed the maximum occupancy allowed by the onsite sewage disposal system permit.***
- 2. A bed and breakfast may use a maximum of ~~three~~ five guestrooms for the conduct of the home occupation, ~~regardless of the floor area of the dwelling unit and subject to Virginia Department of Health (VDH) regulations for onsite sewage disposal systems if applicable.~~ Guestrooms may be located in accessory structures located on the same lot subject to compliance with Building Code requirements and VDH regulations.***

B. Use of onsite sewage disposal system.

- 1. The applicant shall state the maximum occupancy of the bed and breakfast, including transient guests and permanent residents of the dwelling, on the home occupation zoning permit application. The maximum occupancy of a bed and breakfast shall not exceed the maximum occupancy allowed by the onsite sewage disposal system permit issued by the Virginia Department of Health (VDH). If the onsite sewage disposal system serving the bed and breakfast is shared with another structure, the maximum occupancy of both structures shall not exceed the maximum occupancy allowed by the onsite sewage disposal system permit.***
- 2. An application for a bed and breakfast that is served by an onsite sewage disposal system shall be reviewed by the Virginia Department of Health (VDH) in conjunction with the zoning permit application review. Written confirmation by VDH that the existing onsite sewage disposal system can support the proposed maximum capacity of the bed and breakfast shall be a prerequisite to issuance of a home occupation zoning permit.***
- 3. If a bed and breakfast is served by an onsite sewage disposal system, that system shall be maintained and remain in an operable condition for the life of the use. In the event that the system fails as determined by VDH, the zoning administrator may issue a notice of violation to cease the bed and breakfast use until the system is repaired or replaced and is approved in writing by VDH.***

DRAFT SHORT-TERM RESIDENTIAL RENTAL TEXT AMENDMENT
RECOMMENDATION FROM POLICY & TRANSPORTATION COMM.

4. *A bed and breakfast shall not be subject to the maximum allowable area for home occupation uses set forth in Section 3-C-2-n-5.*
- C. As an accessory use to a bed and breakfast, breakfast meal service may be provided only for overnight guests.

STEP 3 – Modify country inn use regulations to regulate short-term residential rentals that do not meet the requirements of a bed and breakfast home occupation (non-owner or non-permit holder occupied situation and/or more than 10 occupants)

To Article 9 Definitions:

Country Inn -- ~~An establishment~~ *A business* offering for compensation to the public guestrooms for transitory lodging or sleeping accommodations *for a period of fewer than 30 consecutive days*. As accessory uses to a country inn, meal service and/or permanent place(s) of public assembly may be provided. ~~The term Country Inn includes Tourist Home, Guest Ranch, Guest Farm, or other similar use.~~

3-C-2-g – Country Inn

1. ~~An establishment offering, for compensation to the public, not more than A country inn may use a maximum of 15 guest rooms for transitory lodging or sleeping accommodations of not more than 14 days of continuous occupancy, subject to Virginia Department of Health (VDH) regulations for onsite sewage disposal systems if applicable.~~
2. Maximum occupancy and use of onsite sewage disposal system.
 - a. *The applicant shall state the maximum occupancy of the country inn on the special use permit and site development plan applications. The maximum occupancy of a country inn shall not exceed the maximum occupancy allowed by the onsite sewage disposal system permit issued by the Virginia Department of Health (VDH). If the onsite sewage disposal system serving the country inn is shared with another structure, the maximum occupancy of both structures shall not exceed the maximum occupancy allowed by the onsite sewage disposal system permit.*
 - b. *An application for a country inn that is served by an onsite sewage disposal system shall be reviewed by VDH in conjunction with the site development plan application review. Written confirmation by VDH that the existing onsite sewage disposal system can support the proposed maximum capacity of the country inn shall be a prerequisite to approval of a site development plan.*
 - c. *If a country inn is served by an onsite sewage disposal system, that system shall be maintained and remain in an operable condition for the life of the use. In the event that the system fails as determined by the Virginia Department of Health (VDH), the zoning administrator may issue a notice of violation to cease*

DRAFT SHORT-TERM RESIDENTIAL RENTAL TEXT AMENDMENT
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the country inn use until the system is repaired or replaced and is approved in writing by VDH.

- ~~2. As accessory uses to a Country Inn, meal service and/or permanent places(s) of public assembly may be provided. The total maximum capacity of areas used for meal service and/or permanent places of public assembly shall be 149 people and as regulated by the Virginia Department of Health.~~
3. *The sale of meals or prepared food, which may include beverages and confections, is permitted as an accessory use to a country inn. Approvals or permits by applicable State agencies shall be obtained and remain active for the lifespan of this activity.*
4. *Assembly activities for compensation are permitted as an accessory use. The maximum number of building occupants during an assembly activity shall not exceed 149, or the maximum occupancy of the facility as approved by the Building Department, whichever is less.*
5. One bathroom shall be provided per each bedroom in structures less than 50 years old or one bathroom shall be provided per each two bedrooms in structures 50 years or older.
6. Any need for parking shall be met off the street and other than in a required front yard, and shall conform in all other ways with the provisions of Section 4-J of this Ordinance;
7. No equipment, process, or vehicles which create unreasonable noise, vibration, glare, fumes or odors which are detectable to the normal sense off the premises shall be permitted;
- ~~6. The structure satisfies all applicable requirements of the Commonwealth of Virginia and the local Health Official;~~
- ~~7. All applicants for a country inn in an AOC zoning district shall accept the fact that adjoining agricultural land, due to fertilizing, manure spreading, lime spreading, feedlots, and other farming methods may produce offensive odors.~~
- ~~8. In the AOC or FOC Zoning Districts, a country inn shall be allowed only as an accessory use to a Single Family Detached Dwelling. Guestrooms shall be located in or attached to such a dwelling. For parcels larger than 20 acres, the Single Family Detached Dwelling may be the principal dwelling on the property and/or a tenant house. The defined accessory uses of meal service and/or permanent place(s) of public assembly shall be located in or attached to such a Single Family Dwelling.~~
- ~~9. Events, as defined by Clarke County Code Chapter 57, shall obtain all necessary approvals.~~
8. *Regulations for country inns in the AOC and FOC Districts:*
 - a. *A country inn shall require the use of a dwelling unit right (DUR).*

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- b. If a country inn is developed in a structure other than an existing single-family dwelling, the structure shall be designed to resemble a single-family dwelling and constructed to enable the structure to be converted to a single-family dwelling if the country inn use is discontinued. Architectural renderings and construction plans for the proposed structure shall be submitted for review with the special use permit application.*
- 9. Special events shall comply with Chapter 57 of the Code of Clarke County.*

Clarke County



**PLANNING COMMISSION
POLICY & TRANSPORTATION COMMITTEE
MEETING MINUTES
MONDAY, JULY 29, 2019**

A meeting of the Planning Commission's Policy & Transportation Committee was held at the Berryville/Clarke County Government Center, Berryville, Virginia, on Monday, July 29, 2019.

ATTENDANCE

Present: Robina Bouffault, Scott Kreider, Gwendolyn Malone

Absent: Douglas Kruhm

Staff/Others Present: Frank Lee; Ryan Fincham (Senior Planner/Zoning Administrator)

CALLED TO ORDER

Mr. Stidham called the meeting to order at 10:05AM.

APPROVAL OF AGENDA

The Committee approved the agenda by consensus as presented.

APPROVAL OF MINUTES

The Committee approved the October 17, 2018 meeting minutes as presented.

Yes: Bouffault, Kreider (moved), Malone (seconded)

No: none

Absent: Kruhm

Discussion, Regulation of Short-Term Rentals

Ms. Bouffault stated that a voluntary collections agreement has been signed between the Clarke County Commissioner of the Revenue and AirBNB, noting that it addresses creation of a registry and the collection of transient occupancy taxes. She said the problem is that our current Ordinance does not regulate short-term rentals of less than 30 days. She said that she does not envision this being a major change and she does not think we can do anything with special event permits as this is a different issue to be addressed. She noted that the City of Waynesboro has adopted the most straightforward and simple regulations including adding "homestay" to their list of definitions. She said that "short-term residential rental" needs to be well-defined in the definition of "homestay," and she reviewed the other terms included in the Waynesboro ordinance. She noted Waynesboro's short-term rental registry regulations, adding that the County Administrator has concerns with creating such a registry. She stated that having a registry would provide the opportunity to ensure that short-

term rental operators have obtained the proper building and health permits for their use. Mr. Kreider noted that the Goochland County example provided by Ms. Bouffault requires the operator's occupancy to be consistent with the occupancy stated on the septic system permit, adding that this regulation should be considered.

Mr. Stidham asked how to deal with older homes that never had septic permits issued or for which the Health Department no longer has a permit on file. He added what would be the cost to that person to obtain a permit and would the Health Department issue a permit based on existing conditions. Ms. Bouffault noted that Blue Hill Farm on Bishop Meade Road is operating an AirBNB without a building permit and the Health Department could not find a septic system permit. She said they have constructed a large building for get-togethers and a cottage next to the main house, adding that there is no information for the new buildings in the land records and no building or septic system permits for them. She said it is obvious that they have done illegal construction which is a problem whether or not they are operating an AirBNB. She noted that the operators are advertising that they can accommodate up to 21 people in the main house and cottage, and she added that she does not believe their septic system is anywhere close to being able to handle 21 people.

Mr. Stidham said that since there are only 3 Committee members present, Mr. Lee could speak to this topic even though he is a non-member. Mr. Lee said that he likes Goochland's requirement that the occupancy not exceed the allowable occupancy on the septic system permit. He said that if you do not have a septic system permit for your property, you can request the Health Department to come out and try to determine what kind of system you have. He added that for unpermitted systems, you should require a determination of what the existing system is and its capacity. He also said that unpermitted systems should be required to establish a 100% drainfield reserve area because older systems are usually smaller, not maintained, and more subject to failure. Mr. Stidham asked whether the Health Department would issue a permit for a 100% reserve area and Mr. Lee replied yes. Mr. Fincham added that everything would go to the private sector as the Health Department will not get involved with AirBNBs. Ms. Bouffault asked if the County's code enforcement officer receives a complaint about an AirBNB operating outside of the septic system's approved capacity, does he turn the complaint over to the Health Department. Mr. Fincham replied that Staff has not received any complaints of this nature. He said that if such a complaint were received, the code enforcement officer would refer it to the Health Department and then close the complaint. Mr. Fincham added that the Health Department will only investigate the complaint if there is evidence of a drainfield failure. Ms. Bouffault asked for confirmation that they will only investigate if there is a failure and how they would know there is a failure. Mr. Lee responded yes and that evidence would be sewage on the ground or sewage backing up into the house. Ms. Bouffault cited an example of an AirBNB near the river and asked how they would determine a failure if the sewage is running directly into the river. Mr. Lee replied that there would still need to be a complaint. Ms. Bouffault asked if it had to be a septic system complaint or could it be any complaint and Mr. Lee replied that it has to be a septic system complaint. Mr. Fincham added that Staff investigates the exact complaint that is made and does not attempt to expand the scope of the complaint. Mr. Stidham said the scope can expand if one department sees a violation and refers it to the department with enforcement authority.

Mr. Kreider asked whether it would be a violation for advertising a higher capacity than allowed by the septic system permit, which would not require an inspection. Mr. Stidham replied that if you

required a zoning permit which had a prerequisite for review of the septic system permit, the zoning administrator would not be able to sign off on the zoning permit if the stated capacity exceeded the maximum capacity on the septic system permit. The applicant would have to modify the septic system and get a new approval from the Health Department or reduce the capacity on the zoning permit application. He then asked how much will an applicant be required to go through to get a new septic system permit if they do not currently have one or if one is not existing on file. Mr. Fincham added that the Zoning Ordinance still has a provision dealing with occupancy in single-family dwellings that we lost a court case over in the past and no longer enforce. Mr. Stidham asked if the Health Department will not sign off on or issue a permit to certify an existing system, will we accept a report from a licensed soil consultant. Mr. Fincham replied that approval has to come from the Health Department.

Ms. Bouffault said that another good part of the Waynesboro ordinance is that they require homestays to have fire extinguishers. She added that based on the maximum numbers of guests advertised, some AirBNBs in the County are automatically considered to be country inns. Mr. Stidham replied that this is not the case if multiple guests are part of a single customer group. He added that we do not currently regulate rentals to a single customer renting a single room or an entire house, and that a customer can be one person or one paying group. He noted that if a property owner is renting more than one room in a house to more than one customer or customer group, it would fall under the requirements for a bed-and-breakfast or a country inn. Ms. Bouffault reiterated that once a short-term rental registry is established by the Board of Supervisors, we can use the registry as a basis for requiring proof of compliance with building code and Health Department requirements. She said that a lot of these businesses are operating under the radar and we need a way to make sure that they are legitimized and on the same footing as the other County lodging businesses.

Mr. Stidham asked Ms. Bouffault if she looked at the County's existing transient occupancy tax section and whether it is missing all of the items that Waynesboro has in their ordinance and she replied yes. Mr. Stidham noted that Waynesboro has two components to their ordinance – a section dealing with transient occupancy taxation and the short-term rental registry and a section dealing with zoning regulations. He added that the Commission would only be dealing with the second part of the Waynesboro ordinance and that the Board would have to adopt the first part as a change to the County Code. Mr. Stidham said that new uses would need to be created and asked the Committee if in creating new zoning regulations, do the members want to differentiate between owner-occupied and non-owner-occupied rentals. Mr. Kreider said yes because the owner is on the property and can monitor the rental activity. Mr. Stidham said that if you create separate uses using this distinction, you would also need to create different use regulations to address the different impacts. Ms. Bouffault said that you could consider a rental to be owner-occupied if they are living on the same property but in a different residence where there are multiple residences on the property. Mr. Stidham said it is not difficult to determine whether a use is a home occupation or not – the difficulty is in coming up with different use regulations to account for owner versus non-owner-occupied rentals. Ms. Bouffault said that non-owner-occupied AirBNBs are commercial operations in residential areas and that ones with large occupancies should be re-categorized as country inns. Mr. Stidham noted that the country inn use was originally created for L'Auberge Provençale. Ms. Bouffault said that she understands what Staff is saying about the country inn use but we should be going by septic system capacity to determine maximum allowable occupancy. She added that if the

rental is non-owner-occupied, then it should be considered a country inn. Mr. Stidham replied that country inns require special use permits and the members said at the beginning of the meeting that we did not want to require special use permits for AirBNBs. Members and Staff then briefly discussed specific AirBNB listings in the County and whether they are owner-occupied.

Mr. Stidham said that if you want to create separate regulations based on owner occupancy, the regulations should have something to do with the owner not being present on the property. He said if you cannot come up with separate regulations, then we keep the two uses separate and have one as a home occupation and the other as a regular permitted use. The next step would be to come up with use regulations that would apply to both uses. He added that both uses would be approved by zoning permit. Ms. Bouffault asked Mr. Stidham if he was proposing this because Staff does not want to require a special use permit and he replied yes because the Committee members indicated they did not want to require special use permits. Mr. Stidham added that even if you required a special use permit, you would still have to come up with use regulations. Ms. Bouffault suggested requiring a special use permit for short-term rentals with large numbers of occupants. Mr. Stidham cautioned the members that if they want to create a special use permit, they should also have in their minds what would be the grounds for turning down an application. He added that if the concern is septic system capacity, then you do not need to create a special use permit to address the concern. Ms. Bouffault said that the Building Official told her that certain fire code and occupancy requirements are required on rentals with 10 or more occupants. She suggested requiring a special use permit for non-owner-occupied rentals with 10 or more occupants. Mr. Stidham noted that Goochland County caps the maximum occupancy at 10 regardless of whether it is by-right or a special use. He suggested capping the maximum occupancy for AirBNBs at 10 and requiring a country inn special use permit for occupancy over 10 people, noting that the special use permit would enable the owner to rent multiple rooms to multiple customers. He added that if you are renting to a group that is more than 10 people, it could be a family reunion, a corporate retreat, or other group activity that will likely bring impacts that you would not have with a smaller rental including special events. He said that 10 is a good number to address a lot of the impacts for this use. He also said the biggest challenge is how to deal with owners of older homes with septic systems lacking approved permits and not meeting current regulations. Mr. Kreider asked whether the homeowner can hire a private contractor to assess the system. Mr. Lee replied yes and how it relates to current regulations, noting that most older systems will not relate to current regulations. Mr. Stidham asked Mr. Lee what the cost to the applicant would be if we require a 100% reserve area to be established. Mr. Lee replied that it would likely be cost-prohibitive. Ms. Bouffault said that the owners of L'Auberge Provençale has to spend a significant amount of money to upgrade their septic system so requiring the same of other transient occupancy owners would put everyone on a level playing field. Mr. Kreider said that requiring septic systems to be upgraded would likely put a lot of them out of business. Mr. Stidham said that he likes the idea of the Goochland approach to septic systems but there are a lot of unanswered questions when dealing with older, nonconforming and unpermitted systems.

Ms. Bouffault said that she is far more concerned with fire code compliance. Mr. Stidham replied that if you cap occupancy at 10, occupancies over 10 would have to get a special use permit and site plan approved for a country inn and would be reviewed by the Building Department. He said that for occupancies of 10 or less, the building code classification is a single-family residence. Ms. Bouffault said she thought the use change occurs at 10 so it would have to be occupancy up to 9, and Mr.

Stidham replied that he would confirm this with the Building Official. Mr. Lee asked if the use would require a business license and Ms. Bouffault replied yes. Ms. Bouffault then reviewed AirBNBs from her list and noted information including which are owner-occupied and how many guests they are advertising.

Mr. Kreider said to summarize we would require short-term rentals for 9 occupants or less to get a business license and provide proof of septic system compliance. He asked if we are going to require 100% reserve if they have a valid septic system permit. Mr. Lee replied that in retrospect, they should not be required to provide 100% reserve if they have a valid permit. Mr. Stidham asked would we accept a stamped report from an AOSE if they do not have a valid permit. Mr. Lee replied that the report will likely have a lot of conditions and may not provide the assurances we need. Mr. Stidham asked what we should do if we are not going to allow an AOSE report. Mr. Kreider replied that we should require a 100% reserve area or deny the application. Ms. Bouffault said that if you want to build a house today, you need an approved septic system and a 100% reserve area. Mr. Lee said that if there is no permit at all for the system, then you should have to establish a 100% reserve area. He added that if the current system fails, they have an approved location for a new system that will likely cost \$25,000 or more which will knock a lot of people out. Mr. Fincham noted that you can use the language from the farm brewery use which requires a septic system permit issued for that use which is a new use on the property. He added that regulations should not be adopted that require the zoning administrator to interpret a septic system report – this should be the Health Department’s responsibility. Ms. Bouffault said that the wording here is perfect. Mr. Lee added that if you do not have a current permit from the Health Department, then you cannot operate the use. Regarding fire code issues, Mr. Fincham noted that the County does not enforce the property maintenance code as cities and larger jurisdictions do which allows for onsite inspections. He added that he does not know what level of involvement the building official will have if the use is not being reviewed as a special use permit. He cautioned that any requirements for fire suppression and fire safety that the Committee wants to add would be enforced by the Building Department so the building official should be consulted first. Ms. Bouffault said that if you cap the occupancy at 9, you do not need to check for fire and building code compliance but you still verify the septic system. At 10 or greater, everything would be checked as a special use permit for a country inn.

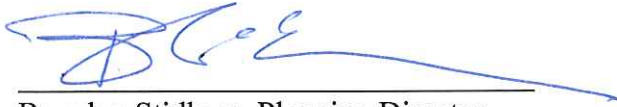
Mr. Stidham said that if there are a significant number of these businesses with occupancies of 10 or more, we may be looking at a parade of special use permit applications coming in to legitimize them. He said the Committee should be looking at what grounds they would use to deny such applications. Ms. Bouffault said that she did not think there would be a large number of special use permit applications at all.

Mr. Stidham summarized the Committee’s recommendations so far. He said that we would use the definitions from the Waynesboro zoning ordinance text amendment. He said there would be two uses created that are by-right requiring a zoning permit. One would be the home occupation use which requires the owner to reside on the property as their primary residence but not to stay on the property while the guests are there and allowing them to stay in a separate dwelling on the property. Mr. Fincham asked what separates this from a bed-and-breakfast home occupation. Mr. Stidham said that this is the AirBNB occupancy of one customer or one customer group. He continued by stating that the use would be for a maximum of 9 occupants and an approved Health Department permit showing

an allowable occupancy that matches the stated occupancy for the business would be required. He said absent a valid Health Department permit they would have to provide some other approval which would be a 100% reserve drainfield area approval. Mr. Lee said the Health Department will not issue a certification letter for a 100% reserve drainfield area to an existing system that does not have a valid permit. Ms. Bouffault said they will only issue a certification letter for a new permitted septic system. Mr. Stidham said that this could be a problem because we would be requiring all owners without valid septic permits to install new compliant systems, and he asked what would be the chances of this regulation being approved in a text amendment. Ms. Bouffault replied that the only people who would not want to comply are those who are flying under the radar anyway. Mr. Kreider asked Mr. Stidham why the regulation would not be approved and he replied that it might be opposed. Ms. Bouffault asked why it would be opposed and Mr. Stidham replied that you would be imposing the requirement on all operators who do not have a valid septic system permit. Mr. Lee added that it would probably be 50% of the current AirBNBs. Mr. Stidham suggested looking at the list of AirBNBs provided by Ms. Bouffault and identify all of the ones that would likely come in to get a zoning permit and are unlikely to have a valid septic system permit due to the age of their home. Ms. Bouffault said there are not that many. Mr. Stidham asked how far back septic systems go at the Health Department. Mr. Lee replied that they go back to the 1940s and 1950s but occupancy was not always listed on these older permits. Mr. Stidham asked the members if an applicant has a permit from the 1950s with no listed occupancy but states they will honor the maximum of 9 occupants, would they be comfortable with this. Mr. Lee said that the old permits will either have an occupancy or a maximum system volume. He noted that you can sometimes relate the old volumes to current capacities but not in all cases. Mr. Stidham said that Staff does not want to be in a position where we are asked to translate old permit information into a current day occupancy. He also said what is Staff supposed to do with an old permit that only lists a volume, and Mr. Lee and Mr. Fincham added that many older permits only list a volume and do not list an occupancy. Mr. Kreider said that the applicant would have to hire a consultant to convert the volume to an occupancy. Ms. Bouffault said that the Health Department would have to make this determination. Mr. Stidham replied that the old volumes do not always translate into current regulation occupancy requirements. Mr. Fincham said that we may need to talk to the Health Department about their "Safe, Adequate and Proper" and "Courtesy Review" processes and whether it would work for what we want to accomplish with our text amendment. Mr. Stidham said that the text amendment language could require "a valid septic system permit or other written approval by VDH." Mr. Lee said that staffing limitations at VDH could be a problem in getting the information from VDH in a timely fashion.

Mr. Kreider suggested having Staff develop a draft text amendment to be reviewed at an upcoming meeting. Ms. Bouffault said that she is pushing to have this resolved from a zoning standpoint prior to the County Administrator's retirement at the end of the year so he can assist with coordinating issuance of formal letters to transient rental operators by the Commissioner of the Revenue. Mr. Stidham suggested scheduling the next meeting immediately following the Commission's September 3 briefing meeting and the members agreed. He said that he will develop a working draft of a text amendment that may have options regarding the septic system regulations depending on what we find out from VDH. He also said the Committee needs to provide justification why the current Zoning Ordinance needs to be amended in accordance with the Ordinance Update Project Policies that were agreed to by the Commission and Board.

The meeting was adjourned by consensus at 11:16AM.



Brandon Stidham, Planning Director

Clarke County



**PLANNING COMMISSION
POLICY & TRANSPORTATION COMMITTEE
MEETING MINUTES
TUESDAY, SEPTEMBER 3, 2019**

A meeting of the Planning Commission's Policy & Transportation Committee was held at the Berryville/Clarke County Government Center, Berryville, Virginia, on Tuesday, September 3, 2019.

ATTENDANCE

Present: Robina Bouffault, Scott Kreider, Douglas Kruhm

Absent: Gwendolyn Malone

Staff/Others Present: Ryan Fincham (Senior Planner/Zoning Administrator); Frank Lee; George L. Ohrstrom, II

CALLED TO ORDER

Mr. Stidham called the meeting to order at 4:10PM.

APPROVAL OF AGENDA

The Committee approved the agenda by consensus as presented.

APPROVAL OF MINUTES

The Committee approved the July 29, 2019 meeting minutes as presented.

Yes: Bouffault (seconded), Kreider (moved)

No: none

Absent: Malone

Abstained: Kruhm

Continued Discussion, Regulation of Short-Term Rentals

Mr. Stidham began by reviewing the draft text amendment for "short-term residential rentals," and noted discussion questions on page 10 of 12 in the meeting packet. He also referenced a draft application form that Staff prepared in developing the draft text amendment. He said that he contacted the Goochland County zoning administrator with questions about their short-term rental regulations and learned that Goochland does not regulate the number of individual paying customers in a short-term rental facility. He added that they allow a maximum of 10 customers at a time but all 10 could be individually-paying customers.

Mr. Stidham noted that the draft text amendment requires an applicant to provide a valid Virginia Department of Health (VDH) permit for the onsite sewage disposal system or other written approval from VDH as a condition of approval. Commissioner Lee said that he recently spoke with VDH staff and was told by the supervisor Jim Davis that VDH will not evaluate onsite sewage disposal systems because short-term rentals are a commercial activity. He added that this would mean that any required evaluations would have to be done by an authorized on-site soil evaluator (AOSE). Mr. Stidham asked if this includes both "Safe, Adequate, and Proper" reviews and courtesy reviews, and Commissioner Lee replied yes. Commissioner Ohrstrom asked about these two reviews and Mr. Fincham explained them. Mr. Fincham added that he would not have a problem interpreting the validity of a recently-issued septic system permit but any permits that require interpretation need to be reviewed by VDH. Mr. Lee noted that if there is no information on an existing system, an AOSE will have to determine all aspects of the system including how it will operate in the future. Mr. Stidham noted that while Mr. Fincham has a background in VDH regulations, there is no guarantee that future staff members will have that same expertise. He added that we should be sending all applicants to VDH for review but if VDH will not review short-term rentals, then maybe septic system review should be taken out of the draft text amendment especially if the maximum number of occupants will be capped at 10. Commissioner Kreider asked if we could require applicants to provide a copy of a working septic system review by an AOSE. Mr. Stidham replied that you would still have to have VDH staff review this information.

Commissioner Bouffault distributed an updated version of her AirBNB spreadsheet for the Committee to review. She noted that she has all of the septic system information on the existing AirBNBs and noted the ones that are out of compliance with the VDH permit based on the number of guests that they are advertising. Commissioner Kreider asked if we could require proof that the existing septic system is compatible with the applicant's number of guests. Mr. Stidham provided the example of an applicant with a 25-year old septic system permit containing an occupancy number and stating that the maximum occupancy will not exceed the number on the permit. He said the 25-year old permit may be valid but not compatible with current VDH regulations. He added that Staff feels strongly that if we are going to regulate septic systems with short-term rentals, then they all should be reviewed by VDH staff. Commissioner Lee said that Planning Staff should discuss this situation with VDH to see if they would be willing to change their policy.

Mr. Stidham noted that Staff has not discussed this text amendment with the County Attorney to determine whether it can be enforced retroactively on existing short-term residential rentals if adopted. He said he thinks you can because the County currently does not regulate short-term rentals and we would not be replacing regulations with new ones, potentially creating a grandfathering situation. Mr. Fincham noted that Warren County did not apply their regulations retroactively when they adopted them. Mr. Stidham added that a current short-term residential rental operator who got a business license may be able to argue that they are grandfathered. Commissioner Kruhm asked about existing short-term residential rentals and whether they would not have to comply with fire code and VDH regulations. Commissioner Ohrstrom replied that if a use is nonconforming it does not mean they are grandfathered from having to comply with other regulations besides zoning. Commissioner Kreider said that we definitely need a legal opinion on this issue.

Mr. Stidham noted that he confirmed with the Building Official that building code use group requirements change with 11 occupants so creating a zoning cap at 10 occupants will be consistent with building code requirements. Commissioner Ohrstrom asked if the occupants have to be unrelated occupants and Mr. Stidham replied that it is 10 occupants regardless of relation.

Commissioner Ohrstrom left the meeting.

Regarding establishing regulations for owner-occupied versus non-owner-occupied short term residential rentals, Commissioner Bouffault said that she thought that the City of Waynesboro's homestay regulations were oriented to owner-occupied rentals, giving you a different category from non-owner-occupied rentals. Mr. Stidham replied that we can create separate uses based on whether the short-term residential rental is or is not owner-occupied but they would be identical unless separate regulations were adopted that would apply to one but not to the other. Commissioner Bouffault said that a true bed-and-breakfast for two guests should only require a business license but the larger operations offering rentals for 16-18 guests when the septic system is only approved for 10 occupants are in a totally different category and not a bed-and-breakfast. She said that these should be country inns or hotels and we have existing ordinances for them. Mr. Stidham replied that it is not a country inn if you have a group of people staying together as one paying customer group. Commissioner Bouffault said you cannot treat renter groups as units as one customer is not the same as 10 customers paying together. Mr. Stidham replied that if you change this interpretation, then the text amendment is not going to be a quick fix. He asked whether the Committee wants to take the Goochland approach and not regulate the number of individual paying customers to a maximum of 10. Commissioner Bouffault gave an example of a property owner renting two residential units to two separate customers at a time. Mr. Fincham replied that this would not be a short-term rental and would be currently regulated as a bed-and-breakfast. Mr. Stidham said that before AirBNB started, property owners would ask whether they could rent their barn apartments on a short-term basis to people that were in between residences and Staff's response was that the County does not regulate short-term rentals. He added that once you start renting to two or more customers, zoning regulations apply. He said that under the draft text amendment, any rentals with occupants that exceed a maximum of 10 would be required to get a country inn special use permit or reduce to a maximum of 10. He then repeated his original question of whether owner and non-owner-occupied rentals should be treated as separate uses with separate regulations. Commissioner Kreider said no. Commissioner Bouffault said that an owner-occupied short-term rental would be a bed-and-breakfast. Mr. Stidham replied that you can serve meals at a bed-and-breakfast but not in conjunction with the draft short-term residential rental use. Mr. Fincham added that if you want to be an innkeeper, then you are operating a bed-and-breakfast and are subject to VDH review. Mr. Stidham also said that current bed-and-breakfast uses are home occupations and the owner is required to live onsite.

Commissioner Bouffault said that her primary focus is to enable the Commissioner of the Revenue to send out a letter to AirBNB operators basing herself on the ordinance. She said right now we do not have an ordinance and we have signed a voluntary collections agreement with AirBNB. Mr. Stidham said that the Commissioner of the Revenue can send a letter out tomorrow because that office operates separately from zoning. Commissioner Bouffault said that regarding the transient occupancy tax you do not have an ordinance that references transients and defines short-term rentals. Mr. Stidham noted the Waynesboro transient occupancy tax ordinance and said that these ordinances

would be part of the County Code adopted by the Board of Supervisors and would have nothing to do with the Zoning Ordinance or Planning Department. He said that creating zoning regulations adds an additional layer of rules that are related to the taxation regulations but are not required.

Commissioner Bouffault said that if the Commissioner of the Revenue creates a short-term rental registry, that department will have to ask questions of applicants such as whether they have valid permits. Mr. Stidham replied that the Commissioner of the Revenue is not required to ask these questions and would only do so if we added zoning regulations as an additional layer of rules. He added that this would be similar to the current arrangement of having all business license applications reviewed for zoning compliance prior to issuance by the Commissioner's office. He also said that the Commissioner is under no obligation to do this and could issue business licenses without any zoning review, noting that there are some counties with Commissioners of the Revenue who choose to issue business licenses completely independent from the zoning office. Commissioner Kreider said that first off we need to find out if the text amendment can be enforced retroactively if it is adopted. Mr. Stidham replied that he will have the County Attorney review this question and added that anything that would need to go in the taxation section of the County Code is a completely separate issue from zoning regulations. Commissioner Bouffault said that you still need a definition for short-term residential rental and Mr. Stidham replied that this can be added to the taxation section of the County Code. Commissioner Bouffault replied that it cannot be in the taxation section if it is not in the Zoning Ordinance and Mr. Stidham disagreed. He said that if you had a zoning layer it would be nice to have it coordinated with the taxation layer but right now, we do not have zoning regulations for short-term rentals. He added that the Commissioner can tax short-term rentals today and it would have nothing to do with zoning.

Commissioner Kreider said that in regards to Staff's question #4, short-term residential rentals should not be allowed in the Rural Residential (RR) District. Mr. Stidham said that this is a big reason why Warren County requires a special use permit because of the hundreds of small residential lots on the mountain that they have. He added that he would make this change to the draft text amendment.

Commissioner Bouffault said that she is concerned with the text amendment restricting rentals to one unit at a time. Mr. Stidham replied that this is consistent with Staff's current interpretation.

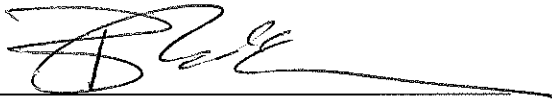
Commissioner Bouffault said that if the Commissioner of the Revenue is going to require people to come in to get business licenses, there are going to be a lot of complaints when they are told that the Zoning Ordinance limits them to one customer unit at a time. Mr. Stidham replied that the Commissioner will only care if the owner has a business license and is paying transient occupancy tax, and she will not care whether they are in compliance with any outside regulations.

Commissioner Kreider said that you do not want to have multiple groups in these rentals, and Mr. Stidham added that if you want to rent to two groups then you need a special use permit for a country inn. Commissioner Bouffault said that some of the current AirBNBs would be country inns. Mr. Stidham replied that if operators want flexibility to have more than 10 occupants or to rent to multiple groups, then we would hand them an application for a country inn special use permit. He added that this also costs thousands of dollars to develop a site plan and pay application fees. Commissioner Bouffault said that everyone needs to be on a level playing field and we are discriminating against the businesses that have already paid thousands of dollars to be in compliance. Commissioner Kreider replied that if we adopted regulations, they would be on a level playing field. Mr. Stidham said that there have not been any complaints about the home occupation use for a bed-and-breakfast, which

can be approved administratively for \$130 and not require a site plan. Commissioner Bouffault said that this needs to be changed as it is not a home occupation.

