



Board of Supervisors Committee Meeting Packet

Monday, January 11, 2021

Personnel Committee 9:30 am

Organizational Meeting
& 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, January 11, 2020 9:30 am

<i>Item No.</i>	<i>Description</i>	<i>Page</i>
A.	Expiration of Term for appointments expiring through March 2021	3

Appointments by Expiration Through March 2021

			<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>October 2020</i>					
Board of Social Services			4 Yr		
Gray	Lynn	Berryville District	7/17/2018	10/21/2020	4/16/2014
Resigned 10/21/2020, term ends 7/15/2022					
Appointed by BOS; 2 Term Limit - eligible for reappointment 2 years after expiration of second term; Oath of Office Required - Clerk of Circuit Court; BOS appoints 3 qualified citizens of the county, 1 of whom may be a member of the BOS ; § 15.2-412.					
<i>December 2020</i>					
Board of Zoning Appeals			5 Yr		
Brumback	Clay	White Post District	4/1/2019	12/15/2020	12/20/2017
BoS Recommendation Alternate moved to full member 12/15/2020, term exp 2/15/2024					
Appointed by Circuit Court; BOS letter of recommendation to Clerk. Oath of Office Required - Clerk of Circuit Court; 5 total members: 1 member may be on the Planning Commission Pg 1114 Supv Manual; other 4 have been generally 1 from each magisterial district, although not required.; Section 7-A-1 of the Zoning Ord states: "The Board shall consist of 5 residents of Clarke Co. Members of the Board shall hold no other public office in the locality except that 1 may be a member of the Clarke Co Planning Commission."					
Community Policy and Management Team			3 Yr		
Goshen	Lisa	Parent Representative	11/21/2017	12/31/2020	11/21/2017
Complete unexpired term of Audrey Brown					
2.2-5205 shall include, at a minimum, at least one elected official or appointed official or his designee from the governing body of a locality that is a member of the team, & the local agency heads or their designees of the following community agencies: community services board established pursuant to § 37.2-501, juvenile court services unit, dept of health, dss, & the local school div. The team shall also include a rep of a private org or assoc of providers for children's or family services if such organizations or associations are located within the locality, & a parent representative. Parent representatives who are employed by a public or private program that receives funds pursuant to this chapter or agencies represented on a community policy and management team may serve as a parent representative provided that they do not, as a part of their employment, interact directly on a regular and daily basis with children or supervise employees who interact directly on a daily basis with children. Notwithstanding this provision, foster parents may serve as parent representatives. Those persons appointed to represent community agencies shall be authorized to make policy and funding decisions for their agencies. COI - Parent & Private - SOEI file at time of original appointment only					
Northwestern Community Services Board					
Brown	Audrey	White Post District	11/21/2017	12/31/2020	11/17/2015
1st full term 12/31/2017 thru 12/31/2020					
2 Clarke County Members; 3 Term Limit [AKA Chapter 10 Board; 37.2-501(A)]					

February 2021

			<i>Appt Date</i>	<i>Exp Date</i>	<i>Orig Appt Date:</i>
Board of Zoning Appeals			5 Yr		
Means	Howard	Millwood District	2/15/2016	2/15/2021	11/17/2009

Appointed by Circuit Court; BOS letter of recommendation to Clerk. Oath of Office Required - Clerk of Circuit Court; 5 total members: 1 member may be on the Planning Commission Pg 1114 Supv Manual; other 4 have been generally 1 from each magisterial district, although not required.; Section 7-A-1 of the Zoning Ord states: "The Board shall consist of 5 residents of Clarke Co. Members of the Board shall hold no other public office in the locality except that 1 may be a member of the Clarke Co Planning Commission."

March 2021

Lord Fairfax Emergency Medical Services Council			1 yr		
Wilson	Wade	Career Representative	6/16/2020	3/15/2021	8/15/2018

Term true expiration is 8/15/2021, set 03/15/2021 because recommendation has to be sent by April 1.

07-2018: LFEMSC bylaw change annual reappointment and recommendations by the Board be made no later than April 1 [60 days prior to annual meeting] of each year for the June LFEMSC Annual Meeting.

Trent	Carolyn	Medical Professional	6/16/2020	3/15/2021	8/15/2018
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Term true expiration is 8/15/2021, set 03/15/2021 because recommendation has to be sent by April 1.

07-2018: LFEMSC bylaw change annual reappointment and recommendations by the Board be made no later than April 1 [60 days prior to annual meeting] of each year for the June LFEMSC Annual Meeting.

Conrad	Bryan H.	Volunteer Representative; White Post District	6/16/2020	3/15/2021	6/17/2014
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Term true expiration is 8/15/2021, set 03/15/2021 because recommendation has to be sent by April 1.

07-2018: LFEMSC bylaw change annual reappointment and recommendations by the Board be made no later than April 1 [60 days prior to annual meeting] of each year for the June LFEMSC Annual Meeting.



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

January 11, 2021, 10:00 AM, Meeting Room AB

<i>Item No.</i>	<i>Description</i>	<i>Page</i>
A.	Organizational Items:	
	– Elect Chair	5
	– Elect Vice-Chair	5
	– Set Meeting Date, Time, and Location	6
	– Adopt Rules of Procedure	7
	– 2020 Chair Appointments Review	34
	– Annual Distribution: Information Only	
	○ Code of Virginia Title 2.2. Administration of Government Chapter 37. Virginia Freedom of Information Act	37
	○ Code of Virginia Title 42.1. Libraries Chapter 7. Virginia Public Records Act	93
B.	Work Session Items:	
	– Policy for allowing parcels in easement to retire all remaining DURs	101
	Reminders:	
	– 2021 Conflict of Interest mailed Monday, December 28, 2020, due in Clarke County Administrations by 5 pm, Monday, February 1, 2021.	

2021 Clarke County Board of Supervisors Meeting Schedule

<i>Meeting Type</i>	<i>Day</i>	<i>Date</i>	<i>Time</i>	<i>Additional Info</i>
Work Session*	Monday	January 11	10:00 am	2021 Organizational Meeting
Regular Meeting	Tuesday	January 19	1 pm	
Work Session*	Monday	February 8	10:00 am	
Regular Meeting	Tuesday	February 16	1 pm	
Work Session*	Monday	March 8	10:00 am	
Regular Meeting	Tuesday	March 16	1 pm	
Work Session*	Tuesday	April 12	10:00 am	
Regular Meeting	Tuesday	April 20	1 pm	
Work Session*	Monday	May 10	10:00 am	
Regular Meeting	Tuesday	May 18	1 pm	
Work Session*	Monday	June 7	10:00 am	
Regular Meeting	Tuesday	June 15	1 pm	
Work Session*	Monday	July 12	10:00 am	
Regular Meeting	Tuesday	July 20	1 pm	
Work Session*	Monday	August 9	10:00 am	
Regular Meeting	Tuesday	August 17	1 pm	
Work Session*	Monday	September 13	10:00 am	
Regular Meeting	Tuesday	September 21	1 pm	
Work Session*	Tuesday	October 12	10:00 am	
Regular Meeting	Tuesday	October 19	1 pm	
Work Session*	Monday	November 8	10:00 am	
Regular Meeting	Wednesday	November 17	1 pm	<i>87th VACo Conference November 13-16</i>
Work Session	Monday	December 13	10:00 am	
Regular Meeting	Tuesday	December 21	1 pm	

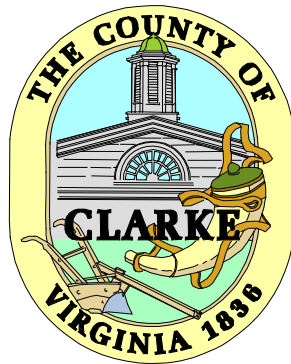
Unless otherwise noted, Regular Meetings are held in the Main Meeting Room, Work Sessions and Committee Meetings are held in Meeting Room AB in the Berryville Clarke County Government Center, 2nd Floor, 101 Chalmers Court, Berryville, Virginia

*Note: Unless otherwise noted, BoS Personnel Committee Meetings typically start at 9:30 am on Work Session days; BoS Finance Committee Meetings typically start immediately after Work Sessions.

Agenda Items / Packet Material due by 5 pm on the Monday one week prior to the scheduled meeting.

Clarke County, Virginia Board of Supervisors

Rules of Procedure



Rules of Procedure

Record of Revision

<i>Revision No.</i>	<i>Revision Date</i>	<i>Description of Change</i>
8	01/09/2012	Section 4-1 Order of Business: Add Item j) Joint Administrative Services Board Monthly Update; move Board of Supervisors Committee Status Reports before Closed Session; move f) Citizen Comment Period and g) Department of Transportation Matters below item c) and re-letter; add to first sentence "normally"
9	1/7/2013	Change Article IV —Conduct Of Business Section 4-1. Order of Business Move Citizen Comment Period to Item C after Adoption of Agenda.
10	1/13/2014	Article 1 Meetings Section 1-11. Limitations on duration and hour of meetings; Adjournment change from three [3] to four [4] hours. Article IV – Conduct of Business Section 4-1. Order of Business d) School Board Update add [as requested]
11	1/12/2015	Add Section 1-12. Electronic Participation in Meetings from Remote Locations
N/A	1/11/2016	Reviewed – No Change
N/A	1/09/2017	Reviewed – No Change
12	1/08/2018	Amend and replace Section 4.2 Adoption of Agenda
13	08/29/2018	Amend and retitle "Section 1-12. Electronic Participation in Meetings from Remote Locations" to "Section 1-12 Meetings held through electronic communication means" as set forth in § 2.2-3708.2. Sections §2.2-3708 and §2.2-3708.1 repealed by Acts 2018
14	01/06/2020	Section 4.4 – Citizen Comment Period: Delete "and only issues that are not scheduled for future Public Hearings may be addressed", Change five minutes to three minute limit (3 locations all in Section 4.4, Add "unless granted additional time by the Chair".