Commissioner Kreider reiterated that we need to find out from the County Attorney how this text amendment can be applied to existing short-term residential rentals. Mr. Stidham said that when Staff has an opportunity, we will discuss the review of septic systems with VDH staff. He said he will also talk to the County Attorney returns on September 23. He said to Commissioner Bouffault that she can continue to work with the Commissioner of the Revenue on any changes that may need to be made to the taxation code. He also said that once he has all of that information, he will schedule the next meeting which may not be until the first part of October.

The meeting was adjourned by consensus at 4:40PM.



Brandon Stidham, Planning Director

Clarke County



**PLANNING COMMISSION
POLICY & TRANSPORTATION COMMITTEE
MEETING MINUTES
FRIDAY, JANUARY 10, 2020**

A meeting of the Planning Commission's Policy & Transportation Committee was held at the Berryville/Clarke County Government Center, Berryville, Virginia, on Friday, January 10, 2020.

ATTENDANCE

Present: Robina Bouffault, Douglas Kruhm, Gwendolyn Malone

Absent: Scott Kreider

Staff/Others Present: Ryan Fincham (Senior Planner/Zoning Administrator); Frank Lee; George L. Ohrstrom, II

CALLED TO ORDER

Mr. Stidham called the meeting to order at 10:05AM.

APPROVAL OF AGENDA

The Committee approved the agenda by consensus as presented.

APPROVAL OF MINUTES

The Committee approved the September 3, 2019 meeting minutes as presented.

Yes: Bouffault (moved), Kruhm, Malone (seconded)

No: none

Absent: Kreider

Continued Discussion, Regulation of Short-Term Residential Rentals

Mr. Stidham stated that the Committee tabled discussion of short-term residential rentals at the September 3 meeting to allow Staff research two items. He said the first item is how the Virginia Department of Health (VDH) would participate in the review of short-term residential rental applications, and the second item is whether any regulations that may be adopted could be applied to existing short-term residential rentals that may have business licenses or other local government approvals.

Mr. Fincham provided an overview of his discussions with VDH staff and the review process that VDH would use in reviewing applications. He stated that VDH would do a "file review" upon the County's request but would not conduct a field inspection of the rental property. He also said that

VDH will confirm, based on permit information on file for the property, that the capacity of the onsite sewage disposal system will support the proposed rental occupancy. Commissioner Ohrstrom asked whether a maximum cap of 10 persons in a rental would require a 5-bedroom drainfield and Mr. Fincham replied yes if the applicant applied for a 10-person occupancy. Commissioner Ohrstrom asked if we would require the occupancy to be stated rather than have a blanket 10-person occupancy. Mr. Fincham replied that the applicant would have to state the maximum occupancy on the application.

Mr. Fincham went on to state that if VDH cannot confirm that the existing sewage disposal system will support the proposed occupancy, he would have to deny the zoning permit application. He said the applicant would have two options – either lower the maximum occupancy to a level that can be confirmed by VDH or work with VDH through their processes to modify the system to support the proposed occupancy. He added that he expects in a lot of cases to hear back from VDH staff that there is no permit on file for the property as older homes are often used as short-term rentals. He noted that we want VDH staff to be the authority in determining whether the sewage disposal system will support the rental use.

Commissioner Ohrstrom asked if VDH would accept a report from a septic company on an existing system for which they have no permit on file. Mr. Fincham replied that we will likely be asking VDH whether the structure to be used for the short-term residential rental is served by an onsite sewage disposal system that meets the proposed occupancy. He added that it would be up to VDH staff to determine whether to accept a report from a septic company. Mr. Stidham said that early on we were struggling to create a regulatory process that has VDH as a participant. He added that because of the limitations on how VDH will participate, we will have to require VDH confirmation of septic system capacity in order to approve the zoning permit. If VDH confirmation cannot be obtained, then the applicant has to work through VDH's processes to get confirmation before they can reapply and gain zoning approval. Commissioner Ohrstrom said that this might be an onerous and costly process. Mr. Stidham replied that you may get push back from someone with an older system that is functioning properly and may have more capacity than needed but they have no paperwork to support it. He added that they would have to go through whatever process VDH requires in order to issue an occupancy approval. Commissioner Ohrstrom asked what process VDH would require. Mr. Fincham replied that VDH will require proof of an approved system that meets current regulations. Commissioner Lee added that the septic tank and distribution box will have to be uncovered and the length of the lines confirmed by the applicant's soil consultant. He added that the process would be onerous since older homes do not have systems that conform to current regulations and also do not have reserve areas. Commissioner Kruhm asked how grandfathering comes into play with VDH regulations and Commissioner Lee replied that there is no grandfathering. Mr. Stidham noted that VDH would consider a short-term rental to be a change of use to a commercial activity.

Commissioner Bouffault said that she has reviewed VDH permit status for all of the rentals on her spreadsheet and wondered how you are supposed to address this. She said that we currently do not have an effective means of enforcement and we need to have a procedure that will not alienate people as this is economic development. She asked how can we tackle this because it is going to take a huge amount of staff time to go through all of this information. She said she did not think that the rules need to be stringent for small operators with 2-3 guests in a garage apartment. She said rules should

address people on the mountain like the Moores who have made a significant commercial investment and advertise rentals for up to 16 people. She also noted that some operators who purchased properties for weekend rentals may not even be aware of septic system issues and regulations.

Mr. Stidham noted that one deficiency with VDH's "file review" process is that VDH staff will not be doing onsite inspections to confirm whether an existing system has been maintained or is functioning properly. He added that this could result in zoning approval for a short-term rental with a system that has already failed or is in the process of failing. He said that the process we are proposing is defensible because we are refusing to approve zoning until VDH approval can be confirmed, which is analogous to not approving the addition of a bedroom to an existing house until VDH approves the capacity of the septic system.

Regarding small versus large rental operators, Mr. Stidham said that 10 is a very good number for us to use in developing regulations because it tracks with building code requirements. He said that anyone who wants to have more than 10 occupants would be going to the Commission for a country inn special use permit and site plan review and would know that there will be significant costs. Commissioner Ohrstrom said that if he was going to do a short-term residential rental, he would want to go through this process to make sure the use is in compliance in case anything happened in the future. Mr. Stidham also noted that special use permit applicants will also have to deal with neighbor concerns. Commissioner Lee said that people looking to buy a property to do a short-term residential rental will want to do it as cheaply as possible. Mr. Fincham added that if you have an illegal occupancy of a structure, this issue would be addressed by the Building Department just as a septic system violation would be addressed by VDH. Mr. Stidham clarified that illegal occupancy enforcement is spearheaded by the Building Department but the Planning Department and VDH would also be involved to address zoning and septic violations. Commissioner Bouffault stated that some cases could be politically difficult to deal with and Mr. Fincham and Mr. Stidham said politics do not come into play when they investigate complaints.

Mr. Stidham reviewed his discussions with the County Attorney, noting that existing rental operators with business licenses would only be grandfathered from having to obtain a zoning permit and would have to comply with any regulations that are adopted. He added that operators with no business license or other County approval would have to get a zoning permit and comply with all new regulations. Commissioner Bouffault asked how you would deal with unpermitted operations like Blue Hill. Mr. Fincham said that he is acting on Blue Hill because he received a complaint about it. He added that the applicant is planning to apply for a special use permit to host small weddings. He also explained the process that he would follow if he received a complaint about an illegal occupancy of a structure. Commissioner Bouffault said that she filed a complaint about the "Tiny Bird House" months ago. Mr. Fincham replied that he forwarded that complaint to the Building Department and VDH and would try to determine its status. Commissioner Bouffault said that the only ones that she is really worried about are the ones that affect groundwater quality. Commissioner Ohrstrom asked if the County has enough staff to investigate all of these concerns and the Board of Supervisors will not want to hire staff just to inspect all of these operations. Commissioner Bouffault said that she has compiled all the information in her spreadsheet to help Staff with the enforcement efforts.

Mr. Stidham said that there are two policy recommendations that the Committee would have to forward to the full Commission and Board along with a recommended text amendment. He said the first policy issue is whether to apply any new regulations retroactively and noted that this is not something we have typically done in the past with new text amendments. He said if you decide to apply the new rules retroactively, the second policy issue is whether you deviate from complaint-basis enforcement and proactively enforce the new rules. He noted that if you choose proactive enforcement, you could kick it off with a soft approach of informing existing operators of the new rules in an attempt to get voluntary compliance. He added that some operators will comply but an equal number will ignore the rules or will call Board members to complain. He also said that after following the soft approach, a policy decision will need to be made on whether to take the hard approach by proactively taking noncompliant operators through the enforcement process. Commissioner Bouffault briefly explained how the City of Winchester is handling zoning enforcement issues, noting the monetary penalties that they can apply to violators. Commissioner Ohrstrom asked if the Winchester police enforce these rules and Mr. Stidham replied no. Mr. Stidham added that he did not know whether zoning enforcement is done in parallel with property maintenance enforcement. Commissioner Bouffault said that you do not want to have to issue monetary penalties but having them can be a deterrent to violating the rules. Mr. Stidham said that we currently have the ability to pursue a fine instead of a court order to correct a zoning violation. Commissioner Bouffault provided additional information on how Winchester applies monetary penalties. Mr. Stidham replied that he thinks you may have to add the fines to the Zoning Ordinance similar to a fee schedule but he is not certain. He also said that a zoning violation under State code can be considered a misdemeanor. Commissioner Lee said you need to take a carrot-and-stick approach by doing whatever you can to help them come into compliance before you take stronger measures. Commissioner Kruhm agreed with Commissioner Lee adding that it is a public relations matter and the Supervisors are going to have to be fully on board. Commissioner Bouffault said that one county she researched has a brochure that explains all of the rules for rentals in an effective manner. Commissioner Ohrstrom said he would think that insurance companies would be all over these issues with the associated liabilities. Commissioner Bouffault gave an example of the rates charged by one AirBNB as being lower than other County lodgings and said that this is another way that the playing field needs to be leveled. Commissioner Kruhm said that he likes the brochure approach but that it should say, "If you are thinking about or have already started a rental, these are the rules that you must follow."

Mr. Stidham stated that when someone contacts Staff about a notice of violation that we have issued to them, usually their first question is who filed the complaint. He noted that if we go to proactive enforcement, Staff will essentially be the complainants that are initiating the zoning investigation. Commissioner Bouffault said that she has no problems with filing complaints and added that Staff needs to be in the background. She added that she thinks complaint-basis enforcement is the way to go. Mr. Fincham noted that in the case of Blue Hill, we received an investigated a complaint and noted a violation for holding weddings on site but no violation for the short-term rental use because we do not regulate that activity. Commissioner Ohrstrom said we cannot act on a short-term rental complaint because we do not have regulations. Mr. Fincham noted that we can act on a short-term rental in an unpermitted structure as an illegal occupancy violation. He also emphasized the type of evidence that Staff needs to have in order to issue a notice of violation. Mr. Stidham added that we can cite a short-term rental for providing meals if they do not have approval to be a bed-and-breakfast

or a country inn. Commissioner Bouffault reiterated that she is concerned with groundwater contamination. Mr. Fincham replied that if the complaint is that someone is residing in a structure with no approved sewage that would go to VDH. Commissioner Bouffault asked what VDH would do in the case of short-term rental operating as a country inn with six people. Mr. Fincham replied that this would not have anything to do with VDH unless there is evidence of a failing system such as sewage on the ground. He added that they would make a site inspection in that case to investigate the violation. He also said that VDH does not treat occupancy as a violation without some evidence of a failing system or other violation such as a straight pipe dumping sewage into a creek. Commissioner Bouffault asked about properties without VDH permits and Mr. Fincham replied that there are many properties in the County with residents living on them and there are no VDH permits. Mr. Fincham added that not having a permit is not necessarily a violation but that sewage on the ground is. Commissioner Ohrstrom asked if it is a violation to live in a house without a certificate of occupancy and Mr. Fincham replied no. Commissioner Bouffault said that it is a problem that AirBNBs are becoming more and more difficult to identify. Mr. Fincham said that he suggests she file complaints with the applicable department that is responsible for addressing them, such as an illegal occupancy complaint with the Building and Planning Departments and VDH. He said that if the complaint is a straight pipe in the river, the complaint should go to VDH. He also noted that the Planning Department acts on all complaints that we receive. Commissioner Lee reiterated that VDH will not act on a complaint about an unpermitted septic system unless there is evidence of a failing system.

Commissioner Kruhm said that we need to move this along and provide a recommendation to the Commission. Mr. Stidham noted that the Commission could develop a text amendment, hold public hearings, and forward it to the Board via the review process. He also said alternatively the Commission could send the concept to the Board informally to get their feedback. Commissioner Kruhm said that since there are a lot of different people involved in this issue, we should send it to the Board as an informational item before scheduling public hearings and said we could also schedule a joint work session on the topic. Mr. Stidham said that we have the workings of a text amendment and said that we still need to discuss the questions in the Staff memo. Commissioner Bouffault asked if the Committee could agree that rentals for 2-3 people over a garage in a structure with a VDH permit should only require a business license. Mr. Stidham asked what the limit is for a bed-and-breakfast and Mr. Fincham replied 3 bedrooms and 5 guests. Commissioner Bouffault said that country inns are six rooms or more. She added that we are covered with regulations for country inns, bed-and-breakfasts, and hotels but are lacking for short-term rentals. Mr. Fincham said that the draft rules would address them because all they need to do is satisfy VDH, and Mr. Stidham added that the only time there is a problem is if they do not have VDH permit information. Mr. Stidham cautioned against establishing a minimum number of guest because if you exempt 1-2 guests, applicants will claim that number to avoid the more stringent regulatory process.

Commissioner Ohrstrom left the meeting.

Commissioner Bouffault said that there are far too many short-term rentals being started and that it will eventually settle down. She added that it would be nice to have something coherent in place so that legitimate operators will know what they are supposed to be doing. Mr. Stidham suggested that the Committee work through the policy questions in the meeting memo to help move the discussion along.

Mr. Stidham reviewed the first question regarding whether separate uses should be established for short-term rentals that are owner-occupied and for those that are not owner-occupied. He asked whether we want to create separate uses even if we are capping the maximum occupancy at 10. Commissioner Bouffault said yes and Mr. Stidham replied that if we create separate uses, what separate use regulations would we also create to distinguish them. Commissioner Bouffault replied that a non-owner-occupied rental is a commercial activity. Mr. Fincham asked how to verify whether a rental is owner or non-owner-occupied and added that Staff would go with what the applicant states on the zoning permit application. He also said that as with occupancy numbers, it is likely that applicants will say that the rental is owner-occupied to take advantage of less stringent regulations. He noted that if a complaint is filed that the owner is not occupying the rental, it will be very difficult for Staff to prove otherwise with the limits on how we are allowed to investigate. Commissioner Bouffault said that there are examples of rental advertisements that say the entire house is available and that the owners live elsewhere. Mr. Stidham said that the advertisement would have to explicitly state that the owners live elsewhere in order for it to be used as evidence. Mr. Fincham also noted that some operators live in the house but rent it out when they are traveling, adding that he would consider this to be an owner-occupied rental. Commissioner Bouffault added that some operators list calendars showing when they will not be onsite and the property is available for rental.

Mr. Stidham said that Commissioner Bouffault believes a non-owner occupied rental is a commercial activity and she replied yes. Mr. Stidham asked Commissioner Bouffault that if a non-owner-occupied rental should be allowed by-right or by special use permit, and she replied that it should be a special use. Mr. Stidham then said you could create a special use for non-owner-occupied short-term residential rentals but it would be really difficult to prove owner occupancy. He added that we will need to know what the metric is in determining owner occupancy for applicants that split time between the rental and another residence, or who may only be onsite when rentals are occurring. He also asked if it is owner-occupied if the owner is staying somewhere else on the property or if a caretaker or relative is onsite during rentals. Commissioner Bouffault said that if the owner is living somewhere on the property, then it should just be a business license approval. She also said that if you have up to five guests, it is a bed-and-breakfast and only a business license should be required so long as the septic system is compliant. Mr. Fincham replied that she is addressing two issues – the number of allowable guests and whether or not the use is owner-occupied. He asked Commissioner Bouffault if a non-owner-occupied rental with less than five guests should require a special use permit, and she replied that non-owner-occupied rentals are automatically commercial. Mr. Fincham asked even if it is only one guest at a time and she replied yes.

Mr. Stidham suggested raising the occupancy threshold for bed-and-breakfasts to 10 people and require the owner to be in the house or on the property, and also suggested lowering the threshold for country inn to 5 occupants. He added that these changes would not require a new use to be created for short-term residential rentals as these two existing uses would address the owner occupancy issue. Mr. Fincham said that in this scenario, non-owner-occupied rentals with less than 5 guests would not be regulated and Mr. Stidham replied yes. Commissioner Bouffault said that you still have to worry about septic issues. Mr. Stidham said that we would not be regulating septic in this scenario and asked if we need to worry about a 4 person occupancy if the owner is not onsite. Commissioner Kruhm said that it is a problem if the rental has a straight pipe. Mr. Fincham said that if you are a landlord renting your property, no one is reviewing your septic system. Commissioner Bouffault said

she thinks the two categories need to be owner-occupied on the property and purely commercial when they are living somewhere else. She added that she has been able to trace where some rental operators reside by researching the land records, and Mr. Fincham noted that Staff does not want to get involved in this type of research. She reiterated that we need to create regulations that will not cause everyone to complain but will level the playing field for everyone. She also suggested holding another Committee meeting before the next Commission meeting.

Mr. Stidham recapped his previous suggestion of raising the threshold for bed-and-breakfasts to 10 occupants by right which would be your owner-occupied short-term residential rental. He added that it would have to be owner-occupied because it is a home occupation and noted that we could include our draft approach to septic system regulation. Mr. Fincham said that he has not received any bed-and-breakfast applications but has been prepared to send any such applications to VDH for review because they have to issue a bed-and-breakfast permit. Mr. Stidham said that our current regulations for country inn addresses occupancy in terms of the number of rooms and not the number of people. He added that we could expand the definition of country inn to include a non-owner-occupied short-term residential rental but would recommend not placing a minimum occupancy number on it. He said that if an applicant purchases a house specifically for short-term rentals and will not be living in it, even if they only propose one room rental or one occupant at a time, we would still call it a country inn and require a special use permit and site plan review. He said this approach would be supported by Commissioner Bouffault's position that non-owner-occupied rentals are commercial ventures. Commissioner Bouffault reiterated that owner occupancy needs to be addressed separately and added that she still thinks that 1-2 people staying in a garage apartment only needs to have a business license. Mr. Stidham replied that under his proposal, even the small occupancies would require a special use permit if the owner is not living on the property. Commissioner Bouffault said that it would be fine by her but she did not know how Staff would be able to handle enforcement. Mr. Stidham said you would be taking a strict approach of saying that any non-owner-occupied rental is a commercial venture and therefore requires a country inn special use permit. He gave an example of the owner of a large horse farm who rents out the main house as a long-term rental and does not live on the property – if the owner wants to rent a barn apartment on the same property as a one-room short-term rental, it would be a country inn special use. He asked members if they were comfortable with this approach. Commissioner Bouffault said that it sounds extreme and Commissioner Lee said that you would be cutting them way back. Mr. Stidham replied that if adopted, the small rentals will likely go underground and we would have to deal with them through enforcement.

Regarding the second question on the memo, Mr. Stidham said that he thinks this discussion has answered the question about the proposed definitions and that a definition for "transient renter unit" will not be needed. He added that he will draft a revised text amendment that amends the home occupation/bed-and breakfast use and the country inn use for the Committee's review. He also said he thinks that the third question has also been addressed through the discussion. Regarding the fourth question, he said that country inns are not allowed in the Rural Residential (RR) District so the only way a short-term residential rental could be operated in the RR District is as a bed-and-breakfast home occupation. Commissioner Bouffault said that there are only a few of them now and Mr. Stidham noted that the septic system regulation will be self-limiting on small lots. Mr. Stidham said that regarding the last question, he will just proceed with developing the revised text amendment

based on today's discussion. Commissioner Bouffault said that she will get a copy of the brochure that she referenced earlier in the meeting.

Members agreed to schedule the next meeting for Friday, February 7 following the Commission's Business Meeting.

Commissioner Malone asked if we are saying bed-and breakfasts are home occupations. Mr. Stidham replied yes and said that this is the only way you can have a bed-and-breakfast and by definition it must be owner-occupied. He added that we would also increase the occupancy number to a maximum of 10. He also said that any non-owner-occupied short-term residential rental would be a country inn and any bed-and-breakfast with more than 10 guests would also be a country inn. Mr. Fincham asked if we are sticking with owner-occupied rather than live on property. Mr. Stidham said that we would use the same metric that we use for home occupations. Mr. Fincham said that he is aware of a bed-and-breakfast situation in which the occupancy may have been compliant when the permit was originally issued but it involves multiple lots on a farm and the owner lives on another lot now. He added that VDH allows a bed-and-breakfast to have up to 18 occupants and does not require the owner to live on the property but there must be an onsite caretaker at all times. Mr. Stidham said that another issue the Committee may want to discuss is the distance that the owner's residence is from the rental and whether it matters if it is located on an adjacent lot.

Mr. Stidham said that he will provide a revised text amendment and some scenarios in a table format to help with the discussion.

Commissioner Kruhm asked what the occupancy threshold is for a structure to have a sprinkler system. Mr. Fincham said that he will have to check with the Building Department. Mr. Stidham noted that in both the bed-and-breakfast and country inn scenarios, they still have to be accessory to a single-family dwelling and a residential occupancy. He added that the building code use group changes when you exceed 10 occupants.

The meeting was adjourned by consensus at 11:27AM.



Brandon Stidham, Planning Director

Clarke County



**PLANNING COMMISSION
POLICY & TRANSPORTATION COMMITTEE
MEETING MINUTES -- DRAFT
FRIDAY, MARCH 6, 2020**

A meeting of the Planning Commission's Policy & Transportation Committee was held at the Berryville/Clarke County Government Center, Berryville, Virginia, on Friday, March 6, 2020.

ATTENDANCE

Present: Robina Bouffault, Scott Kreider, Gwendolyn Malone

Absent: Douglas Kruhm

Staff/Others Present: Ryan Fincham (Senior Planner/Zoning Administrator); Frank Lee

CALLED TO ORDER

Mr. Stidham called the meeting to order at 10:02AM.

APPROVAL OF AGENDA

The Committee approved the agenda by consensus as presented.

APPROVAL OF MINUTES

The Committee approved the January 10, 2020 meeting minutes as presented.

Yes: Bouffault (moved), Malone (seconded)

No: none

Absent: Kreider

Abstained: Kruhm

Continued Discussion, Regulation of Short-Term Residential Rentals

Mr. Stidham recapped the Committee's previous discussions of how to integrate the Virginia Department of Health's (VDH) review of onsite sewage disposal systems into this proposed process. He said that instead of trying to create a new process, applicants will be sent to VDH to work through their processes to ensure that the onsite sewage disposal system can support the proposed usage. He noted that this could produce a hardship for owners of older homes with systems that were never permitted or for which permit information is not on file. He added that the goal is to have VDH provide something in writing indicating that they have reviewed and approved the proposed usage for the applicant's system.

Mr. Stidham said that the revised approach proposed by Staff focuses on whether the short-term residential rental will be owner-occupied or non-owner-occupied. He said that if the rental will be non-owner-occupied to any degree, then it is essentially a commercial operation and not a residential operation. He said that instead of establishing a new use for short-term residential rentals, the approach modifies the use regulations for the home occupation bed-and-breakfast permitted use and the country inn special use. He noted that the first step in this approach is to add “short-term residential rental” to the use regulations for single-family dwellings to establish that such activities will now require zoning approval. He said the second step would be to modify the bed-and-breakfast home occupation regulations to address rentals in an owner-occupied situation. He noted that the current maximum occupancy of five transient guests would be changed to a maximum of 10 occupants, which are the total number of people that will be in the home at any one time during a rental activity. He added that the final step would be to modify the country inn regulations to address rentals in a non-owner-occupied situation. He said that for consistency purposes, the current maximum continuous occupancy regulation of 14 days would be amended to a period of fewer than 30 consecutive days. He noted that this would be the use if the rental activity is being done as a business and not in conjunction with the applicant’s home. He also said that the maximum occupancy would remain at 15 guest rooms and that would be based on approved onsite sewage disposal system capacity.

Mr. Stidham noted at the end of the meeting packet is a chart listing different occupancy scenarios and whether they could be approved as a bed-and-breakfast home occupation or a country inn special use. He said that the chart presumes an “AirBNB-type” situation with a maximum occupancy of 10 with VDH approval of the septic system. He noted in the first three scenarios that a bed-and-breakfast approval can be granted if the owner lives on the property in the rental structure or on a different structure on the same lot, but a country inn special use permit is required if the owner lives on an adjacent or nearby lot. He stated that a home occupation approval can only be granted if the business operator lives on the property and is there while operating it. He also noted that in these first three scenarios, distance does not matter. He said that if you had two adjacent lots in the Retreat, you cannot have the owner living on a separate lot from the rental because that would not qualify as a home occupation even if the owner’s residence is only 50 feet away from the rental. He also said that you can have an owner with a 100 acre property renting a tenant house on the same property 1000 feet away and this would still constitute a home occupation.

Mr. Stidham noted that the fourth scenario may be quirky, involving an operator living on the property in the rental structure but who rents the structure out when traveling and is not on site during the rental activity. He said that this would not qualify as a home occupation because the actual business is not operating while the owner is onsite, so these applicants would have to get a country inn special use permit. He noted that a scenario in which a property owner rents their house to one couple at a time when they are traveling would not have many impacts but would still require a special use permit because of the emphasis on owner vs. non-owner-occupied rentals as a policy issue. He added that small rentals like this one would likely go underground and not get permits but the big ones would be self-evident because of advertising. Commissioner Bouffault said that the big operators have invested a lot of money in their rentals and improvements so there would be an incentive for them to regularize themselves and we need to make it easy for them to do so. She added that the only big hang up is septic. Mr. Stidham that AirBNB started as a home share concept and a

way to allow people to make money while they are not at home, but owners in these situations would have to get a country inn special use permit under this approach. Commissioner Malone asked how the proposed rules would affect home swapping in which property owners on vacation trade houses as short-term rentals. Mr. Stidham replied that this is the home share example. He also reiterated that a bed-and-breakfast rental must follow the home occupation regulations and you cannot qualify as a home occupation if you are not in the home while the business is being conducted. Commissioner Bouffault asked whether you can have home swapping without money exchanging hands and Mr. Stidham replied that there would be no problem with this, and Commissioner Malone added that it would not fall under these regulations. Mr. Stidham added that if no money is changing hands, then it is not a business. Mr. Fincham also added that bed-and-breakfast and country inn regulations use the term “for compensation.”

Regarding septic systems, Commissioner Lee said many older houses have permits that are many years old and asked if those permits would be honored under this approach. Mr. Stidham replied that we are going to require applicants to work directly with VDH and have VDH make this determination. Commissioner Lee replied that VDH will likely say that if it met the requirements at the time the permit was issued, then the permit is still valid. Mr. Stidham added that Mr. Fincham will just need to get something in writing from VDH that the permit is acceptable for the use. Commissioner Bouffault said that she remains concerned with operators who advertise occupancies well above the permitted occupancy of their system permit. Mr. Stidham replied that applicants will have to state the maximum occupancy on their application form under this proposed process. He added that the draft application form that the Committee reviewed previously contains a disclaimer stating that the applicant understands that if you advertise occupancies greater than allowed by the permit, this could be grounds for permit revocation. Mr. Fincham noted that requiring a 100% reserve area with this process was discussed previously but is not included in the currently proposed language. Commissioner Lee said that applicants probably should not be required to meet current VDH requirements if VDH says that their current permit is still valid. Mr. Fincham said that if the existing system cannot support the proposed occupancy, then the applicant must make all modifications to the system as required by VDH before zoning approval can be granted. Commissioner Lee said that older permits that did not require a reserve area will probably still be honored by VDH. Mr. Stidham added that VDH may look at a country inn special use permit application differently because it is a business. Mr. Fincham noted that this would also be a change of use and added that the septic ordinance would require a 100% reserve area to be provided if there is a change of use. He also noted that currently he sends zoning approvals for bed-and-breakfast operations to VDH and the Building Department to make them aware of the new use. Mr. Fincham asked if a bed-and-breakfast would be a change of use and Mr. Stidham replied that it would be an additional use, then agreed with Commissioner Bouffault’s comment that it would be an accessory use. Mr. Fincham noted that an accessory use would not necessarily require a 100% reserve area but a country inn special use would require a 100% reserve area. Mr. Stidham stated that the revised Zoning Ordinance will require all government approvals as a condition of zoning approval which would allow Mr. Fincham to require VDH approval before issuing a bed-and-breakfast home occupation zoning permit approval. Commissioner Lee said there would be a problem with an older house like Blue Hill that has no permit because VDH would provide no comments on the system in absence of a permit. He added that VDH will not require any modifications unless the existing system is failing. Mr. Fincham said that the proposed language will require written approval from

VDH that the existing system will support the proposed occupancy. Commissioner Lee said that VDH will require the applicant to hire a private sector consultant to evaluate whether the system meets the requirements. Mr. Fincham added that VDH will require the system to meet current standards in order for them to state in writing that the system will support the proposed occupancy. He also said that if an applicant has no permit, VDH will require them to get a permit. Mr. Stidham said that if septic system compliance is the number one policy issue with these regulations, then what comes out of this may be that these older homes with no permits will get VDH permits and meet current system requirements. Commissioner Lee said that there is no guarantee that all properties will be able to get permits. Mr. Fincham said that whether these regulations will be enforced retroactively is a policy issue and reiterated that applicants have been told that the current policy is that we do not regulate short-term residential rentals. Mr. Stidham added that this goes back to our general policy questions of whether we want to apply the rules retroactively because we have the option to do so per the County Attorney and, if so, do we want to enforce differently than complaint-basis enforcement. Commissioners Bouffault and Kreider said that the regulations will have to be imposed retroactively.

Mr. Stidham completed reviewing the remaining scenarios noted on the chart. He said that in the fifth scenario in which the owner splits time residing on the property and elsewhere but is onsite at all times when renters are present, this is a home occupation bed-and-breakfast and Staff will not attempt to prove where the applicant has their primary residence. He noted that all four of the remaining scenarios require a country inn special use permit because none meet the requirements for a home occupation. He also noted that in the eighth scenario, this could be permitted as a home occupation if the caretaker or family member residing in the rental is the holder of the home occupation zoning permit and otherwise meets all home occupation regulations.

Mr. Stidham asked the members if they are comfortable with placing this on the Commission's April work session agenda and the members replied yes. Commissioner Bouffault said that she wanted to touch on the enforcement element and distributed a brochure and information from Greene County. She said this is a really good example of how to educate potential operators of the rules for short-term residential rentals in a non-threatening manner. Commissioner Bouffault said that the Greene County Planning Commission is the entity sending out the information and it is presented in a user-friendly manner. She then asked how the Building Department deals with enforcement and complaints. Mr. Stidham replied that he did not want to speak for the Building Department and suggested contacting them directly with the questions. Commissioner Bouffault said that she would talk with the Building Official about her questions. She also asked about Planning Department enforcement actions and how we can modify the requirement that violations are taken to court. Mr. Stidham replied that as a matter of practice we want to achieve compliance rather than issue punishment. He said that if a property owner responds to a notice of violation or inquiry and works with Staff in good faith, then we will work with them to achieve compliance without pursuing court action. Commissioner Bouffault said that we need to give short-term residential rental operators an incentive to comply with the regulations. Mr. Stidham replied that it is a good idea if we are going to apply new rules retroactively to do the soft sell and give operators one year to come into compliance. Commissioner Bouffault said that this is a good idea. Mr. Stidham added that we can send out a brochure like the example Commissioner Bouffault provided instead of sending out violation letter, but can do so one year later for the operators who chose not to contact us. Commissioner Bouffault asked if everyone

agrees with the one year and the members agreed. Mr. Stidham said that you are going to have to do the soft sell if you want compliance, otherwise you will have operators going underground or complaining about the rules at Board of Supervisors meetings.

Mr. Stidham said that for the April meeting, he will bring forward the Staff memo in a format as the Committee's recommendation. He asked the members if they wanted to take a vote on it or is there a consensus, and the members agreed that there is a consensus. Mr. Stidham added that he will attach some of the earlier information such as the sample application forms. He will also talk about the general policy issues of retroactive application and how to handle enforcement. He said one question for the Commission will be whether to do this as an amendment to the current Zoning Ordinance or fold it into the revised Zoning Ordinance. He added that it is currently written as an amendment to the current Ordinance, and that it might be best to do as an amendment to the current Ordinance since the Ordinance Update Project is at a standstill. Commissioner Bouffault asked if we could move forward with the revised Zoning Ordinance and update the Subdivision Ordinance later. Mr. Stidham responded that the County Attorney will still need to review the revised Zoning Ordinance before adoption. He added that he does not recommend separating the Ordinances because they are so interrelated including with the new shared Definitions article. Mr. Stidham noted that if the Commission is comfortable with the text amendment, then they could add it to the Business Meeting agenda to schedule public hearing. He also said that the Commission may want to send this to the Board of Supervisors informally before scheduling public hearing to gauge their level of interest.

The meeting was adjourned by consensus at 10:33AM.

Brandon Stidham, Planning Director

BED AND BREAKFAST ZONING PERMIT APPLICATION

- A bed and breakfast zoning permit is required for a home occupation where lodging or lodging and meals are provided for compensation to transient guests for a period of fewer than 30 consecutive days.
- The permit holder shall occupy the property at all times during rental activities either in the main residence or in an accessory dwelling located on the same lot.
- The maximum occupancy of a bed and breakfast shall not exceed **ten (10) persons during the rental period including transient guests and permanent residents of the dwelling, and in no case shall exceed the maximum occupancy allowed by the onsite sewage disposal system.**
- In the event that the proposed activity does not meet the requirements for a bed and breakfast home occupation, the rental activity may be allowed through approval of a special use permit and site development plan for a “country inn” use.

Applicant Information

Applicant’s Name: _____

Address of Proposed Bed and Breakfast: _____

_____ Tax Map #: _____

Phone: _____ Email: _____

- Check one: I am the property owner _____ I am a resident _____

* Note – If you are not the property owner, the property owner must also sign this application.

- The property containing the bed and breakfast is my primary residence. YES____ NO____
- I will occupy the property at all times while it is being rented. YES____ NO____

Occupancy Information

- Maximum number of occupants (including renters and residents – not to exceed 10 and must be equal to or less than the approved capacity of the onsite sewage disposal system): _____
- Virginia Department of Health (VDH) approval attached? YES____ NO____

NOTE – Applications for bed and breakfast home occupations that are served by an onsite sewage disposal system shall be reviewed by the Virginia Department of Health (VDH) in conjunction with the zoning permit application review. Written confirmation by VDH that the existing onsite sewage disposal system can support the proposed maximum capacity of the short-term residential rental shall be a prerequisite to issuance of this zoning permit.

If you do not have a copy of an onsite sewage disposal system permit for your property, please contact the Virginia Department of Health (VDH) prior to filing this zoning permit application form.

Applicant/Property Owner Signature Page

By signing this application form, I agree to the following:

Initials

_____ I have read and fully understand the rules for operating a bed and breakfast as a home occupation.

_____ I understand that my bed and breakfast may only be advertised for a maximum occupancy consistent with this permit, and that advertising maximum occupancy that exceeds this permit shall be considered a violation of this zoning permit.

_____ I understand that the maximum occupancy of the bed and breakfast shall not exceed ten (10) persons, or the maximum occupancy allowed by the approved onsite sewage disposal system permit (whichever is less). I also understand that exceeding this maximum occupancy at any time shall be considered a violation of this zoning permit.

_____ I understand that approval of this permit does not authorize the conduct of activities other than a bed and breakfast home occupation, including but not limited to special events, weddings, conferences, or other gatherings of persons in excess of the maximum total occupancy allowed. Any such activities conducted in conjunction with the bed and breakfast home occupation, absent additional and separate zoning approval, shall be considered a zoning violation.

_____ I understand that approval of this permit is contingent upon my onsite sewage disposal system remaining in good standing with the Virginia Department of Health (VDH). I understand that it is my responsibility to work with VDH to ensure that my onsite sewage disposal system is functioning properly and has sufficient capacity for my bed and breakfast use. I also understand that any additional uses or construction impacting my system may require onsite sewage disposal system modifications or upgrades to be approved by VDH. I understand that failure to maintain my onsite sewage disposal system in good standing with VDH shall be considered a violation of this permit and that I will be required to cease the bed and breakfast use until the system is repaired or replaced and is approved in writing by VDH.

Signature of Applicant _____
Date

Signature of Property Owner (if applicable) _____
Date

OFFICE USE ONLY:

Zoning Permit is hereby:

_____ Granted Maximum Total Occupancy Allowed: _____

_____ Denied

Zoning Administrator _____
Date

**Clarke County Planning Department
101 Chalmers Court, Suite B
Berryville, VA 22611 (540) 955-5132**

MEMORANDUM

TO: Board of Supervisors

FR: Brenda Bennett, Accountant

DT: 7/13/2020

RE: *July Finance Agenda*

1. **CARES ACT funding** Information Only - Clarke County has received \$1,275,451 in federal relief money through the federal CARES ACT, for Covid-19 related expenses. A budget outline for expenditure of these funds is attached for review and discussion.
2. **FY20 Covid-19 Expenses To Date** The Department of Joint Administrative Services has been tracking all expenses specifically related to Covid-19, and has compiled 4 separate lists of these expenses, totaling \$ 33,252.76 (see attached, FY20 Expenses to Date, Central Store Purchases, Town of Berryville expenses, and Covid-19 Leave Pay & Comp Time Pay). As per the June Finance Report, it is intended that the expenses on the attached lists be carefully reviewed for consideration of reimbursement by the CARES Act funds previously allocated to Clarke County. The Finance Committee should consider approval of these expenses for the purpose of reimbursement from the Clarke County CARES Act funds.

“Be it resolved that FY20 budgeted expenditure and appropriation be increased \$33,252.76, and revenue in the amount of \$33,252.76 from the Federal CARES Act fund be recognized, all for the purpose of reimbursement of qualifying FY20 Covid-19 related expenditures.

3. **FY21 Covid-19 Proposed Expenses** The following list includes various agency requests for funding from the CARES Act fund for FY21:
 - a) Clarke County Public Schools items (see attached)
 - b) Dept. of Fire & EMS items (see attached)
 - c) Window Barriers (see attached)
 - d) Broadband study (see attached)
 - e) 4-H grant request (see attached)
4. **FY20 Revenue Review** See attached YTD report.
5. **Review FY21 Contingency List** See attached list.
6. **Bills and Claims.** The Finance Committee should consider approval.
7. **Standing Reports.** See Reconciliation of Appropriations, General Fund Balance, and Capital Projects reports attached.

7/7/2020

Federal CARES Coronavirus Relief Funds

Local Allocation \$1,275,451

<i>Proposed budget for expenditures</i>		<i>Current FY20 Expenses</i>	<i>FY21 requests to date</i>	<i>Remaining Balance</i>
Emergency Management	150,000		(68,390)	81,610
Economic Development	100,000			100,000
Day Care	100,000			100,000
Schools	500,000	(8,263)	(147,000)	344,737
Town of Berryville	10,000	(6,129)		3,871
Broadband	100,000		(50,000)	50,000
General Government	50,000	(18,860)	(6,476)	24,664
Total	\$1,010,000	(33,252)	(271,866)	704,882
Remaining balance (Contingency Amount)	\$265,451			

Invoice History by Pjt and GL Account
 Paid Covid-19 Invoices as of 06/30/2020

VENDOR NAME	INVOICE	INVOICE DATE	CHECK NO	WARRANT	PROJECT	ACCOUNT	YEAR	AMOUNT	FULL DESC
Daly Computers	PSI1073206	04/09/2020	19867	EJ043020	COV19	100-000-000-000-1-12-125-12510-6040 -COV19	2020	307.00	SRX VPN Licenses
Daly Computers	PSI1073300	04/14/2020	19867	EJ043020	COV19	100-000-000-000-1-12-125-12510-6050 -COV19	2020	600.00	Epson Scanners -Soc Serv
		04/14/2020				Data Processing/IT Total		907.00	
Commercial Press	131315	05/05/2020	19992	EJ052920	COV19	100-000-000-000-1-13-131-13100-3500 -COV19	2020	1,254.00	CV- Extra Election Envelopes
Amazon Acct	464386384846	04/19/2020	54791	EJ061520	COV19	100-000-000-000-1-13-131-13100-6000 -COV19	2020	67.70	Coronavirus: Non-Latex Gloves
Amazon Acct	497487495986	04/19/2020	54791	EJ061520	COV19	100-000-000-000-1-13-131-13100-6000 -COV19	2020	42.41	Coronavirus: Non-Latex Gloves
BB&T	5859-5/8/2020-4	05/08/2020	54692	EJ052920	COV19	100-000-000-000-1-13-131-13100-6000 -COV19	2020	59.20	CV: Paper Towels
BB&T	5959-5/8/2020-2	05/08/2020	54692	EJ052920	COV19	100-000-000-000-1-13-131-13100-6000 -COV19	2020	46.42	CV: Disposable Gloves for Elec
BB&T	8428 05082020	04/22/2020	54692	EJ052920	COV19	100-000-000-000-1-13-131-13100-6000 -COV19	2020	61.25	CV-Election Supplies for PPE at election
BB&T	8428-03/09/20	02/26/2020	54185	EJ033120	COV19	100-000-000-000-1-13-131-13100-6000 -COV19	2020	75.80	Dollar General Supplies
Berryville True Valu	093447	06/15/2020	20073	EJ063020	COV19	100-000-000-000-1-13-131-13100-6000 -COV19	2020	47.90	CV-Bungee Cord for Election Day Tents
Berryville True Valu	093517	06/25/2020	20073	EJ063020	COV19	100-000-000-000-1-13-131-13100-6000 -COV19	2020	18.48	Tape for Protective Barrier Transport Box - CV
Signet Screen Printi	49438	04/14/2020	54464	EJ043020	COV19	100-000-000-000-1-13-131-13100-6000 -COV19	2020	119.90	OOE Caps
Government Forms & S	0321121	05/13/2020	54713	EJ052920	COV19	100-000-000-000-1-13-131-13100-6000 -COV19	2020	2,870.00	CV: Germ/Sneeze Guards for Reg
		05/24/3103				Electoral Board and Officials Total		4,663.06	
BB&T	20200409-9058	04/09/2020	54408	EJ043020	COV19	100-000-000-000-3-31-312-31200-6000 -COV19	2020	306.77	Monthly Statement
BB&T	20200609-9058	06/09/2020	54885	EJ063020	COV19	100-000-000-000-3-31-312-31200-6000 -COV19	2020	81.98	Monthly Statement
Mallory Safety	4821139	04/06/2020	54368	EJ041520	COV19	100-000-000-000-3-31-312-31200-6000 -COV19	2020	484.50	CV-disposable gloves
		12/25/2260				Sheriff's Office Total		873.25	
Police and Sheriffs	132732	04/03/2020	54381	EJ041520	COV19	100-000-000-000-3-32-323-32310-6000 -COV19	2020	429.65	Fire & EMS ID badges Covid-19
Emergency Medical	2146887	03/26/2020	54351	EJ041520	COV19	100-000-000-000-3-32-323-32310-6000 -COV19	2020	627.00	Fire & EMS supplies Covid-19
Catoctin Creek Disti	1253	03/31/2020	54330	EJ041520	COV19	100-000-000-000-3-32-323-32310-6000 -COV19	2020	217.00	Sanitizer for EMS
Mallory Safety	4816639	03/30/2020	54368	EJ041520	COV19	100-000-000-000-3-32-323-32310-6000 -COV19	2020	403.80	Fire & EMS PPE Supplies Covid-19
Mallory Safety	4819444	04/02/2020	54528	EJ051520	COV19	100-000-000-000-3-32-323-32310-6000 -COV19	2020	545.00	CV: Disposable Face Shield
Sovereign Medical In	57284	06/12/2020	55000	EJ063020	COV19	100-000-000-000-3-32-323-32310-6000 -COV19	2020	985.60	CV-Fire & EMS-Covid supplies June 2020
Amazon Acct	447837539875	04/19/2020	54791	EJ061520	COV19	100-000-000-000-3-32-323-32310-6011 -COV19	2020	84.39	COVID-19 supplies for Cental S
Amazon Acct	458336976468	04/20/2020	54791	EJ061520	COV19	100-000-000-000-3-32-323-32310-6011 -COV19	2020	51.49	COVID-19 supplies for Cental S
Amazon Acct	683738537966	04/19/2020	54791	EJ061520	COV19	100-000-000-000-3-32-323-32310-6011 -COV19	2020	252.29	PO 20200889 CV gloves supplies
Mallory Safety	4829149	04/17/2020	54437	EJ043020	COV19	100-000-000-000-3-32-323-32310-6011 -COV19	2020	285.00	CV: Gowns
Municipal Emergency	IN1465065	06/04/2020	54936	EJ063020	COV19	100-000-000-000-3-32-323-32310-6011 -COV19	2020	1,672.50	CV-Fire-Dex EMS Isolation Gowns
		08/21/2501				Fire and Rescue Services Total		5,553.72	
BB&T	5859-5/8/2020-1	05/08/2020	54692	EJ052920	COV19	100-000-000-000-7-71-711-71100-6000 -COV19	2020	315.89	CV: Sneeze/Germ Guard
		05/08/2020				Parks Administration Total		315.89	
BB&T	5859-5/8/2020-5	05/08/2020	54692	EJ052920	COV19	107-000-000-000-1-12-124-12430-6000 -COV19	2020	235.48	CV: Webcams for JAS
BB&T	5859-6/9/20-2	06/09/2020	54885	EJ063020	COV19	107-000-000-000-1-12-124-12430-6000 -COV19	2020	342.23	CV: Sneeze Guards for Mary's O
		10/17/2140				Dept of Joint Administrative Services Total		577.71	
Sign Design	13463	04/29/2020	54772	EJ052920	COV19	205-000-900-000-6-62-621-62110-3000 -COV19	2020	300.00	Graduates Banner
BB&T	7283 5/8 PKG Supplie	05/20/2020	54692	EJ052920	COV19	205-000-900-000-6-62-621-62120-6000 -COV19	2020	108.95	CV-packaging Tape for belongings
Sosmetal Products In	1404652	04/01/2020	54465	EJ043020	COV19	205-000-900-000-6-63-634-63400-6000 -COV19	2020	332.04	cv supplies
Government Forms & S	0321592	05/29/2020	54914	EJ063020	COV19	205-000-900-000-6-64-642-64200-6000 -COV19	2020	487.84	CV: Decals/Signs for Schools
Amazon Acct	438955945569	02/28/2020	54402	EJ043020	COV19	205-000-906-000-6-62-622-62220-6000 -COV19	2020	226.49	Kirkland disinfectant wipes
Amazon Acct	457784366333	02/28/2020	54402	EJ043020	COV19	205-000-906-000-6-62-622-62220-6000 -COV19	2020	451.99	Kirkland disinfectant wipes
Amazon Acct	596359639888	02/28/2020	54402	EJ043020	COV19	205-000-906-000-6-62-622-62220-6000 -COV19	2020	451.99	kirkland disinfectant wipes

Invoice History by Pjt and GL Account
 Paid Covid-19 Invoices as of 06/30/2020

VENDOR NAME	INVOICE	INVOICE DATE	CHECK NO	WARRANT	PROJECT	ACCOUNT	YEAR	AMOUNT	FULL DESC
Safari Corporation	142	06/08/2020	54993	EJ063020	COV19	205-000-906-000-6-62-622-62220-6000 -COV19	2020	3,147.73	CV - Non-contact Forehead Thermomet
Reed Smith Llp	3263642	04/03/2020	19887	EJ043020	COV19	205-000-906-002-6-61-613-61310-3000 -COV19	2020	260.00	Audio-conference regarding COVID-19
		04/03/2020				Clarke County Public Schools Total		5,767.03	
Inboden Environment	70019	06/01/2020	20043	EJ061520	COV19	501-000-000-000-4-42-428-42800-6000 -COV19	2020	252.00	FY20-Water and Sewer Maintenanc
Inboden Environment	70019	06/01/2020	20043	EJ061520	COV19	502-000-000-000-4-42-427-42700-6000 -COV19	2020	252.00	FY20-Water and Sewer Maintenanc
		06/01/2020				Clarke County Sanitary Authority Total		504.00	
		03/20/6833				Grand Total		19,161.66	

Central Store Report- Covid Supplies purchased by Department (through 6/24/20)

<u>Item</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Total Price</u>	<u>Account Code</u>
County Administration				
Sanitizer, Ca	5	\$ 31.0000	155.00	
Sanitizer, Pl	1	\$ 2.4000	2.40	
Wipes, Pure	6	\$ 1.9800	11.88	
			<u>169.28</u>	100-000-000-000-1-12-121-12110-6000
Public Information				
Masks, Disp	2	\$ 1.1994	2.40	
Sanitizer, Pl	1	\$ 2.4000	2.40	
			<u>4.80</u>	100-000-000-000-1-12-121-12120-6000
Commissioner of the Revenue				
Masks, Disp	10	\$ 1.1994	11.99	
Paper Towe	1	\$ 0.9866	0.99	
Sanitizer, Pl	1	\$ 2.4000	2.40	
Sanitizer, Pl	1	\$ 2.4000	2.40	
Wipes, Pure	1	\$ 3.2083	3.21	
Wipes, Pure	1	\$ 1.9800	1.98	
			<u>22.97</u>	100-000-000-000-1-12-123-12310-6000
Treasurer				
Masks, Disp	20	\$ 1.1994	23.99	
Paper Towe	6	\$ 0.9866	5.92	
Sanitizer, Pl	6	\$ 2.4000	14.40	
Wipes, Kirkl	1	\$ 5.3407	5.34	
			<u>49.65</u>	100-000-000-000-1-12-124-12410-6000
Government IT				
Sanitizer, Pl	1	\$ 2.4000	2.40	
			<u>2.40</u>	100-000-000-000-1-12-125-12510-6000
Registrar				
Laminating I	2	\$ 9.44	18.88	
Masks, Disp	100	\$ 1.1994	119.94	
Sanitizer, Ca	2	\$ 24.9900	49.98	
Sanitizer, Pl	14	\$ 2.4000	33.60	
Wipes, Kirkl	2	\$ 5.3407	10.68	
Wipes, Kirkl	1	\$ 5.9342	5.93	
Wipes, Kirkl	2	\$ 5.9342	11.87	
Wipes, Pure	10	\$ 1.9800	19.80	
			<u>270.68</u>	100-000-000-000-1-13-131-13100-6000
Circuit Court				
Masks, Disp	20	\$ 1.1994	23.99	
Sanitizer, Pl	4	\$ 2.5133	10.05	
Sanitizer, Pl	1	\$ 2.4000	2.40	
Spray, Pural	2	\$ 4.0000	8.00	
			<u>44.44</u>	100-000-000-000-2-21-211-21100-6035
General District Court				

Central Store Report- Covid Supplies purchased by Department (through 6/24/20)

<u>Item</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Total Price</u>	<u>Account Code</u>
Masks, Disp	10	\$ 1.1994	11.99	
Paper Towe	2	\$ 0.9866	1.97	
Sanitizer, Ca	1	\$ 24.9900	24.99	
Sanitizer, Pl	1	\$ 13.9900	13.99	
Sanitizer, Pl	2	\$ 2.4000	4.80	
Wipes, Pure	2	\$ 9.4116	18.82	
			<u>76.57</u>	100-000-000-000-2-21-212-21200-6000
<i>Juvenile & Domestic Relations</i>				
Masks, Disp	10	\$ 1.1994	11.99	
			<u>11.99</u>	100-000-000-000-2-21-217-21700-6000
<i>Commonwealth Attorney</i>				
Masks, Disp	23	\$ 1.1994	27.59	
Masks, Disp	27	\$ 1.0500	28.35	
Masks, Disp	23	\$ 1.0500	24.15	
Masks, Disp	52	\$ 0.6900	35.88	
Sanitizer, Ca	1	\$ 31.0000	31.00	
Sanitizer, Pl	3	\$ 2.4000	7.20	
			<u>154.17</u>	100-000-000-000-2-22-221-22100-6000
<i>Victim Witness</i>				
Sanitizer, Pl	3	\$ 2.4000	7.20	
			<u>7.20</u>	100-127-000-000-2-21-219-21910-6000-VWIT
<i>Sheriff</i>				
Masks, Disp	200	\$ 0.6900	138.00	
Paper Towe	1	\$ 0.9866	0.99	
Sanitizer, Pl	2	\$ 2.5133	5.03	
Spray, Cloro	1	\$ 10.7700	10.77	
Wipes, Clorc	5	\$ 4.7266	23.63	
Wipes, Pure	10	\$ 1.9800	19.80	
			<u>198.22</u>	100-000-000-000-3-31-312-31200-6000
<i>Building Department</i>				
Masks, Clotl	15	\$ 4.9000	73.50	
Masks, Disp	1	\$ 0.6900	0.69	
Sanitizer, Pl	4	\$ 2.4000	9.60	
			<u>83.79</u>	100-000-000-000-3-34-341-34100-6000
<i>Parks and Recreation</i>				
Masks, Disp	5	\$ 1.1994	6.00	
Sanitizer, Ca	2	\$ 31.0000	62.00	
Sanitizer, Ca	1	\$ 31.0000	31.00	
Sanitizer, Pl	10	\$ 13.9900	139.90	
Spray, Pural	4	\$ 4.0000	16.00	
Wipes, Pure	6	\$ 1.9800	11.88	
			<u>266.78</u>	100-000-000-000-7-71-711-71100-6000

Central Store Report- Covid Supplies purchased by Department (through 6/24/20)

<u>Item</u>	<u>Quantity</u>	<u>Unit Price</u>	<u>Total Price</u>	<u>Account Code</u>
<i>Planning</i>				
Masks, Disp	20	\$ 0.6900	13.80	
Paper Towe	2	\$ 0.9866	1.97	
Sanitizer, Pu	1	\$ 13.9900	13.99	
Spray, Purel	1	\$ 4.0000	4.00	
Wipes, Clorc	1	\$ 4.7266	4.73	
			<u>38.49</u>	100-000-000-000-8-818-11-81110-6000
<i>JAS</i>				
Masks, Disp	100	\$ 1.1994	119.94	
Masks, Disp	50	\$ 0.6900	34.50	
Masks, Disp	23	\$ 0.6499	14.95	
Sanitizer, Ca	3	\$ 24.9900	74.97	
Sanitizer, Pu	7	\$ 2.4000	16.80	
Wipes-Clorc	1	\$ 4.7266	4.73	
Wipes, Kirkl	1	\$ 5.9342	5.93	
			<u>271.82</u>	107-000-000-000-1-12-124-12430-6000
<i>Purchasing</i>				
Masks, Disp	2	\$ 0.6900	1.38	
			<u>1.38</u>	107-000-000-000-1-12-124-12430-6000
<i>Sanitary Authority</i>				
Wipes, Kirkl	0.5	\$ 5.3407	2.67	501-000-000-000-4-42-428-42800-6000
Wipes, Kirkl	0.5	\$ 5.3407	2.67	502-000-000-000-4-42-427-42700-6000
<i>Social Services</i>				
Masks, Disp	150	\$ 1.1994	179.91	
Wipes, Kirkl	1	\$ 5.3407	5.34	
Wipes, Kirkl	1	\$ 5.9342	5.93	
Wipes, Pure	1	\$ 9.0116	9.01	
Wipes, Pure	4	\$ 9.3883	37.55	
Wipes, Pure	1	\$ 15.4700	15.47	
Wipes, Pure	5	\$ 15.4700	77.35	
Wipes, Pure	10	\$ 1.9800	19.80	
			<u>350.37</u>	201-000-000-000-5-53-531-53100-6000
<i>School Administration</i>				
Sanitizer, Ca	12	\$ 24.9900	299.88	
			<u>299.88</u>	205-000-906-000-6-62-622-62220-6000
<i>School IT</i>				
Spray, Cloro	1	\$ 10.7700	11.00	
			<u>11.00</u>	205-000-908-000-6-68-683-68300-6000
<i>Clarke County High School</i>				
Masks, Disp	275	\$ 0.6900	189.75	
Masks, Disp	725	\$ 0.6499	471.18	
Masks, Disp	50	\$ 0.4946	24.73	

Central Store Report- Covid Supplies purchased by Department (through 6/24/20)

Item	Quantity	Unit Price	Total Price	Account Code
Sanitizer, Pu	5	\$ 2.4000	12.00	
Spray, Purel	3	\$ 4.0000	12.00	
Wipes, Kirkl	2	\$ 5.3407	10.68	
Wipes, Kirkl	2	\$ 5.3407	10.68	
Wipes, Kirkl	2	\$ 5.9342	11.87	
Wipes, Kirkl	2	\$ 5.9342	11.87	
Wipes, Pure	5	\$ 9.4116	47.06	
Wipes, Pure	11	\$ 9.4116	103.53	
			<u>905.34</u>	205-000-906-000-6-62-622-62220-6000

Cooley Elementary

Masks, Disp	250	\$ 0.6499	162.48	
Sanitizer, Pu	5	\$ 13.9900	69.95	
Spray, Purel	3	\$ 4.0000	12.00	
Wipes, Pure	10	\$ 9.0116	90.12	
			<u>334.54</u>	205-000-906-000-6-62-622-62220-6000

Johnson-Williams Middle School

Masks, Disp	2	\$ 0.6499	1.30	
Masks, Disp	148	\$ 0.4946	73.20	
Paper Towe	15	\$ 0.9866	14.80	
Sanitizer, Pu	7	\$ 13.9900	97.93	
Sanitizer, Pu	5	\$ 12.2400	61.20	
Sanitizer, Pu	19	\$ 12.2400	232.56	
Sanitizer, Pu	5	\$ 13.1600	65.80	
Sanitizer, Pu	22	\$ 2.4000	52.80	
Sanitizer, Pu	2	\$ 2.7933	5.59	
Sanitizer, Pu	16	\$ 2.7933	44.69	
Spray, Purel	5	\$ 4.0000	20.00	
Wipes, Pure	8	\$ 9.3883	75.11	
Wipes, Pure	11	\$ 3.2083	35.29	
			<u>780.27</u>	205-000-906-000-6-62-622-62220-6000

Transportation

Masks, Disp	50	\$ 1.1994	59.97	
Masks, Disp	100	\$ 1.0500	105.00	
			<u>164.97</u>	205-000-900-000-6-63-631-63100-6000

TOTAL \$ 4,526.33

Town of Berryville, Virginia
COVID-19 Related Expenses 3/5/20 through 5/15/20

Date	Justification / Discription	Total Cost	Admin. Offices	Public Util. (Wtr & Waste Wtr Treatmnt) Public Works (Wtr dist. & Streets)	Police Dept.
3/5/2020	Additional treatment chemical supplies above our standard ability to store. We have had delivered additional Alum and Hypo to extend chemical storage in case of inability to deliver.	1,385.20		\$1,385.20	
3/11/2020	Purchase of additional antibacterial handsoap due to increased use during this time.	103.00		103.00	
3/11/2020	Purchase of additional paper towels and toilet paper for storage incase of lockdown.	373.05		373.05	
3/13/2020	Purchase additional nitrile gloves - PPE	384.29		384.29	
3/14/2020	Purchase of non-perisable emergency food supplies in case of employee lockdown.	39.36		39.36	
3/16/2020	Purchase spray bottles to make disinfecting spray with bleach for the Town office.	14.86		14.86	
3/16 -20/2020	Overtime paid to increase the Town water storage tanks to full capacity from standard operations level. Keeping tanks at full capacity will allow more flexibility should peronnel become an issue. Green total of 8 hours. Dorsey total of 14 hours.	543.87		543.87	
3/19/2020	Purchase of nitrile gloves - PPE	193.57		193.57	
3/20/2020	Purchase of Hand Sanitizer - not normally supplied here	184.74		184.74	
3/23/2020	Purchase of TYVEK suits as protecton when working on wastewater equipment with Raw Sewage contact	169.28		169.28	
4/2/2020	Treasurer, County of Clarke - Hand Sanitizer	31.00	31.00		
4/6/2020	Purchase of replacement P100 Mask filter cartridges	424.89		424.89	
4/10/2020	Disposable Face Mask	72.76		72.76	
4/27/2020	Purchase of Latex gloves for the Town office.	27.20	27.20		
4/27/2020	Treasurer, County of Clarke - Face Masks	120.00	120.00		
4/20/2020	Purchase of two cases of nitrile gloves for utility plants.	393.41		393.41	
4/20/2020	Purchase a case of gloves for Public Works	196.11		196.11	
4/21/2020	Disposable Mask	80.84		80.84	
4/21/2020	Disposable NK95 Mask	241.76		241.76	
4/21/2020	Catcotin Creek Distillery - Hand Sanitizer	132.45	79.47	52.98	
4/29/2020	Alcohol wipes for disinfecting computers / keyboards / etc.	159.48		159.48	
4/29/2020	Cs of Hand Sanitizer	227.16		227.16	
5/4/2020	A&A Sales Assoc. - 100 3 Ply Masks	108.00		108.00	
5/8/2020	Turtleback Case - 10 Re-Useable Face Masks	187.05			187.05
5/12/2020	Lowes - Plexiglass sheet, hooks, etc. (Sheild at Business Office Window)	162.14	162.14		
5/15/2020	Amazon - 20 protective eyeware sets	174.00			174.00
		<u>6,129.47</u>	<u>419.81</u>	<u>5,348.61</u>	<u>361.05</u>

6/30/2020
Covid-19 Leave Pay

TOTAL	<u><u>3,004.13</u></u>
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6/30/2020
Covid-19 Comp Time Pay

TOTAL	<u><u>431.17</u></u>
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Clarke County Public Schools

317 West Main Street
Berryville, Virginia 22611
Phone: 540-955-6100
Fax: 540-955-6109

Rick Catlett
Assistant Superintendent

Dr. Chuck Bishop
Superintendent

Dr. Cathy Seal
Director of Curriculum & Instruction

Randy Trenary
Director of Operations

Frank Moore
Director of Student Services

Dr. Ed Shewbridge
Director of Technology & Testing

"Encourage Inspire Empower"

July 1, 2020

To: Chris Boies
County Administrator

From: Dr. Chuck Bishop CB
Division Superintendent

RE: CARES Act Funding REVISED

In response to your memo dated May 19, 2020 and subsequent email on Friday, June 19, 2020 with respect to CARES Act funds available to Clarke County, please find listed below revised anticipated expenses for your consideration as we continue to serve our students and plan for the opening of the 2020-2021 school year. Items are not listed in order of importance.

- \$7,500 Food service salaries from June 9-August 25, 2020. p.10(4)
3 employees at 12 hours per week (\$7500 is a not to exceed)
- \$5,500 Transportation employees to deliver food p.10(4)
10 employees at 3 hours per week (not to exceed amount)
- \$3,000 40 infrared thermometers @ \$72 each p.9-10(2)
- \$60,000 200 Chromebooks for elementary students in need to p.10(4)
support online/remote learning
- \$20,000 100 Kajeet hotspots to provide internet access to students p.10(4)
without service
- \$36,000 10 automated handwashing stations for elementary schools p.9-10(2)
- \$15,000 Personal Protective Equipment and sanitizing supplies p.9-10(2)

Thank you for your consideration.



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



MEMORANDUM

To: CARES Funding Review Committee

From: Brian Lichty, Director Fire, EMS and Emergency Management

Cc:

Date: June 24, 2020

RE: CARES Funding Requests

On the attached spreadsheet you will see a breakdown of the costs for the three different items requested; PS-Trax Software, AeroClave RDS 3110 and OneScreen GoSafe.

The PSA Trax Software has a total of 6 modules, however the request is for funding of 3 of those modules. The PPE module that tracks PPE within your system to purchase, storage, issue and inspections. The Station module which tracks station equipment such as decontamination (the AeroClave), when purchased, when used, useful life, expenses, etc. Lastly, the Vehicle module which tracks the cost associated with all vehicles such as "Emergency Medical Transportation related to COVID-19" as identified in the CARES Act funding letter.

The AeroClave RDS 3110 is a decontamination system that can be used to decontaminate equipment, vehicles, clothing and rooms. Currently, these areas are decontaminated by hand costing a lot of time and money. I am estimating a reduction of 60% in time spent decontaminating these areas. Additionally, this system meets all the standards by the CDC for decontamination.

The last item is the OneScreen GoSafe system. This system can support up to 30,000 faces in a database and conduct touchless temperature checks. The recommendation is to purchase 7 of these systems to conduct temperature checks in all government buildings per CDC recommendations without costing valuable staff time.

I thank you for your consideration in acquiring this much needed equipment. It will play a critical role as we adjust to the new normal during this pandemic. Should you have any questions please feel free to contact me.

Office: 540-955-5113

101 Chalmers Ct., Suite B
Berryville, VA 22611

Fax: 540-955-5180

CLARKE COUNTY CARES FUND RECOMMENDATIONS JUNE 2020

ITEM	DESCRIPTION	LICENSE FEE	NUMBER OF YEARS	TOTAL LICENSE COST	IMPLEMENTATION FEE	TOTAL MODULE COST
PS TRAX - PPE Module	PPE tracking system	\$750	3	\$2,250	\$750	\$3,000
PS TRAX-Station Module	Station Equipment tracking system	\$600	3	\$1,800	\$600	\$2,400
PS TRAX-Vehicle Module	Vehicle tracking system (maintenance, systems & equipment)	\$4,000	3	\$12,000	\$4,000	\$16,000
					TOTAL PROJECT COST-	\$21,400

ITEM	DESCRIPTION	BASE	VEHICLE INTEGRATION	HANDHELD APPLICATOR	36 CSES OF DISINFECTANT	1-YR WARRENTY EXTENSION
AeroClave RDS 3110	Portable decontamination unit for cleaning vehicles, buildings, rooms, ect)	\$14,000	\$950	\$1,300	\$4,320	\$800.00
					TOTAL PROJECT COST-	\$21,370

ITEM	DESCRIPTION	COST PER UNIT	NUMBER OF UNITS	TOTAL COST OF UNITS	36 MONTH SERVICE CONTRACT	TOTAL SERVICE CONTRACT COST
OneScreen GoSafe	Temprature & facial recognition system allowing for employee health screening	\$600	7	\$4,200	\$3,060	\$21,420
					TOTAL PROJECT COST-	\$25,620

UNIT LOCATIONS

- Government Center
- Department Social Services
- Joint Maintance
- Joint Administrative Services
- Purchasing/School fleet
- Parks & Rec - Main building
- Parks & Rec - Pool

TOTAL ALL PROJECTS- \$68,390



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



MEMORANDUM

To: Chris Boies, County Administrator
Tom Judge, Director JAS

From: Brian Lichy, Director Fire, EMS and Emergency Management

Cc:

Date: May 6, 2020

RE: Service windows barrier protections

In preparation to re-opening service windows I am requesting the Finance Committee review this request to install barrier protections in all service windows. This installation follows the recommendations outlined in the CDC's guidelines to protect employees and customers from possible exposure to the COVID 19 pandemic.

Attached you will find a quote from Glass Doctor of Northern Virginia for the installation of protective glass for the following service windows:

- Building Department
- Treasurer's Office
- Commission of Revenue
- Social Services

Additionally, modification to the service windows located in the Planning/Zoning and Voter Registrar's offices. This install is considered a "protective measure" per the FEMA disaster public assistance guidelines and therefore is currently eligible for reimbursement (up to 75%). The total estimated cost for this project per the attached quote is \$6,182.52 (removal of \$293.06-tax, Town of Berryville-\$706.96).

Office: 540-955-5113

101 Chalmers Ct., Suite B
Berryville, VA 22611

Fax: 540-955-5180

GLASS DOCTOR OF NORTHERN VIRGINIA

WINCHESTER (540)313-9090
STERLING (571)246-9000
Tax# 27-2321552

Quote: 1-32431
Date: 04/22/2020
 Scheduled: 04/24/2020 2

Customer

CLARKE COUNTY ADMIN
 101 CHALMERS CT
 BERRYVILLE VA 22611

Ph:(540)955-5123

Csr: KAILA Tech: CHRIS1 PO Terms: NET 30

Sched Pref:04/24/2020 Pref Time:01:00 - 03:00

<u>Qty</u>	<u>Part / Description</u>	<u>Material</u>	<u>Labor</u>	<u>Item Total</u>
1.00	CHANNEL - Aluminum Channel 1/4" Brite Annodized	165.72	0.00	165.72
1.00	GLASS PANEL - Speak Thru Glass Social Services	290.70	0.00	290.70
1.00	GLASS PANEL - Speak Thru Glass Social Services	367.45	0.00	367.45
2.00	GLASS PANEL - Speak Thru Glass Voter	383.56	0.00	767.12
1.00	GLASS PANNEL - Speak Thru Glass Town of Berryville	706.96	0.00	706.96
1.00	GLASS PANEL - Speak Thru Glass Building Dept	492.33	0.00	492.33
1.00	GLASS PANEL - Speak Thru Glass Zoning	412.15	0.00	412.15
1.00	GLASS PANEL - Speak Thru Glass C102	378.43	0.00	378.43
1.00	GLASS PANEL - Speak Thru Glass Building Dept	706.96	0.00	706.96
1.00	GLASS PANEL - Speak Thru Glass Building Dept	706.96	0.00	706.96
2.00	LABOR -	0.00	680.00	1,360.00
10.00	SPEAK THRU - Metal 4" Speak Thru	53.47	0.00	534.70

Notes: see Joey they want plexi sneeze guards.