Rules of Procedure

Record of Revisions

<i>Revision No.</i>	<i>Revision Date</i>	<i>Description of Change</i>
New	01/15/02	New Document
1	01/21/03	For consistent language, use Chair and Vice Chair throughout document. Information map and add attachment section: Closed Meetings Procedure, Sample Sign-in Sheets Citizen Comments and Public Hearing
N/A	1/12/04	Reviewed and adopted as written – no change
2	1/18/05	Page 13, Article IV Conduct of Business, Section 4-1. Order of Business, Item J Public Hearings be moved to G; Item I Scheduled Presentations moved to H, and the section renumbered accordingly
3	1/17/06	<i>2006 date set for Board meetings is the third Tuesday of each month beginning at 2:00 pm; The alternate date for meetings for 2006 was set for 2:00 pm on the Thursday following the regularly-scheduled Tuesday; Page 12 Conduct of Business move Item (g) Public Hearings to Item (n) and list Item (e) Citizens' Comment in afternoon and evening session as Item (m)</i>
4	3/20/07	<i>2007 regular meeting date and alternate remain unchanged. Start time changed from 2:00 pm to 1:00 pm. Section 4-5 Scheduled Presentations add bullet "The bias of the Board is that the Chair . . . rest of the Board at the meeting."</i>
5	01/12/2009	Amend Section 1-1. Annual Meeting; Schedule of Regular Meetings Main Meeting Room, Berryville Clarke County Joint Government Center, Board of Supervisors' Meeting Room of the Circuit Courthouse, Berryville, Virginia; ; Amend Section 3-3. Posting and Notice and included with the calendars mailed pursuant to § 2.2-3707(E) of the Code of Virginia, as amended.; Amend Section 5-6. Order of Speaking; Remove Attachment C
6	01/01/2010	Amend 1-8 Reconsideration of Motions, Etc., Upon Which Vote Has Been: Remove At any meeting of the Board, ... Add - A motion to reconsider may only be made at the meeting at which the vote was taken, or at the next succeeding regular meeting of the Board or at any intervening meeting of the Board before the next succeeding regular meeting of the Board. Announced 4-1 Order of Business: Add School Board Update after Adoption of Agenda, Add Board Member Committee Status Reports after Closed Session [when necessary]
7	01/01/2011	3.3 change from www.co.clarke.va.us to www.clarkecounty.gov ; 3.4 change from the Public Library to official County website ; add Individuals desiring complete paper copies . . . ;

Rules of Procedure

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Rules of Procedure

Article I—Meetings

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

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

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

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

Section 1-2. Special Meetings

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

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

Section 1-3. Adjourned Meetings

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

Section 1-4. Quorum and Method of Voting

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

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

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

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

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

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

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

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

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

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

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

Rules of Procedure

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

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

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

Section 1-10. Board to Sit with Open Doors

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

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

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

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

Meetings of the Board of Supervisors shall not continue for more than four [4] consecutive hours or later than 10:00 pm without the consent of a majority of the members present.

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

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

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

Rules of Procedure

Section 1-12.
Meetings held through
electronic
communication means
policy and approval
process

Policy:

It is the policy of Clarke County Board of Supervisors that its individual members may participate in meetings of the Board of Supervisors by electronic means as permitted by Virginia Code § 2.2-3708.2. This policy shall apply to the entire membership and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting.

Whenever an individual member wishes to participate from a remote location, the law requires a quorum of Board of Supervisors to be physically assembled at the primary or central meeting location, and there must be arrangements for the voice of the remote participant to be heard by all persons at the primary or central meeting location.

When such individual participation is due to an emergency or personal matter, **such participation is limited by law to two meetings of the public body per member each calendar year, whichever is fewer.**

Note: Nothing in this section shall be construed to prohibit the use of interactive audio or video means to expand public participation.

Approval Process:

Automatic Approval with Vote if Challenged.

Individual participation from a remote location shall be approved unless such participation would violate this policy or the provisions of the Virginia Freedom of Information Act.

If a member's participation from a remote location is challenged, then the Board of Supervisors shall vote whether to allow such participation.

If Board of Supervisors votes to disapprove of the member's participation because such participation would violate this policy, such disapproval shall be recorded in the minutes with specificity.

Disability or Medical Condition or Personal Matter Prevents Physical Attendance (Applies to all public bodies):

- 1) Physically assembled quorum is required;
-

Rules of Procedure

- 2) Remote member's voice must be heard by all;
- 3) Member must notify chair of inability to attend due to temporary or permanent disability or other medical condition that prevents physical attendance on or before the day of the meeting;
- 4) Fact of disability or medical condition must be recorded in the minutes;
- 5) Remote location must be recorded in the minutes; and,
- 6) Member's remote participation must be in accord with the policy on electronic participation adopted by the public body. While the fact that a disability or medical condition prevents the members' physical attendance must be recorded in the minutes, it is not required to identify the specific disability or medical condition.
- 7) Member participating through electronic communications means under this section may make motions, vote, join in closed meetings, and otherwise participate fully as if he or she was physically present.

Examples:

- Temporary hospitalization or confined to home;
- Contagious illness; or
- Any permanent physical disability that prevents travel to the meeting location.

If the procedural requirements are not met, however, then the member may only monitor the meeting (i.e., listen or watch, depending on the technology used) and cannot otherwise participate.

The remote location where the member using electronic communications is does not have to be open to the public under these provisions.

Personal Matter Prevents Attendance:

- 1) Physically assembled quorum is required;
 - 2) Remote member's voice must be heard by all;
 - 3) Remote member must notify chair of the public body on or before the day of the meeting;
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Rules of Procedure

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- 4) Nature of the emergency or personal matter must be identified;
 - 5) Nature of the personal matter must be recorded in the minutes;
 - 6) Remote location must be recorded in the minutes; and
 - 7) Participation because of a personal matter that prevents attendance is limited to two (2) meetings per calendar year.

If a member's participation is disapproved because it would violate the public body's policy on participation, that fact must be recorded in the minutes with specificity. However, the member may continue to monitor the meeting from the remote location, but may not participate in the proceeding and may not be counted as present at the meeting.

Examples:

- Flat tire on the way to the meeting, call in from cell phone at side of the road;
- Traffic congestion or stoppage;
- Personal, family, or business emergency; or
- Blizzard, flood, or other sudden severe weather conditions that prevent travel to the meeting location.
- Business trip;
- Family trip; or
- Scheduling conflicts.

Monitoring a meeting:

As stated above, if a member of a public body cannot meet the procedural requirements to participate in a meeting by electronic communication means, the member may still monitor the meeting by listening or watching by electronic communication means. However, the member cannot be counted as present and cannot participate.

In such a situation, as a matter of best practices, it is suggested that the chair of the public body make a statement to inform the public and the other members, such as "Please observe that [member name] could not attend today's meeting, but is [listening/watching] the meeting [by speakerphone, videoconference, or whatever electronic communication means is being utilized]. However, [member name] is only monitoring the meeting. [He/she] is not counted as present, and cannot make motions, vote, or otherwise participate.

Rules of Procedure

State of Emergency Declared by the Governor (Applies to all public bodies)

Any public body may meet by electronic communication means without a quorum of the public body physically assembled at one location when the Governor has declared a state of emergency in accordance with § 44-146.17, subject to the follow procedures and conditions:

- a. The catastrophic nature of the declared emergency makes it impracticable or unsafe to assemble a quorum in a single location; and
- b. The purpose of the meeting is to address the emergency.

In addition, the public body must:

- a. Give public notice using the best available method given the nature of the emergency, which notice shall be given contemporaneously with the notice provided members of the local public body conducting the meeting;
 - b. Make arrangements for public access to such meeting;
 - c. Otherwise comply with the provisions of § 2.2-3708.2.
 - d. State in the minutes the nature of the emergency, the fact that the meeting was held by electronic communication means, and the type of electronic communication means by which the meeting was held.
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Rules of Procedure

Article II—Officers

*Section 2-1. Chair
and Vice Chair*

At the annual or organizational meeting of the Board of Supervisors, as described in Section 1-3 hereof, the Board shall elect from its membership a Chair and a Vice Chair, each of whom shall serve for a one-year term expiring on December 31st of the same year in which he or she is elected, provided however, that unless the term of office has expired and the member has not been re-elected, the Chair and Vice-Chair shall serve until their respective successor(s) shall have been elected and qualify.

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

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

*Section 2-2. Authority
of the Chair*

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

The Chair shall preserve order and decorum at all meetings.

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

*Section 2-2 Authority
of the Chair
Continued*

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

- Any person so expelled shall not be readmitted for the remainder of the meeting from which he was expelled.
 - Any person who has been so expelled and who at a later meeting again engages in words or actions justifying expulsion may be barred from
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Rules of Procedure

attendance at future meetings of the Board for a specified and reasonable period of time not to exceed six months or upon a still subsequent expulsion, a period not to exceed one year, either by the Chair, subject to appeal to the board, or by motion passed by the Board.

The Chair shall have the power to administer an oath of honesty to any person concerning any matter submitted to the Board, or, connected with its powers and duties. The power to administer an oath granted to the Chair in this section shall be no greater than the same power authorized by Section 15.2-1410 of the Code of Virginia, 1950, as amended.

Section 2-3. Clerk

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

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

Rules of Procedure

Article III—Agenda

Section 3-1. Preparation

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

- Supporting information for every item to be placed on the Regular Meeting Agenda shall be received in the Office of the County Administrator before the close of the working day on the Monday that falls in the week immediately prior to the regularly scheduled Board meeting.
 - Agendas for special meetings shall be prepared as far in advance as the circumstances necessitating the special meeting allow.
 - The clerk shall include on the agenda all matters for which a written request and supporting information have been received in advance of the deadline herein established.
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Section 3-2. Delivery

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

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

Section 3-3. Posting and Notice

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

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

Section 3-4. Copies

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

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

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

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**Article IV—Conduct Of
Business**

*Section 4-1. Order of
Business*

At meetings of the Board, the order of business should normally be as follows:

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

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

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

*Section 4-2. Adoption
of Agenda*

The Agenda for adoption shall be the agenda prepared and delivered as required in Article III.

The Board shall not take action on any matter not identified in the agenda.

The Board shall not approve additions to the published agenda except for matters requiring the immediate action of the Board on official County business,

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the nature of which demands deliberation and action and for which the Board cannot schedule timely deliberation and action at its next regular meeting or at a specially called session meeting the requirements of § 2.2-3707. Should a matter arise that requires immediate deliberation and action by the Board, the Chair shall, upon determining the matter is not properly identified on the agenda, call for a motion adding the matter to the agenda and identifying need for immediate action, the call for a special meeting, or directing the matter be placed on the next regular meeting agenda.

This procedure shall not be construed to prohibit the reporting of information by and between Board members and staff or identifying matters requested or recommended for future discussion or decision, or matters of interest to individual members or future meetings of other bodies nor notice of future items or meetings of interest to one or more members of the Board.

Section 4-3. Consent Agenda

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

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

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

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

Section 4-4. Citizen Comment Period.

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

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

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the issue they want to address, and their place of residence on the register provided.

Each speaker at a Citizen's Comment Period shall be limited to one appearance at each regular meeting of the Board. Individuals speaking during the Citizens' Comment Period shall be subject to a three minute time limitation unless granted additional time by the Chair.