Job Location Mobile
 CLARKE COUNTY ADMIN
 101 CHALMERS CT
 BERRYVILLE VA 22611

Glass Doctor
 130 Millwood Ave.
 WINCHESTER, VA 22601

Continued...

vers:9.2.10 Page: 1

GLASS DOCTOR OF NORTHERN VIRGINIA

WINCHESTER (540)313-9090
STERLING (571)246-9000
Tax# 27-2321552

Quote: 1-32431
Date: 04/22/2020
Scheduled: 04/24/2020 2

Customer

CLARKE COUNTY ADMIN
101 CHALMERS CT
BERRYVILLE VA 22611

Ph:(540)955-5123

Csr: KAILA Tech: CHRIS1 PO Terms: NET 30

REMOVE ALL TAPE HOLDING WINDSHIELD OR OTHER GLASS WITHIN 6 HOURS OF INSTALL
NO CAR WASHES FOR 72 HRS. AFTER GLASS REPLACEMENT
ANY WARRANTY WORK PERFORMED IN OUR SHOP ONLY

Signature _____

There will be a \$50 service fee on all returned checks

<u>Material</u>	<u>Labor</u>	<u>Tax</u>	<u>Total</u>	<u>Deductible</u>	<u>Payments</u>	<u>Balance</u>
5,529.48	1,360.00	293.06	7,182.54	0.00	0.00	7,182.54

Clarke County Board of Supervisors



Berryville Voting District
Matthew E. Bass
(540) 955-5175

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

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

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

Russell Voting District
Doug Lawrence
(540) 955-2144

County Administrator
Chris Boies
(540) 955-5175

To: Finance Committee

From: Chris Boies

Re: Broadband Plan Update

Date: July 6, 2020

The COVID-19 health pandemic has caused major disruptions to school and work environments in Clarke County. The closing of schools, social distancing requirements, and other impacts have highlighted the need for high speed internet in all homes in Clarke County. The Board of Supervisors had previously commissioned a study in 2016 titled "Telecommunications Infrastructure and Broadband Study 2020". As the title indicates, this study is dated and needs review.

Due to the COVID-19 health pandemic, a new plan is needed to address our broadband needs in the County. This plan will help us move forward with broadband plans to help the school aged population distance learn, the working population telework, and all ages telehealth. I request to use \$50,000 of CARES funding to pay for an update to the existing broadband plan so we can immediately begin making improvements needed to our broadband infrastructure to support our population through this pandemic.



**NORTHERN VIRGINIA
4-H EDUCATIONAL AND CONFERENCE CENTER**

600 4-H Center Drive – Front Royal, VA 22630
Phone: (540) 635-7171 www.nova4h.com

To: David Weiss
Chair, Clarke County Board of Supervisors
PO Box 349
Berryville, VA 22611

From: Jeremy Stanford
Director, Northern Virginia 4-H Educational Center
600 4-H Center Drive
Front Royal, VA 22630

Date: June 4, 2020

Subject: Local Allocation for Federal CARES Coronavirus Relief Funds

Dear David Weiss, Chair:

On behalf of the Northern Virginia 4-H Educational Center, a 501 c 3 non-profit located in Front Royal, Virginia, I am writing to respectfully request \$10,000 of Emergency Support in the form of a small business grant from the "Local Allocation for Federal CARES Coronavirus Relief Funds."

For forty years now the 4-H Center has served the youth and teens of Clarke County by providing Leadership Camps, Nature Camps, Teambuilding Retreats, Environmental Science Camps and programs, School Field Trip Programs and 4-H Summer Camp, with 4-H being the only youth program sanctioned by the Commonwealth of Virginia. The Northern Virginia 4-H Educational Center is proud to have offered these many programs and camps for the youth in Clarke County and the eighteen other localities we serve **without permanent State or Federal funds**. Each of the last 5 years alone, an average of 75 youth and teens from Clarke County have enjoyed the life-changing experience of sleep away summer 4-H camp.

Unfortunately, the worldwide pandemic has dealt a crushing blow to our ability to remain open and offer these programs to the youth and teens of Clarke County without emergency assistance from all nineteen of the localities we serve throughout Northern Virginia.

Please be assured that the leadership at the Northern Virginia 4-H Educational Center is working with exceeding care to manage costs and expenses in order for the Center to remain open so we can provide the quality life experiences which are so important in the healthy development of our children. *However, with all camps and retreats being canceled in compliance with Governor Northam's Executive Orders, this business interruption has resulted in revenue loss to date exceeding \$600,000.*

We have structured a strategic financial plan that will allow us to remain open and prepare to help our youth begin the recovery process from the worldwide pandemic ensuring the youngest among us have the tools they will need for a bright future; however, without emergency assistance, the near and long-term future of the 4-H Center is in real jeopardy.

Therefore, I respectfully request that the Clarke County Board of Supervisors approve and appropriate from the County's Covid-19 Relief Funds to the Northern Virginia 4-H Educational Center a Grant in the sum of \$10,000 to help us meet our emergency needs during this Covid-19 pandemic. At no time in our history has it been more important for the leaders of our nation, state, and localities to focus on the physical and mental health of our youth and adults.

Enclosed is a letter of support from Virginia Cooperative Extension to further demonstrate our wholistic approach to seeking relief resources. I greatly appreciate your willingness to serve our community and look forward to speaking with you soon concerning this and other matters that will benefit the children and adults of Clarke County.

Respectfully submitted,



Jeremy Stanford

Director, Northern Virginia 4-H Educational Center

600 4-H Center Drive, Front Royal, VA 22630

jstanford@vt.edu / 540-635-7171 / www.nova4h.com

**Clarke County
Revenue Standings
June 30, 2020**

OBJ	ACCOUNT DESCRIPTION	REVISED ESTIM REV	ACTUAL YTD REVENUE	REMAINING REVENUE
110101	Real Property Tax Current	14,712,603.00	13,529,345.53	1,183,257.47
110102	Real Property Tax Delinquent	94,028.00	93,186.02	841.98
110105	Proceeds from Delinq Land Sale	-	3,407.01	(3,407.01)
110201	Public Svc Corp Real Prop Tax	492,984.00	482,461.05	10,522.95
110301	Personal Property Tax Current	5,189,685.00	4,743,580.18	446,104.82
110302	Personal Property Tax Delinq	50,000.00	45,007.43	4,992.57
110303	Mobile Home Tax - Curr & Delin	1,172.00	868.89	303.11
110401	Mach & Tools Tax	185,912.00	170,796.47	15,115.53
110601	Penalties - All Property Taxes	141,324.00	144,575.56	(3,251.56)
110602	Interest - All Property Taxes	133,859.00	121,390.55	12,468.45
110605	Admin Costs Delinq Taxes	11,494.00	23,580.20	(12,086.20)
110606	DMV Stop Fees	8,129.00	5,350.16	2,778.84
110607	Credit Card Fees	18,000.00	15,050.16	2,949.84
120101	Local Sales & Use Tax	936,127.00	1,047,615.33	(111,488.33)
120201	Cons Utility Tax - Elect & Gas	346,094.00	321,211.19	24,882.81
120203	Consumption Tax	34,516.00	32,765.17	1,750.83
120301	Business License Tax	30,886.00	20,940.00	9,946.00
120501	Motor Vehicle Licenses	355,923.00	289,414.70	66,508.30
120701	Recordation Tax	291,749.00	298,681.80	(6,932.80)
120702	Tax on Wills	6,775.00	11,073.50	(4,298.50)
121001	Transient Occupancy Tax	23,564.00	25,609.70	(2,045.70)
130101	Animal Licenses	8,440.00	2,855.75	5,584.25
130102	Animal Shelter Fees	8,525.00	5,125.00	3,400.00
130105	Dangerous Dog Registration	200.00	(55.00)	255.00
130303	Land Use Application Penalty	5,450.00	8,900.00	(3,450.00)
130304	Land Use Application Fees	250.00	900.00	(650.00)
130305	Transfer Fees	485.00	537.30	(52.30)
130307	Zoning & Subdiv Permits & Fees	89,960.00	64,945.00	25,015.00
130308	Building Permits	196,245.00	225,982.67	(29,737.67)
130319	Sign Permits & Inspection Fees	1,807.00	300.00	1,507.00
130328	Weapons Permits	7,000.00	5,985.00	1,015.00
130340	New Dwelling Address Fee	3,575.00	5,590.00	(2,015.00)
130399	Other Permits, Fees & Licenses	938.00	-	938.00
140101	Court Fines & Forfeitures	356,594.00	213,738.97	142,855.03
140102	Parking Fines	660.00	9,215.00	(8,555.00)
140103	Courthouse Maintenance Fees	57,000.00	39,253.24	17,746.76
140104	Local Interest from Fines	-	2,418.93	(2,418.93)
140109	E-Tickets fee	30,000.00	13,631.02	16,368.98
150101	Interest on Bank Deposits	62,924.00	89,106.43	(26,182.43)
150201	Rental of General Property	61,000.00	61,160.01	(160.01)
160103	Sheriff's Fees	796.00	1,307.66	(511.66)
160103	Sheriff's Fees - Local Portion	-	970.19	(970.19)
160105	DNA Fees - Blood Test	235.00	229.11	5.89

**Clarke County
Revenue Standings
June 30, 2020**

<u>OBJ</u>	<u>ACCOUNT DESCRIPTION</u>	<u>REVISED ESTIM REV</u>	<u>ACTUAL YTD REVENUE</u>	<u>REMAINING REVENUE</u>
160110	Court Appointed Attorney	802.00	93.37	708.63
160201	Commonwealth's Attorney Fees	1,749.00	1,278.58	470.42
160302	Central Alarm - Beryville	5,000.00	5,000.00	-
160304	Wireless E-911 Grant	47,400.00	50,133.48	(2,733.48)
160402	Ambulance and Rescue Services	432,500.00	354,632.01	77,867.99
160403	EMS - Berryville	8,250.00	-	8,250.00
160502	Jail Processing Fee	1,342.00	1,052.90	289.10
160608	Humane Foundation Contribution	15,000.00	60,000.00	(45,000.00)
160805	Recycling Rebate	23,858.00	24,352.00	(494.00)
161301	Recreation Center Fees	37,000.00	36,628.73	371.27
161302	Swimming Pool Fees	72,280.00	43,748.32	28,531.68
161303	Concession Stand Revenues	14,500.00	12,561.30	1,938.70
161306	Parks Programs Fees	270,000.00	171,734.25	98,265.75
161501	Sale of Publications	40.00	-	40.00
161502	Mapping Fees	210.00	-	210.00
161504	Pass Through Engineer's Fee	10,000.00	6,600.00	3,400.00
161601	Biosolid Application Fees	1,168.00	-	1,168.00
180101	Payments in Lieu of Taxes	48,722.00	-	48,722.00
180303	Rebates & Refunds - Other Veh	5,000.00	8,894.55	(3,894.55)
189900	Misc Rev - General Fund	12,571.00	18,421.90	(5,850.90)
189903	Gifts & Donations - General Fd	7,500.00	69,562.26	(62,062.26)
189903	BHR Book Grant - Pvt Svcs	-	4,500.00	(4,500.00)
189909	Sale of Other Equip General Fd	7,208.00	8,365.83	15,520.01
189910	General Ins Adjust	7,016.00	-	7,016.00
189912	Other Miscellaneous Revenue	-	(1,546.66)	1,546.66
189916	CITAC Reimbursement	5,000.00	4,662.00	338.00
189917	Juror Reimbursement	-	7,890.00	(7,890.00)
190205	Cancelled Checks/NSF Fees	1,280.00	100.00	1,180.00
190210	General Loan Repay	3,495.00	1,000.00	2,495.00
220103	Motor Vehicle Carriers' Tax	25,000.00	23,007.12	1,992.88
220105	Tax on Deeds	66,820.00	63,145.54	3,674.46
220109	Personal Property Tax Reimburs	2,483,842.00	1,270,945.93	1,212,896.07
220110	Auto Rental Tax	1,129.00	536.23	592.77
220130	Communication Sales & Use Tax	411,650.00	297,539.43	114,110.57
230101	Commonwealth's Attorney CompBd	199,967.00	182,388.95	17,578.05
230201	Sheriff Comp Bd	806,538.00	737,597.16	68,940.84
230301	Commissioner of Revenue Comp B	81,236.00	73,538.06	7,697.94
230401	Treasurer - Comp Bd	99,608.00	90,074.02	9,533.98
230601	Registrar/Electoral Boards	39,433.00	40,780.00	(1,347.00)
230701	Clerk of the Circuit Ct Comp B	163,797.00	173,177.07	(9,380.07)
240101	SRO Revenue	30,293.00	25,478.76	4,814.24
240104	Spay & Neuter Fund Dist	-	114.00	(114.00)
240201	Fire Programs Funds	49,198.00	84,340.96	(35,142.96)

**Clarke County
Revenue Standings
June 30, 2020**

<u>OBJ</u>	<u>ACCOUNT DESCRIPTION</u>	<u>REVISED ESTIM</u>	<u>ACTUAL YTD</u>	<u>REMAINING</u>
		<u>REV</u>	<u>REVENUE</u>	<u>REVENUE</u>
240302	Litter Control	6,207.00	4,007.00	2,200.00
240401	ICAC Task Force Grant	4,000.00	1,793.49	2,206.51
240713	VA Commission for the Arts	4,500.00	4,500.00	-
240918	DHR CLG Grant Rev	11,500.00	8,230.00	3,270.00
241070	Other Categorical Aid	973.00	3,572.58	(2,599.58)
310101	Payments in Lieu of Taxes	6,697.00	-	6,697.00
316558	Victim Witness Rev	72,191.00	49,833.72	22,357.28
316607	VA Hwy Safety Sel Enf - Alchoh	9,625.00	3,903.56	5,721.44
316607	VA Hwy Safety Sel Enf - Speed	5,000.00	2,738.67	2,261.33
316738	DCJS Byrne Justice Assistance	-	944.00	(944.00)
330106	V-Stop Federal Revenue	28,053.00	21,068.53	6,984.47
330110	EMS LEMPG Grant Rev	7,500.00	3,925.04	3,574.96
330150	SCAAP grant	-	4,405.16	(4,405.16)
330299	BJA Bulletproof Vest Grant	8,000.00	3,609.84	4,390.16
337083	SAFER Grant Revenue	126,111.00	-	126,111.00
390600	Misc Federal Revenue Gen Fd	1,150.00	24.69	1,125.31
410101	Insurance Recovery Gen Fd	19,490.00	54,193.91	(34,703.91)
		29,765,307.00	26,297,085.12	3,468,221.88

Proposed FY21 Budget Contingency Items

4/22/2020

Items in Approved Budget but not authorized for spending without Board of Supervisors approval

\$	484,210	2% employee compensation
\$	75,000	LEOS retirement for Fire/Rescue
\$	40,000	County Admin position (retiring position)
\$	56,432	New Sheriff deputy position
\$	3,250	Sheriff - Supplies for new deputy
\$	56,432	Sheriff Sergeant position (retirement)
\$	10,000	Sheriff ammunition reduction
\$	15,071	Animal Shelter part-time position
\$	20,000	Physio Maintenance Contract (EMS)
\$	31,000	Physio Cloud Integration (EMS)
<hr/>		
\$	791,395	sub-total General fund contingency amount
\$	57,000	Sheriff - New vehicle
\$	20,000	Sheriff - New radios
\$	19,000	Purchase of speed trailer
\$	10,000	Courthouse camera project
\$	25,000	General Government vehicle replacement
\$	30,000	Courtroom Chairs
<hr/>		
\$	161,000	sub-total Capital projects fund contingency amount
\$	952,395	Total proposed FY21 contingency amount

**Clarke County
Invoice History Report
June 30, 2020**

<u>VENDOR NAME</u>	<u>ACCOUNT DESC</u>	<u>AMOUNT</u>	<u>WARRANT</u>	<u>FULL DESC</u>	<u>INVOICE DATE</u>
ACAR LEASING LTD	Personal Property Tax Current	56.34	EJ063020		06/24/2020
ACAR LEASING LTD Total		56.34			
Access Independence	Access Independence Contr	1,000.00	EJ063020	FY20 Allocation	06/17/2020
Access Independence Total		1,000.00			
Adeline M. Goldbach	Rev Rf Ambulance Svcs Refunds	208.08	EJ063020	EMS refund due to patient overpayment 18-11059	06/22/2020
Adeline M. Goldbach Total		208.08			
Ahold Financial Serv	Programs Mat & Sup	37.99	EJ061520	food playcamp	06/08/2020
Ahold Financial Serv Total		37.99			
Alison Behan	Programs Refunds	135.00	EJ061520	refund	06/10/2020
Alison Behan Total		135.00			
Amazon Acct	County Adm Mat & Sup	159.95	EJ061520	Office Chair	04/15/2020
Amazon Acct	Electoral Mat & Sup	67.70	EJ061520	Coronavirus: Non-Latex Gloves	04/19/2020
Amazon Acct	Electoral Mat & Sup	42.41	EJ061520	Coronavirus: Non-Latex Gloves	04/19/2020
Amazon Acct	EMS Mat & Sup	390.22	EJ061520	Whynter TBR-185SR portable	04/25/2020
Amazon Acct	EMS Personal Protection Equip	84.39	EJ061520	COVID-19 supplies for Cental S	04/19/2020
Amazon Acct	EMS Personal Protection Equip	51.49	EJ061520	COVID-19 supplies for Cental S	04/20/2020
Amazon Acct	EMS Personal Protection Equip	252.29	EJ061520	PO 20200889 CV gloves supplies	04/19/2020
Amazon Acct	ICAC Mat & Sup	1,399.00	EJ061520	ICAC Computer	05/01/2020
Amazon Acct	JAS Inventory -Mtls & Supplies	172.32	EJ061520	CV-Central store Bleach	05/06/2020
Amazon Acct	JAS Inventory -Mtls & Supplies	200.80	EJ061520	COVID-19 supplies for Cental S	04/20/2020
Amazon Acct	JAS Inventory -Mtls & Supplies	142.56	EJ061520	CV-hand santizing wipes	04/24/2020
Amazon Acct Total		2,963.13			
AMY DELANEY	General Overpayment Account	54.00	EJ063020	PAID INCORRECT COUNTY	06/17/2020
AMY DELANEY Total		54.00			
Angela Renner	Programs Refunds	67.00	EJ061520	refund	05/27/2020
Angela Renner Total		67.00			
ANNIS RUSSELL JAMES	Personal Property Tax Current	88.48	EJ063020		06/24/2020
ANNIS RUSSELL JAMES	Personal Property Tax Current	8.76	EJ063020		06/24/2020
ANNIS RUSSELL JAMES Total		97.24			
Apple Valley Waste	SWC Pur Svcs	61.80	EJ061520	rm Apple Valley Waste CCCC Recycling	05/31/2020
Apple Valley Waste Total		61.80			
At&t	County Adm Telephone	46.51	EJ063020	Acct 287286630233 School/Gov c	06/18/2020
At&t	IT Telephone	93.02	EJ063020	Acct 287286630233 School/Gov c	06/18/2020
At&t	Registrar Telephone	46.51	EJ063020	Acct 287286630233 School/Gov c	06/18/2020
At&t	Comm Atty Telephone	163.29	EJ063020	Acct 287286630233 School/Gov c	06/18/2020
At&t	Sheriff Telephone	46.03	EJ061520	Monthly Statement	06/01/2020
At&t	Sheriff Telephone	1,915.69	EJ063020	Acct 287286630233 School/Gov c	06/18/2020
At&t	Bldg Insp Telephone	164.30	EJ063020	Acct 287286630233 School/Gov c	06/18/2020
At&t	AnimalCtrl Telephone	12.95	EJ063020	Acct 287286630233 School/Gov c	06/18/2020
At&t	Maintenanc Telephone	401.58	EJ063020	Acct 287286630233 School/Gov c	06/18/2020
At&t	Econ Dev Telephone	41.49	EJ063020	Acct 287286630233 School/Gov c	06/18/2020
At&t	VictimWit Telephone	42.54	EJ063020	Acct 287286630233 School/Gov c	06/18/2020
At&t	EMS LEMPG Grant-Telephone	462.25	EJ063020	Acct 287286630233 School/Gov c	06/18/2020
At&t Total		3,436.16			
BATEMAN TYLER MARSHA	Personal Property Tax Current	63.52	EJ063020		06/16/2020
BATEMAN TYLER MARSHA Total		63.52			
BB&T	County Adm Miscellaneous Expen	91.00	EJ063020	TK CoAdmin May 2020 BB&T CC	06/18/2020
BB&T	County Adm Mat & Sup	642.74	EJ063020	TK CoAdmin May 2020 BB&T CC	06/18/2020
BB&T	IT Technology SW/OL Content	119.14	EJ063020	TK CoAdmin May 2020 BB&T CC	06/18/2020
BB&T	District C Mat & Sup	309.00	EJ063020	Office Chair	06/09/2020
BB&T	Sheriff Dues & Memb	12.99	EJ063020	Monthly Statement	06/09/2020
BB&T	Sheriff COS Mat & Sup	200.07	EJ063020	Monthly Statement	06/09/2020
BB&T	Sheriff PSU Mat & Sup	210.65	EJ063020	Monthly Statement	06/09/2020
BB&T	Sheriff SOS Mat & Sup	328.16	EJ063020	Monthly Statement	06/09/2020
BB&T	Sheriff VRP Mat & Sup	118.92	EJ063020	Monthly Statement	06/09/2020
BB&T	Sheriff Uniform Sworn Staff	86.85	EJ063020	Monthly Statement	06/09/2020
BB&T	EMS Mat & Sup	224.66	EJ063020	Fire & EMS BB&T credit card statement 6/9/20	06/09/2020
BB&T	Bldg Insp Mat & Sup	21.01	EJ063020	TK CoAdmin May 2020 BB&T CC	06/18/2020
BB&T	AnimalCtrl Mat & Sup	222.94	EJ063020	rm BB&T Credit Card for 5/11/2020 - 6/07/2020	06/09/2020
BB&T	Maintenanc Mat & Sup	333.60	EJ063020	rm BB&T Credit Card for 5/11/2020 - 6/07/2020	06/09/2020
BB&T	Rec Center Mat & Sup	49.76	EJ063020	supplies	06/09/2020
BB&T	Pool Mat & Sup	122.68	EJ063020	supplies	06/09/2020
BB&T	Pool Merch for Resale	28.41	EJ063020	supplies	06/09/2020
BB&T	Programs Dues & Memb	10.00	EJ063020	supplies	06/09/2020
BB&T	Programs Mat & Sup	235.49	EJ063020	Supplies from Costco-CCPRD	06/09/2020
BB&T	Programs Mat & Sup	187.41	EJ063020	supplies	06/09/2020
BB&T	Econ Dev Advertising	75.00	EJ063020	TK CoAdmin May 2020 BB&T CC	06/18/2020
BB&T	Econ Dev Mat & Sup	19.97	EJ063020	TK CoAdmin May 2020 BB&T CC	06/18/2020
BB&T	225Rams Maint Mat & Sup	142.94	EJ063020	rm BB&T Credit Card for 5/11/2020 - 6/07/2020	06/09/2020
BB&T	AlPool Maint Mat & Sup	249.55	EJ063020	rm BB&T Credit Card for 5/11/2020 - 6/07/2020	06/09/2020
BB&T	JAS Finance Mat & Sup	342.23	EJ063020	CV: Sneeze Guards for Mary's O	06/09/2020
BB&T	Sheriff Mat & Sup	371.93	EJ063020	Monthly Statement	06/09/2020
BB&T	Sheriff Mat & Sup	327.30	EJ063020	Monthly Statement	06/09/2020
BB&T Total		5,084.40			
BENITEZ AMAYA JOSE S	Personal Property Tax Current	16.75	EJ061520		05/29/2020
BENITEZ AMAYA JOSE S Total		16.75			
Berkeley Club Bevera	County Adm Miscellaneous Expen	70.50	EJ063020	TK CoAdmin FY20 Water Rental	06/22/2020

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Berkeley Club Bevera	Comm Atty Mat & Sup	20.50	EJ063020	Water Bill June 2020	06/22/2020
Berkeley Club Bevera	Sheriff COS Mat & Sup	9.00	EJ063020	Cooler Rental	06/15/2020
Berkeley Club Bevera	Sheriff COS Mat & Sup	9.00	EJ061520	Monthly Cooler Fee	05/15/2020
Berkeley Club Bevera	Sheriff COS Mat & Sup	26.00	EJ061520	Water	05/25/2020
Berkeley Club Bevera	Sheriff COS Mat & Sup	32.50	EJ063020	Water	06/22/2020
Berkeley Club Bevera	Sheriff SOS Mat & Sup	9.00	EJ063020	Cooler Rental	06/15/2020
Berkeley Club Bevera	Sheriff SOS Mat & Sup	9.00	EJ061520	Monthly Cooler Fee	05/15/2020
Berkeley Club Bevera	Sheriff SOS Mat & Sup	20.50	EJ063020	Water	06/22/2020
Berkeley Club Bevera	Maintenanc Water & Sewer	11.00	EJ063020	rm Berkeley Spring Maint Rental for June 2020	06/15/2020
Berkeley Club Bevera	Maintenanc Water & Sewer	33.50	EJ063020	rm Berkeley Maintenance water	06/22/2020
Berkeley Club Bevera Total		250.50			
Berryville Auto Part	Sheriff Pur Svcs	652.00	EJ061520	CCSO Vehicle Repair 1302	05/21/2020
Berryville Auto Part	Sheriff Pur Svcs	41.00	EJ061520	CCSO Vehicle Repair 1405	05/30/2020
Berryville Auto Part	Sheriff Pur Svcs	161.00	EJ061520	CCSO Vehicle Repair 1701	06/02/2020
Berryville Auto Part	Sheriff Pur Svcs	41.00	EJ061520	CCSO Vehicle Repair 1902	06/03/2020
Berryville Auto Part	Sheriff Pur Svcs	161.00	EJ063020	CCSO Vehicle Repair 1502	06/11/2020
Berryville Auto Part	Sheriff Pur Svcs	120.00	EJ063020	CCSO Vehicle Repair 1401	06/11/2020
Berryville Auto Part	Sheriff Pur Svcs	41.00	EJ063020	CCSO Vehicle Repair 1903	06/12/2020
Berryville Auto Part	Sheriff Pur Svcs	72.00	EJ063020	CCSO Vehicle Repair 1903	06/17/2020
Berryville Auto Part	Sheriff Pur Svcs	40.00	EJ063020	CCSO Vehicle Repair 1405	06/17/2020
Berryville Auto Part	Sheriff Pur Svcs	17.00	EJ063020	CCSO Vehicle Repair 1803	06/24/2020
Berryville Auto Part	Sheriff PSU Mat & Sup	9.75	EJ061520	Batteries	06/04/2020
Berryville Auto Part	Sheriff PSU Mat & Sup	4.64	EJ061520	Light bulb	05/23/2020
Berryville Auto Part	Sheriff PSU Mat & Sup	4.24	EJ061520	Shop Towel	05/23/2020
Berryville Auto Part	Sheriff SOS Mat & Sup	11.00	EJ061520	USB	05/23/2020
Berryville Auto Part	Sheriff SOS Mat & Sup	32.00	EJ063020	Keyboard and Mouse Combo	05/27/2020
Berryville Auto Part	Sheriff VRP Mat & Sup	0.90	EJ061520	Missed amount on original invoice	04/17/2020
Berryville Auto Part	Sheriff VRP Mat & Sup	566.05	EJ061520	CCSO Vehicle Repair 1302	05/21/2020
Berryville Auto Part	Sheriff VRP Mat & Sup	21.14	EJ061520	CCSO Vehicle Repair 1405	05/30/2020
Berryville Auto Part	Sheriff VRP Mat & Sup	277.45	EJ061520	CCSO Vehicle Repair 1701	06/02/2020
Berryville Auto Part	Sheriff VRP Mat & Sup	4.52	EJ061520	CCSO Vehicle Repair 1601	06/02/2020
Berryville Auto Part	Sheriff VRP Mat & Sup	21.84	EJ061520	CCSO Vehicle Repair 1902	06/03/2020
Berryville Auto Part	Sheriff VRP Mat & Sup	287.75	EJ063020	CCSO Vehicle Repair 1502	06/11/2020
Berryville Auto Part	Sheriff VRP Mat & Sup	256.31	EJ063020	CCSO Vehicle Repair 1401	06/11/2020
Berryville Auto Part	Sheriff VRP Mat & Sup	2.29	EJ063020	CCSO Vehicle Repair 1801	06/12/2020
Berryville Auto Part	Sheriff VRP Mat & Sup	19.74	EJ063020	CCSO Vehicle Repair 1903	06/12/2020
Berryville Auto Part	Sheriff VRP Mat & Sup	5.00	EJ063020	CCSO Vehicle Repair 1405	06/17/2020
Berryville Auto Part	Sheriff VRP Mat & Sup	21.84	EJ063020	CCSO Vehicle Repair 1803	06/24/2020
Berryville Auto Part	Maintenanc Mat & Sup	24.83	EJ061520	rm BAP Maint ball mount	05/21/2020
Berryville Auto Part	Maintenanc Mat & Sup	2.51	EJ061520	rm BAP Maint tire valve	06/09/2020
Berryville Auto Part Total		2,919.80			
Berryville True Valu	Electoral Mat & Sup	47.90	EJ063020	CV-Bungee Cord for Election Day Tents	06/15/2020
Berryville True Valu	Electoral Mat & Sup	18.48	EJ063020	Tape for Protective Barrier Transport Box - CV	06/25/2020
Berryville True Valu	Maintenanc Mat & Sup	35.99	EJ061520	rm BH County rivet tool	04/08/2020
Berryville True Valu	Maintenanc Mat & Sup	18.98	EJ061520	rm BH Maint poly rake	05/13/2020
Berryville True Valu	Maintenanc Mat & Sup	22.50	EJ061520	rm BH Maint white stake flags	06/09/2020
Berryville True Valu	Maintenanc Mat & Sup	3.25	EJ063020	rm BH Maint starter rope	06/17/2020
Berryville True Valu	Rec Center Mat & Sup	31.95	EJ061520	Supplies	06/04/2020
Berryville True Valu	Pool Mat & Sup	15.98	EJ061520	supplies	05/28/2020
Berryville True Valu	104Church Maint Mat & Sup	45.47	EJ063020	rm BH 104 N. Church adhesive spray door sweep	06/19/2020
Berryville True Valu	225Rams Maint Mat & Sup	22.99	EJ063020	rm BH ACO spring hinge	06/11/2020
Berryville True Valu	AlRec Maint Mat & Sup	4.99	EJ061520	rm BH Rec Center outlet dplx	06/04/2020
Berryville True Valu	AlOff Maint Mat & Sup	55.51	EJ061520	rm BH Park Shelter concrete	05/26/2020
Berryville True Valu	AlOff Maint Mat & Sup	18.15	EJ061520	rm BH Park Shelter Roof screws and fastners	05/28/2020
Berryville True Valu	AlOff Maint Mat & Sup	51.55	EJ061520	rm BH Park genral fastners for shelter	05/29/2020
Berryville True Valu	AlOff Maint Mat & Sup	38.98	EJ061520	rm BH Park Installer bit	05/29/2020
Berryville True Valu	AlOff Maint Mat & Sup	41.99	EJ061520	rm BH Park round up	06/04/2020
Berryville True Valu	AlOff Maint Mat & Sup	17.45	EJ063020	rm BH Park yellow flag tape	06/15/2020
Berryville True Valu	AlOff Maint Mat & Sup	52.93	EJ063020	rm BH Park oil for stump removal	06/15/2020
Berryville True Valu	AlPool Maint Mat & Sup	109.99	EJ061520	rm BH Pool Util Pump	05/29/2020
Berryville True Valu	AlPool Maint Mat & Sup	3.40	EJ061520	rm BH Pool general fastners	06/03/2020
Berryville True Valu	AlPool Maint Mat & Sup	1.98	EJ063020	rm BH Pool sch 80 Nipple	06/18/2020
Berryville True Valu	AlBase Maint Mat & Sup	47.69	EJ063020	rm BH Baseball snaps and fastners for nets	06/15/2020
Berryville True Valu	311EMain Maint Mat & Sup	4.49	EJ061520	rm BH 311 E. Main tank flush lever	05/29/2020
Berryville True Valu Total		712.59			
Beth Novak	Electoral Board Member Fees	80.00	EJ063020	OOE 062320	06/25/2020
Beth Novak Total		80.00			
Bette J. Brondstater	Electoral Board Member Fees	70.00	EJ063020	OOE 062320	06/25/2020
Bette J. Brondstater Total		70.00			
Bigelow, William	Electoral Board Member Fees	210.00	EJ063020	OOE 062320	06/25/2020
Bigelow, William Total		210.00			
Bill & Bills Auto	Sheriff Pur Svcs	45.00	EJ061520	Speedometer Check	05/13/2020
Bill & Bills Auto Total		45.00			
Blossman Gas, Inc.	225Rams Maint Heating	21.11	EJ061520	rm Blossman ACO Lp Gas	06/03/2020
Blossman Gas, Inc. Total		21.11			
Blue Ridge Volunteer	Electoral Leases & Rentals	150.00	EJ063020	Facility Use 062320	06/25/2020
Blue Ridge Volunteer Total		150.00			