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

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

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

*Section 4-5.
Scheduled
Presentations*

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

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

- Such request must be in the Clerk's hands not later than the Agenda deadline specified in Section 3-1 hereof.
 - The bias of the Board is that the Chair should honor all such requests and the person making the request should be allowed at least ~~five (5)~~ 3 minutes of meeting time to address the Board. However, the Chair may delay the request to a future meeting or decline the request entirely if the meeting schedule is full or the topic is deemed to be inappropriate. Any such action on the part of the Chair must be reported to the rest of the Board at the meeting.
-

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- Only the person requesting to make the presentation may do so, unless otherwise permitted by the Chair, and every such speaker shall be subject to a three minute time limit for the presentation itself, which limit can be extended with agreement of the Chair.
 - Board Member questions and discussion of the material presented shall not be subject to any time limit.
 - Persons making presentations should be prepared to answer questions and provide detailed information in response to questions from members of the Board.
-

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Article V – Public Hearings

Section 5-1. Format for Public Hearings

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

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

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

Section 5-2. Order of Business

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

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

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

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

Section 5-4. Staff and/or applicant presentation

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

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

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

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*Section 5-5. Public
Comment*

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

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

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

*Section 5-6. Order
of Speaking*

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

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

*Section 5-7.
Presentation of
Comments*

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

*Section 5-8.
Supervisors'
Questions*

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

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

*Section 5-9. Close
of Hearing*

When the Chair of the Board shall have closed a Public Hearing no further public comments shall be received.

At the close of the public hearing, the Board of Supervisors shall, at its discretion, act or defer action upon the matter set for public hearing. In the event the Board

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defers action to a later date, the record shall be left open to receive written comments up until the time that a vote is taken.

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**Article VI—Citizen
Responsibilities**

*Section 6-1.
Application of Rules.*

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

*Section 6-2.
Addressing the Board.*

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

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

*Section 6-3. Conduct
while Speaking*

Persons speaking at a meeting of the Board of Supervisors shall do so in a courteous manner.

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

*Section 6-4. Name
and place of
residence.*

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

*Section 6-5.
Organizational
Representation*

Any person speaking at any portion of a meeting designated for public comment, who represents himself as being an officer or representative of an organization, group, association, corporation, or other entity, shall, upon request of a member of the Board,

- (a) Disclose for the organization, group, association, corporation, or other entity,
 - (b) The history,
 - (c) Size,
-

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- (d) Dues,
- (e) Structure,
- (f) Date of creation,
- (g) Requirements for membership,
- (h) Tax status; and
- (i) Shall reveal the organizations method of determining its official position, and
- (j) The speaker's authority to represent the organization.

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

Section 6-6. Order of Speaking

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

Section 6-7. Time Limits

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

Section 6-8. Registration.

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

Section 6-9. Written copy of comments

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

Section 6-10. Information sources

No person who speaks or otherwise presents information during any portion of a meeting designated for public comment shall knowingly present false or untrue information to the Board of Supervisors, and shall, upon request of any Board Member, provide the source of any information presented.

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**Article VII—
Appointments**

*Section 7-1.
Appointments*

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

**Article VIII—
Amendments**

*Section 8-1.
Amendments*

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

Attachments

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

Rules of Procedure

Attachment A – Closed Meetings Procedure

Closed Meetings can be held only for discussion of certain limited topics and can be entered only from a properly convened public meeting upon motion of a member of the Board of Supervisors. Most frequently, the Board of Supervisors convenes a closed session to discuss one of the following:

- Specific Employees or appointees of the Board - §2.2-3711-A1
- Acquisition or Sale of Property - §2.2-3711-A3
- Privacy of individuals in personal matters - §2.2-3711-A4
- Discussion of unannounced business location - §2.2-3711-A5
- Discussion of the investment of public funds where competition or bargaining is involved - §2.2-3711-A6
- Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body; and consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel. - §2.2-3711-A7
- Discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body - §2.2-3711-A29

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

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

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

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

Next, a member of the Board should:

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

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

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Attachment B – Citizen Comment Period – Sign-In Sheet

Citizen Comment Period - Sign-In Sheet

Name (Please Print)	Address	Topic
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		

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

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

End of document.

2020 Board of Supervisors Assignments By Supervisor

	<i>Position</i>	<i>Appt Date</i>	<i>Exp Date</i>
Matthew Bass			
Board of Septic & Well Appeals	BoS - Appointed Member	5/19/2020	12/31/2020
Board of Supervisors Finance Committee	BoS - Alternate	5/19/2020	12/31/2020
Clarke County Library Advisory Council	BoS - Liaison	5/19/2020	12/31/2020
Clarke County Planning Commission	BoS - Appointed Member	5/19/2020	12/31/2020
Clarke County Sheriff's Office	BoS - Liaison	5/19/2020	12/31/2020
Fire & EMS Commission	BoS - Alternate	5/19/2020	12/31/2020
Josephine School Community Museum Board	BoS - Liaison	5/19/2020	12/31/2020
Legislative Liaison and High Growth Coalition	BoS - Liaison	5/19/2020	12/31/2020
Northern Shenandoah Valley Regional Commission	BoS - Alternate	5/19/2020	12/31/2020
Northwestern Regional Juvenile Detention Center Commission	BoS - Liaison	5/19/2020	12/31/2020
Towns and Villages: Berryville	BoS - Liaison - Alternate	5/19/2020	12/31/2020
Chris Boies			
BCCGC Joint Building Committee	County Administrator		
Berryville/Clarke County Joint Committee for Economic Development and Tourism	County Administrator		
Joint Administrative Services Board	County Administrator		
Northwestern Regional Jail Authority	BoS - Appointed Member	12/17/2019	12/31/2020
Regional Airport Authority	BoS - Alternate	1/21/2020	12/31/2020
Terri T. Catlett			
Board of Supervisors Finance Committee	BoS - Appointed Member	1/21/2020	12/31/2020
Board of Supervisors Personnel Committee	BoS - Alternate	1/21/2020	12/31/2020
Career and Technical Education Advisory Committee	BoS - Appointed Member	1/21/2020	12/31/2020
Clarke County Historic Preservation Commission	BoS - Liaison	1/21/2020	12/31/2020
Clarke County Humane Foundation	BoS - Liaison	1/21/2020	12/31/2020
Clarke County School Board	BoS - Liaison	1/21/2020	12/31/2020

Tuesday, January 5, 2021

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	<i>Position</i>	<i>Appt Date</i>	<i>Exp Date</i>
Community Policy and Management Team	BoS - Appointed Member	1/21/2020	12/31/2020
Conservation Easement Authority	BoS - Appointed Member	1/21/2020	12/31/2020
Parks & Recreation Advisory Board	BoS - Liaison	1/21/2020	12/31/2020
Strategic Planning Committee	BoS - Appointed Member	1/21/2020	12/31/2020
Towns and Villages: Boyce	BoS - Liaison - Alternate	1/21/2020	12/31/2020
Towns and Villages: Millwood	BoS - Liaison	1/21/2020	12/31/2020
Towns and Villages: Pine Grove	BoS - Liaison	1/21/2020	12/31/2020

Doug Lawrence

Berryville/Clarke County Joint Committee for Economic Development and Tourism	BoS - Appointed Member	2/18/2020	12/31/2020
Board of Social Services	BoS - Appointed Member	1/21/2020	12/31/2020
Broadband Implementation Committee	BoS - Appointed Member	6/8/2020	12/31/2020
Clarke County Planning Commission	BoS - Alternate	1/21/2020	12/31/2020
Clarke County School Board	BoS - Alternate	1/21/2020	12/31/2020
Northwest Regional Adult Drug Treatment Court Advisory Committee	BoS - Appointed Member	1/21/2020	12/31/2020
Northwestern Regional Jail Authority	BOS - Liaison - Alternate	1/21/2020	12/31/2020

Beverly B. McKay

Agricultural & Forestal District Advisory Committee	BoS - Appointed Member	1/21/2020	12/31/2020
BCCGC Joint Building Committee	BoS - Appointed Member	1/21/2020	12/31/2020
Board of Septic & Well Appeals	BoS - Alternate	1/21/2020	12/31/2020
Board of Supervisors	Vice Chair	1/6/2020	12/31/2020
Board of Supervisors Finance Committee	BoS - Alternate	1/21/2020	12/31/2020
Board of Supervisors Personnel Committee	BoS - Appointed Member	1/21/2020	12/31/2020
Broadband Implementation Committee	BoS - Appointed Member	1/21/2020	12/31/2020
Building and Grounds	BoS - Appointed Member	1/21/2020	12/31/2020
Clarke County Sanitary Authority	BoS - Liaison	1/21/2020	12/31/2020
Economic Development Advisory Committee	BoS - Appointed Member	1/21/2020	12/31/2020
Housing and Community Services Board	BoS - Appointed Member	1/21/2020	12/31/2020

	<i>Position</i>	<i>Appt Date</i>	<i>Exp Date</i>
Joint Administrative Services Board	BoS - Alternate	1/21/2020	12/31/2020
Northern Shenandoah Valley Regional Commission	BoS - Appointed Member	1/21/2020	12/31/2020
Regional Airport Authority	BoS - Alternate	1/21/2020	12/31/2020
Towns and Villages: Berryville	BoS - Liaison	1/21/2020	12/31/2020
Towns and Villages: Boyce	BoS - Liaison	1/21/2020	12/31/2020
Towns and Villages: White Post	BoS - Liaison	1/21/2020	12/31/2020

David S. Weiss

Berryville/Clarke County Joint Committee for Economic Development and Tourism	BoS - Appointed Member	1/21/2020	12/31/2020
Board of Supervisors	Chair	1/6/2020	12/31/2020
Board of Supervisors Finance Committee	BoS - Appointed Member	1/21/2020	12/31/2020
Board of Supervisors Personnel Committee	BoS - Appointed Member	1/21/2020	12/31/2020
Building and Grounds	BoS - Alternate	1/21/2020	12/31/2020
Conservation Easement Authority	BoS - Alternate	1/21/2020	12/31/2020
Emergency Services	BoS - Chair	1/21/2020	12/31/2020
Fire & EMS Commission	BoS - Representative	1/21/2020	12/31/2020
Industrial Development Authority of the Clarke County	BoS - Liaison	1/21/2020	12/31/2020
Joint Administrative Services Board	BoS - Appointed Member	1/21/2020	12/31/2020
Towns and Villages: Pine Grove	BoS - Liaison	1/21/2020	12/31/2020

Chapter 37. Virginia Freedom of Information Act

§ 2.2-3700. Short title; policy

A. This chapter may be cited as "The Virginia Freedom of Information Act."

B. By enacting this chapter, the General Assembly ensures the people of the Commonwealth ready access to public records in the custody of a public body or its officers and employees, and free entry to meetings of public bodies wherein the business of the people is being conducted. The affairs of government are not intended to be conducted in an atmosphere of secrecy since at all times the public is to be the beneficiary of any action taken at any level of government. Unless a public body or its officers or employees specifically elect to exercise an exemption provided by this chapter or any other statute, every meeting shall be open to the public and all public records shall be available for inspection and copying upon request. All public records and meetings shall be presumed open, unless an exemption is properly invoked.

The provisions of this chapter shall be liberally construed to promote an increased awareness by all persons of governmental activities and afford every opportunity to citizens to witness the operations of government. Any exemption from public access to records or meetings shall be narrowly construed and no record shall be withheld or meeting closed to the public unless specifically made exempt pursuant to this chapter or other specific provision of law. This chapter shall not be construed to discourage the free discussion by government officials or employees of public matters with the citizens of the Commonwealth.

All public bodies and their officers and employees shall make reasonable efforts to reach an agreement with a requester concerning the production of the records requested.

Any ordinance adopted by a local governing body that conflicts with the provisions of this chapter shall be void.

1968, c. 479, § 2.1-340; 1976, c. 467, § 2.1-340.1; 1989, c. 358; 1990, c. 538; 1999, cc. [703](#), [726](#); 2001, c. [844](#); 2002, c. [393](#).

§ 2.2-3701. Definitions

As used in this chapter, unless the context requires a different meaning:

"Closed meeting" means a meeting from which the public is excluded.

"Electronic communication" means the use of technology having electrical, digital, magnetic, wireless, optical, electromagnetic, or similar capabilities to transmit or receive information.

"Emergency" means an unforeseen circumstance rendering the notice required by this chapter impossible or impracticable and which circumstance requires immediate action.

"Information" as used in the exclusions established by §§ [2.2-3705.1](#) through [2.2-3705.7](#), means the content within a public record that references a specifically identified subject matter, and shall not be interpreted to require the production of information that is not embodied in a public record.

"Meeting" or "meetings" means the meetings including work sessions, when sitting physically, or through electronic communication means pursuant to § 2.2-3708.2, as a body or entity, or as an informal assemblage of (i) as many as three members or (ii) a quorum, if less than three, of the constituent membership, wherever held, with or without minutes being taken, whether or not votes are cast, of any public body. Neither the gathering of employees of a public body nor the gathering or attendance of two or more members of a public body (a) at any place or function where no part of the purpose of such gathering or attendance is the discussion or transaction of any public business, and such gathering or attendance was not called or prearranged with any purpose of discussing or transacting any business of the public body, or (b) at a public forum, candidate appearance, or debate, the purpose of which is to inform the electorate and not to transact public business or to hold discussions relating to the transaction of public business, even though the performance of the members individually or collectively in the conduct of public business may be a topic of discussion or debate at such public meeting, shall be deemed a "meeting" subject to the provisions of this chapter.

"Open meeting" or "public meeting" means a meeting at which the public may be present.

"Public body" means any legislative body, authority, board, bureau, commission, district or agency of the Commonwealth or of any political subdivision of the Commonwealth, including cities, towns and counties, municipal councils, governing bodies of counties, school boards and planning commissions; governing boards of public institutions of higher education; and other organizations, corporations or agencies in the Commonwealth supported wholly or principally by public funds. It shall include (i) the Virginia Birth-Related Neurological Injury Compensation Program and its board of directors established pursuant to Chapter 50 (§ 38.2-5000 et seq.) of Title 38.2 and (ii) any committee, subcommittee, or other entity however designated, of the public body created to perform delegated functions of the public body or to advise the public body. It shall not exclude any such committee, subcommittee or entity because it has private sector or citizen members. Corporations organized by the Virginia Retirement System are "public bodies" for purposes of this chapter.

For the purposes of the provisions of this chapter applicable to access to public records, constitutional officers and private police departments as defined in § 9.1-101 shall be considered public bodies and, except as otherwise expressly provided by law, shall have the same obligations to disclose public records as other custodians of public records.

"Public records" means all writings and recordings that consist of letters, words or numbers, or their equivalent, set down by handwriting, typewriting, printing, photostating, photography, magnetic impulse, optical or magneto-optical form, mechanical or electronic recording or other form of data compilation, however stored, and regardless of physical form or characteristics, prepared or owned by, or in the possession of a public body or its officers, employees or agents in the transaction of public business.

"Regional public body" means a unit of government organized as provided by law within defined boundaries, as determined by the General Assembly, which unit includes two or more localities.

"Scholastic records" means those records containing information directly related to a student or an applicant for admission and maintained by a public body that is an educational agency or institution or by a person acting for such agency or institution.

"Trade secret" means the same as that term is defined in the Uniform Trade Secrets Act (§ 59.1-

336 et seq.).

1968, c. 479, § 2.1-341; 1970, c. 456; 1974, c. 332; 1975, c. 307; 1977, c. 677; 1978, cc. 573, 826; 1979, cc. 369, 687; 1980, c. 754; 1984, c. 252; 1989, c. 358; 1990, c. 538; 1993, cc. 270, 720; 1994, cc. 845, 931; 1996, c. 609; 1997, c. 641; 1999, cc. 703, 726; 2001, c. 844; 2002, c. 393; 2003, c. 897; 2007, c. 945; 2008, cc. 233, 789; 2010, c. 706; 2011, c. 242; 2015, cc. 131, 195, 224; 2016, cc. 620, 716; 2017, cc. 616, 778; 2018, cc. 54, 55; 2019, c. 358.

§ 2.2-3702. Notice of chapter

Any person elected, reelected, appointed or reappointed to any body not excepted from this chapter shall (i) be furnished by the public body's administrator or legal counsel with a copy of this chapter within two weeks following election, reelection, appointment or reappointment and (ii) read and become familiar with the provisions of this chapter.

1976, c. 467, § 2.1-341.1; 1999, cc. 703, 726; 2001, c. 844; 2002, c. 393.

§ 2.2-3703. Public bodies and records to which chapter inapplicable; voter registration and election records; access by persons incarcerated in a state, local, or federal correctional facility

A. The provisions of this chapter shall not apply to:

1. The Virginia Parole Board, except that (i) information from the Virginia Parole Board providing the number of inmates considered by the Board for discretionary parole, the number of inmates granted or denied parole, and the number of parolees returned to the custody of the Department of Corrections solely as a result of a determination by the Board of a violation of parole shall be open to inspection and available for release, on a monthly basis, as provided by § 2.2-3704; (ii) all guidance documents, as defined in § 2.2-4101, shall be public records and subject to the provisions of this chapter; and (iii) all records concerning the finances of the Virginia Parole Board shall be public records and subject to the provisions of this chapter. The information required by clause (i) shall be furnished by offense, sex, race, age of the inmate, and the locality in which the conviction was obtained, upon the request of the party seeking the information. The information required by clause (ii) shall include all documents establishing the policy of the Board or any change in or clarification of such policy with respect to grant, denial, deferral, revocation, or supervision of parole or geriatric release or the process for consideration thereof, and shall be clearly and conspicuously posted on the Board's website. However, such information shall not include any portion of any document reflecting the application of any policy or policy change or clarification of such policy to an individual inmate;

2. Petit juries and grand juries;

3. Family assessment and planning teams established pursuant to § 2.2-5207;

4. Sexual assault response teams established pursuant to § 15.2-1627.4, except that records relating to (i) protocols and policies of the sexual assault response team and (ii) guidelines for the community's response established by the sexual assault response team shall be public records and subject to the provisions of this chapter;

5. Multidisciplinary child sexual abuse response teams established pursuant to § 15.2-1627.5;

6. The Virginia State Crime Commission; and

7. The records maintained by the clerks of the courts of record, as defined in § 1-212, for which

clerks are custodians under § 17.1-242, and courts not of record, as defined in § 16.1-69.5, for which clerks are custodians under § 16.1-69.54, including those transferred for storage, maintenance, or archiving. Such records shall be requested in accordance with the provisions of §§ 16.1-69.54:1 and 17.1-208, as appropriate. However, other records maintained by the clerks of such courts shall be public records and subject to the provisions of this chapter.

B. Public access to voter registration and election records shall be governed by the provisions of Title 24.2 and this chapter. The provisions of Title 24.2 shall be controlling in the event of any conflict.

C. No provision of this chapter or Chapter 21 (§ 30-178 et seq.) of Title 30 shall be construed to afford any rights to any person (i) incarcerated in a state, local or federal correctional facility, whether or not such facility is (a) located in the Commonwealth or (b) operated pursuant to the Corrections Private Management Act (§ 53.1-261 et seq.) or (ii) civilly committed pursuant to the Sexually Violent Predators Act (§ 37.2-900 et seq.). However, this subsection shall not be construed to prevent such persons from exercising their constitutionally protected rights, including, but not limited to, their right to call for evidence in their favor in a criminal prosecution.

1999, cc. 703, 726, § 2.1-341.2; 2001, c. 844; 2003, cc. 989, 1018; 2004, cc. 398, 690; 2007, cc. 438, 548, 626; 2017, c. 620; 2018, cc. 127, 584; 2019, c. 729.

§ 2.2-3703.1. Disclosure pursuant to court order or subpoena

Nothing contained in this chapter shall have any bearing upon disclosures required to be made pursuant to any court order or subpoena. No discretionary exemption from mandatory disclosure shall be construed to make records covered by such discretionary exemption privileged under the rules of discovery, unless disclosure is otherwise prohibited by law.

2014, c. 319.

§ 2.2-3704. Public records to be open to inspection; procedure for requesting records and responding to request; charges; transfer of records for storage, etc

A. Except as otherwise specifically provided by law, all public records shall be open to citizens of the Commonwealth, representatives of newspapers and magazines with circulation in the Commonwealth, and representatives of radio and television stations broadcasting in or into the Commonwealth during the regular office hours of the custodian of such records. Access to such records shall be provided by the custodian in accordance with this chapter by inspection or by providing copies of the requested records, at the option of the requester. The custodian may require the requester to provide his name and legal address. The custodian of such records shall take all necessary precautions for their preservation and safekeeping.

B. A request for public records shall identify the requested records with reasonable specificity. The request need not make reference to this chapter in order to invoke the provisions of this chapter or to impose the time limits for response by a public body. Any public body that is subject to this chapter and that is the custodian of the requested records shall promptly, but in all cases within five working days of receiving a request, provide the requested records to the requester or make one of the following responses in writing:

1. The requested records are being entirely withheld. Such response shall identify with reasonable particularity the volume and subject matter of withheld records, and cite, as to each

category of withheld records, the specific Code section that authorizes the withholding of the records.

2. The requested records are being provided in part and are being withheld in part. Such response shall identify with reasonable particularity the subject matter of withheld portions, and cite, as to each category of withheld records, the specific Code section that authorizes the withholding of the records.

3. The requested records could not be found or do not exist. However, if the public body that received the request knows that another public body has the requested records, the response shall include contact information for the other public body.

4. It is not practically possible to provide the requested records or to determine whether they are available within the five-work-day period. Such response shall specify the conditions that make a response impossible. If the response is made within five working days, the public body shall have an additional seven work days in which to provide one of the four preceding responses.

C. Any public body may petition the appropriate court for additional time to respond to a request for records when the request is for an extraordinary volume of records or requires an extraordinarily lengthy search, and a response by the public body within the time required by this chapter will prevent the public body from meeting its operational responsibilities. Before proceeding with the petition, however, the public body shall make reasonable efforts to reach an agreement with the requester concerning the production of the records requested.

D. Subject to the provisions of subsection G, no public body shall be required to create a new record if the record does not already exist. However, a public body may abstract or summarize information under such terms and conditions as agreed between the requester and the public body.