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Blue Sky Towers	Sheriff Leases & Rentals	2,380.50	EJ063020	Tower, Transmittal, June 2020	06/01/2020
Blue Sky Towers Total		2,380.50			
BMS Direct	Treasurer Printing & Binding	1,506.72	EJ063020	1st Half 2020 Real Estate Tax Bills	05/31/2020
BMS Direct	Treasurer Printing & Binding	3,058.25	EJ063020	1st Half 2020 Personal Property Tax Bills	05/31/2020
BMS Direct Total		4,564.97			
Bosserman, Barbara	Electoral Local Mileage	26.57	EJ063020	Mileage to precincts on election day	06/25/2020
Bosserman, Barbara	Electoral Mat & Sup	41.79	EJ063020	Reimburse Training Food Supplies from Martins	06/15/2020
Bosserman, Barbara Total		68.36			
Bouffault, Robina	Electoral Board Member Fees	95.00	EJ063020	OOE 062320	06/25/2020
Bouffault, Robina Total		95.00			
BOWERS SHANNON MARIE	Personal Property Tax Current	21.28	EJ061520		06/09/2020
BOWERS SHANNON MARIE Total		21.28			
Boyce Volunteer Fire	Electoral Leases & Rentals	75.00	EJ063020	Facility Use 062320	06/25/2020
Boyce Volunteer Fire Total		75.00			
BREECE NANCY ELLEN	Personal Property Tax Current	2.63	EJ063020		06/24/2020
BREECE NANCY ELLEN	Personal Property Tax Current	4.50	EJ063020		06/24/2020
BREECE NANCY ELLEN	Personal Property Tax Current	2.25	EJ063020		06/24/2020
BREECE NANCY ELLEN	Motor Vehicle Licenses	8.00	EJ063020		06/24/2020
BREECE NANCY ELLEN	Motor Vehicle Licenses	8.00	EJ063020		06/24/2020
BREECE NANCY ELLEN Total		25.38			
Brian Kelly	Electoral Board Member Fees	80.00	EJ063020	OOE 062320	06/25/2020
Brian Kelly Total		80.00			
Brown, Reilly	Electoral Board Member Fees	135.00	EJ063020	OOE 062320	06/25/2020
Brown, Reilly Total		135.00			
Catholic Church St.	Rec Center Refunds	22.00	EJ061520	refund	06/02/2020
Catholic Church St. Total		22.00			
Charles Martenis	Electoral Board Member Fees	135.00	EJ063020	OOE 062320	06/25/2020
Charles Martenis Total		135.00			
Charles Walker	Electoral Board Member Fees	145.00	EJ063020	OOE 062320	06/25/2020
Charles Walker Total		145.00			
Chatman, Stacey	Programs Pur Svcs	109.20	EJ063020	Contracted Employees	06/15/2020
Chatman, Stacey	Programs Pur Svcs	86.45	EJ061520	contracted employee	06/02/2020
Chatman, Stacey Total		195.65			
City of Winchester	Juv Det Ctr Intergov Svc Agree	4,304.00	EJ063020	NRDC FY20 Q4 Allocation	06/01/2020
City of Winchester Total		4,304.00			
Clarke County Parks	Electoral Leases & Rentals	75.00	EJ063020	Facility Use 062320	06/25/2020
Clarke County Parks	Concession Stand Revenues	250.00	EJ061520	Pool start up money	06/08/2020
Clarke County Parks Total		325.00			
Clean Water Pool	Pool Mat & Sup	2.71	EJ063020	pool read	06/11/2020
Clean Water Pool	Pool Mat & Sup	5.77	EJ063020	water test	06/17/2020
Clean Water Pool	Pool Chemicals	64.42	EJ061520	rm Clean Water Pool chemicals	06/02/2020
Clean Water Pool Total		72.90			
Colonial Home Loans	General Overpayment Account	1,503.82	EJ063020	OPAY RE Tax 32-A-28	06/26/2020
Colonial Home Loans Total		1,503.82			
Combs Wastewater Man	AIOff Maint Pur Svcs	140.00	EJ061520	rm Combs Park Porta Potties	06/01/2020
Combs Wastewater Man Total		140.00			
Comcast	IT Telecomm Online Tech	209.32	EJ061520	Government	05/28/2020
Comcast	Capital Outlay Additions	99,852.03	EJ061520	White Post Proj #124163 (broadband)	04/14/2020
Comcast Total		100,061.35			
Commercial Press	County Adm Mat & Sup	58.25	EJ063020	TK Commercial Press, Business Cards & Plaques	05/22/2020
Commercial Press	Clk of CC Mat & Sup	149.88	EJ063020	envelopes - address change	06/24/2020
Commercial Press	VictimWit Mat & Sup	119.75	EJ061520	Handbook	05/22/2020
Commercial Press Total		327.88			
County of Frederick	RefuseDisp Intergov Svc Agree	1,144.90	EJ063020	County Residents refuse	06/03/2020
County of Frederick	RefuseDisp Intergov Svc Agree	873.60	EJ063020	Citizens Center	06/03/2020
County of Frederick Total		2,018.50			
Crystal Springs	Parks Adm Leases & Rentals	96.48	EJ063020	water	06/16/2020
Crystal Springs Total		96.48			
Custom Gunsmithing	Sheriff PSU Mat & Sup	45.00	EJ061520	Rear Sight Installation	05/18/2020
Custom Gunsmithing Total		45.00			
Danu Aquatics Llc	Pool Pur Svcs	82.50	EJ063020	Card fee	06/12/2020
Danu Aquatics Llc Total		82.50			
Davis, Donna	Electoral Board Member Fees	210.00	EJ063020	Chief OOF 062320	06/23/2020
Davis, Donna	Electoral Local Mileage	13.92	EJ063020	Chief OOF 062320	06/23/2020
Davis, Donna Total		223.92			
Dawn Timberlake	Programs Refunds	75.00	EJ063020	refund	06/15/2020
Dawn Timberlake Total		75.00			
DDL Business Sys	Clk of CC Maint Contracts	38.88	EJ061520	SN7940 Copier Maintenance -Cir	05/25/2020
DDL Business Sys	Parks Adm Maint Contracts	21.63	EJ061520	SN 3807 Copier Maintenance-CCP	05/25/2020
DDL Business Sys	Coop Ext Maint Contracts	20.41	EJ063020	SN1435-Copier Maintenance	05/25/2020
DDL Business Sys Total		80.92			
DMV	Treasurer DMV Stop	450.00	EJ063020	DMV Stops May 2020	05/31/2020
DMV Total		450.00			
Doing Better Busines	Com of Rev Maint Contracts	12.50	EJ063020	New Copier for Treasurer/COR	06/09/2020
Doing Better Busines	Treasurer Maint Contracts	12.50	EJ063020	New Copier for Treasurer/COR	06/09/2020
Doing Better Busines	EMS Mat & Sup	12.50	EJ063020	New Copier for Treasurer/COR	06/09/2020
Doing Better Busines Total		37.50			

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Election Systems	Electoral Pur Svcs	424.00	EJ063020	Audio 06/23/20	05/22/2020
Election Systems	Electoral Pur Svcs	78.25	EJ063020	Layout 06/23/20	05/22/2020
Election Systems	Electoral Pur Svcs	162.50	EJ063020	Minor Revision 06/23/20	05/22/2020
Election Systems	Electoral Pur Svcs	1,001.15	EJ063020	Coding 06/23/20	05/22/2020
Election Systems Total		1,665.90			
Elizabeth Pritchard	Electoral Board Member Fees	135.00	EJ063020	OOE 062320	06/25/2020
Elizabeth Pritchard Total		135.00			
Endless Summer Aquat	Pool Chemicals	690.00	EJ061520	rm Endless Summer Pool Chemicals	06/02/2020
Endless Summer Aquat	Pool Chemicals	2,041.00	EJ063020	rm Endless Summer Pool Chemicals	06/16/2020
Endless Summer Aquat Total		2,731.00			
Faith Cook	Pool Refunds	20.00	EJ061520	refund	06/11/2020
Faith Cook Total		20.00			
Ferguson Waterworks	JAS Inventory -Mtls & Supplies	196.00	EJ063020	CV: Covid Supplies for Central	06/10/2020
Ferguson Waterworks Total		196.00			
Ferguson, Ruth	Electoral Board Member Fees	60.00	EJ063020	OOE 062320	06/25/2020
Ferguson, Ruth Total		60.00			
FIRST SOURCE TITLE A	General Overpayment Account	379.70	EJ061520	OPAY 1ST 1/2 2020 23 A 61	06/10/2020
FIRST SOURCE TITLE A Total		379.70			
FLITCROFT MARC W	Motor Vehicle Licenses	25.00	EJ061520		06/09/2020
FLITCROFT MARC W Total		25.00			
Floor Shop	Pnt&Floor Capital Outlay Repla	3,033.18	EJ063020	Rubber flooring for Rec Center	06/21/2020
Floor Shop Total		3,033.18			
Fraser, Michael	Electoral Board Member Fees	145.00	EJ063020	OOE 062320	06/23/2020
Fraser, Michael Total		145.00			
Frederick-Winchester	Sanitation Intergov Svc Agreeem	2,616.49	EJ063020	May service charge	06/11/2020
Frederick-Winchester Total		2,616.49			
Frogale Lumber	AIOff Maint Mat & Sup	503.50	EJ061520	rm Frogale Park lumber to replace roof at the shel	05/20/2020
Frogale Lumber	AIOff Maint Mat & Sup	193.77	EJ061520	rm Frogale Park Shelter Lumber	05/27/2020
Frogale Lumber	AIOff Maint Mat & Sup	-121.30	EJ061520	rm Frogale Park Shelter return lumber for credit	05/27/2020
Frogale Lumber Total		575.97			
GA & FC WAGMAN INC	Personal Property Tax Current	4.50	EJ063020		06/17/2020
GA & FC WAGMAN INC	Personal Property Tax Current	4.50	EJ063020		06/17/2020
GA & FC WAGMAN INC	Personal Property Tax Delinq	4.50	EJ063020		06/17/2020
GA & FC WAGMAN INC	Motor Vehicle Licenses	8.00	EJ063020		06/17/2020
GA & FC WAGMAN INC Total		21.50			
Galls/Best Uniforms	Sheriff PSU Mat & Sup	40.43	EJ063020	handcuffs	06/09/2020
Galls/Best Uniforms	Sheriff Uniform Sworn Staff	84.45	EJ061520	Uniforms	05/22/2020
Galls/Best Uniforms	Sheriff Uniform Sworn Staff	74.71	EJ061520	Uniforms	05/22/2020
Galls/Best Uniforms	Sheriff Uniform Sworn Staff	66.95	EJ061520	Uniforms	05/28/2020
Galls/Best Uniforms	Sheriff Uniform Sworn Staff	99.88	EJ061520	Uniforms	05/29/2020
Galls/Best Uniforms	Sheriff Uniform Sworn Staff	12.94	EJ061520	Tame Tag	06/01/2020
Galls/Best Uniforms	Sheriff Uniform Sworn Staff	317.95	EJ063020	Boots	06/04/2020
Galls/Best Uniforms	Sheriff Uniform Sworn Staff	206.20	EJ063020	Uniforms	06/08/2020
Galls/Best Uniforms	Sheriff Uniform Sworn Staff	108.90	EJ063020	baton and belt	06/10/2020
Galls/Best Uniforms	Sheriff Uniform Sworn Staff	12.73	EJ063020	Name tag	06/10/2020
Galls/Best Uniforms	Sheriff Uniform Sworn Staff	52.39	EJ063020	shirts	06/12/2020
Galls/Best Uniforms	Sheriff Uniform Sworn Staff	44.58	EJ063020	trousers	06/17/2020
Galls/Best Uniforms	Sheriff Uniform Sworn Staff	90.46	EJ063020	belt and attachments	06/19/2020
Galls/Best Uniforms Total		1,212.57			
GCA Education Servic	Maintenanc Custodial Contracts	4,530.07	EJ061520	rm ABM County Cleanign for June 2020	06/01/2020
GCA Education Servic	JGC Maintenanc Custodial Contr	1,187.75	EJ061520	rm ABM County Cleanign for June 2020	06/01/2020
GCA Education Servic	311EMain Maint Cus Contracts	461.25	EJ061520	rm ABM County Cleanign for June 2020	06/01/2020
GCA Education Servic Total		6,179.07			
GM Financial Company	General Overpayment Account	22.08	EJ063020	OPAY PP Tax - 2GKALMEK1G6190202	06/26/2020
GM Financial Company Total		22.08			
Gordon, Teresa	Electoral Board Member Fees	135.00	EJ063020	OOE 062320	06/25/2020
Gordon, Teresa Total		135.00			
GRAY SEAN CHRISTIAN	Personal Property Tax Current	24.18	EJ063020		06/24/2020
GRAY SEAN CHRISTIAN Total		24.18			
Greg Walker	Electoral Board Member Fees	210.00	EJ063020	OOE 062320	06/25/2020
Greg Walker	Electoral Local Mileage	22.39	EJ063020	OOE 062320	06/25/2020
Greg Walker Total		232.39			
Hall, Monahan	Legal Svc Pur Svcs	3,550.00	EJ063020	TK - Legal Bill - May 2020 FY20	06/02/2020
Hall, Monahan	Plan Adm Pur Svcs	3,687.50	EJ063020	TK - Legal Bill - May 2020 FY20	06/02/2020
Hall, Monahan	Joseph Sch Roof-Cap Outlay	852.00	EJ063020	Josephine Street	05/22/2020
Hall, Monahan Total		8,089.50			
Hardesty, Larry	Electoral Board Member Fees	135.00	EJ063020	OOE 062320	06/23/2020
Hardesty, Larry Total		135.00			
Hess, Jean	Electoral Board Member Fees	210.00	EJ063020	OOE 062320	06/25/2020
Hess, Jean	Electoral Local Mileage	17.02	EJ063020	OOE 062320	06/25/2020
Hess, Jean Total		227.02			
HITCHEN MELANIE M	Personal Property Tax Current	646.30	EJ063020		06/16/2020
HITCHEN MELANIE M	Personal Property Tax Current	1,194.63	EJ063020		06/16/2020
HITCHEN MELANIE M	Motor Vehicle Licenses	25.00	EJ063020		06/16/2020
HITCHEN MELANIE M Total		1,865.93			
HOGGATT JAIME	Personal Property Tax Current	41.77	EJ061520		06/09/2020
HOGGATT JAIME Total		41.77			

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Holcomb, Kathy	Electoral Board Member Fees	145.00	EJ063020	OOE 062320	06/25/2020
Holcomb, Kathy Total		145.00			
Holcomb, Robert	Electoral Board Member Fees	210.00	EJ063020	OOE 062320	06/25/2020
Holcomb, Robert	Electoral Local Mileage	15.53	EJ063020	OOE 062320	06/25/2020
Holcomb, Robert Total		225.53			
Hornbaker, Robert	Electoral Board Member Fees	210.00	EJ063020	OOE 062320	06/25/2020
Hornbaker, Robert	Electoral Local Mileage	9.32	EJ063020	OOE 062320	06/25/2020
Hornbaker, Robert Total		219.32			
HOTT JACOB I	Personal Property Tax Current	31.47	EJ061520		06/09/2020
HOTT JACOB I	Personal Property Tax Current	4.23	EJ061520		06/09/2020
HOTT JACOB I	Motor Vehicle Licenses	8.00	EJ061520		06/09/2020
HOTT JACOB I Total		43.70			
HVT INC AS TRUSTEE F	Personal Property Tax Current	27.86	EJ061520		06/08/2020
HVT INC AS TRUSTEE F Total		27.86			
Inez Aronholt	Rec Center Refunds	36.00	EJ061520	refund	06/10/2020
Inez Aronholt Total		36.00			
ISLEIB JESSICA D	Personal Property Tax Current	48.88	EJ063020		06/16/2020
ISLEIB JESSICA D Total		48.88			
J. Ross Yovanovitch	Electoral Board Member Fees	135.00	EJ063020	OOE 062320	06/25/2020
J. Ross Yovanovitch Total		135.00			
Jackson, Geneva	Electoral Board Member Fees	70.00	EJ063020	OOE 062320	06/25/2020
Jackson, Geneva Total		70.00			
James M. Smith	Electoral Board Member Fees	135.00	EJ063020	OOE 062320	06/25/2020
James M. Smith Total		135.00			
James McDonald	Electoral Board Member Fees	135.00	EJ063020	OOE 062320	06/25/2020
James McDonald Total		135.00			
Janet Gibson	Rec Center Refunds	36.00	EJ063020	refund	06/19/2020
Janet Gibson Total		36.00			
Joanne Myers	Programs Refunds	35.00	EJ063020	refund	06/24/2020
Joanne Myers Total		35.00			
John H Enders Fire	Electoral Leases & Rentals	75.00	EJ063020	Facility Use 062320	06/25/2020
John H Enders Fire Total		75.00			
Jon C. Campbell	Rev Rf Ambulance Svcs Refunds	388.25	EJ063020	EMS refund due to patient overpayment 20-6936	06/22/2020
Jon C. Campbell Total		388.25			
Joselito Ignacio	Rec Center Refunds	14.00	EJ061520	refund	06/09/2020
Joselito Ignacio Total		14.00			
Kalbiam, Maral	HstPrvCom Pur Svcs	911.00	EJ063020	historic preservation consulting services	06/01/2020
Kalbiam, Maral Total		911.00			
Kelly Jeanne Johnson	Electoral Board Member Fees	135.00	EJ063020	OOE 062320	06/25/2020
Kelly Jeanne Johnson Total		135.00			
KELLY LAURA JEAN	Personal Property Tax Current	24.48	EJ061520		06/08/2020
KELLY LAURA JEAN Total		24.48			
Kirk, Cynthia	Electoral Board Member Fees	135.00	EJ063020	OOE 062320	06/25/2020
Kirk, Cynthia Total		135.00			
Kustom Signals Inc	Sheriff PSU Mat & Sup	55.00	EJ063020	Battery	06/09/2020
Kustom Signals Inc	Sheriff PSU Mat & Sup	420.00	EJ063020	audio kit	06/23/2020
Kustom Signals Inc	Sheriff VRP Mat & Sup	530.00	EJ061520	Audio / Remote kits	06/01/2020
Kustom Signals Inc Total		1,005.00			
Language Line Servic	Sheriff Pur Svcs	25.86	EJ063020	Interpretation Services	05/31/2020
Language Line Servic Total		25.86			
Lantz Construction	Swimming Capital Outlay Replac	5,350.00	EJ063020	Remove and Replace Caulking of	06/09/2020
Lantz Construction Total		5,350.00			
Levi, Ann	Electoral Board Member Fees	135.00	EJ063020	OOE 062320	06/25/2020
Levi, Ann Total		135.00			
LexisNexis	Sheriff Pur Svcs	150.00	EJ061520	Monthly Service	05/31/2020
LexisNexis Total		150.00			
Lineberg-Fox, Patric	Electoral Board Member Fees	135.00	EJ063020	OOE 062320	06/25/2020
Lineberg-Fox, Patric Total		135.00			
Lora Hagarty	Electoral Board Member Fees	115.00	EJ063020	OOE 062320	06/25/2020
Lora Hagarty Total		115.00			
Lowes	Maintenanc Mat & Sup	26.36	EJ063020	rm Lowes Maintenance cutting tool for shop	06/18/2020
Lowes	Rec Center Mat & Sup	190.82	EJ061520	supplies	06/02/2020
Lowes	AIOff Maint Mat & Sup	64.59	EJ061520	rm Lowes Park Shelter weathered boards	06/04/2020
Lowes	AIOff Maint Mat & Sup	105.90	EJ061520	rm Lowes Park Shelter 4 ply sheeting	06/02/2020
Lowes	AIOff Maint Mat & Sup	6.64	EJ061520	rm Lowes Parks Shelter concrete maso	05/22/2020
Lowes Total		394.31			
Mansfield Oil Co	County Adm Vehicle Fuel	49.05	EJ061520	rm Mansfield Oil County Fuel 5/16/20-5/31/20	06/03/2020
Mansfield Oil Co	County Adm Vehicle Fuel	65.13	EJ063020	rm Mansfield Oil Fuel charages 6/1/20-6/15/20	06/19/2020
Mansfield Oil Co	Sheriff Vehicle Fuel	1,738.14	EJ061520	Fuel for 5/1 - 5/15/2020	05/18/2020
Mansfield Oil Co	Sheriff Vehicle Fuel	1,614.43	EJ061520	Fuel for 5/16-5/31/2020	06/03/2020
Mansfield Oil Co	Sheriff Vehicle Fuel	1,810.71	EJ063020	Fule for 6/1 - 6/15/2020	06/22/2020
Mansfield Oil Co	EMS Vehicle Fuel	18.32	EJ061520	rm Mansfield Oil County Fuel 5/16/20-5/31/20	06/03/2020
Mansfield Oil Co	EMS Vehicle Fuel	26.17	EJ063020	rm Mansfield Oil Fuel charages 6/1/20-6/15/20	06/19/2020
Mansfield Oil Co	Bldg Insp Vehicle Fuel	51.26	EJ061520	rm Mansfield Oil County Fuel 5/16/20-5/31/20	06/03/2020
Mansfield Oil Co	Bldg Insp Vehicle Fuel	73.07	EJ063020	rm Mansfield Oil Fuel charages 6/1/20-6/15/20	06/19/2020
Mansfield Oil Co	Maintenanc Vehicle Fuel	130.61	EJ061520	rm Mansfield Oil County Fuel 5/16/20-5/31/20	06/03/2020
Mansfield Oil Co	Maintenanc Vehicle Fuel	224.84	EJ063020	rm Mansfield Oil Fuel charages 6/1/20-6/15/20	06/19/2020

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Mansfield Oil Co	Parks Adm Vehicle Fuel	7.16	EJ061520	rm Mansfield Oil County Fuel 5/16/20-5/31/20	06/03/2020
Mansfield Oil Co	Parks Adm Vehicle Fuel	13.99	EJ063020	rm Mansfield Oil Fuel charages 6/1/20-6/15/20	06/19/2020
Mansfield Oil Co Total		5,822.88			
Marple, Beth	VictimWit Mat & Sup	453.25	EJ061520	Outreach Materials	05/29/2020
Marple, Beth Total		453.25			
Mary Ruos	Programs Refunds	32.50	EJ061520	refund	06/03/2020
Mary Ruos Total		32.50			
McNeil&Co	Vol Fire Co Insurance	518.17	EJ061520	Fire & EMS-adding of ambo to auto policy 5/19/20	05/20/2020
McNeil&Co Total		518.17			
Melissa Patterson	Pool Refunds	210.00	EJ061520	refund	06/03/2020
Melissa Patterson Total		210.00			
Melissa Shawn Brown	Electoral Board Member Fees	165.00	EJ063020	OOE 062320	06/25/2020
Melissa Shawn Brown Total		165.00			
Miller, Sue	Programs Pur Svcs	104.65	EJ063020	contracted employee	06/15/2020
Miller, Sue Total		104.65			
Morris, Barbara	Electoral Board Member Fees	135.00	EJ063020	OOE 062320	06/25/2020
Morris, Barbara Total		135.00			
MULCAHY EILEEN MARIE	Personal Property Tax Current	26.55	EJ061520		06/08/2020
MULCAHY EILEEN MARIE Total		26.55			
Municipal Emergency	EMS Personal Protection Equip	1,672.50	EJ063020	CV-Fire-Dex EMS Isolation Gowns	06/04/2020
Municipal Emergency Total		1,672.50			
Nelson, Willis	Electoral Board Member Fees	145.00	EJ063020	OOE 062320	06/25/2020
Nelson, Willis Total		145.00			
NISSAN INFINITI LT	Personal Property Tax Current	42.15	EJ061520		06/11/2020
NISSAN INFINITI LT Total		42.15			
Nolan, Susan	Electoral Board Member Fees	135.00	EJ063020	OOE 062320	06/25/2020
Nolan, Susan Total		135.00			
Novak, Ed	Electoral Board Member Fees	210.00	EJ063020	OOE 062320	06/25/2020
Novak, Ed	Electoral Local Mileage	13.11	EJ063020	OOE 062320	06/25/2020
Novak, Ed Total		223.11			
Office Depot	JAS Inventory -Mtls & Supplies	131.38	EJ061520	Central Store Supplies	05/18/2020
Office Depot Total		131.38			
Old American Title &	General Overpayment Account	86.12	EJ063020	OPAY RE Tax 40A-1-17	06/26/2020
Old American Title & Total		86.12			
OLD REPUBLIC NATIONA	General Overpayment Account	12.33	EJ063020	OPAY RE2020 17A222 218	06/22/2020
OLD REPUBLIC NATIONA	General Overpayment Account	22.23	EJ063020	OPAY RE2020 6 A 25	06/23/2020
OLD REPUBLIC NATIONA Total		34.56			
Olivia Rhodes	Electoral Board Member Fees	135.00	EJ063020	OOE 062320	06/25/2020
Olivia Rhodes Total		135.00			
Omnicom Consulting	Radio System Study Pur Svcs	2,023.00	EJ061520	CONSULTING SERVICES FOR PHASE	06/01/2020
Omnicom Consulting Total		2,023.00			
Pitney Bowes	Treasurer Mat & Sup	282.60	EJ063020	Postage machine supplies	05/27/2020
Pitney Bowes	District C Postal Svcs	150.00	EJ063020	Leasing charges	05/30/2020
Pitney Bowes Total		432.60			
Police and Sheriffs	Sheriff Uniform Communications	159.65	EJ061520	ID Cards for 10 Employees	04/28/2020
Police and Sheriffs Total		159.65			
POTTER CARA MICHELLE	Personal Property Tax Current	19.49	EJ061520		06/09/2020
POTTER CARA MICHELLE Total		19.49			
Premier Accounts Rec	EMS Pur Svcs	2,211.12	EJ063020	Premier Accts Rec Mang EMS billing invoice May 20	06/05/2020
Premier Accounts Rec Total		2,211.12			
Purchase Power	BoS Postal Services	29.15	EJ063020	Postage through 05/27/2020	06/03/2020
Purchase Power	County Adm Postal Svcs	1.15	EJ063020	Postage through 05/27/2020	06/03/2020
Purchase Power	Com of Rev Postal Svcs	199.55	EJ063020	Postage through 05/27/2020	06/03/2020
Purchase Power	Treasurer Postal Svcs	1,803.95	EJ063020	Postage through 05/27/2020	06/03/2020
Purchase Power	Electoral Postal Svcs	142.45	EJ063020	Postage through 05/27/2020	06/03/2020
Purchase Power	Registrar Postal Svcs	33.90	EJ063020	Postage through 05/27/2020	06/03/2020
Purchase Power	Clk of CC Postal Svcs	115.30	EJ063020	Postage through 05/27/2020	06/03/2020
Purchase Power	EMS Postal Services	1.00	EJ063020	Postage through 05/27/2020	06/03/2020
Purchase Power	Bldg Insp Postal Svcs	8.50	EJ063020	Postage through 05/27/2020	06/03/2020
Purchase Power	Parks Adm Postal Svcs	3.50	EJ063020	Postage through 05/27/2020	06/03/2020
Purchase Power Total		2,338.45			
Radial Tire	Sheriff VRP Mat & Sup	531.36	EJ063020	Tires for 1903	06/17/2020
Radial Tire Total		531.36			
Ramirez Landscape LI	SWC Pur Svcs	140.00	EJ061520	rm Ramirez Landscape County Mowing for May 2020	06/03/2020
Ramirez Landscape LI	Maintenanc Pur Svcs	9,910.00	EJ061520	rm Ramirez Landscape County Mowing for May 2020	06/03/2020
Ramirez Landscape LI Total		10,050.00			
Randy Carter Paintin	Pnt&Floor Capital Outlay Repla	7,065.00	EJ063020	Courthouse Iron Fence remove loose paint	06/13/2020
Randy Carter Paintin Total		7,065.00			
Rappahannock Electri	SWC Electrical Services	123.43	EJ063020	rm REC County Electric Bills 5/1/20-6/1/20	06/05/2020
Rappahannock Electri	Maintenanc Electric	-1,809.14	EJ063020	rm REC Schools Electric bills 5/1/20-6/1/20	06/05/2020
Rappahannock Electri	JGC Maintenanc Electric	2,757.98	EJ063020	rm REC County Electric Bills 5/1/20-6/1/20	06/05/2020
Rappahannock Electri	RT Maintenanc Electric	901.07	EJ063020	rm REC County Electric Bills 5/1/20-6/1/20	06/05/2020
Rappahannock Electri	ChurchSt Maint Electric	1,196.39	EJ063020	rm REC County Electric Bills 5/1/20-6/1/20	06/05/2020
Rappahannock Electri	104Church Maint Electric	684.54	EJ063020	rm REC County Electric Bills 5/1/20-6/1/20	06/05/2020
Rappahannock Electri	225Rams Maint Electric	309.97	EJ063020	rm REC County Electric Bills 5/1/20-6/1/20	06/05/2020
Rappahannock Electri	524West Maint Electric	154.58	EJ063020	rm REC County Electric Bills 5/1/20-6/1/20	06/05/2020
Rappahannock Electri	AlRec Maint Electric	1,641.16	EJ063020	rm REC County Electric Bills 5/1/20-6/1/20	06/05/2020

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Rappahannock Electri	AIOff Maint Electric	467.32	EJ063020	rm REC County Electric Bills 5/1/20-6/1/20	06/05/2020
Rappahannock Electri	AIPool Maint Electric	901.88	EJ063020	rm REC County Electric Bills 5/1/20-6/1/20	06/05/2020
Rappahannock Electri	AIBase Maint Electric	22.64	EJ063020	rm REC County Electric Bills 5/1/20-6/1/20	06/05/2020
Rappahannock Electri	AI Soc Maint Electric	48.78	EJ063020	rm REC County Electric Bills 5/1/20-6/1/20	06/05/2020
Rappahannock Electri	Kohn Maint Elec Svcs	44.49	EJ063020	rm REC County Electric Bills 5/1/20-6/1/20	06/05/2020
Rappahannock Electri	309W Main Maint Electrical Svcs	42.24	EJ063020	rm REC County Electric Bills 5/1/20-6/1/20	06/05/2020
Rappahannock Electri	311E Main Maint Electric	452.18	EJ063020	rm REC County Electric Bills 5/1/20-6/1/20	06/05/2020
Rappahannock Electri	129Rams Maint Electric	172.05	EJ063020	rm REC County Electric Bills 5/1/20-6/1/20	06/05/2020
Rappahannock Electri Total		8,111.56			
REIHE CASEY D	Personal Property Tax Current	74.46	EJ061520		05/28/2020
REIHE CASEY D	Personal Property Tax Current	113.45	EJ061520		05/28/2020
REIHE CASEY D	Motor Vehicle Licenses	25.00	EJ061520		05/28/2020
REIHE CASEY D Total		212.91			
Republic Services	SWC Pur Svcs	-133.30	EJ061520	Acct 3-0976-4820460 Schools Du	05/31/2020
Republic Services	LitterCtrl Pur Svcs	79.95	EJ061520	Gov't DumpstersAcct 3-0976-001	05/31/2020
Republic Services	LitterCtrl Pur Svcs	110.00	EJ061520	Acct 3-0976-4784245 Litter Bin	05/31/2020
Republic Services	Maintenanc Maint Contracts	849.16	EJ061520	Gov't DumpstersAcct 3-0976-001	05/31/2020
Republic Services	JGC Maint Contracts	64.83	EJ061520	Gov't DumpstersAcct 3-0976-001	05/31/2020
Republic Services Total		970.64			
REYNOLDS KENNETH E	Personal Property Tax Current	1,771.46	EJ061520		06/09/2020
REYNOLDS KENNETH E	Motor Vehicle Licenses	25.00	EJ061520		06/09/2020
REYNOLDS KENNETH E Total		1,796.46			
Ricoh Usa	Sheriff Maint Contracts	127.67	EJ061520	SN 9288 Copier Maintenance	05/01/2020
Ricoh Usa	AnimalCtrl Maint Svc Contracts	7.40	EJ061520	SN 6454 Copier Maintenance-Ani	04/01/2020
Ricoh Usa Total		135.07			
Riddleberger Bros	JGC Maintenanc Pur Svcs	562.74	EJ061520	rm RBI 101 Chalmers IT A/C unit repairs	05/30/2020
Riddleberger Bros	225Rams Maint Pur Svcs	956.76	EJ061520	rm RBI ACO troubleshoot smokedector issues	05/27/2020
Riddleberger Bros Total		1,519.50			
Ridgeway Auto Body	Sheriff Pur Svcs	250.00	EJ063020	Autobody Repair	05/13/2020
Ridgeway Auto Body	Sheriff Pur Svcs	27.60	EJ061520	2016 Ford Repair	05/21/2020
Ridgeway Auto Body	Sheriff VRP Mat & Sup	85.95	EJ061520	2016 Ford Repair	05/21/2020
Ridgeway Auto Body Total		363.55			
ROGACKI COURTNEY D	Personal Property Tax Current	140.70	EJ063020		06/15/2020
ROGACKI COURTNEY D Total		140.70			
Schenck Foods Compan	Programs Mat & Sup	257.04	EJ061520	food playcamp	06/08/2020
Schenck Foods Compan Total		257.04			
Secure Shred	Sheriff Pur Svcs	50.00	EJ061520	Shredding Service	06/01/2020
Secure Shred Total		50.00			
Shannon-Baum Signs I	Maintenanc Mat & Sup	144.00	EJ061520	rm ShannonBaum County Road Signs	05/14/2020
Shannon-Baum Signs I Total		144.00			
Sharon W. Warner	Electoral Board Member Fees	135.00	EJ063020	OOE 062320	06/25/2020
Sharon W. Warner Total		135.00			
Sheehy Ford	Sheriff VRP Mat & Sup	176.00	EJ063020	Blue LED Lights	06/18/2020
Sheehy Ford Total		176.00			
Shentel	IT Telecomm Online Tech	2,332.60	EJ063020	Government Shentel Dark Fiber	06/01/2020
Shentel	IT Leases & Rentals	690.00	EJ063020	Government Shentel Dark Fiber	06/01/2020
Shentel Total		3,022.60			
SHI	IT Technology SW/OL Content	1,472.33	EJ063020	SQL Server License	05/28/2020
SHI Total		1,472.33			
Signet Screen Printi	Registrar Mat & Sup	53.64	EJ061520	Cap with Office Logo	05/05/2020
Signet Screen Printi Total		53.64			
Solenberger	Maintenanc Mat & Sup	16.04	EJ061520	rm Solenberger Maint Shop cut and notch whl	05/22/2020
Solenberger	Pool Chemicals	-10.14	EJ061520	rm Solenberg Pool Return	05/22/2020
Solenberger	Pool Chemicals	72.13	EJ061520	rm Solenbergers Pool pump sprayer	05/21/2020
Solenberger	AI Rec Maint Mat & Sup	1.99	EJ061520	rm BH Rec Center box handy ext 1 7/8 deep	06/08/2020
Solenberger Total		80.02			
Southern Belle, LLC	Pnt&Floor Capital Outlay Repla	9,975.00	EJ061520	Sand and Refinish Gym Floor At	05/25/2020
Southern Belle, LLC Total		9,975.00			
Sovereign Medical In	EMS Mat & Sup	985.60	EJ063020	CV-Fire & EMS-Covid supplies June 2020	06/12/2020
Sovereign Medical In Total		985.60			
SRFAX	IT Technology SW/OL Content	115.25	EJ061520	Fax charges	06/06/2020
SRFAX Total		115.25			
Stewart Title & Escr	General Overpayment Account	198.64	EJ063020	OPAY RE Tax 14A7-8-225	06/26/2020
Stewart Title & Escr Total		198.64			
Supply Room, The	JAS Inventory -Mtls & Supplies	102.00	EJ063020	Staples for Central Store	06/08/2020
Supply Room, The	JAS Inventory -Mtls & Supplies	21.97	EJ063020	Laminating Pouch central store	06/12/2020
Supply Room, The Total		123.97			
Swank Motion Picture	Programs Pur Svcs	465.00	EJ061520	movie night	06/09/2020
Swank Motion Picture Total		465.00			
TeamCraft Roofing	104Church Maint Pur Svcs	634.70	EJ061520	rm Team Craft 104 N.Church Roof Leak	06/02/2020
TeamCraft Roofing Total		634.70			
Thomson Reuters	Comm Atty Dues & Memb	42.00	EJ061520	June 2020	06/01/2020
Thomson Reuters Total		42.00			
Touch of Glass	County Adm Mat & Sup	192.92	EJ063020	TK - Sand Etching on Blenko Apples - FY20	06/12/2020
Touch of Glass Total		192.92			
Town of Berryville	Maintenanc Mat & Sup	326.63	EJ061520	rm TOB Gravel paid by Town for County and Schools	05/26/2020
Town of Berryville	JGC Maintenanc Water & Sewer	95.37	EJ061520	rm TOB Water and Sewer 101 Chalmers Ct	05/21/2020