E. Failure to respond to a request for records shall be deemed a denial of the request and shall constitute a violation of this chapter.

F. A public body may make reasonable charges not to exceed its actual cost incurred in accessing, duplicating, supplying, or searching for the requested records. No public body shall impose any extraneous, intermediary, or surplus fees or expenses to recoup the general costs associated with creating or maintaining records or transacting the general business of the public body. Any duplicating fee charged by a public body shall not exceed the actual cost of duplication. The public body may also make a reasonable charge for the cost incurred in supplying records produced from a geographic information system at the request of anyone other than the owner of the land that is the subject of the request. However, such charges shall not exceed the actual cost to the public body in supplying such records, except that the public body may charge, on a pro rata per acre basis, for the cost of creating topographical maps developed by the public body, for such maps or portions thereof, which encompass a contiguous area greater than 50 acres. All charges for the supplying of requested records shall be estimated in advance at the request of the citizen. The period within which the public body shall respond under this section shall be tolled for the amount of time that elapses between notice of the cost estimate and the response of the requester. If the public body receives no response from the requester within 30 days of sending the cost estimate, the request shall be deemed to be withdrawn.

G. Public records maintained by a public body in an electronic data processing system, computer database, or any other structured collection of data shall be made available to a requester at a

reasonable cost, not to exceed the actual cost in accordance with subsection F. When electronic or other databases are combined or contain exempt and nonexempt records, the public body may provide access to the exempt records if not otherwise prohibited by law, but shall provide access to the nonexempt records as provided by this chapter.

Public bodies shall produce nonexempt records maintained in an electronic database in any tangible medium identified by the requester, including, where the public body has the capability, the option of posting the records on a website or delivering the records through an electronic mail address provided by the requester, if that medium is used by the public body in the regular course of business. No public body shall be required to produce records from an electronic database in a format not regularly used by the public body. However, the public body shall make reasonable efforts to provide records in any format under such terms and conditions as agreed between the requester and public body, including the payment of reasonable costs. The excision of exempt fields of information from a database or the conversion of data from one available format to another shall not be deemed the creation, preparation, or compilation of a new public record.

H. In any case where a public body determines in advance that charges for producing the requested records are likely to exceed \$200, the public body may, before continuing to process the request, require the requester to pay a deposit not to exceed the amount of the advance determination. The deposit shall be credited toward the final cost of supplying the requested records. The period within which the public body shall respond under this section shall be tolled for the amount of time that elapses between notice of the advance determination and the response of the requester.

I. Before processing a request for records, a public body may require the requester to pay any amounts owed to the public body for previous requests for records that remain unpaid 30 days or more after billing.

J. In the event a public body has transferred possession of public records to any entity, including but not limited to any other public body, for storage, maintenance, or archiving, the public body initiating the transfer of such records shall remain the custodian of such records for purposes of responding to requests for public records made pursuant to this chapter and shall be responsible for retrieving and supplying such public records to the requester. In the event a public body has transferred public records for storage, maintenance, or archiving and such transferring public body is no longer in existence, any public body that is a successor to the transferring public body shall be deemed the custodian of such records. In the event no successor entity exists, the entity in possession of the public records shall be deemed the custodian of the records for purposes of compliance with this chapter, and shall retrieve and supply such records to the requester. Nothing in this subsection shall be construed to apply to records transferred to the Library of Virginia for permanent archiving pursuant to the duties imposed by the Virginia Public Records Act (§ 42.1-76 et seq.). In accordance with § 42.1-79, the Library of Virginia shall be the custodian of such permanently archived records and shall be responsible for responding to requests for such records made pursuant to this chapter.

1968, c. 479, § 2.1-342; 1973, c. 461; 1974, c. 332; 1975, cc. 307, 312; 1976, cc. 640, 709; 1977, c. 677; 1978, c. 810; 1979, cc. 682, 684, 686, 689; 1980, cc. 678, 754; 1981, cc. 456, 464, 466, 589; 1982, cc. 225, 449, 452, 560, 635; 1983, cc. 372, 462, 607; 1984, cc. 85, 395, 433, 513, 532; 1985, cc. 81, 155, 502, 618; 1986, cc. 273, 291, 383, 469, 592; 1987, cc. 401, 491, 581; 1988, cc. 39, 151, 395, 411, 891, 902; 1989, cc. 56, 358, 478; 1990, cc. 217, 538, 721, 819, 968; 1991, cc. 213, 561;

1992, cc. 40, 150, 167, 200, 203, 207, 593, 612; 1993, cc. 205, 270, 296, 537, 552, 638, 750, 883; 1994, cc. 485, 532, 606, 839, 853, 918; 1995, cc. 299, 362, 499, 562, 638, 722, 812, 837; 1996, cc. 168, 469, 589, 599, 783, 786, 794, 855, 862, 902, 905, 1001, 1046; 1997, cc. 198, 295, 439, 567, 636, 641, 777, 782, 785, 838, 861; 1998, cc. 427, 891; 1999, cc. 438, 703, 726; 2001, c. 844; 2002, cc. 715, 830; 2003, cc. 275, 981, 1021; 2007, c. 439; 2009, c. 626; 2010, c. 627; 2011, c. 604; 2016, cc. 620, 716; 2017, c. 778; 2020, c. 1142.

§ 2.2-3704.01. Records containing both excluded and nonexcluded information; duty to redact

No provision of this chapter is intended, nor shall it be construed or applied, to authorize a public body to withhold a public record in its entirety on the grounds that some portion of the public record is excluded from disclosure by this chapter or by any other provision of law. A public record may be withheld from disclosure in its entirety only to the extent that an exclusion from disclosure under this chapter or other provision of law applies to the entire content of the public record. Otherwise, only those portions of the public record containing information subject to an exclusion under this chapter or other provision of law may be withheld, and all portions of the public record that are not so excluded shall be disclosed.

2016, cc. 620, 716.

§ 2.2-3704.1. Posting of notice of rights and responsibilities by state and local public bodies; assistance by the Freedom of Information Advisory Council

A. All state public bodies subject to the provisions of this chapter, any county or city, any town with a population of more than 250, and any school board shall make available the following information to the public upon request and shall post a link to such information on the homepage of their respective official public government websites:

1. A plain English explanation of the rights of a requester under this chapter, the procedures to obtain public records from the public body, and the responsibilities of the public body in complying with this chapter. For purposes of this section, "plain English" means written in nontechnical, readily understandable language using words of common everyday usage and avoiding legal terms and phrases or other terms and words of art whose usage or special meaning primarily is limited to a particular field or profession;
2. Contact information for the FOIA officer designated by the public body pursuant to § 2.2-3704.2 to (i) assist a requester in making a request for records or (ii) respond to requests for public records;
3. A general description, summary, list, or index of the types of public records maintained by such public body;
4. A general description, summary, list, or index of any exemptions in law that permit or require such public records to be withheld from release;
5. Any policy the public body has concerning the type of public records it routinely withholds from release as permitted by this chapter or other law; and
6. The following statement: "A public body may make reasonable charges not to exceed its actual cost incurred in accessing, duplicating, supplying, or searching for the requested records. No public body shall impose any extraneous, intermediary, or surplus fees or expenses to recoup the general costs associated with creating or maintaining records or transacting the general business of the public body. Any duplicating fee charged by a public body shall not exceed the actual cost

of duplication. All charges for the supplying of requested records shall be estimated in advance at the request of the citizen as set forth in subsection F of § 2.2-3704 of the Code of Virginia."

B. Any state public body subject to the provisions of this chapter and any county or city, and any town with a population of more than 250, shall post a link on its official public government website to the online public comment form on the Freedom of Information Advisory Council's website to enable any requester to comment on the quality of assistance provided to the requester by the public body.

C. The Freedom of Information Advisory Council, created pursuant to § 30-178, shall assist in the development and implementation of the provisions of subsection A, upon request.

2004, c. 730;2009, c. 626;2014, c. 421;2016, c. 748;2017, cc. 645, 778.

§ 2.2-3704.2. Public bodies to designate FOIA officer

A. All state public bodies, including state authorities, that are subject to the provisions of this chapter and all local public bodies and regional public bodies that are subject to the provisions of this chapter shall designate and publicly identify one or more Freedom of Information Act officers (FOIA officer) whose responsibility is to serve as a point of contact for members of the public in requesting public records and to coordinate the public body's compliance with the provisions of this chapter.

B. For such state public bodies, the name and contact information of the public body's FOIA officer to whom members of the public may direct requests for public records and who will oversee the public body's compliance with the provisions of this chapter shall be made available to the public upon request and be posted on the respective public body's official public government website at the time of designation and maintained thereafter on such website for the duration of the designation.

C. For such local public bodies and regional public bodies, the name and contact information of the public body's FOIA officer to whom members of the public may direct requests for public records and who will oversee the public body's compliance with the provisions of this chapter shall be made available in a way reasonably calculated to provide notice to the public, including posting at the public body's place of business, posting on its official public government website, or including such information in its publications.

D. For the purposes of this section, local public bodies shall include constitutional officers.

E. Any such FOIA officer shall possess specific knowledge of the provisions of this chapter and be trained at least once during each consecutive period of two calendar years commencing with the date on which he last completed a training session by legal counsel for the public body or the Virginia Freedom of Information Advisory Council (the Council) or through an online course offered by the Council. Any such training shall document that the training required by this subsection has been fulfilled.

F. The name and contact information of a FOIA officer trained by legal counsel of a public body shall be (i) submitted to the Council by July 1 of the year a FOIA officer is initially trained on a form developed by the Council for that purpose and (ii) updated in a timely manner in the event of any changes to such information.

G. The Council shall maintain on its website a listing of all FOIA officers, including name,

contact information, and the name of the public body such FOIA officers serve.

2016, c. [748](#);2017, cc. [290](#), [778](#);2020, c. [1141](#).

§ 2.2-3704.3. Training for local officials

A. The Virginia Freedom of Information Advisory Council (the Council) or the local government attorney shall provide in-person or online training sessions for local elected officials and the executive directors and members of industrial development authorities and economic development authorities, as created by the Industrial Development and Revenue Bond Act (§ [15.2-4900](#) et seq.), on the provisions of this chapter.

B. Each local elected official and the executive director and members of each industrial development authority and economic development authority, as created by the Industrial Development and Revenue Bond Act, shall complete a training session described in subsection A within two months after assuming the local elected office and thereafter at least once during each consecutive period of two calendar years commencing with the date on which he last completed a training session, for as long as he holds such office. No penalty shall be imposed on a local elected official or an executive director or member of an industrial development authority or an economic development authority for failing to complete a training session.

C. The clerk of each governing body or school board shall maintain records indicating the names of elected officials and executive directors and members of industrial development authorities and economic development authorities subject to the training requirements in subsection B and the dates on which each such official completed training sessions satisfying such requirements. Such records shall be maintained for five years in the office of the clerk of the respective governing body or school board.

D. For purposes of this section, "local elected officials" shall include constitutional officers.

2019, c. [531](#);2020, cc. [76](#), [80](#), [904](#).

§ 2.2-3705. Repealed

Repealed by Acts 2004, c. [690](#).

§ 2.2-3705.1. Exclusions to application of chapter; exclusions of general application to public bodies

The following information contained in a public record is excluded from the mandatory disclosure provisions of this chapter but may be disclosed by the custodian in his discretion, except where such disclosure is prohibited by law. Redaction of information excluded under this section from a public record shall be conducted in accordance with § [2.2-3704.01](#).

1. Personnel information concerning identifiable individuals, except that access shall not be denied to the person who is the subject thereof. Any person who is the subject of such information and who is 18 years of age or older may waive, in writing, the protections afforded by this subdivision. If the protections are so waived, such information shall be disclosed. Nothing in this subdivision shall be construed to authorize the withholding of any resumes or applications submitted by persons who are appointed by the Governor pursuant to § [2.2-106](#) or [2.2-107](#).

No provision of this chapter or any provision of Chapter 38 (§ [2.2-3800](#) et seq.) shall be construed as denying public access to (i) contracts between a public body and its officers or employees, other than contracts settling public employee employment disputes held confidential as

personnel records under § 2.2-3705.1;(ii) records of the name, position, job classification, official salary, or rate of pay of, and records of the allowances or reimbursements for expenses paid to, any officer, official, or employee of a public body; or (iii) the compensation or benefits paid by any corporation organized by the Virginia Retirement System or its officers or employees. The provisions of this subdivision, however, shall not require public access to records of the official salaries or rates of pay of public employees whose annual rate of pay is \$10,000 or less.

2. Written advice of legal counsel to state, regional or local public bodies or the officers or employees of such public bodies, and any other information protected by the attorney-client privilege.

3. Legal memoranda and other work product compiled specifically for use in litigation or for use in an active administrative investigation concerning a matter that is properly the subject of a closed meeting under § 2.2-3711.

4. Any test or examination used, administered or prepared by any public body for purposes of evaluation of (i) any student or any student's performance, (ii) any employee or employment seeker's qualifications or aptitude for employment, retention, or promotion, or (iii) qualifications for any license or certificate issued by a public body.

As used in this subdivision, "test or examination" shall include (a) any scoring key for any such test or examination and (b) any other document that would jeopardize the security of the test or examination. Nothing contained in this subdivision shall prohibit the release of test scores or results as provided by law, or limit access to individual records as provided by law. However, the subject of such employment tests shall be entitled to review and inspect all records relative to his performance on such employment tests.

When, in the reasonable opinion of such public body, any such test or examination no longer has any potential for future use, and the security of future tests or examinations will not be jeopardized, the test or examination shall be made available to the public. However, minimum competency tests administered to public school children shall be made available to the public contemporaneously with statewide release of the scores of those taking such tests, but in no event shall such tests be made available to the public later than six months after the administration of such tests.

5. Records recorded in or compiled exclusively for use in closed meetings lawfully held pursuant to § 2.2-3711. However, no record that is otherwise open to inspection under this chapter shall be deemed exempt by virtue of the fact that it has been reviewed or discussed in a closed meeting.

6. Vendor proprietary information software that may be in the public records of a public body. For the purpose of this subdivision, "vendor proprietary information software" means computer programs acquired from a vendor for purposes of processing data for agencies or political subdivisions of the Commonwealth.

7. Computer software developed by or for a state agency, public institution of higher education in the Commonwealth, or political subdivision of the Commonwealth.

8. Appraisals and cost estimates of real property subject to a proposed purchase, sale, or lease, prior to the completion of such purchase, sale, or lease.

9. Information concerning reserves established in specific claims administered by the Department of the Treasury through its Division of Risk Management as provided in Article 5 (§

2.2-1832 et seq.) of Chapter 18, or by any county, city, or town; and investigative notes, correspondence and information furnished in confidence with respect to an investigation of a claim or a potential claim against a public body's insurance policy or self-insurance plan. However, nothing in this subdivision shall prevent the disclosure of information taken from inactive reports upon expiration of the period of limitations for the filing of a civil suit.

10. Personal contact information furnished to a public body for the purpose of receiving electronic mail from the public body, provided that the electronic mail recipient has requested that the public body not disclose such information. However, access shall not be denied to the person who is the subject of the record. As used in this subdivision, "personal contact information" means the information provided to the public body for the purpose of receiving electronic mail from the public body and includes home or business (i) address, (ii) email address, or (iii) telephone number or comparable number assigned to any other electronic communication device.

11. Communications and materials required to be kept confidential pursuant to § 2.2-4119 of the Virginia Administrative Dispute Resolution Act (§ 2.2-4115 et seq.).

12. Information relating to the negotiation and award of a specific contract where competition or bargaining is involved and where the release of such information would adversely affect the bargaining position or negotiating strategy of the public body. Such information shall not be withheld after the public body has made a decision to award or not to award the contract. In the case of procurement transactions conducted pursuant to the Virginia Public Procurement Act (§ 2.2-4300 et seq.), the provisions of this subdivision shall not apply, and any release of information relating to such transactions shall be governed by the Virginia Public Procurement Act.

13. Account numbers or routing information for any credit card, debit card, or other account with a financial institution of any person or public body. However, access shall not be denied to the person who is the subject of the information. For the purposes of this subdivision, "financial institution" means any organization authorized to do business under state or federal laws relating to financial institutions, including, without limitation, banks and trust companies, savings banks, savings and loan companies or associations, and credit unions.

1999, cc. 485, 518, 703, 726, 793, 849, 852, 867, 868, 881, § 2.1-342.01; 2000, cc. 66, 237, 382, 400, 430, 583, 589, 592, 594, 618, 632, 657, 720, 932, 933, 947, 1006, 1064; 2001, cc. 288, 518, 844, § 2.2-3705; 2002, cc. 87, 155, 242, 393, 478, 481, 499, 522, 571, 572, 633, 655, 715, 798, 830; 2003, cc. 274, 307, 327, 332, 358, 704, 801, 884, 891, 893, 897, 968; 2004, c. 690; 2010, c. 553; 2016, cc. 620, 716, 729; 2017, cc. 140, 778.

§ 2.2-3705.2. Exclusions to application of chapter; records relating to public safety

The following information contained in a public record is excluded from the mandatory disclosure provisions of this chapter but may be disclosed by the custodian in his discretion, except where such disclosure is prohibited by law. Redaction of information excluded under this section from a public record shall be conducted in accordance with § 2.2-3704.01.

1. Confidential information, including victim identity, provided to or obtained by staff in a rape crisis center or a program for battered spouses.

2. Information that describes the design, function, operation, or access control features of any security system, whether manual or automated, which is used to control access to or use of any

automated data processing or telecommunications system.

3. Information that would disclose the security aspects of a system safety program plan adopted pursuant to Federal Transit Administration regulations by the Commonwealth's designated Rail Fixed Guideway Systems Safety Oversight agency; and information in the possession of such agency, the release of which would jeopardize the success of an ongoing investigation of a rail accident or other incident threatening railway safety.

4. Information concerning security plans and specific assessment components of school safety audits, as provided in § 22.1-279.8.

Nothing in this subdivision shall be construed to prevent the disclosure of information relating to the effectiveness of security plans after (i) any school building or property has been subjected to fire, explosion, natural disaster, or other catastrophic event or (ii) any person on school property has suffered or been threatened with any personal injury.

5. Information concerning the mental health assessment of an individual subject to commitment as a sexually violent predator under Chapter 9 (§ 37.2-900 et seq.) of Title 37.2 held by the Commitment Review Committee; except that in no case shall information identifying the victims of a sexually violent predator be disclosed.

6. Subscriber data provided directly or indirectly by a communications services provider to a public body that operates a 911 or E-911 emergency dispatch system or an emergency notification or reverse 911 system if the data is in a form not made available by the communications services provider to the public generally. Nothing in this subdivision shall prevent the disclosure of subscriber data generated in connection with specific calls to a 911 emergency system, where the requester is seeking to obtain public records about the use of the system in response to a specific crime, emergency or other event as to which a citizen has initiated a 911 call.

For the purposes of this subdivision:

"Communications services provider" means the same as that term is defined in § 58.1-647.

"Subscriber data" means the name, address, telephone number, and any other information identifying a subscriber of a communications services provider.

7. Subscriber data collected by a local governing body in accordance with the Enhanced Public Safety Telephone Services Act (§ 56-484.12 et seq.) and other identifying information of a personal, medical, or financial nature provided to a local governing body in connection with a 911 or E-911 emergency dispatch system or an emergency notification or reverse 911 system if such records are not otherwise publicly available.

Nothing in this subdivision shall prevent the disclosure of subscriber data generated in connection with specific calls to a 911 emergency system, where the requester is seeking to obtain public records about the use of the system in response to a specific crime, emergency or other event as to which a citizen has initiated a 911 call.

For the purposes of this subdivision:

"Communications services provider" means the same as that term is defined in § 58.1-647.

"Subscriber data" means the name, address, telephone number, and any other information

identifying a subscriber of a communications services provider.

8. Information held by the Virginia Military Advisory Council or any commission created by executive order for the purpose of studying and making recommendations regarding preventing closure or realignment of federal military and national security installations and facilities located in Virginia and relocation of such facilities to Virginia, or a local or regional military affairs organization appointed by a local governing body, that would (i) reveal strategies under consideration or development by the Council or such commission or organizations to prevent the closure or realignment of federal military installations located in Virginia or the relocation of national security facilities located in Virginia, to limit the adverse economic effect of such realignment, closure, or relocation, or to seek additional tenant activity growth from the Department of Defense or federal government or (ii) disclose trade secrets provided to the Council or such commission or organizations in connection with their work.

In order to invoke the trade secret protection provided by clause (ii), the submitting entity shall, in writing and at the time of submission (a) invoke this exclusion, (b) identify with specificity the information for which such protection is sought, and (c) state the reason why such protection is necessary. Nothing in this subdivision shall be construed to prevent the disclosure of all or part of any record, other than a trade secret that has been specifically identified as required by this subdivision, after the Department of Defense or federal agency has issued a final, unappealable decision, or in the event of litigation, a court of competent jurisdiction has entered a final, unappealable order concerning the closure, realignment, or expansion of the military installation or tenant activities, or the relocation of the national security facility, for which records are sought.

9. Information, as determined by the State Comptroller, that describes the design, function, operation, or implementation of internal controls over the Commonwealth's financial processes and systems, and the assessment of risks and vulnerabilities of those controls, including the annual assessment of internal controls mandated by the State Comptroller, if disclosure of such information would jeopardize the security of the Commonwealth's financial assets. However, records relating to the investigation of and findings concerning the soundness of any fiscal process shall be disclosed in a form that does not compromise internal controls. Nothing in this subdivision shall be construed to prohibit the Auditor of Public Accounts or the Joint Legislative Audit and Review Commission from reporting internal control deficiencies discovered during the course of an audit.