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Town of Berryville	RT Maintenanc Water & Sewer	767.60	EJ061520	rm TOB Water and Sewer 100 N. Church St	05/21/2020
Town of Berryville	104Church Maint Water & Sewer	30.42	EJ061520	rm TOB Water and Sewer 104 N. Church	05/21/2020
Town of Berryville	AIRec Maint Water & Sewer	67.24	EJ061520	rm TOB Water and Sewer Rec Center	05/21/2020
Town of Berryville	AIOff Maint Water & Sewer	21.25	EJ061520	rm TOB Water and Sewer Park LL	05/21/2020
Town of Berryville	AIOff Maint Water & Sewer	246.82	EJ061520	rm TOB Water and Sewer Park House	05/21/2020
Town of Berryville	AIOff Maint Mat & Sup	399.95	EJ061520	rm TOB Gravel paid by Town for County and Schools	05/26/2020
Town of Berryville	AIPool Maint Water & Sewer	8,453.16	EJ061520	rm TOB Water and Sewer Pool	05/21/2020
Town of Berryville	311EMain Maint Water & Sewer	30.42	EJ061520	rm TOB Water and Sewer 313 E Main St	05/21/2020
Town of Berryville	311EMain Maint Water & Sewer	30.42	EJ061520	rm TOB Water and Sewer 311 E. Main St	05/21/2020
Town of Berryville	311EMain Maint Water & Sewer	25.00	EJ061520	rm TOB Water and Sewer 309 W. Main St	05/21/2020
Town of Berryville	Court Fines & Forfeitures	65.00	EJ063020	Court Fines May 2020	05/29/2020
Town of Berryville	129Rams Maint Water & Sewer	12.04	EJ061520	rm TOB Water and Sewer 129 Ramsburg	05/21/2020
Town of Berryville Total		10,571.32			
TRACS TRUCKING LLC	Personal Property Tax Current	1,267.87	EJ061520		06/05/2020
TRACS TRUCKING LLC Total		1,267.87			
Treasurer Of Virgini	Clk of CC Pur Svcs	451.44	EJ063020	Turnover Audit	06/04/2020
Treasurer Of Virgini	Exam&Bury Pur Svcs	20.00	EJ061520	Medical examiner	05/27/2020
Treasurer Of Virgini Total		471.44			
TrueShred	Registrar Pur Svcs	49.00	EJ063020	Shredding Service	06/25/2020
TrueShred Total		49.00			
Turiya	Sheriff Pur Svcs	570.00	EJ061520	Yoga Wellness Program	05/04/2020
Turiya Total		570.00			
TURNER 2ND GEORGE T	Personal Property Tax Current	747.48	EJ061520		06/09/2020
TURNER 2ND GEORGE T Total		747.48			
US Postmaster	Clk of CC Postal Svcs	550.00	EJ063020	10 rolls of stamps	06/19/2020
US Postmaster Total		550.00			
US Uniform & Supply	Sheriff Uniform Sworn Staff	229.00	EJ061520	Uniforms for new deputy	05/28/2020
US Uniform & Supply Total		229.00			
Valley Car Wash	Sheriff Pur Svcs	250.40	EJ063020	Car Wash	06/22/2020
Valley Car Wash	Sheriff Pur Svcs	325.60	EJ061520	Car Wash for month of April	05/31/2020
Valley Car Wash Total		576.00			
Valley Health	EMS Mat & Sup	748.91	EJ063020	WMC EMS supply invoice May 2020	06/09/2020
Valley Health Total		748.91			
Verizon	County Adm Telephone	12.00	EJ061520	Phone June services	05/25/2020
Verizon	Com of Rev Telephone	8.00	EJ061520	Phone June services	05/25/2020
Verizon	Treasurer Telephone	4.00	EJ061520	Phone June services	05/25/2020
Verizon	IT Telephone	269.34	EJ061520	Phone June services	05/25/2020
Verizon	Registrar Telephone	4.00	EJ061520	Phone June services	05/25/2020
Verizon	District C Telephone	56.05	EJ061520	Phone June services	05/25/2020
Verizon	J&D Court Telephone	57.48	EJ061520	Phone June services	05/25/2020
Verizon	Clk of CC Telephone	83.39	EJ061520	Phone June services	05/25/2020
Verizon	Comm Atty Telephone	16.00	EJ061520	Phone June services	05/25/2020
Verizon	Sheriff Telephone	1,832.42	EJ061520	Central Alarm	06/01/2020
Verizon	Sheriff Telephone	256.18	EJ061520	Phone June services	05/25/2020
Verizon	Sheriff Telephone	45.72	EJ061520	Verizon Radio Tower	06/01/2020
Verizon	EMS Telephone	44.61	EJ061520	Phone June services	05/25/2020
Verizon	Probation Telephone	4.00	EJ061520	Phone June services	05/25/2020
Verizon	Bldg Insp Telephone	8.00	EJ061520	Phone June services	05/25/2020
Verizon	AnimalCtrl Telephone	43.04	EJ061520	Phone June services	05/25/2020
Verizon	Maintenanc Telephone	43.04	EJ061520	Phone June services	05/25/2020
Verizon	Parks Adm Telephone	67.04	EJ061520	Phone June services	05/25/2020
Verizon	Plan Adm Telephone	12.00	EJ061520	Phone June services	05/25/2020
Verizon	JAS Finance Telephone	118.08	EJ061520	Phone June services	05/25/2020
Verizon Total		2,984.39			
Virginia Housing Dev	General Overpayment Account	1,322.56	EJ063020	OPAY RE Tax 14C-1-41	06/26/2020
Virginia Housing Dev Total		1,322.56			
VITA	IT Telephone	136.32	EJ063020	Phone bill May 2020	06/09/2020
VITA	District C Telephone	108.46	EJ063020	Phone bill May 2020	06/09/2020
VITA	J&D Court Telephone	0.70	EJ063020	Phone bill May 2020	06/09/2020
VITA	Clk of CC Telephone	1.41	EJ063020	Phone bill May 2020	06/09/2020
VITA	Sheriff Telephone	1,104.95	EJ063020	Phone bill May 2020	06/09/2020
VITA	Parks Adm Telephone	0.02	EJ063020	Phone bill May 2020	06/09/2020
VITA	JAS Finance Telephone	0.23	EJ063020	Phone bill May 2020	06/09/2020
VITA Total		1,352.09			
WAGMAN G A & F C INC	Personal Property Tax Current	591.22	EJ061520		06/04/2020
WAGMAN G A & F C INC	Personal Property Tax Current	500.18	EJ061520		06/04/2020
WAGMAN G A & F C INC	Personal Property Tax Delinq	180.97	EJ061520		06/04/2020
WAGMAN G A & F C INC Total		1,272.37			
Walmart	Rec Center Mat & Sup	11.49	EJ063020	supplies	06/11/2020
Walmart	Rec Center Merch for Resale	138.84	EJ063020	supplies	06/11/2020
Walmart	Pool Mat & Sup	78.30	EJ063020	supplies	06/11/2020
Walmart	Programs Mat & Sup	535.01	EJ063020	supplies	06/11/2020
Walmart Total		763.64			
Watson, William	Electoral Board Member Fees	82.50	EJ063020	05/19/20 Election Support	06/15/2020
Watson, William	Electoral Board Member Fees	330.00	EJ063020	06/23/2020 Election Support	06/25/2020
Watson, William Total		412.50			
Wells Fargo Home Mor	General Overpayment Account	1,379.76	EJ063020	OPAY RE Tax 6-1-3	06/26/2020

Clarke County
 Invoice History Report
 June 30, 2020

<u>VENDOR NAME</u>	<u>ACCOUNT DESC</u>	<u>AMOUNT</u>	<u>WARRANT</u>	<u>FULL DESC</u>	<u>INVOICE DATE</u>
Wells Fargo Home Mor Total		1,379.76			
Westervelt, Carol	Electoral Local Mileage	46.00	EJ063020	Mileage for 062320	06/25/2020
Westervelt, Carol Total		46.00			
Wilson, Karen	Electoral Board Member Fees	20.00	EJ063020	OOE 062320	06/25/2020
Wilson, Karen Total		20.00			
Winchester Equipment	Maintenanc Mat & Sup	660.07	EJ061520	rm Winchester Equip Service on RTV500R Camo Maint	05/30/2020
Winchester Equipment	Maintenanc Mat & Sup	460.07	EJ061520	rm Winchester Equip Service on RTV 500 Park	05/30/2020
Winchester Equipment	Maintenanc Mat & Sup	829.86	EJ063020	rm Winchester Equip Service on the KB Tractor	05/30/2020
Winchester Equipment Total		1,950.00			
Winchester Star	Electoral Advertising	115.60	EJ063020	Pd Ad - 062320 Registration Deadline	06/25/2020
Winchester Star Total		115.60			
Windisch, Edward	Electoral Board Member Fees	80.00	EJ063020	OOE 062020	06/25/2020
Windisch, Edward Total		80.00			
WOLFORD JOAN ELIZABE	Personal Property Tax Current	69.84	EJ061520		06/09/2020
WOLFORD JOAN ELIZABE Total		69.84			
WOODHOUSE THOMAS L 3	Personal Property Tax Current	56.59	EJ063020		06/18/2020
WOODHOUSE THOMAS L 3	Personal Property Tax Current	101.12	EJ063020		06/18/2020
WOODHOUSE THOMAS L 3	Motor Vehicle Licenses	25.00	EJ063020		06/18/2020
WOODHOUSE THOMAS L 3 Total		182.71			
Grand Total		269,592.83			

FUND	FUNCTION	OBJ	ACCOUNT DESCRIPTION	REVISED	MTD			AVAILABLE	
				BUDGET	YTD EXPENDED	EXPENDED	ENC	BUDGET	% USED
100	11010	1300	BoS Part Time Salaries	13,800.00	14,175.01	-	-	(375.01)	102.70
100	11010	2100	BoS FICA	948.00	904.11	-	-	43.89	95.40
100	11010	2300	BoS Health Ins	15,922.00	17,808.87	-	-	(1,886.87)	111.90
100	11010	3000	BoS Pur Svcs	1,500.00	5,340.63	-	-	(3,840.63)	356.00
100	11010	3600	BoS Advertising	5,600.00	3,445.45	-	-	2,154.55	61.50
100	11010	5210	BoS Postal Services	500.00	289.85	-	-	210.15	58.00
100	11010	5230	BoS Telephone	35.00	-	-	-	35.00	-
100	11010	5300	BoS Insurance	8,000.00	5,612.00	-	-	2,388.00	70.20
100	11010	5500	BoS Travel	4,000.00	3,166.04	-	-	833.96	79.20
100	11010	5800	BoS Miscellaneous Expenditures	2,200.00	1,703.34	-	-	496.66	77.40
100	11010	5810	BoS Dues & Memb	5,500.00	1,825.71	-	-	3,674.29	33.20
100	11010	6000	BoS Mat & Sup	800.00	157.75	-	-	642.25	19.70
11010			Total 11010 Board of Supervisors	58,805.00	54,428.76	-	-	4,376.24	92.60
100	12110	1100	County Adm Salaries	287,522.54	282,037.47	-	0.37	5,484.70	98.10
100	12110	1300	County Adm Part Time Salaries	3,096.00	6,210.00	-	-	(3,114.00)	200.60
100	12110	1660	Employee Bonuses	-	2,130.00	-	-	(2,130.00)	100.00
100	12110	2100	County Adm FICA	17,812.88	20,796.72	-	-	(2,983.84)	116.80
100	12110	2210	County Adm VRS 1&2	18,449.34	19,135.30	-	-	(685.96)	103.70
100	12110	2220	County Adm VRS Hybrid	3,522.40	4,282.00	-	-	(759.60)	121.60
100	12110	2300	County Adm Health Ins	26,469.44	27,959.09	-	-	(1,489.65)	105.60
100	12110	2400	County Adm Life Ins	3,220.82	3,665.12	-	-	(444.30)	113.80
100	12110	2510	County Adm Dis Ins Hybrid	231.58	270.09	-	-	(38.51)	116.60
100	12110	2700	County Adm Workers Comp	250.00	181.19	-	-	68.81	72.50
100	12110	2840	County Adm Tax Shelter Annuity	76,355.00	76,355.00	-	-	-	100.00
100	12110	3000	County Adm Pur Svcs	1,000.00	1,147.56	-	-	(147.56)	114.80
100	12110	3320	County Adm Maint Contracts	1,500.00	2,623.67	-	18.33	(1,142.00)	176.10
100	12110	3500	County Adm Printing & Binding	1,000.00	171.08	-	-	828.92	17.10
100	12110	5210	County Adm Postal Svcs	50.00	26.20	-	-	23.80	52.40
100	12110	5230	County Adm Telephone	800.00	1,006.76	-	37.24	(244.00)	130.50
100	12110	5500	County Adm Travel	2,500.00	905.81	-	-	1,594.19	36.20
100	12110	5800	County Adm Miscellaneous Expen	200.00	2,209.18	-	-	(2,009.18)	1,104.60
100	12110	5810	County Adm Dues & Memb	1,200.00	1,452.64	-	-	(252.64)	121.10
100	12110	6000	County Adm Mat & Sup	2,500.00	3,861.95	-	-	(1,361.95)	154.50
100	12110	6008	County Adm Vehicle Fuel	1,200.00	1,015.31	-	-	184.69	84.60
12110			Total 12110 County Administrator	448,880.00	457,442.14	-	55.94	(8,618.08)	101.90
100	12120	1100	Inform Salaries - Regular	39,671.00	39,671.04	-	-	(0.04)	100.00
100	12120	2100	Inform FICA	2,921.06	2,998.98	-	-	(77.92)	102.70
100	12120	2210	Inform VRS 1&2	12.15	-	-	-	12.15	-
100	12120	2220	Inform VRS Hybrid	3,291.98	3,320.52	-	-	(28.54)	100.90
100	12120	2300	Inform Health Ins	7,866.66	7,960.56	-	-	(93.90)	101.20
100	12120	2400	Inform Life Ins	508.32	519.72	-	-	(11.40)	102.20
100	12120	2510	Inform Dis Ins Hybrid	220.65	209.52	-	-	11.13	95.00
100	12120	2700	Inform Workers Comp	24.18	24.18	-	-	-	100.00
100	12120	3000	Inform Pur Svcs	1,000.00	4,788.00	-	-	(3,788.00)	478.80
100	12120	3320	Inform Maint Contracts	300.00	-	-	-	300.00	-
100	12120	3500	Inform Printing & Binding	-	43.00	-	-	(43.00)	100.00
100	12120	5210	Inform Postal Svcs	100.00	-	-	-	100.00	-
100	12120	5230	Inform Telephone	200.00	-	-	-	200.00	-
100	12120	5500	Inform Travel	500.00	-	-	-	500.00	-
100	12120	5800	Inform Miscellaneous Expen	100.00	-	-	-	100.00	-
100	12120	6000	Inform Mat & Sup	500.00	4.80	-	-	495.20	1.00
100	12120	6035	Inform Noncap Ofc Equip	100.00	-	-	-	100.00	-
12120			Total 12120 Public Information Serv	57,316.00	59,540.32	-	-	(2,224.32)	103.90
100	12210	3000	Legal Svc Pur Svcs	30,000.00	23,498.75	-	-	6,501.25	78.30
12210			Total 12210 Legal Services	30,000.00	23,498.75	-	-	6,501.25	78.30
100	12310	1100	Com of Rev Salaries	159,774.78	154,164.00	-	6,059.58	(448.80)	100.30
100	12310	2100	Com of Rev FICA	10,654.42	10,906.55	-	-	(252.13)	102.40
100	12310	2210	Com of Rev VRS 1&2	9,797.79	9,797.89	-	-	(0.10)	100.00
100	12310	2220	Com of Rev VRS Hybrid	3,103.34	3,105.60	-	-	(2.26)	100.10
100	12310	2300	Com of Rev Health Ins	9,878.15	17,376.00	-	-	(7,497.85)	175.90
100	12310	2400	Com of Rev Life Ins	2,009.50	2,019.60	-	-	(10.10)	100.50
100	12310	2510	Com of Rev Dis Ins Hybrid	206.71	195.96	-	-	10.75	94.80
100	12310	2700	Com of Rev Workers Comp	93.31	93.31	-	-	-	100.00
100	12310	2800	Com of Rev Leave Payouts	-	2,092.37	-	-	(2,092.37)	100.00
100	12310	3000	Com of Rev Pur Svcs	1,400.00	587.62	-	-	812.38	42.00
100	12310	3320	Com of Rev Maint Contracts	300.00	378.61	-	27.64	(106.25)	135.40
100	12310	3500	Com of Rev Printing & Binding	300.00	-	-	-	300.00	-
100	12310	3600	Com of Rev Advertising	100.00	-	-	-	100.00	-
100	12310	4100	Com of Rev Data Processing	1,900.00	964.25	-	-	935.75	50.80
100	12310	5210	Com of Rev Postal Svcs	2,200.00	2,043.30	-	-	156.70	92.90

FUND	FUNCTION	OBJ	ACCOUNT DESCRIPTION	REVISED	MTD			AVAILABLE	
				BUDGET	YTD EXPENDED	EXPENDED	ENC	BUDGET	% USED
100	12310	5230	Com of Rev Telephone	200.00	96.00	-	-	104.00	48.00
100	12310	5500	Com of Rev Travel	2,500.00	1,225.36	-	-	1,274.64	49.00
100	12310	5510	Com of Rev Local Mileage	500.00	-	-	-	500.00	-
100	12310	5810	Com of Rev Dues & Memb	800.00	495.00	-	-	305.00	61.90
100	12310	6000	Com of Rev Mat & Sup	1,000.00	924.96	-	-	75.04	92.50
	12310		Total 12310 Commissioner of Revenue	206,718.00	206,466.38	-	6,087.22	(5,835.60)	102.80
100	12320	3320	Assessor Maint Contracts	4,500.00	-	-	-	4,500.00	-
	12320		Total 12320 Assessor	4,500.00	-	-	-	4,500.00	-
100	12330	3160	Equalize Bd Member Fees	5,250.00	-	-	-	5,250.00	-
	12330		Total 12330 Equalization Board	5,250.00	-	-	-	5,250.00	-
100	12410	1100	Treasurer Salaries	192,093.67	185,495.67	-	6,598.00	-	100.00
100	12410	2100	Treasurer FICA	12,084.87	13,174.78	-	-	(1,089.91)	109.00
100	12410	2210	Treasurer VRS 1&2	9,869.53	10,099.45	-	-	(229.92)	102.30
100	12410	2220	Treasurer VRS Hybrid	4,367.91	5,476.26	-	-	(1,108.35)	125.40
100	12410	2300	Treasurer Health Ins	23,654.93	28,597.08	-	-	(4,942.15)	120.90
100	12410	2400	Treasurer Life Ins	2,206.08	2,437.78	-	-	(231.70)	110.50
100	12410	2510	Treasurer Dis Ins Hybrid	338.59	358.38	-	-	(19.79)	105.80
100	12410	2700	Treasurer Workers Comp	113.36	113.36	-	-	-	100.00
100	12410	2800	Treasurer Leave Pay	583.06	583.06	-	-	-	100.00
100	12410	3000	Treasurer Pur Svcs	1,500.00	237.54	-	-	1,262.46	15.80
100	12410	3180	Treasurer Credit Card Fees	12,000.00	16,476.71	-	-	(4,476.71)	137.30
100	12410	3190	Treasurer DMV Stop	8,000.00	5,350.00	-	-	2,650.00	66.90
100	12410	3320	Treasurer Maint Contracts	300.00	378.59	-	27.66	(106.25)	135.40
100	12410	3500	Treasurer Printing & Binding	9,500.00	9,700.95	-	-	(200.95)	102.10
100	12410	3600	Treasurer Advertising	500.00	347.00	-	-	153.00	69.40
100	12410	5210	Treasurer Postal Svcs	26,000.00	24,908.39	-	-	1,091.61	95.80
100	12410	5230	Treasurer Telephone	1,600.00	48.00	-	-	1,552.00	3.00
100	12410	5500	Treasurer Travel	2,500.00	824.48	-	-	1,675.52	33.00
100	12410	5510	Treasurer Local Mileage	400.00	89.32	-	-	310.68	22.30
100	12410	5810	Treasurer Dues & Memb	600.00	500.00	-	-	100.00	83.30
100	12410	6000	Treasurer Mat & Sup	4,500.00	2,842.92	-	84.89	1,572.19	65.10
100	12410	9200	Treasurer Interest	-	150.06	-	-	(150.06)	100.00
	12410		Total 12410 Treasurer	312,712.00	308,189.78	-	6,710.55	(2,188.33)	100.70
100	12510	1100	IT Salaries	155,007.00	155,007.00	-	0.04	(0.04)	100.00
100	12510	2100	IT FICA	11,187.64	10,721.81	-	-	465.83	95.80
100	12510	2210	IT VRS 1&2	7,343.42	7,511.04	-	-	(167.62)	102.30
100	12510	2220	IT VRS Hybrid	5,420.01	5,463.00	-	-	(42.99)	100.80
100	12510	2300	IT Health Ins	20,350.89	21,364.08	-	-	(1,013.19)	105.00
100	12510	2400	IT Life Ins	1,988.16	2,030.52	-	-	(42.36)	102.10
100	12510	2510	IT Dis Ins Hybrid	364.26	344.64	-	-	19.62	94.60
100	12510	2700	IT Workers Comp	94.62	94.62	-	-	-	100.00
100	12510	3000	IT Pur Svcs	13,026.00	1,240.06	-	-	11,785.94	9.50
100	12510	3320	IT Maint Contracts	36,400.00	1,618.62	-	3,195.42	31,585.96	13.20
100	12510	5230	IT Telephone	13,900.00	6,133.06	-	329.27	7,437.67	46.50
100	12510	5240	IT Telecomm Online Tech	10,380.00	28,045.47	-	-	(17,665.47)	270.20
100	12510	5400	IT Leases & Rentals	23,760.00	14,448.08	-	4,202.28	5,109.64	78.50
100	12510	5810	IT Dues & Memb	100.00	485.84	-	-	(385.84)	485.80
100	12510	6000	IT Mat & Sup	2,000.00	206.19	-	-	1,793.81	10.30
100	12510	6008	IT Vehicle Fuel	100.00	-	-	-	100.00	-
100	12510	6035	IT Noncap Office Equip	-	35.29	-	-	(35.29)	100.00
100	12510	6040	IT Technology SW/OL Content	30,000.00	32,247.63	-	375.00	(2,622.63)	108.70
100	12510	6050	IT Noncap Technology Hardware	4,000.00	3,793.30	-	-	206.70	94.80
	12510		Total 12510 Data Processing/IT	335,422.00	290,790.25	-	8,102.01	36,529.74	89.10
100	13100	1300	Electoral Part Time Salaries	6,896.00	6,638.88	-	-	257.12	96.30
100	13100	2100	Electoral FICA	527.00	507.88	-	-	19.12	96.40
100	13100	2700	Electoral Workers Comp	6.00	4.22	-	-	1.78	70.30
100	13100	3000	Electoral Pur Svcs	8,400.00	6,891.20	-	-	1,508.80	82.00
100	13100	3160	Electoral Board Member Fees	15,750.00	17,996.78	-	-	(2,246.78)	114.30
100	13100	3320	Electoral Maint Contracts	5,665.00	5,485.00	-	-	180.00	96.80
100	13100	3500	Electoral Printing & Binding	9,840.00	7,311.39	-	-	2,528.61	74.30
100	13100	3600	Electoral Advertising	390.00	346.80	-	-	43.20	88.90
100	13100	5210	Electoral Postal Svcs	825.00	443.10	-	-	381.90	53.70
100	13100	5400	Electoral Leases & Rentals	2,700.00	1,477.77	-	-	1,222.23	54.70
100	13100	5500	Electoral Travel	1,500.00	406.50	-	-	1,093.50	27.10
100	13100	5510	Electoral Local Mileage	1,000.00	450.81	-	-	549.19	45.10
100	13100	5810	Electoral Dues & Memb	200.00	430.00	-	-	(230.00)	215.00
100	13100	6000	Electoral Mat & Sup	6,145.00	5,334.80	-	86.57	723.63	88.20
	13100		Total 13100 Electoral Board and Off	59,844.00	53,725.13	-	86.57	6,032.30	89.90
100	13200	1100	Registrar Salaries	57,089.04	57,089.04	-	-	-	100.00
100	13200	1300	Registrar Part Time Salaries	10,358.57	8,167.00	-	-	2,191.57	78.80

FUND	FUNCTION	OBJ	ACCOUNT DESCRIPTION	REVISED	MTD			AVAILABLE	
				BUDGET	YTD EXPENDED	EXPENDED	ENC	BUDGET	% USED
100	13200	2100	Registrar FICA	4,844.67	5,027.53	-	-	(182.86)	103.80
100	13200	2210	Registrar VRS 1&2	4,664.52	4,778.40	-	-	(113.88)	102.40
100	13200	2300	Registrar Health Ins	1,990.14	3,316.90	-	-	(1,326.76)	166.70
100	13200	2400	Registrar Life Ins	730.06	747.84	-	-	(17.78)	102.40
100	13200	2700	Registrar Workers Comp	47.00	42.19	-	-	4.81	89.80
100	13200	3000	Registrar Pur Svcs	1,400.00	294.99	-	-	1,105.01	21.10
100	13200	3320	Registrar Maint Contracts	1,000.00	1,260.67	-	239.33	(500.00)	150.00
100	13200	5210	Registrar Postal Svcs	825.00	737.65	-	-	87.35	89.40
100	13200	5230	Registrar Telephone	1,000.00	601.86	-	192.14	206.00	79.40
100	13200	5500	Registrar Travel	1,500.00	707.04	-	-	792.96	47.10
100	13200	5510	Registrar Local Mileage	650.00	296.38	-	-	353.62	45.60
100	13200	5810	Registrar Dues & Memb	250.00	55.00	-	-	195.00	22.00
100	13200	6000	Registrar Mat & Sup	1,100.00	505.87	-	25.78	568.35	48.30
13200			Total 13200 Registrar	87,449.00	83,628.36	-	457.25	3,363.39	96.20
100	21100	5841	Circuit C Juror Pay	3,000.00	12,210.00	-	-	(9,210.00)	407.00
100	21100	5842	Circuit C Jury Comm	180.00	300.00	-	-	(120.00)	166.70
100	21100	6035	Circuit C Noncap Office Equip	7,570.00	2,948.70	-	-	4,621.30	39.00
100	21100	7000	Circuit Ct Pyt to Joint Ops	11,400.00	10,995.31	-	-	404.69	96.50
21100			Total 21100 Circuit Court	22,150.00	26,454.01	-	-	(4,304.01)	119.40
100	21200	3000	District C Pur Svcs	300.00	-	-	-	300.00	-
100	21200	3150	District C Legal Svcs	270.00	-	-	-	270.00	-
100	21200	3320	District C Maint Contracts	300.00	665.07	-	126.93	(492.00)	264.00
100	21200	5210	District C Postal Svcs	700.00	450.00	-	-	250.00	64.30
100	21200	5230	District C Telephone	2,000.00	1,830.24	-	-	169.76	91.50
100	21200	5810	District C Dues & Memb	200.00	50.00	-	-	150.00	25.00
100	21200	6000	District C Mat & Sup	550.00	1,349.31	-	-	(799.31)	245.30
21200			Total 21200 General District Court	4,320.00	4,344.62	-	126.93	(151.55)	103.50
100	21300	5230	Magistrate Telephone	50.00	-	-	-	50.00	-
21300			Total 21300 Magistrate	50.00	-	-	-	50.00	-
100	21510	5600	Blue Ridge Legal Svc Contr	1,500.00	1,500.00	-	-	-	100.00
21510			Total 21510 Blue Ridge Legal Svc	1,500.00	1,500.00	-	-	-	100.00
100	21600	3000	J&D Court Pur Svcs	200.00	-	-	-	200.00	-
100	21600	3320	J&D Court Maint Contracts	700.00	20.30	-	621.96	57.74	91.80
100	21600	5210	J&D Court Postal Svcs	550.00	344.25	-	-	205.75	62.60
100	21600	5230	J&D Court Telephone	700.00	624.89	-	-	75.11	89.30
100	21600	5500	J&D Court Travel	-	25.00	-	-	(25.00)	100.00
100	21600	5810	J&D Court Dues & Memb	100.00	50.00	-	-	50.00	50.00
100	21600	6000	J&D Court Mat & Sup	1,100.00	129.88	-	-	970.12	11.80
100	21600	8200	J&D Court Capital Outlay Adds	-	484.95	-	-	(484.95)	100.00
21600			Total 21600 Juvenile & Domestic Rel	3,350.00	1,679.27	-	621.96	1,048.77	68.70
100	21700	1100	Clk of CC Salaries	186,077.83	172,260.73	-	0.02	13,817.08	92.60
100	21700	2100	Clk of CC FICA	12,023.54	13,324.61	-	-	(1,301.07)	110.80
100	21700	2210	Clk of CC VRS 1&2	10,717.05	12,017.96	-	-	(1,300.91)	112.10
100	21700	2220	Clk of CC VRS Hybrid	2,597.78	2,613.60	-	-	(15.82)	100.60
100	21700	2300	Clk of CC Health Ins	13,815.12	13,930.98	-	-	(115.86)	100.80
100	21700	2400	Clk of CC Life Ins	2,042.37	2,256.63	-	-	(214.26)	110.50
100	21700	2510	Clk of CC Dis Ins Hybrid	173.02	164.88	-	-	8.14	95.30
100	21700	2700	Clk of CC Workers Comp	110.29	110.29	-	-	-	100.00
100	21700	3000	Clk of CC Pur Svcs	-	2,530.19	-	-	(2,530.19)	100.00
100	21700	3320	Clk of CC Maint Contracts	13,000.00	11,120.71	-	54.29	1,825.00	86.00
100	21700	3510	Clk of CC Microfilming	7,000.00	5,288.11	-	-	1,711.89	75.50
100	21700	5210	Clk of CC Postal Svcs	3,500.00	3,315.98	-	-	184.02	94.70
100	21700	5230	Clk of CC Telephone	1,000.00	1,012.30	-	-	(12.30)	101.20
100	21700	5810	Clk of CC Dues & Memb	300.00	-	-	-	300.00	-
100	21700	6000	Clk of CC Mat & Sup	6,500.00	3,615.19	-	-	2,884.81	55.60
100	21700	6035	Clk of CC Noncap Office Equip	-	2,370.00	-	-	(2,370.00)	100.00
21700			Total 21700 Clerk of the Circuit Co	258,857.00	245,932.16	-	54.31	12,870.53	95.00
100	21910	1100	VictimWit Regular Salary	41,089.00	42,182.88	-	-	(1,093.88)	102.70
100	21910	1300	VictimWit Part Time Sal	17,544.00	14,173.00	-	-	3,371.00	80.80
100	21910	2100	VictimWit FICA	4,484.00	4,306.33	-	-	177.67	96.00
100	21910	2210	VictimWit VRS 1&2	3,440.00	3,517.38	-	-	(77.38)	102.20
100	21910	2400	VictimWit Life Ins	539.00	550.50	-	-	(11.50)	102.10
100	21910	2700	VictimWit Workers Comp	42.00	35.87	-	-	6.13	85.40
100	21910	3000	VictimWit Pur Svcs	200.00	59.45	-	-	140.55	29.70
100	21910	5210	VictimWit Postal Svcs	279.00	279.00	-	-	-	100.00
100	21910	5230	VictimWit Telephone	504.00	500.94	-	24.06	(21.00)	104.20
100	21910	5500	VictimWit Travel	3,681.00	1,849.90	-	-	1,831.10	50.30
100	21910	5510	VictimWit Travel Local Mileage	204.00	45.82	-	-	158.18	22.50
100	21910	5810	VictimWit Dues & Memb	295.00	250.00	-	-	45.00	84.70
100	21910	6000	VictimWit Mat & Sup	1,765.00	1,198.00	-	-	567.00	67.90

FUND	FUNCTION	OBJ	ACCOUNT DESCRIPTION	REVISED	MTD			AVAILABLE	
				BUDGET	YTD EXPENDED	EXPENDED	ENC	BUDGET	% USED
	21910		Total 21910 Victim and Witness Assi	74,066.00	68,949.07	-	24.06	5,092.87	93.10
100	21940	5600	Regional Crt Svc Entity Gift	6,180.00	6,179.10	-	-	0.90	100.00
	21940		Total 21940 Regl Crt Svc/Adult	6,180.00	6,179.10	-	-	0.90	100.00
100	22100	1100	Comm Atty Salaries	242,666.08	232,779.96	-	10,632.91	(746.79)	100.30
100	22100	1100	Comm Atty VSTOP Salaries	27,499.00	26,807.16	-	-	691.84	97.50
100	22100	1200	Comm Atty Overtime	-	450.64	-	-	(450.64)	100.00
100	22100	1300	Comm Atty Part Time Salaries	17,919.00	12,078.26	-	-	5,840.74	67.40
100	22100	2100	Comm Atty FICA	14,703.48	18,465.58	-	-	(3,762.10)	125.60
100	22100	2100	Comm Atty VSTOP FICA	2,069.00	930.52	-	-	1,138.48	45.00
100	22100	2210	Comm Atty VRS 1&2	3,362.77	5,328.53	-	-	(1,965.76)	158.50
100	22100	2210	Comm Atty VSTOP VRS 1&2	685.00	1,025.67	-	-	(340.67)	149.70
100	22100	2220	Comm Atty VRS Hybrid	15,066.28	15,513.17	-	-	(446.89)	103.00
100	22100	2220	Comm Atty VSTOP VRS Hybrid	1,618.00	-	-	-	1,618.00	-
100	22100	2300	Comm Atty Health Ins	8,498.00	20,121.84	-	-	(11,623.84)	236.80
100	22100	2300	Comm Atty VSTOP Health Ins	2,139.00	514.68	-	-	1,624.32	24.10
100	22100	2400	Comm Atty Life Ins	2,997.00	3,242.13	-	-	(245.13)	108.20
100	22100	2400	Comm Atty VSTOP Life Ins	360.00	160.53	-	-	199.47	44.60
100	22100	2510	Comm Atty Dis Ins Hybrid	1,049.40	977.05	-	-	72.35	93.10
100	22100	2510	Comm Atty VSTOP Dis Ins Hybrid	114.00	-	-	-	114.00	-
100	22100	2700	Comm Atty Workers Comp	203.99	203.99	-	-	-	100.00
100	22100	3000	Comm Atty Pur Svcs	255.00	255.00	-	-	-	100.00
100	22100	3320	Comm Atty Maint Contracts	500.00	455.28	-	44.72	-	100.00
100	22100	5210	Comm Atty Postal Svcs	1,000.00	1,000.00	-	-	-	100.00
100	22100	5230	Comm Atty Telephone	3,000.00	2,190.84	-	101.16	708.00	76.40
100	22100	5500	Comm Atty Travel	1,881.81	104.86	-	-	1,776.95	5.60
100	22100	5549	Comm Atty Witness Travel Expen	4,363.19	4,363.19	-	-	-	100.00
100	22100	5810	Comm Atty Dues & Memb	2,500.00	2,146.03	-	-	353.97	85.80
100	22100	6000	Comm Atty Mat & Sup	3,000.00	2,344.89	-	-	655.11	78.20
100	22100	6035	Comm Atty Noncap Office Equip	400.00	-	-	-	400.00	-
	22100		Total 22100 Commonwealth's Attorney	357,850.00	351,459.80	-	10,778.79	(4,388.59)	101.20
100	31200	1100	Sheriff Salaries	1,439,259.90	1,428,235.49	-	8,006.96	3,017.45	99.80
100	31200	1100	SRO Ofc Grant Sal	55,803.00	55,457.56	-	-	345.44	99.40
100	31200	1200	Sheriff Overtime	61,426.05	63,423.98	-	-	(1,997.93)	103.30
100	31200	1200	CITAC Overtime	5,000.00	3,933.44	-	-	1,066.56	78.70
100	31200	1200	DMV Alcohol Grant Overtime	10,000.00	7,303.92	-	-	2,696.08	73.00
100	31200	1200	DMV Speed Overtime	7,500.00	3,621.87	-	-	3,878.13	48.30
100	31200	1200	OCDETF Sheriff Overtime	-	2,281.85	-	-	(2,281.85)	100.00
100	31200	1300	Sheriff Part Time Salaries	43,860.00	36,361.25	-	-	7,498.75	82.90
100	31200	1660	Sheriff Emp Bonuses	1,500.00	2,000.00	-	-	(500.00)	133.30
100	31200	2100	Sheriff FICA	111,500.98	117,514.80	-	-	(6,013.82)	105.40
100	31200	2100	CITAC FICA	255.89	297.24	-	-	(41.35)	116.20
100	31200	2100	DMV Alcohol Grant FICA	-	186.82	-	-	(186.82)	100.00
100	31200	2100	DMV Speed FICA	-	38.02	-	-	(38.02)	100.00
100	31200	2100	SRO Ofc Grant FICA	3,937.00	4,024.09	-	-	(87.09)	102.20
100	31200	2100	OCDETF Sheriff FICA	-	162.14	-	-	(162.14)	100.00
100	31200	2210	Sheriff VRS 1&2	97,911.08	97,320.99	-	-	590.09	99.40
100	31200	2210	SRO Grant VRS 1&2	4,626.00	4,641.77	-	-	(15.77)	100.30
100	31200	2220	Sheriff VRS Hybrid	21,425.87	23,313.06	-	-	(1,887.19)	108.80
100	31200	2300	Sheriff Health Ins	218,074.98	213,419.65	-	-	4,655.33	97.90
100	31200	2300	Sheriff CITAC Health Ins	449.96	539.43	-	-	(89.47)	119.90
100	31200	2300	DMV Alcohol Grant Health Ins	-	383.44	-	-	(383.44)	100.00
100	31200	2300	DMV Speed Health Ins	-	74.48	-	-	(74.48)	100.00
100	31200	2300	SRO Grant Health Ins	9,372.00	9,307.36	-	-	64.64	99.30
100	31200	2400	Sheriff Life Ins	18,657.04	18,880.45	-	-	(223.41)	101.20
100	31200	2400	SRO Grant Life Ins	724.00	726.52	-	-	(2.52)	100.30
100	31200	2510	Sheriff Dis Ins Hybrid	1,395.78	1,475.73	-	-	(79.95)	105.70
100	31200	2700	Sheriff Workers Comp	18,786.00	17,976.41	-	-	809.59	95.70
100	31200	2800	Sheriff Leave Pay	68,506.47	83,947.28	-	-	(15,440.81)	122.50
100	31200	2860	Sheriff LODA	24,000.00	19,163.94	-	-	4,836.06	79.80
100	31200	3000	Sheriff Pur Svcs	32,907.00	34,935.94	-	1,374.01	(3,402.95)	110.30
100	31200	3320	Sheriff Maint Contracts	179,364.00	118,922.27	-	245.09	60,196.64	66.40
100	31200	3320	Sheriff E-Ticket Maint Svc	-	4,950.00	-	-	(4,950.00)	100.00
100	31200	3350	Sheriff Insured Repair Svcs	2,000.00	1,000.00	-	-	1,000.00	50.00
100	31200	3500	Sheriff Printing & Binding	1,000.00	135.85	-	-	864.15	13.60
100	31200	3600	Sheriff Advertising	-	337.50	-	-	(337.50)	100.00
100	31200	5210	Sheriff Postal Svcs	2,200.00	952.60	-	-	1,247.40	43.30
100	31200	5230	Sheriff Telephone	65,000.00	69,310.87	-	241.50	(4,552.37)	107.00
100	31200	5300	Sheriff Insurance	15,000.00	13,540.93	-	-	1,459.07	90.30
100	31200	5400	Sheriff Leases & Rentals	33,000.00	28,566.00	-	-	4,434.00	86.60
100	31200	5500	Sheriff Travel	52,000.00	746.00	-	-	51,254.00	1.40

FUND	FUNCTION	OBJ	ACCOUNT DESCRIPTION	REVISED	MTD		AVAILABLE		
				BUDGET	YTD EXPENDED	EXPENDED	ENC	BUDGET	% USED
100	31200	5500	Sheriff Travel - Communication	-	12,567.07	-	-	(12,567.07)	100.00
100	31200	5500	Sheriff Travel - Sworn Staff	-	25,243.91	-	-	(25,243.91)	100.00
100	31200	5500	ICAC Travel	2,000.00	-	-	-	2,000.00	-
100	31200	5800	Sheriff Miscellaneous Expendit	1,000.00	400.00	-	-	600.00	40.00
100	31200	5810	Sheriff Dues & Memb	4,000.00	5,266.44	-	-	(1,266.44)	131.70
100	31200	6000	Sheriff Mat & Sup	53,500.00	1,234.91	-	-	52,265.09	2.30
100	31200	6000	Sheriff COS Mat & Sup	-	1,627.69	-	-	(1,627.69)	100.00
100	31200	6000	Sheriff ETK Mat & Sup	-	20,478.01	-	-	(20,478.01)	100.00
100	31200	6000	Sheriff PSU Mat & Sup	-	9,592.48	-	130.56	(9,723.04)	100.00
100	31200	6000	Sheriff SOS Mat & Sup	-	5,813.26	-	-	(5,813.26)	100.00
100	31200	6000	Sheriff VRP Mat & Sup	3,818.00	27,747.55	-	6,782.66	(30,712.21)	904.40
100	31200	6000	ICAC Mat & Sup	2,000.00	3,192.49	-	-	(1,192.49)	159.60
100	31200	6000	BJA Sheriff Mat & Sup	14,400.00	7,219.68	-	-	7,180.32	50.10
100	31200	6000	BVP Vest grant Mat & Sup	14,400.00	4,007.34	-	-	10,392.66	27.80
100	31200	6000	DCJS Byrne Mat & Sup	500.00	944.00	-	-	(444.00)	188.80
100	31200	6008	Sheriff Vehicle Fuel	60,000.00	45,362.31	-	-	14,637.69	75.60
100	31200	6011	Sheriff Clothing	12,000.00	443.28	-	-	11,556.72	3.70
100	31200	6011	Sheriff Uniform Communications	-	415.63	-	-	(415.63)	100.00
100	31200	6011	Sheriff Uniform Sworn Staff	-	12,434.42	-	-	(12,434.42)	100.00
100	31200	6015	Sheriff Ammunition	28,000.00	21,874.21	-	1,438.92	4,686.87	83.30
100	31200	6035	Sheriff Noncap Office Equip	6,000.00	5,779.00	-	-	221.00	96.30
31200			Total 31200 Sheriff	2,808,061.00	2,701,054.62	-	18,219.70	88,786.68	96.80
100	31210	5600	Criminal Justice Training Ctr	19,593.00	19,422.00	-	-	171.00	99.10
31210			Total 31210 Criminal Justice Traini	19,593.00	19,422.00	-	-	171.00	99.10
100	31220	5600	Drug Task Force Entity Gift	12,500.00	9,263.67	-	-	3,236.33	74.10
31220			Total 31220 Drug Task Force	12,500.00	9,263.67	-	-	3,236.33	74.10
100	32200	2510	Vol Fire Dis Ins Hybrid	12,500.00	-	-	-	12,500.00	-
100	32200	2700	Vol Fire Worker's Comp	22,500.00	16,294.00	-	-	6,206.00	72.40
100	32200	3000	Vol Fire Pur Svcs	16,529.00	13,279.62	-	-	3,249.38	80.30
100	32200	5300	Vol Fire Co Insurance	48,500.00	57,547.17	-	-	(9,047.17)	118.70
100	32200	5600	Vol Fire Companies Entity Gift	25,000.00	25,000.00	-	-	-	100.00
100	32200	5696	Vol Fire EMS Vol Incent Prog	15,000.00	6,250.00	-	-	8,750.00	41.70
100	32200	5697	Vol Fire 4 for Life	17,155.00	18,438.15	-	-	(1,283.15)	107.50
100	32200	5698	Vol Fire Fire Programs	31,000.00	32,052.00	-	-	(1,052.00)	103.40
100	32200	6000	Vol Fire&Res Mat'l Suppls	471.00	569.21	-	-	(98.21)	120.90
32200			Total 32200 Volunteer Fire Companie	188,655.00	169,430.15	-	-	19,224.85	89.80
100	32201	2860	Blue Ridge Vol Fire Co LODA	1,236.00	1,757.67	-	-	(521.67)	142.20
100	32201	5600	Blue Ridge Vol Fire Co Contrib	65,000.00	65,000.00	-	-	-	100.00
32201			Total 32201 Blue Ridge Volunteer Fi	66,236.00	66,757.67	-	-	(521.67)	100.80
100	32202	2860	Boyce Volunteer Fire Co LODA	1,648.00	2,035.20	-	-	(387.20)	123.50
100	32202	5600	Boyce Volunteer Fire Co Contr	65,000.00	65,000.00	-	-	-	100.00
32202			Total 32202 Boyce Volunteer Fire Co	66,648.00	67,035.20	-	-	(387.20)	100.60
100	32203	2860	Enders Volunteer Fire Co LODA	2,884.00	2,497.74	-	-	386.26	86.60
100	32203	5600	Enders Volunteer Fire Co Contr	90,000.00	90,000.00	-	-	-	100.00
32203			Total 32203 Enders Volunteer Fire C	92,884.00	92,497.74	-	-	386.26	99.60
100	32310	1100	EMS Salaries	617,995.00	573,310.20	-	310.47	44,374.33	92.80
100	32310	1100	SAFER Grant Salaries	67,259.00	75,788.77	-	317.96	(8,847.73)	113.20
100	32310	1200	EMS Overtime	74,182.00	61,629.51	-	-	12,552.49	83.10
100	32310	1300	EMS Part Time Salaries	50,000.00	46,713.85	-	-	3,286.15	93.40
100	32310	1660	Employee Bonuses	800.00	800.00	-	-	-	100.00
100	32310	1660	SAFER Grant Employee Bonus	-	9,234.00	-	-	(9,234.00)	100.00
100	32310	2100	EMS FICA	51,889.00	49,799.69	-	342.79	1,746.52	96.60
100	32310	2100	SAFER Grant FICA	-	6,430.59	-	-	(6,430.59)	100.00
100	32310	2210	EMS VRS 1&2	56,143.00	30,080.37	-	955.34	25,107.29	55.30
100	32310	2210	SAFER Grant VRS 1&2	-	1,873.69	-	-	(1,873.69)	100.00
100	32310	2220	EMS VRS Hybrid	16,046.00	17,636.44	-	-	(1,590.44)	109.90
100	32310	2220	SAFER Grant VRS Hybrid	-	4,439.40	-	-	(4,439.40)	100.00
100	32310	2300	EMS Health Ins	100,945.42	94,184.32	-	1,109.42	5,651.68	94.40
100	32310	2300	SAFER Grant Health Ins	-	11,781.99	-	-	(11,781.99)	100.00
100	32310	2400	EMS Life Ins	11,302.00	7,468.16	-	149.51	3,684.33	67.40
100	32310	2400	SAFER Grant Group Life Ins	-	988.15	-	-	(988.15)	100.00
100	32310	2510	EMS Dis Ins Hybrid	1,132.00	1,119.78	-	-	12.22	98.90
100	32310	2510	SAFER Grant Dis Ins Hybrid	-	301.82	-	-	(301.82)	100.00
100	32310	2700	EMS Workers Comp	28,398.76	24,538.51	-	-	3,860.25	86.40
100	32310	2800	EMS Annual Leave Payouts	20,093.37	23,676.27	-	-	(3,582.90)	117.80
100	32310	2860	EMS LODA	16,768.45	16,768.45	-	-	-	100.00
100	32310	3000	EMS Pur Svcs	42,100.00	31,712.03	-	-	10,387.97	75.30
100	32310	5210	EMS Postal Services	200.00	33.70	-	-	166.30	16.90
100	32310	5230	EMS Telephone	1,300.00	516.33	-	3,500.00	(2,716.33)	308.90
100	32310	5230	EMS LEMPG Grant-Telephone	-	3,655.83	-	44.17	(3,700.00)	100.00

FUND	FUNCTION	OBJ	ACCOUNT DESCRIPTION	REVISED	YTD EXPENDED	MTD	ENC	AVAILABLE	% USED
				BUDGET		EXPENDED		BUDGET	
100	32310	5500	EMS Travel	7,500.00	4,869.18	-	-	2,630.82	64.90
100	32310	5800	EMS Miscellaneous	5,000.00	3,096.99	-	-	1,903.01	61.90
100	32310	6000	EMS Mat & Sup	16,200.00	24,561.75	-	12.50	(8,374.25)	151.70
100	32310	6000	EMS LEMPG Grant Mat & Sup	7,500.00	385.00	-	-	7,115.00	5.10
100	32310	6008	EMS Vehicle Fuel	2,500.00	1,471.10	-	-	1,028.90	58.80
100	32310	6011	EMS Clothing	12,000.00	11,222.71	-	-	777.29	93.50
100	32310	6011	EMS Personal Protection Equip	10,000.00	19,768.92	-	-	(9,768.92)	197.70
100	32310	6035	EMS Noncap Office Equip	2,000.00	-	-	-	2,000.00	-
100	32310	6040	EMS Technology SW/OL Content	10,500.00	10,502.62	-	-	(2.62)	100.00
100	32310	8200	EMS Capital Outlay Adds	-	-	-	-	-	-
	32310		Total 32310 Fire and Rescue Service	1,229,754.00	1,170,360.12	-	6,742.16	52,651.72	95.70
100	32320	5600	Lord Fairfax EMS Contribution	6,262.00	6,262.00	-	-	-	100.00
	32320		Total 32320 Lord Fairfax Emergency	6,262.00	6,262.00	-	-	-	100.00
100	32400	5600	Forestry Svcs Entity Gift	2,874.00	2,873.34	-	-	0.66	100.00
	32400		Total 32400 Forestry Services	2,874.00	2,873.34	-	-	0.66	100.00
100	33210	7000	Regional Jail Joint Ops	479,467.00	471,624.00	-	-	7,843.00	98.40
	33210		Total 33210 Regional Jail	479,467.00	471,624.00	-	-	7,843.00	98.40
100	33220	3840	Juv Det Ctr Intergov Svc Agree	17,219.00	17,219.00	-	-	-	100.00
	33220		Total 33220 Juvenile Detention Cent	17,219.00	17,219.00	-	-	-	100.00
100	33300	5230	Probation Telephone	100.00	48.00	-	-	52.00	48.00
100	33300	6000	Probation Mat & Sup	300.00	-	-	-	300.00	-
	33300		Total 33300 Crt Svcs/Juvenile Proba	400.00	48.00	-	-	352.00	12.00
100	34100	1100	Bldg Insp Salaries	145,030.15	145,030.08	-	0.03	0.04	100.00
100	34100	2100	Bldg Insp FICA	9,794.38	9,833.71	-	-	(39.33)	100.40
100	34100	2210	Bldg Insp VRS 1&2	8,668.12	8,900.64	-	-	(232.52)	102.70
100	34100	2220	Bldg Insp VRS Hybrid	3,196.08	3,238.38	-	-	(42.30)	101.30
100	34100	2300	Bldg Insp Health Ins	26,826.80	27,586.92	-	-	(760.12)	102.80
100	34100	2400	Bldg Insp Life Ins	1,851.92	1,899.96	-	-	(48.04)	102.60
100	34100	2510	Bldg Insp Dis Ins Hybrid	214.98	204.24	-	-	10.74	95.00
100	34100	2700	Bldg Insp Workers Comp	2,211.57	2,211.57	-	-	-	100.00
100	34100	3000	Bldg Insp Pur Svcs	1,200.00	-	-	-	1,200.00	-
100	34100	3320	Bldg Insp Maint Contracts	1,000.00	726.46	-	-	273.54	72.60
100	34100	3500	Bldg Insp Printing & Binding	400.00	-	-	-	400.00	-
100	34100	5210	Bldg Insp Postal Svcs	100.00	56.10	-	-	43.90	56.10
100	34100	5230	Bldg Insp Telephone	2,500.00	2,071.74	-	344.26	84.00	96.60
100	34100	5500	Bldg Insp Travel	3,500.00	-	-	-	3,500.00	-
100	34100	5800	Bldg Insp Miscellaneous Expend	500.00	-	-	-	500.00	-
100	34100	5810	Bldg Insp Dues & Memb	1,200.00	481.68	-	-	718.32	40.10
100	34100	6000	Bldg Insp Mat & Sup	4,000.00	964.26	-	-	3,035.74	24.10
100	34100	6008	Bldg Insp Vehicle Fuel	4,000.00	1,745.16	-	-	2,254.84	43.60
	34100		Total 34100 Building Inspections	216,194.00	204,950.90	-	344.29	10,898.81	95.00
100	35100	1100	AnimalCtrl Salaries	75,693.04	75,693.00	-	0.04	-	100.00
100	35100	1300	AnimalCtrl Part Time Salaries	-	1,437.19	-	-	(1,437.19)	100.00
100	35100	2100	AnimalCtrl FICA	4,536.23	5,107.13	-	-	(570.90)	112.60
100	35100	2210	AnimalCtrl VRS 1&2	3,840.59	3,967.32	-	-	(126.73)	103.30
100	35100	2220	AnimalCtrl VRS Hybrid	2,310.90	2,368.20	-	-	(57.30)	102.50
100	35100	2300	AnimalCtrl Health Ins	8,558.00	8,688.00	-	-	(130.00)	101.50
100	35100	2400	AnimalCtrl Life Ins	962.77	991.56	-	-	(28.79)	103.00
100	35100	2510	AnimalCtrl Dis Ins Hybrid	157.05	149.40	-	-	7.65	95.10
100	35100	2700	AnimalCtrl Workers Comp	728.42	728.42	-	-	-	100.00
100	35100	3000	AnimalCtrl Pur Svcs	8,500.00	6,371.57	-	-	2,128.43	75.00
100	35100	3320	AnimalCtrl Maint Svc Contracts	100.00	71.98	-	28.02	-	100.00
100	35100	3500	AnimalCtrl Printing & Binding	200.00	248.20	-	-	(48.20)	124.10
100	35100	5230	AnimalCtrl Telephone	650.00	640.13	-	23.19	(13.32)	102.00
100	35100	5500	AnimalCtrl Travel	1,000.00	-	-	-	1,000.00	-
100	35100	5510	AnimalCtrl Local Mileage	100.00	-	-	-	100.00	-
100	35100	6000	AnimalCtrl Mat & Sup	6,500.00	4,303.14	-	-	2,196.86	66.20
100	35100	6008	AnimalCtrl Vehicle Fuel	1,500.00	1,037.80	-	-	462.20	69.20
100	35100	6011	AnimalCtrl Clothing	500.00	-	-	-	500.00	-
	35100		Total 35100 Animal Control	115,837.00	111,803.04	-	51.25	3,982.71	96.60
100	35300	3000	Exam&Bury Pur Svcs	200.00	220.00	-	-	(20.00)	110.00
	35300		Total 35300 Med Examiner & Indigent	200.00	220.00	-	-	(20.00)	110.00
100	42400	3840	RefuseDisp Intergov Svc Agree	150,000.00	146,122.21	-	-	3,877.79	97.40
	42400		Total 42400 Refuse Disposal	150,000.00	146,122.21	-	-	3,877.79	97.40
100	42410	1300	SWC PT Salaries - Regular	26,312.00	12,196.60	-	-	14,115.40	46.40
100	42410	2100	SWC FICA	2,374.65	933.03	-	-	1,441.62	39.30
100	42410	2700	Worker's Compensation	547.35	547.35	-	-	-	100.00
100	42410	3000	SWC Pur Svcs	42,000.00	33,503.63	-	4,931.42	3,564.95	91.50
100	42410	5110	SWC Electrical Services	3,000.00	1,452.28	-	-	1,547.72	48.40
100	42410	5230	SWC Telephone	600.00	-	-	-	600.00	-

FUND	FUNCTION	OBJ	ACCOUNT DESCRIPTION	REVISED	YTD EXPENDED	MTD	ENC	AVAILABLE	% USED
				BUDGET		EXPENDED		BUDGET	
100	42410	6000	SWC Mat & Sup	4,100.00	223.60	-	-	3,876.40	5.50
100	42410	8100	SWC Capital Outlay Replacement	3,901.00	-	-	-	3,901.00	-
	42410		Total 42410 Solid Waste Convenience	82,835.00	48,856.49	-	4,931.42	29,047.09	64.90
100	42600	3000	LitterCtrl Pur Svcs	6,207.00	3,268.14	-	681.86	2,257.00	63.60
	42600		Total 42600 Litter Control	6,207.00	3,268.14	-	681.86	2,257.00	63.60
100	42700	3840	Sanitation Intergov Svc Agreem	35,000.00	28,781.39	-	-	6,218.61	82.20
100	42700	5600	Sanitation Entity Gift	200,000.00	200,000.00	-	-	-	100.00
	42700		Total 42700 Sanitation	235,000.00	228,781.39	-	-	6,218.61	97.40
100	43200	1100	Maintenanc Salaries	176,136.00	163,945.22	-	80.15	12,110.63	93.10
100	43200	2100	Maintenanc FICA	11,957.00	12,163.65	-	-	(206.65)	101.70
100	43200	2210	Maintenanc VRS 1&2	16,548.00	7,439.79	-	-	9,108.21	45.00
100	43200	2220	Maintenanc VRS Hybrid	4,926.84	5,487.35	-	-	(560.51)	111.40
100	43200	2300	Maintenanc Health Ins	29,198.83	19,261.47	-	-	9,937.36	66.00
100	43200	2400	Maintenanc Life Ins	3,272.06	2,154.11	-	-	1,117.95	65.80
100	43200	2510	Maintenanc Dis Ins Hybrid	350.00	349.12	-	-	0.88	99.70
100	43200	2700	Maintenanc Workers Comp	1,601.33	1,601.33	-	-	-	100.00
100	43200	2800	Maintenanc Leave Pay	213.94	213.94	-	-	-	100.00
100	43200	3000	Maintenanc Pur Svcs	25,000.00	27,142.75	-	-	(2,142.75)	108.60
100	43200	3000	JGC Maintenanc Pur Svcs	15,000.00	17,678.81	-	150.48	(2,829.29)	118.90
100	43200	3000	RT Maintenanc Pur Svcs	6,500.00	4,117.39	-	-	2,382.61	63.30
100	43200	3000	ChurchSt Maint Pur Svcs	2,000.00	1,375.17	-	-	624.83	68.80
100	43200	3000	104Church Maint Pur Svcs	20,000.00	9,709.55	-	-	10,290.45	48.50
100	43200	3000	225Rams Maint Pur Svcs	5,000.00	13,058.96	-	-	(8,058.96)	261.20
100	43200	3000	524West Maint Pur Svcs	1,500.00	722.50	-	-	777.50	48.20
100	43200	3000	AlRec Maint Pur Svcs	14,500.00	19,201.87	-	-	(4,701.87)	132.40
100	43200	3000	AlOff Maint Pur Svcs	15,000.00	3,923.60	-	-	11,076.40	26.20
100	43200	3000	AlPool Maint Pur Svcs	4,000.00	38.00	-	-	3,962.00	1.00
100	43200	3000	AlBase Maint Pur Svcs	750.00	255.50	-	-	494.50	34.10
100	43200	3000	AlSoc Maint Pur Svcs	1,300.00	919.28	-	-	380.72	70.70
100	43200	3000	106Church Maint Pur Svcs	-	4,848.46	-	-	(4,848.46)	100.00
100	43200	3000	Kohn Maint Pur Svcs	5,000.00	2,370.00	-	-	2,630.00	47.40
100	43200	3000	36EMain Maint Pur Svcs	500.00	8.50	-	-	491.50	1.70
100	43200	3000	311EMain Maint Pur Svcs	2,000.00	2,090.00	-	-	(90.00)	104.50
100	43200	3000	309WMain Maint Pur Svcs	1,000.00	4,581.00	-	-	(3,581.00)	458.10
100	43200	3000	129Rams Maint Pur Svcs	700.00	874.00	-	-	(174.00)	124.90
100	43200	3320	Maintenanc Maint Contracts	69,485.00	38,403.60	-	961.60	30,119.80	56.70
100	43200	3320	JGC Maint Contracts	5,000.00	3,738.78	-	119.72	1,141.50	77.20
100	43200	3320	RT Maintenanc Maint Contracts	4,500.00	4,565.91	-	-	(65.91)	101.50
100	43200	3320	ChurchSt Maint Contracts	4,000.00	3,186.16	-	-	813.84	79.70
100	43200	3320	104Church Maint Contracts	3,500.00	3,618.16	-	-	(118.16)	103.40
100	43200	3320	225Rams Maint Contracts	3,000.00	2,770.00	-	-	230.00	92.30
100	43200	3320	524West Maint Contracts	750.00	190.00	-	-	560.00	25.30
100	43200	3320	AlRec Maint Contracts	3,700.00	1,714.00	-	-	1,986.00	46.30
100	43200	3320	106Church Maint Contracts	400.00	382.50	-	-	17.50	95.60
100	43200	3320	36EMain Maint Contracts	-	432.00	-	-	(432.00)	100.00
100	43200	3320	311EMain Maint Contracts	3,000.00	3,058.16	-	600.00	(658.16)	121.90
100	43200	3320	309WMain Maint Serv Contracts	750.00	-	-	-	750.00	-
100	43200	3320	129Rams Maint Contracts	750.00	341.00	-	-	409.00	45.50
100	43200	3340	Maintenanc Custodial Contracts	42,000.00	54,360.84	-	-	(12,360.84)	129.40
100	43200	3340	JGC Maintenanc Custodial Contr	28,500.00	14,253.00	-	-	14,247.00	50.00
100	43200	3340	AlRec Maint Custodial Contract	3,500.00	-	-	-	3,500.00	-
100	43200	3340	311EMain Maint Cus Contracts	3,600.00	5,535.00	-	-	(1,935.00)	153.80
100	43200	3600	Maintenanc Advertising	1,200.00	-	-	-	1,200.00	-
100	43200	5110	Maintenanc Electric	-	(2,532.23)	-	-	2,532.23	100.00
100	43200	5110	JGC Maintenanc Electric	30,000.00	34,932.21	-	-	(4,932.21)	116.40
100	43200	5110	RT Maintenanc Electric	12,100.00	8,696.29	-	-	3,403.71	71.90
100	43200	5110	ChurchSt Maint Electric	27,000.00	21,230.09	-	-	5,769.91	78.60
100	43200	5110	104Church Maint Electric	11,300.00	9,754.16	-	-	1,545.84	86.30
100	43200	5110	225Rams Maint Electric	6,000.00	6,439.01	-	-	(439.01)	107.30
100	43200	5110	524West Maint Electric	2,000.00	1,909.06	-	-	90.94	95.50
100	43200	5110	AlRec Maint Electric	27,000.00	21,692.62	-	-	5,307.38	80.30
100	43200	5110	AlOff Maint Electric	5,000.00	4,649.83	-	-	350.17	93.00
100	43200	5110	AlPool Maint Electric	6,000.00	6,248.76	-	-	(248.76)	104.10
100	43200	5110	AlBase Maint Electric	1,040.00	338.43	-	-	701.57	32.50
100	43200	5110	AlSoc Maint Electric	500.00	509.83	-	-	(9.83)	102.00
100	43200	5110	Kohn Maint Elec Svcs	1,000.00	798.39	-	-	201.61	79.80
100	43200	5110	311EMain Maint Electric	8,500.00	6,570.48	-	-	1,929.52	77.30
100	43200	5110	309WMain Maint Electrical Svcs	2,000.00	445.09	-	-	1,554.91	22.30
100	43200	5110	129Rams Maint Electric	3,000.00	2,468.83	-	-	531.17	82.30
100	43200	5120	JGC Maintenanc Heating	5,500.00	4,660.82	-	-	839.18	84.70