10. Information relating to the Statewide Agencies Radio System (STARS) or any other similar local or regional public safety communications system that (i) describes the design, function, programming, operation, or access control features of the overall system, components, structures, individual networks, and subsystems of the STARS or any other similar local or regional communications system or (ii) relates to radio frequencies assigned to or utilized by STARS or any other similar local or regional communications system, code plugs, circuit routing, addressing schemes, talk groups, fleet maps, encryption, or programming maintained by or utilized by STARS or any other similar local or regional public safety communications system.

11. Information concerning a salaried or volunteer Fire/EMS company or Fire/EMS department if disclosure of such information would reveal the telephone numbers for cellular telephones, pagers, or comparable portable communication devices provided to its personnel for use in the performance of their official duties.

12. Information concerning the disaster recovery plans or the evacuation plans in the event of fire, explosion, natural disaster, or other catastrophic event for hospitals and nursing homes regulated by the Board of Health pursuant to Chapter 5 (§ 32.1-123 et seq.) of Title 32.1 provided to the Department of Health. Nothing in this subdivision shall be construed to prevent the disclosure of information relating to the effectiveness of executed evacuation plans after the occurrence of fire, explosion, natural disaster, or other catastrophic event.

13. Records received by the Department of Criminal Justice Services pursuant to §§ 9.1-184, 22.1-79.4, and 22.1-279.8 or for purposes of evaluating threat assessment teams established by a public institution of higher education pursuant to § 23.1-805 or by a private nonprofit institution of higher education, to the extent such records reveal security plans, walk-through checklists, or vulnerability and threat assessment components.

14. Information contained in (i) engineering, architectural, or construction drawings; (ii) operational, procedural, tactical planning, or training manuals; (iii) staff meeting minutes; or (iv) other records that reveal any of the following, the disclosure of which would jeopardize the safety or security of any person; governmental facility, building, or structure or persons using such facility, building, or structure; or public or private commercial office, multifamily residential, or retail building or its occupants:

- a. Critical infrastructure information or the location or operation of security equipment and systems of any public building, structure, or information storage facility, including ventilation systems, fire protection equipment, mandatory building emergency equipment or systems, elevators, electrical systems, telecommunications equipment and systems, or utility equipment and systems;
- b. Vulnerability assessments, information not lawfully available to the public regarding specific cybersecurity threats or vulnerabilities, or security plans and measures of an entity, facility, building structure, information technology system, or software program;
- c. Surveillance techniques, personnel deployments, alarm or security systems or technologies, or operational or transportation plans or protocols; or
- d. Interconnectivity, network monitoring, network operation centers, master sites, or systems related to the Statewide Agencies Radio System (STARS) or any other similar local or regional public safety communications system.

The same categories of records of any person or entity submitted to a public body for the purpose of antiterrorism response planning or cybersecurity planning or protection may be withheld from disclosure if such person or entity in writing (a) invokes the protections of this subdivision, (b) identifies with specificity the records or portions thereof for which protection is sought, and (c) states with reasonable particularity why the protection of such records from public disclosure is necessary to meet the objective of antiterrorism, cybersecurity planning or protection, or critical infrastructure information security and resilience. Such statement shall be a public record and shall be disclosed upon request.

Any public body receiving a request for records excluded under clauses (a) and (b) of this subdivision 14 shall notify the Secretary of Public Safety and Homeland Security or his designee of such request and the response made by the public body in accordance with § 2.2-3704.

Nothing in this subdivision 14 shall prevent the disclosure of records relating to (1) the structural

or environmental soundness of any such facility, building, or structure or (2) an inquiry into the performance of such facility, building, or structure after it has been subjected to fire, explosion, natural disaster, or other catastrophic event.

As used in this subdivision, "critical infrastructure information" means the same as that term is defined in 6 U.S.C. § 131.

15. Information held by the Virginia Commercial Space Flight Authority that is categorized as classified or sensitive but unclassified, including national security, defense, and foreign policy information, provided that such information is exempt under the federal Freedom of Information Act, 5 U.S.C. § 552.

1999, cc. [485](#), [518](#), [703](#), [726](#), [793](#), [849](#), [852](#), [867](#), [868](#), [881](#), § 2.1-342.01; 2000, cc. [66](#), [237](#), [382](#), [400](#), [430](#), [583](#), [589](#), [592](#), [594](#), [618](#), [632](#), [657](#), [720](#), [932](#), [933](#), [947](#), [1006](#), [1064](#); 2001, cc. [288](#), [518](#), [844](#), § 2.2-3705; 2002, cc. [87](#), [155](#), [242](#), [393](#), [478](#), [481](#), [499](#), [522](#), [571](#), [572](#), [633](#), [655](#), [715](#), [798](#), [830](#); 2003, cc. [274](#), [307](#), [327](#), [332](#), [358](#), [704](#), [801](#), [884](#), [891](#), [893](#), [897](#), [968](#); 2004, cc. [398](#), [482](#), [690](#), [770](#); 2005, c. [410](#); 2008, c. [721](#); 2009, c. [418](#); 2010, c. [672](#); 2011, cc. [111](#), [536](#); 2012, cc. [617](#), [803](#), [835](#); 2013, c. [600](#); 2015, c. [183](#); 2016, cc. [554](#), [620](#), [716](#), [717](#); 2017, c. [778](#); 2018, cc. [52](#), [741](#); 2019, c. [358](#).

§ 2.2-3705.3. Exclusions to application of chapter; records relating to administrative investigations

The following information contained in a public record is excluded from the mandatory disclosure provisions of this chapter but may be disclosed by the custodian in his discretion, except where such disclosure is prohibited by law. Redaction of information excluded under this section from a public record shall be conducted in accordance with § [2.2-3704.01](#).

1. Information relating to investigations of applicants for licenses and permits, and of all licensees and permittees, made by or submitted to the Virginia Alcoholic Beverage Control Authority, the Virginia Lottery, the Virginia Racing Commission, the Department of Agriculture and Consumer Services relating to investigations and applications pursuant to Article 1.1:1 (§ [18.2-340.15](#) et seq.) of Chapter 8 of Title 18.2, or the Private Security Services Unit of the Department of Criminal Justice Services.
2. Records of active investigations being conducted by the Department of Health Professions or by any health regulatory board in the Commonwealth pursuant to § [54.1-108](#).
3. Investigator notes, and other correspondence and information, furnished in confidence with respect to an active investigation of individual employment discrimination complaints made to the Department of Human Resource Management, to such personnel of any local public body, including local school boards, as are responsible for conducting such investigations in confidence, or to any public institution of higher education. However, nothing in this subdivision shall prevent the disclosure of information taken from inactive reports in a form that does not reveal the identity of charging parties, persons supplying the information, or other individuals involved in the investigation.
4. Records of active investigations being conducted by the Department of Medical Assistance Services pursuant to Chapter 10 (§ [32.1-323](#) et seq.) of Title 32.1.
5. Investigative notes and other correspondence and information furnished in confidence with respect to an investigation or conciliation process involving an alleged unlawful discriminatory practice under the Virginia Human Rights Act (§ [2.2-3900](#) et seq.) or under any local ordinance

adopted in accordance with the authority specified in § 2.2-524, or adopted pursuant to § 15.2-965, or adopted prior to July 1, 1987, in accordance with applicable law, relating to local human rights or human relations commissions. However, nothing in this subdivision shall prevent the distribution of information taken from inactive reports in a form that does not reveal the identity of the parties involved or other persons supplying information.

6. Information relating to studies and investigations by the Virginia Lottery of (i) lottery agents, (ii) lottery vendors, (iii) lottery crimes under §§ 58.1-4014 through 58.1-4018, (iv) defects in the law or regulations that cause abuses in the administration and operation of the lottery and any evasions of such provisions, or (v) the use of the lottery as a subterfuge for organized crime and illegal gambling where such information has not been publicly released, published or copyrighted. All studies and investigations referred to under clauses (iii), (iv), and (v) shall be open to inspection and copying upon completion of the study or investigation.

7. Investigative notes, correspondence and information furnished in confidence, and records otherwise exempted by this chapter or any Virginia statute, provided to or produced by or for (i) the Auditor of Public Accounts; (ii) the Joint Legislative Audit and Review Commission; (iii) an appropriate authority as defined in § 2.2-3010 with respect to an allegation of wrongdoing or abuse under the Fraud and Abuse Whistle Blower Protection Act (§ 2.2-3009 et seq.); (iv) the Office of the State Inspector General with respect to an investigation initiated through the Fraud, Waste and Abuse Hotline or an investigation initiated pursuant to Chapter 3.2 (§ 2.2-307 et seq.); (v) internal auditors appointed by the head of a state agency or by any public institution of higher education; (vi) the committee or the auditor with respect to an investigation or audit conducted pursuant to § 15.2-825; or (vii) the auditors, appointed by the local governing body of any county, city, or town or a school board, who by charter, ordinance, or statute have responsibility for conducting an investigation of any officer, department, or program of such body. Information contained in completed investigations shall be disclosed in a form that does not reveal the identity of the complainants or persons supplying information to investigators. Unless disclosure is excluded by this subdivision, the information disclosed shall include the agency involved, the identity of the person who is the subject of the complaint, the nature of the complaint, and the actions taken to resolve the complaint. If an investigation does not lead to corrective action, the identity of the person who is the subject of the complaint may be released only with the consent of the subject person. Local governing bodies shall adopt guidelines to govern the disclosure required by this subdivision.

8. The names, addresses, and telephone numbers of complainants furnished in confidence with respect to an investigation of individual zoning enforcement complaints or complaints relating to the Uniform Statewide Building Code (§ 36-97 et seq.) or the Statewide Fire Prevention Code (§ 27-94 et seq.) made to a local governing body.

9. Records of active investigations being conducted by the Department of Criminal Justice Services pursuant to Article 4 (§ 9.1-138 et seq.), Article 4.1 (§ 9.1-150.1 et seq.), Article 11 (§ 9.1-185 et seq.), and Article 12 (§ 9.1-186 et seq.) of Chapter 1 of Title 9.1.

10. Information furnished to or prepared by the Board of Education pursuant to subsection D of § 22.1-253.13:3 in connection with the review or investigation of any alleged breach in security, unauthorized alteration, or improper administration of tests by local school board employees responsible for the distribution or administration of the tests. However, this section shall not prohibit the disclosure of such information to (i) a local school board or division superintendent for the purpose of permitting such board or superintendent to consider or to take personnel

action with regard to an employee or (ii) any requester, after the conclusion of a review or investigation, in a form that (a) does not reveal the identity of any person making a complaint or supplying information to the Board on a confidential basis and (b) does not compromise the security of any test mandated by the Board.