FUND	FUNCTION	OBJ	ACCOUNT DESCRIPTION	REVISED	MTD		AVAILABLE		
				BUDGET	YTD EXPENDE	EXPENDE	ENC	BUDGET	% USED
100	43200	5120	RT Maintenanc Heating	1,600.00	1,462.65	-	-	137.35	91.40
100	43200	5120	104Church Maint Heating	3,500.00	2,508.98	-	-	991.02	71.70
100	43200	5120	225Rams Maint Heating	6,000.00	3,774.92	-	-	2,225.08	62.90
100	43200	5120	524West Maint Heating	800.00	521.14	-	-	278.86	65.10
100	43200	5120	AlRec Maint Heating	5,000.00	3,586.33	-	-	1,413.67	71.70
100	43200	5120	311EMain Maint Heating	1,000.00	-	-	-	1,000.00	-
100	43200	5120	309WMain Maint Heating	2,000.00	709.92	-	-	1,290.08	35.50
100	43200	5120	129Rams Maint Heating	2,500.00	1,752.40	-	-	747.60	70.10
100	43200	5130	Maintenanc Water & Sewer	400.00	326.00	-	-	74.00	81.50
100	43200	5130	JGC Maintenanc Water & Sewer	1,500.00	1,120.36	-	-	379.64	74.70
100	43200	5130	RT Maintenanc Water & Sewer	4,000.00	6,411.44	-	-	(2,411.44)	160.30
100	43200	5130	104Church Maint Water & Sewer	750.00	457.03	-	-	292.97	60.90
100	43200	5130	225Rams Maint Water & Sewer	500.00	-	-	-	500.00	-
100	43200	5130	AlRec Maint Water & Sewer	2,000.00	1,359.96	-	-	640.04	68.00
100	43200	5130	AlOff Maint Water & Sewer	2,700.00	3,892.29	-	-	(1,192.29)	144.20
100	43200	5130	AlPool Maint Water & Sewer	14,000.00	17,919.00	-	-	(3,919.00)	128.00
100	43200	5130	311EMain Maint Water & Sewer	1,200.00	931.90	-	-	268.10	77.70
100	43200	5130	309WMain Maint Water & Sewer	1,000.00	240.82	-	-	759.18	24.10
100	43200	5130	129Rams Maint Water & Sewer	500.00	317.39	-	-	182.61	63.50
100	43200	5230	Maintenanc Telephone	2,000.00	1,729.97	-	3.36	266.67	86.70
100	43200	5300	Maintenanc Insurance	40,000.00	44,955.95	-	-	(4,955.95)	112.40
100	43200	5400	Maintenanc Leases & Rentals	1,000.00	-	-	-	1,000.00	-
100	43200	5500	Maintenanc Travel	750.00	-	-	-	750.00	-
100	43200	6000	Maintenanc Mat & Sup	37,800.00	26,143.57	-	6,790.50	4,865.93	87.10
100	43200	6000	JGC Maintenance Mat & Sup	1,000.00	1,253.41	-	-	(253.41)	125.30
100	43200	6000	RT Maint Mat & Sup	1,500.00	209.66	-	-	1,290.34	14.00
100	43200	6000	ChurchSt Maint Mat & Sup	1,000.00	452.01	-	-	547.99	45.20
100	43200	6000	104Church Maint Mat & Sup	1,500.00	713.65	-	-	786.35	47.60
100	43200	6000	225Rams Maint Mat & Sup	1,000.00	693.09	-	-	306.91	69.30
100	43200	6000	524West Maint Mat & Sup	750.00	621.96	-	-	128.04	82.90
100	43200	6000	AlRec Maint Mat & Sup	1,000.00	3,854.06	-	-	(2,854.06)	385.40
100	43200	6000	AlOff Maint Mat & Sup	2,000.00	7,622.30	-	-	(5,622.30)	381.10
100	43200	6000	AlPool Maint Mat & Sup	1,000.00	1,688.66	-	-	(688.66)	168.90
100	43200	6000	AlBase Maint Mat & Sup	5,000.00	900.46	-	-	4,099.54	18.00
100	43200	6000	AlSoc Maint Mat & Sup	8,500.00	2,233.97	-	-	6,266.03	26.30
100	43200	6000	Kohn Maint Mat & Sup	3,000.00	-	-	-	3,000.00	-
100	43200	6000	32EMain Maint Mat & Sup	500.00	-	-	-	500.00	-
100	43200	6000	36EMain Maint Mat & Sup	500.00	-	-	-	500.00	-
100	43200	6000	311EMain Maint Mat & Sup	1,000.00	15.77	-	-	984.23	1.60
100	43200	6000	309WMain Maint Mat & Sup	500.00	-	-	-	500.00	-
100	43200	6000	129Rams Maint Mat & Sup	500.00	219.08	-	-	280.92	43.80
100	43200	6008	Maintenanc Vehicle Fuel	4,800.00	4,003.48	-	-	796.52	83.40
100	43200		Total 43200 General Property Mainte	857,079.00	735,495.68	-	8,705.81	112,877.51	86.80
100	51100	5600	Local Health Dept Contribution	192,623.00	192,623.00	-	-	-	100.00
100	51100		Total 51100 Local Health Department	192,623.00	192,623.00	-	-	-	100.00
100	51200	5600	Our Health Entity Gift	6,500.00	6,500.00	-	-	-	100.00
100	51200		Total 51200 Our Health	6,500.00	6,500.00	-	-	-	100.00
100	52400	5600	N Shen Vally Sub Abuse Coal Co	15,000.00	15,000.00	-	-	-	100.00
100	52400		Total 52400 N Shen Valley Subst Abu	15,000.00	15,000.00	-	-	-	100.00
100	52500	5600	NW Community Svc Entity Gift	94,000.00	94,000.00	-	-	-	100.00
100	52500		Total 52500 Northwestern Community	94,000.00	94,000.00	-	-	-	100.00
100	52800	5600	Concern Hotline Entity Gift	1,000.00	1,000.00	-	-	-	100.00
100	52800		Total 52800 Concern Hotline	1,000.00	1,000.00	-	-	-	100.00
100	52900	5600	NW Works Entity Gift	1,500.00	1,500.00	-	-	-	100.00
100	52900		Total 52900 NW Works	1,500.00	1,500.00	-	-	-	100.00
100	53230	5600	SAAA EntityGift	40,000.00	40,000.00	-	-	-	100.00
100	53230		Total 53230 Shenandoah Area Agency	40,000.00	40,000.00	-	-	-	100.00
100	53240	5600	Virginia Regional Transit Cont	19,302.00	19,302.00	-	-	-	100.00
100	53240		Total 53240 Loudoun Transit Service	19,302.00	19,302.00	-	-	-	100.00
100	53250	5600	FISH of Clarke County Contr	1,000.00	1,000.00	-	-	-	100.00
100	53250		Total 53250 FISH of Clarke County	1,000.00	1,000.00	-	-	-	100.00
100	53600	5600	Access Independence Contr	1,000.00	1,000.00	-	-	-	100.00
100	53600		Total 53600 Access Independence	1,000.00	1,000.00	-	-	-	100.00
100	53700	5600	Laurel Center Contribution	3,500.00	3,500.00	-	-	-	100.00
100	53700		Total 53700 The Laurel Ctr (Women's	3,500.00	3,500.00	-	-	-	100.00
100	53710	5600	Tax Relief for the Elderly	225,000.00	-	-	-	225,000.00	-
100	53710		Total 53710 Tax Relief for the Elde	225,000.00	-	-	-	225,000.00	-
100	69100	5600	Lord FairfaxComm College Cont	17,796.00	17,796.00	-	-	-	100.00
100	69100		Total 69100 Lord Fairfax Community	17,796.00	17,796.00	-	-	-	100.00
100	71100	1100	Parks Adm Salaries	310,061.00	310,061.04	-	0.04	(0.08)	100.00

FUND	FUNCTION	OBJ	ACCOUNT DESCRIPTION	REVISED	YTD EXPENDED	MTD	ENC	AVAILABLE	% USED
				BUDGET		EXPENDED		BUDGET	
100	71100	1300	Parks Adm Part Time Salaries	19,050.00	12,368.32	-	-	6,681.68	64.90
100	71100	2100	Parks Adm FICA	23,342.32	23,012.56	-	-	329.76	98.60
100	71100	2210	Parks Adm VRS 1&2	25,323.00	25,952.28	-	-	(629.28)	102.50
100	71100	2300	Parks Adm Health Ins	47,758.42	50,121.06	-	-	(2,362.64)	104.90
100	71100	2400	Parks Adm Life Ins	4,018.26	4,061.76	-	-	(43.50)	101.10
100	71100	2700	Parks Adm Workers Comp	7,402.00	7,091.32	-	-	310.68	95.80
100	71100	3180	Parks Adm Credit Card Fees	7,000.00	7,257.13	-	-	(257.13)	103.70
100	71100	3320	Parks Adm Maint Contracts	3,993.00	1,749.01	-	1,000.99	1,243.00	68.90
100	71100	3500	Parks Adm Printing & Binding	513.00	-	-	-	513.00	-
100	71100	3600	Parks Adm Advertising	1,176.00	255.00	-	-	921.00	21.70
100	71100	5210	Parks Adm Postal Svcs	1,432.00	805.29	-	-	626.71	56.20
100	71100	5230	Parks Adm Telephone	1,000.00	773.75	-	-	226.25	77.40
100	71100	5400	Parks Adm Leases & Rentals	530.00	224.89	-	-	305.11	42.40
100	71100	5500	Parks Adm Travel	2,190.00	922.35	-	-	1,267.65	42.10
100	71100	5810	Parks Adm Dues & Memb	2,248.00	1,599.95	-	-	648.05	71.20
100	71100	6000	Parks Adm Mat & Sup	5,156.00	2,941.22	-	-	2,214.78	57.00
100	71100	6008	Parks Adm Vehicle Fuel	700.00	265.24	-	-	434.76	37.90
100	71100	6011	Parks Adm Clothing	1,100.00	458.50	-	-	641.50	41.70
100	71100		Total 71100 Parks Administration	463,993.00	449,920.67	-	1,001.03	13,071.30	97.20
100	71310	1100	Rec Center Salaries	52,890.96	52,890.96	-	-	-	100.00
100	71310	1200	Rec Center Overtime	4.57	4.57	-	-	-	100.00
100	71310	1300	Rec Center Part Time Salaries	32,089.31	21,917.63	-	-	10,171.68	68.30
100	71310	2100	Rec Center FICA	5,858.21	5,668.76	-	-	189.45	96.80
100	71310	2210	Rec Center VRS 1&2	4,294.08	4,426.92	-	-	(132.84)	103.10
100	71310	2300	Rec Center Health Ins	8,660.87	8,811.53	-	-	(150.66)	101.70
100	71310	2400	Rec Center Life Ins	685.00	692.88	-	-	(7.88)	101.20
100	71310	2700	Rec Center Workers Comp	1,572.00	1,531.60	-	-	40.40	97.40
100	71310	3600	Rec Center Advertising	700.00	248.00	-	-	452.00	35.40
100	71310	5830	Rec Center Refunds	1,000.00	1,821.00	-	-	(821.00)	182.10
100	71310	6000	Rec Center Mat & Sup	7,270.00	3,605.80	-	46.44	3,617.76	50.20
100	71310	6012	Rec Center Merch for Resale	3,000.00	1,363.91	-	-	1,636.09	45.50
100	71310		Total 71310 Recreation Center	118,025.00	102,983.56	-	46.44	14,995.00	87.30
100	71320	1200	Pool Overtime	149.25	149.25	-	-	-	100.00
100	71320	1300	Pool Part Time Salaries	61,223.32	43,273.69	-	-	17,949.63	70.70
100	71320	2100	Pool FICA	4,702.00	3,310.39	-	-	1,391.61	70.40
100	71320	2300	Pool Health Ins	83.43	352.00	-	-	(268.57)	421.90
100	71320	3000	Pool Pur Svcs	1,500.00	548.50	-	1,725.00	(773.50)	151.60
100	71320	5500	Pool Travel	350.00	-	-	-	350.00	-
100	71320	5810	Pool Dues & Memb	1,575.00	1,787.00	-	-	(212.00)	113.50
100	71320	5830	Pool Refunds	880.00	519.00	-	-	361.00	59.00
100	71320	6000	Pool Mat & Sup	2,700.00	1,055.81	-	46.44	1,597.75	40.80
100	71320	6011	Pool Clothing	926.00	74.25	-	-	851.75	8.00
100	71320	6012	Pool Merch for Resale	1,420.00	398.41	-	-	1,021.59	28.10
100	71320	6026	Pool Chemicals	10,000.00	7,960.30	-	-	2,039.70	79.60
100	71320		Total 71320 Swimming Pool	85,509.00	59,428.60	-	1,771.44	24,308.96	71.60
100	71350	1100	Programs Salaries	40,662.00	40,662.00	-	-	-	100.00
100	71350	1200	Programs Overtime	9.69	9.69	-	-	-	100.00
100	71350	1300	Programs Part Time Salaries	93,882.00	45,185.86	-	-	48,696.14	48.10
100	71350	2100	Programs FICA	10,074.44	6,480.47	-	-	3,593.97	64.30
100	71350	2210	Programs VRS 1&2	3,308.21	3,403.44	-	-	(95.23)	102.90
100	71350	2300	Programs Health Ins	7,857.03	7,968.99	-	-	(111.96)	101.40
100	71350	2400	Programs Life Ins	517.76	532.68	-	-	(14.92)	102.90
100	71350	2700	Programs Workers Comp	2,416.87	2,416.87	-	-	-	100.00
100	71350	3000	Programs Pur Svcs	45,000.00	26,012.26	-	30,336.64	(11,348.90)	125.20
100	71350	3500	Programs Printing & Binding	7,000.00	4,809.00	-	4,124.00	(1,933.00)	127.60
100	71350	3600	Programs Advertising	2,000.00	510.00	-	-	1,490.00	25.50
100	71350	5210	Programs Postal Svcs	100.00	-	-	-	100.00	-
100	71350	5400	Programs Leases & Rentals	300.00	-	-	-	300.00	-
100	71350	5500	Programs Travel	1,000.00	115.00	-	-	885.00	11.50
100	71350	5560	Programs Group Trip	5,600.00	4,287.42	-	1,202.00	110.58	98.00
100	71350	5810	Programs Dues & Memb	1,456.00	814.05	-	-	641.95	55.90
100	71350	5830	Programs Refunds	7,000.00	9,351.65	-	-	(2,351.65)	133.60
100	71350	6000	Programs Mat & Sup	12,500.00	7,987.59	-	139.32	4,373.09	65.00
100	71350	6011	Programs Clothing	1,500.00	175.50	-	-	1,324.50	11.70
100	71350	6012	Programs Merch for Resale	6,500.00	4,821.00	-	-	1,679.00	74.20
100	71350		Total 71350 Programs	248,684.00	165,543.47	-	35,801.96	47,338.57	81.00
100	71360	1300	Concession Part Time Salaries	4,725.00	2,525.88	-	-	2,199.12	53.50
100	71360	2100	Concession FICA	361.00	193.22	-	-	167.78	53.50
100	71360	6000	Concession Mat & Sup	250.00	26.82	-	-	223.18	10.70
100	71360	6012	Concession Merch for Resale	11,100.00	6,253.40	-	-	4,846.60	56.30

FUND	FUNCTION	OBJ	ACCOUNT DESCRIPTION	REVISED	YTD EXPENDED	MTD	ENC	AVAILABLE	% USED
				BUDGET		EXPENDED		BUDGET	
	71360		Total 71360 Concession Stand	16,436.00	8,999.32	-	-	7,436.68	54.80
100	72240	5600	Barns of Rose Hill Contr	11,750.00	11,750.00	-	-	-	100.00
	72240		Total 72240 Barns of Rose Hill	11,750.00	11,750.00	-	-	-	100.00
100	72700	5600	VA Comm for Arts Contr	9,000.00	9,000.00	-	-	-	100.00
	72700		Total 72700 VA Commission for the A	9,000.00	9,000.00	-	-	-	100.00
100	73200	5600	Handley Regional Library Contr	241,150.00	241,150.00	-	-	-	100.00
	73200		Total 73200 Handley Regional Librar	241,150.00	241,150.00	-	-	-	100.00
100	81110	1100	Plan Adm Salaries	309,221.00	307,183.80	-	0.01	2,037.19	99.30
100	81110	2100	Plan Adm FICA	23,292.00	23,153.56	-	-	138.44	99.40
100	81110	2210	Plan Adm VRS 1&2	25,075.00	24,901.68	-	-	173.32	99.30
100	81110	2220	Plan Adm VRS Hybrid	809.00	809.64	-	-	(0.64)	100.10
100	81110	2300	Plan Adm Health Ins	33,437.00	33,579.84	-	-	(142.84)	100.40
100	81110	2400	Plan Adm Life Ins	4,054.00	4,024.08	-	-	29.92	99.30
100	81110	2510	Plan Adm Dis Ins Hybrid	57.00	51.12	-	-	5.88	89.70
100	81110	2700	Plan Adm Workers Comp	6,559.00	5,509.30	-	-	1,049.70	84.00
100	81110	3000	Plan Adm Pur Svcs	15,000.00	9,798.15	-	-	5,201.85	65.30
100	81110	3000	Plan Adm Pur Svcs-Brdnd Imp	3,000.00	-	-	-	3,000.00	-
100	81110	3140	Plan Adm Engineer & Architect	10,000.00	1,365.00	-	-	8,635.00	13.70
100	81110	3140	Plan Adm Pass Thru Eng Fees	5,000.00	3,555.00	-	-	1,445.00	71.10
100	81110	3320	Plan Adm Maint Contracts	-	2,160.82	-	39.18	(2,200.00)	100.00
100	81110	3500	Plan Adm Printing & Binding	1,500.00	-	-	-	1,500.00	-
100	81110	3600	Plan Adm Advert-Brdnd Imp	1,000.00	-	-	-	1,000.00	-
100	81110	5210	Plan Adm Postal Svcs	1,200.00	780.75	-	-	419.25	65.10
100	81110	5210	Plan AdmPostal Svcs-Brdnd Imp	1,000.00	-	-	-	1,000.00	-
100	81110	5230	Plan Adm Telephone	400.00	144.00	-	-	256.00	36.00
100	81110	5500	Plan Adm Travel	1,000.00	257.66	-	-	742.34	25.80
100	81110	5510	Plan Adm Local Mileage	1,000.00	467.02	-	-	532.98	46.70
100	81110	5810	Plan Adm Dues & Memb	300.00	100.00	-	-	200.00	33.30
100	81110	6000	Plan Adm Mat & Sup	2,500.00	1,823.93	-	-	676.07	73.00
	81110		Total 81110 Planning Administration	445,404.00	419,665.35	-	39.19	25,699.46	94.20
100	81120	1300	Plan Com Part Time Salaries	500.00	275.00	-	-	225.00	55.00
100	81120	2100	Plan Com FICA	(82.61)	12.28	-	-	(94.89)	(14.90)
100	81120	2300	Plan Com Health Ins	120.61	528.85	-	-	(408.24)	438.50
100	81120	3000	Plan Com Pur Svcs	-	40.00	-	-	(40.00)	100.00
100	81120	3160	Plan Com Board Member Fees	8,000.00	5,400.00	-	-	2,600.00	67.50
100	81120	3600	Plan Com Advertising	4,000.00	715.00	-	-	3,285.00	17.90
100	81120	5210	Plan Com Postal Svcs	100.00	-	-	-	100.00	-
100	81120	5500	Plan Com Travel	1,750.00	-	-	-	1,750.00	-
100	81120	6000	Plan Com Mat & Sup	-	42.88	-	-	(42.88)	100.00
	81120		Total 81120 Planning Commission	14,388.00	7,014.01	-	-	7,373.99	48.70
100	81130	3160	BryDevAuth Board Member Fees	900.00	100.00	-	-	800.00	11.10
	81130		Total 81130 Berryville Dev Authorit	900.00	100.00	-	-	800.00	11.10
100	81140	5600	Regional Airport Auth Contr	2,500.00	2,500.00	-	-	-	100.00
	81140		Total 81140 Regional Airport Author	2,500.00	2,500.00	-	-	-	100.00
100	81310	5600	Help with Housing Contrib	2,500.00	2,500.00	-	-	-	100.00
	81310		Total 81310 Housing Services	2,500.00	2,500.00	-	-	-	100.00
100	81400	1300	BrdZonApp Part Time Salaries	250.00	-	-	-	250.00	-
100	81400	2100	BrdZonApp FICA	19.00	-	-	-	19.00	-
100	81400	3000	BrdZonApp Pur Svcs	2,000.00	471.90	-	-	1,528.10	23.60
100	81400	3160	BrdZonApp Board Member Fees	500.00	225.00	-	-	275.00	45.00
100	81400	3600	BrdZonApp Advertising	700.00	715.00	-	-	(15.00)	102.10
100	81400	5210	BrdZonApp Postal Svcs	50.00	-	-	-	50.00	-
	81400		Total 81400 Board of Zoning Appeals	3,519.00	1,411.90	-	-	2,107.10	40.10
100	81510	1300	Econ Dev Part Time Salaries	-	14,790.00	-	-	(14,790.00)	100.00
100	81510	2100	Econ Dev FICA	-	833.09	-	-	(833.09)	100.00
100	81510	3000	Econ Dev Pur Svcs	50,000.00	22,015.00	-	-	27,985.00	44.00
100	81510	3320	Econ Dev Maint Svc Contracts	1,000.00	1,500.00	-	300.00	(800.00)	180.00
100	81510	3500	Econ Dev Printing & Binding	500.00	-	-	-	500.00	-
100	81510	3600	Econ Dev Advertising	-	75.00	-	-	(75.00)	100.00
100	81510	5210	Econ Dev Postal Svcs	50.00	-	-	-	50.00	-
100	81510	5230	Econ Dev Telephone	550.00	500.85	-	9.15	40.00	92.70
100	81510	5500	Econ Dev Travel	1,000.00	5,099.56	-	-	(4,099.56)	510.00
100	81510	5510	Econ Dev Local Mileage	-	185.60	-	-	(185.60)	100.00
100	81510	5800	Econ Dev Miscellaneous Expendi	2,000.00	246.98	-	-	1,753.02	12.30
100	81510	5810	Econ Dev Dues & Memb	12,000.00	9,250.00	-	-	2,750.00	77.10
100	81510	6000	Econ Dev Mat & Sup	1,000.00	206.91	-	-	793.09	20.70
	81510		Total 81510 Office of Economic Deve	68,100.00	54,702.99	-	309.15	13,087.86	80.80
100	81530	5600	Small Bus Dev Ctr Contrib	1,500.00	1,500.00	-	-	-	100.00
	81530		Total 81530 Small Business Dev Cent	1,500.00	1,500.00	-	-	-	100.00
100	81540	5600	Blandy Exp Farm Contrib	3,000.00	3,000.00	-	-	-	100.00

FUND	FUNCTION	OBJ	ACCOUNT DESCRIPTION	REVISED	YTD EXPENDED	MTD	ENC	AVAILABLE	% USED
				BUDGET		EXPENDED		BUDGET	
	81540		Total 81540 Blandy Experimental Far	3,000.00	3,000.00	-	-	-	100.00
100	81550	5600	B'ville Main St Contribution	2,500.00	-	-	-	2,500.00	-
	81550		Total 81550 Berryville Main Street	2,500.00	-	-	-	2,500.00	-
100	81800	1300	HstPrvCom Part Time Salaries	-	75.00	-	-	(75.00)	100.00
100	81800	2100	HstPrvCom FICA	-	5.74	-	-	(5.74)	100.00
100	81800	3000	HstPrvCom Pur Svcs	27,750.00	5,503.50	-	-	22,246.50	19.80
100	81800	3000	HstPrvCom Pur Svcs	-	12,000.00	-	-	(12,000.00)	100.00
100	81800	3160	HstPrvCom Board Member Fees	1,000.00	650.00	-	-	350.00	65.00
100	81800	3600	HstPrvCom Advertising	300.00	286.00	-	-	14.00	95.30
100	81800	5210	HstPrvCom Postal Svcs	50.00	-	-	-	50.00	-
100	81800	5500	HstPrvCom Travel	50.00	-	-	-	50.00	-
	81800		Total 81800 Historic Preservation C	29,150.00	18,520.24	-	-	10,629.76	63.50
100	81910	5600	NSVRC EntityGift	10,776.00	10,775.79	-	-	0.21	100.00
	81910		Total 81910 Northern Shen Valley Re	10,776.00	10,775.79	-	-	0.21	100.00
100	82210	3000	Water Qual Pur Svcs	30,000.00	22,500.00	-	7,500.00	-	100.00
	82210		Total 82210 Water Quality Managemen	30,000.00	22,500.00	-	7,500.00	-	100.00
100	82220	5600	Friends of Shenandoah Contr	8,000.00	8,000.00	-	-	-	100.00
	82220		Total 82220 Friends of the Shenando	8,000.00	8,000.00	-	-	-	100.00
100	82230	1300	BrdSepApp Part Time Salaries	200.00	-	-	-	200.00	-
100	82230	2100	BrdSepApp FICA	15.00	-	-	-	15.00	-
100	82230	3000	BrdSepApp Pur Svcs	500.00	1,147.50	-	-	(647.50)	229.50
100	82230	3160	BrdSepApp Board Member Fees	250.00	225.00	-	-	25.00	90.00
100	82230	3600	BrdSepApp Advertising	500.00	500.50	-	-	(0.50)	100.10
100	82230	5210	BrdSepApp Postal Svcs	100.00	-	-	-	100.00	-
	82230		Total 82230 Board of Septic Appeals	1,565.00	1,873.00	-	-	(308.00)	119.70
100	82400	5600	Lord Fairfax S&W Contr	5,000.00	5,000.00	-	-	-	100.00
	82400		Total 82400 LF Soil & Water Cons Di	5,000.00	5,000.00	-	-	-	100.00
100	82600	1300	Biosolids Part Time Salaries	1,100.00	-	-	-	1,100.00	-
100	82600	2100	Biosolids FICA	46.00	-	-	-	46.00	-
100	82600	2700	Biosolids Workers Comp	22.00	106.10	-	-	(84.10)	482.30
	82600		Total 82600 Bio-solids Application	1,168.00	106.10	-	-	1,061.90	9.10
100	83100	3320	Coop Ext Maint Contracts	800.00	611.52	-	188.48	-	100.00
100	83100	3841	Coop Ext VPI Agent	48,861.00	26,990.04	-	-	21,870.96	55.20
100	83100	5210	Coop Ext Postal Svcs	500.00	145.52	-	-	354.48	29.10
100	83100	5230	Coop Ext Telephone	200.00	-	-	-	200.00	-
100	83100	5810	Coop Ext Dues & Memb	150.00	-	-	-	150.00	-
100	83100	6000	Coop Ext Mat & Sup	1,500.00	58.81	-	-	1,441.19	3.90
	83100		Total 83100 Cooperative Extension P	52,011.00	27,805.89	-	188.48	24,016.63	53.80
100	83400	5600	4-H Center EntityGift	2,300.00	2,300.00	-	-	-	100.00
	83400		Total 83400 4-H Center	2,300.00	2,300.00	-	-	-	100.00
100	91600	1000	Reserve Personal	20,000.00	-	-	-	20,000.00	-
100	91600	3140	Reserve Engineer & Architect	15,000.00	-	-	-	15,000.00	-
100	91600	3150	Reserve Legal Svcs	20,000.00	-	-	-	20,000.00	-
100	91600	8000	Reserve Capital Outlay	6,130.00	-	-	-	6,130.00	-
	91600		Total 91600 Contingency Reserves	61,130.00	-	-	-	61,130.00	-
100	92500	5830	Rev Rf Insurance Claim Reimb	-	17,541.30	-	-	(17,541.30)	100.00
	92500		Total 92500 Rev Refunds - Insurance	-	17,541.30	-	-	(17,541.30)	100.00
100	92600	5830	Rev Rf Ambulance Svcs Refunds	-	647.80	-	-	(647.80)	100.00
	92600		Total 92600 Rev Refunds - Ambulance	-	647.80	-	-	(647.80)	100.00
100	92900	5830	Rev Rf Miscellaneous Refunds	-	100.00	-	-	(100.00)	100.00
	92900		Total 92900 Rev Refunds - Other Mis	-	100.00	-	-	(100.00)	100.00
100	93235	9300	Tsfr to Cons Easement Fund	-	15,000.00	-	-	(15,000.00)	100.00
	93235		Total 93235 Tsfr to Cons Easement F	-	15,000.00	-	-	(15,000.00)	100.00
100	93301	9300	Tsfr to Gen Capital Project Fd	876,697.00	-	-	-	876,697.00	-
	93301		Total 93301 Tsfr to Gen Capital Pro	876,697.00	-	-	-	876,697.00	-
100	93302	9300	Tsfr to Sch Capital Fd	977,387.00	-	-	-	977,387.00	-
	93302		Total 93302 Tsfr to School Construc	977,387.00	-	-	-	977,387.00	-
100			Total 100 General Fund	13,401,387.00	10,582,114.25	-	119,439.77	2,699,832.98	79.90
107	12430	1100	JAS Finance Salaries	445,927.00	443,432.04	-	0.04	2,494.92	99.40
107	12430	1300	JAS Finance Part Time Salaries	5,500.00	4,580.23	-	-	919.77	83.30
107	12430	2100	JAS Finance FICA	32,351.15	32,728.70	-	-	(377.55)	101.20
107	12430	2210	JAS Finance VRS 1&2	57,550.85	58,154.00	-	-	(603.15)	101.00
107	12430	2220	JAS Finance VRS Hybrid	12,355.00	11,376.21	-	-	978.79	92.10
107	12430	2300	JAS Finance Health Ins	57,118.00	51,407.46	-	-	5,710.54	90.00
107	12430	2400	JAS Finance Life Ins	5,845.00	5,808.89	-	-	36.11	99.40
107	12430	2510	JAS Finance Dis Ins Hybrid	213.00	172.65	-	-	40.35	81.10
107	12430	2700	JAS Finance Worker's Comp	849.00	766.40	-	-	82.60	90.30
107	12430	2750	JAS Finance RHCC	5,353.00	5,321.19	-	-	31.81	99.40
107	12430	3000	JAS Finance Pur Svcs	2,000.00	2,500.00	-	-	(500.00)	125.00
107	12430	3120	JAS Finance Finance & Auditing	39,000.00	40,713.62	-	2,500.00	(4,213.62)	110.80

FUND	FUNCTION	OBJ	ACCOUNT DESCRIPTION	REVISED	YTD EXPENDED	MTD	ENC	AVAILABLE	% USED
				BUDGET		EXPENDED		BUDGET	
107	12430	3320	JAS Finance Maint Contracts	-	-	-	(9,900.00)	9,900.00	100.00
107	12430	3600	JAS Finance Advertising	500.00	-	-	-	500.00	-
107	12430	5210	JAS Finance Postal Svcs	1,500.00	1,171.15	-	-	328.85	78.10
107	12430	5230	JAS Finance Telephone	1,300.00	1,352.32	-	-	(52.32)	104.00
107	12430	5500	JAS Finance Travel	2,823.00	1,360.12	-	-	1,462.88	48.20
107	12430	5510	JAS Finance Local Mileage	400.00	-	-	-	400.00	-
107	12430	5810	JAS Finance Dues & Memb	800.00	867.00	-	-	(67.00)	108.40
107	12430	6000	JAS Finance Mat & Sup	1,800.00	1,656.52	-	-	143.48	92.00
	12430		Total 12430 Finance & Purchasing	673,185.00	663,368.50	-	(7,399.96)	17,216.46	97.40
107	12510	3320	JAS IT Maint Contracts	127,200.00	104,753.19	-	9,702.96	12,743.85	90.00
107	12510	6000	JAS IT Mat & Sup	500.00	803.03	-	-	(303.03)	160.60
107	12510	8200	JAS IT Capital Outlay Adds	4,500.00	4,897.00	-	226.60	(623.60)	113.90
	12510		Total 12510 Data Processing/IT	132,200.00	110,453.22	-	9,929.56	11,817.22	91.10
107			Total 107 Joint Administrative Svcs	805,385.00	773,821.72	-	2,529.60	29,033.68	96.40
			Expense Total	14,206,772.00	11,355,935.97	-	121,969.37	2,728,866.66	80.80

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 Morgan's Mill Appalachian Trail								15,000					
4/14/2020 Circuit Court Murder Trial		10,530											
4/14/2020 Commonwealth's Atty Murder Trial		4,880											
4/14/2020 Sheriff Vehicle Damage		10,030											
4/14/2020 Real Estate Assessment System							100,000						
4/21/2020 Electoral Board Germ Shields		2,870											
5/19/2020 Tri-County OIC Head Start Donation								75,000					
5/19/2020 Service Windows Barrier Protection		6,183											
Revised Appropriation	46,592,895	11,578,926	1,672,332	303,818	23,833,352	811,452	2,322,277	2,359,021	251,700	2,519,632	805,385	125,000	10,000
Change to Appropriation	3,218,413	254,402	0	0	0	0	1,201,740	1,682,271	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 Morgan's Mill Appalachian Trail: PATC							3,000						
1/13/2020 Morgan's Mill Appalachian Trail: ATC							4,000						
4/14/2020 Circuit Court Murder Trial		10,530											
4/14/2020 Sheriff Vehicle Damage		10,030											
5/19/2020 Tri-County OIC Head Start Donation								75,000					
Revised Revenue Estimate	17,217,297	3,545,410	1,070,369	156,675	10,478,424	811,452	492,495	378,000	0	212,472	2,000	70,000	0
Change to Revenue Estimate	673,983	192,940	0	0	0	0	217,043	224,000	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	29,375,598	8,033,516	601,963	147,143	13,354,928	0	1,829,782	1,981,021	251,700	2,307,160	803,385	55,000	10,000
Change to Local Tax Funding	2,544,430	61,462	0	0	0	0	984,697	1,458,271	0	0	0	40,000	0

Italics = Proposed actions

Title: General Fund Balance

07/08/20

Source: Clarke County Joint Administrative Services

	<u>PRIOR</u>	<u>CURRENT</u> <u>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	(162,431)	(162,431) Source for Public Safety holiday pay retro. Was -269667
Community Facilities	(311,667)	(302,614) General Use (ex. CCSA) Source for AT access match (8K) & Svc Windows Protection (6,183)
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	(30,000)	(30,000) Was 130,000
FY 19/20 Original Budget Surplus (Deficit)	(590,712)	(590,712)
TOTAL Designations	(7,883,264)	(7,874,211)
FY 20 YTD Expenditure Supplemental	(3,134,360)	(3,218,413)
FY 20 YTD Revenue Supplemental	598,983	673,983
Undesignated	449,827	449,827
<u>Changes to Designations</u>		
<i>Changes to Community Facilities (AT Access)</i>		8,000
<i>Changes to Leave Liability (Public Safety Holiday)</i>		53,618
<i>Changes to Real Estate Assessment Software</i>		100,000
<i>Electoral Board Germ Shields</i>		2,870
<i>Changes to Community Facilities (Svc Windows Barrier Protection)</i>		6,183

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Clarke County
YEAR-TO-DATE BUDGET REPORT

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FOR 2020 13

	ORIGINAL APPROP	TRANFRS/ ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENC/REQ	AVAILABLE BUDGET	PCT USED
301 General Govt Capital Proj Fund							
94110 HVAC System Replacement	0	119,280	119,280	11,522.00	1,600.00	106,158.00	11.0%
94120 Roofing	0	52,732	52,732	.00	.00	52,732.00	.0%
94130 Painting and Flooring	25,000	0	25,000	20,073.18	.00	4,926.82	80.3%
94140 Landscaping	0	10,375	10,375	.00	.00	10,375.00	.0%
94150 Asphalt, Sidewalk, Path	25,000	3,136	28,136	2,759.22	.00	25,376.78	9.8%
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	9,660.86	.00	339.14	96.6%
94320 Auto Replacement	30,000	246	30,246	24,255.69	.00	5,990.31	80.2%
94331 Sheriff's Vehicles	159,000	3,485	162,485	154,995.25	.00	7,489.75	95.4%
94409 Citizen's Convenience Center	0	4,105	4,105	4,105.00	.00	.00	100.0%
94502 Southeastern Coll. Trans Stud	0	44,701	44,701	52,473.74	.00	-7,772.74	117.4%
94508 Josephine School Museum Roof	0	852	852	852.00	.00	.00	100.0%
94509 Morgan's Mill Appalachian Trl	0	15,000	15,000	.00	11,730.00	3,270.00	78.2%
94601 Technology Improvements	40,000	22,129	62,129	40,800.45	2,750.00	18,578.55	70.1%
94603 Mobile Radio System	590,085	311,554	901,639	282,565.50	61,867.00	557,206.50	38.2%
94604 911 Phone System	241,452	0	241,452	34,680.00	43,528.33	163,243.67	32.4%
94606 Telecommunic & Broadband Stud	0	209,513	209,513	99,852.03	.00	109,660.97	47.7%
94702 Swimming Pool	0	55,200	55,200	10,754.00	.00	44,446.00	19.5%
94703 Park Fencing	0	79,007	79,007	6,030.00	.00	72,977.00	7.6%
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	207,021	207,021	102,775.45	97,560.00	6,685.55	96.8%
GRAND TOTAL	1,120,537	1,201,740	2,322,277	863,466.87	226,222.83	1,232,587.30	46.9%

** END OF REPORT - Generated by Brenda Bennett **