11. Information contained in (i) an application for licensure or renewal of a license for teachers and other school personnel, including transcripts or other documents submitted in support of an application, and (ii) an active investigation conducted by or for the Board of Education related to the denial, suspension, cancellation, revocation, or reinstatement of teacher and other school personnel licenses including investigator notes and other correspondence and information, furnished in confidence with respect to such investigation. However, this subdivision shall not prohibit the disclosure of such (a) application information to the applicant at his own expense or (b) investigation information to a local school board or division superintendent for the purpose of permitting such board or superintendent to consider or to take personnel action with regard to an employee. Information contained in completed investigations shall be disclosed in a form that does not reveal the identity of any complainant or person supplying information to investigators. The completed investigation information disclosed shall include information regarding the school or facility involved, the identity of the person who was the subject of the complaint, the nature of the complaint, and the actions taken to resolve the complaint. If an investigation fails to support a complaint or does not lead to corrective action, the identity of the person who was the subject of the complaint may be released only with the consent of the subject person. No personally identifiable information regarding a current or former student shall be released except as permitted by state or federal law.

12. Information provided in confidence and related to an investigation by the Attorney General under Article 1 (§ 3.2-4200 et seq.) or Article 3 (§ 3.2-4204 et seq.) of Chapter 42 of Title 3.2, Article 10 (§ 18.2-246.6 et seq.) of Chapter 6 or Chapter 13 (§ 18.2-512 et seq.) of Title 18.2, or Article 1 (§ 58.1-1000) of Chapter 10 of Title 58.1. However, information related to an investigation that has been inactive for more than six months shall, upon request, be disclosed provided such disclosure is not otherwise prohibited by law and does not reveal the identity of charging parties, complainants, persons supplying information, witnesses, or other individuals involved in the investigation.

13. Records of active investigations being conducted by the Department of Behavioral Health and Developmental Services pursuant to Chapter 4 (§ 37.2-400 et seq.) of Title 37.2.

1999, cc. 485, 518, 703, 726, 793, 849, 852, 867, 868, 881, § 2.1-342.01; 2000, cc. 66, 237, 382, 400, 430, 583, 589, 592, 594, 618, 632, 657, 720, 932, 933, 947, 1006, 1064; 2001, cc. 288, 518, 844, § 2.2-3705; 2002, cc. 87, 155, 242, 393, 478, 481, 499, 522, 571, 572, 633, 655, 715, 798, 830; 2003, cc. 274, 307, 327, 332, 358, 704, 801, 884, 891, 893, 897, 968; 2004, cc. 605, 690, 766; 2005, c. 601; 2006, cc. 25, 95; 2008, cc. 387, 668, 689, 758; 2009, cc. 237, 326, 340; 2011, cc. 798, 871; 2012, cc. 476, 507, 803, 835; 2013, cc. 571, 572, 690, 717, 723; 2014, cc. 225, 414, 609, 788; 2015, cc. 38, 730; 2016, cc. 272, 620, 716; 2017, c. 778; 2020, c. 48.

§ 2.2-3705.4. Exclusions to application of chapter; educational records and certain records of educational institutions

A. The following information contained in a public record is excluded from the mandatory disclosure provisions of this chapter but may be disclosed by the custodian in his discretion, except as provided in subsection B or where such disclosure is otherwise prohibited by law.

Redaction of information excluded under this section from a public record shall be conducted in accordance with § 2.2-3704.01.

1. Scholastic records containing information concerning identifiable individuals, except that such access shall not be denied to the person who is the subject thereof, or the parent or legal guardian of the student. However, no student shall have access to (i) financial records of a parent or guardian or (ii) records of instructional, supervisory, and administrative personnel and educational personnel ancillary thereto, that are in the sole possession of the maker thereof and that are not accessible or revealed to any other person except a substitute.

The parent or legal guardian of a student may prohibit, by written request, the release of any individual information regarding that student until the student reaches the age of 18 years. For scholastic records of students under the age of 18 years, the right of access may be asserted only by his legal guardian or parent, including a noncustodial parent, unless such parent's parental rights have been terminated or a court of competent jurisdiction has restricted or denied such access. For scholastic records of students who are emancipated or attending a public institution of higher education in the Commonwealth, the right of access may be asserted by the student.

Any person who is the subject of any scholastic record and who is 18 years of age or older may waive, in writing, the protections afforded by this subdivision. If the protections are so waived, such records shall be disclosed.

2. Confidential letters and statements of recommendation placed in the records of educational agencies or institutions respecting (i) admission to any educational agency or institution, (ii) an application for employment or promotion, or (iii) receipt of an honor or honorary recognition.

3. Information held by the Brown v. Board of Education Scholarship Committee that would reveal personally identifiable information, including scholarship applications, personal financial information, and confidential correspondence and letters of recommendation.

4. Information of a proprietary nature produced or collected by or for faculty or staff of public institutions of higher education, other than the institutions' financial or administrative records, in the conduct of or as a result of study or research on medical, scientific, technical or scholarly issues, whether sponsored by the institution alone or in conjunction with a governmental body or a private concern, where such information has not been publicly released, published, copyrighted or patented.

5. Information held by the University of Virginia or the University of Virginia Medical Center or Eastern Virginia Medical School, as the case may be, that contain proprietary, business-related information pertaining to the operations of the University of Virginia Medical Center or Eastern Virginia Medical School, as the case may be, including business development or marketing strategies and activities with existing or future joint venturers, partners, or other parties with whom the University of Virginia Medical Center or Eastern Virginia Medical School, as the case may be, has formed, or forms, any arrangement for the delivery of health care, if disclosure of such information would be harmful to the competitive position of the University of Virginia Medical Center or Eastern Virginia Medical School, as the case may be.

6. Personal information, as defined in § 2.2-3801, provided to the Board of the Virginia College Savings Plan or its employees by or on behalf of individuals who have requested information about, applied for, or entered into prepaid tuition contracts or savings trust account agreements pursuant to Chapter 7 (§ 23.1-700 et seq.) of Title 23.1, including personal information related to

(i) qualified beneficiaries as that term is defined in § 23.1-700, (ii) designated survivors, or (iii) authorized individuals. Nothing in this subdivision shall be construed to prevent disclosure or publication of information in a statistical or other form that does not identify individuals or provide personal information. Individuals shall be provided access to their own personal information.

For purposes of this subdivision:

"Authorized individual" means an individual who may be named by the account owner to receive information regarding the account but who does not have any control or authority over the account.

"Designated survivor" means the person who will assume account ownership in the event of the account owner's death.

7. Information maintained in connection with fundraising activities by or for a public institution of higher education that would reveal (i) personal fundraising strategies relating to identifiable donors or prospective donors or (ii) wealth assessments; estate, financial, or tax planning information; health-related information; employment, familial, or marital status information; electronic mail addresses, facsimile or telephone numbers; birth dates or social security numbers of identifiable donors or prospective donors. The exclusion provided by this subdivision shall not apply to protect from disclosure (a) information relating to the amount, date, purpose, and terms of the pledge or donation or the identity of the donor or (b) the identities of sponsors providing grants to or contracting with the institution for the performance of research services or other work or the terms and conditions of such grants or contracts. For purposes of clause (a), the identity of the donor may be withheld if (1) the donor has requested anonymity in connection with or as a condition of making a pledge or donation and (2) the pledge or donation does not impose terms or conditions directing academic decision-making.

8. Information held by a threat assessment team established by a local school board pursuant to § 22.1-79.4 or by a public institution of higher education pursuant to § 23.1-805 relating to the assessment or intervention with a specific individual. However, in the event an individual who has been under assessment commits an act, or is prosecuted for the commission of an act that has caused the death of, or caused serious bodily injury, including any felony sexual assault, to another person, such information of the threat assessment team concerning the individual under assessment shall be made available as provided by this chapter, with the exception of any criminal history records obtained pursuant to § 19.2-389 or 19.2-389.1, health records obtained pursuant to § 32.1-127.1:03, or scholastic records as defined in § 22.1-289. The public body providing such information shall remove personally identifying information of any person who provided information to the threat assessment team under a promise of confidentiality.

9. Records provided to the Governor or the designated reviewers by a qualified institution, as those terms are defined in § 23.1-1239, related to a proposed memorandum of understanding, or proposed amendments to a memorandum of understanding, submitted pursuant to Chapter 12.1 (§ 23.1-1239 et seq.) of Title 23.1. A memorandum of understanding entered into pursuant to such chapter shall be subject to public disclosure after it is agreed to and signed by the Governor.

B. The custodian of a scholastic record shall not release the address, phone number, or email address of a student in response to a request made under this chapter without written consent. For any student who is (i) 18 years of age or older, (ii) under the age of 18 and emancipated, or

(iii) attending an institution of higher education, written consent of the student shall be required. For any other student, written consent of the parent or legal guardian of such student shall be required.

1999, cc. [485](#), [518](#), [703](#), [726](#), [793](#), [849](#), [852](#), [867](#), [868](#), [881](#), § 2.1-342.01; 2000, cc. [66](#), [237](#), [382](#), [400](#), [430](#), [583](#), [589](#), [592](#), [594](#), [618](#), [632](#), [657](#), [720](#), [932](#), [933](#), [947](#), [1006](#), [1064](#); 2001, cc. [288](#), [518](#), [844](#), § 2.2-3705; 2002, cc. [87](#), [155](#), [242](#), [393](#), [478](#), [481](#), [499](#), [522](#), [571](#), [572](#), [633](#), [655](#), [715](#), [798](#), [830](#); 2003, cc. [274](#), [307](#), [327](#), [332](#), [358](#), [704](#), [801](#), [884](#), [891](#), [893](#), [897](#), [968](#); 2004, c. [690](#); 2006, c. [518](#); 2008, cc. [561](#), [665](#); 2010, cc. [456](#), [524](#); 2014, c. [313](#); 2016, cc. [554](#), [620](#), [716](#); 2017, c. [778](#); 2018, c. [756](#); 2019, cc. [638](#), [639](#); 2020, cc. [71](#), [78](#).

§ 2.2-3705.5. Exclusions to application of chapter; health and social services records

The following information contained in a public record is excluded from the mandatory disclosure provisions of this chapter but may be disclosed by the custodian in his discretion, except where such disclosure is prohibited by law. Redaction of information excluded under this section from a public record shall be conducted in accordance with § [2.2-3704.01](#).

1. Health records, except that such records may be personally reviewed by the individual who is the subject of such records, as provided in subsection F of § [32.1-127.1:03](#).

Where the person who is the subject of health records is confined in a state or local correctional facility, the administrator or chief medical officer of such facility may assert such confined person's right of access to the health records if the administrator or chief medical officer has reasonable cause to believe that such confined person has an infectious disease or other medical condition from which other persons so confined need to be protected. Health records shall only be reviewed and shall not be copied by such administrator or chief medical officer. The information in the health records of a person so confined shall continue to be confidential and shall not be disclosed by the administrator or chief medical officer of the facility to any person except the subject or except as provided by law.

Where the person who is the subject of health records is under the age of 18, his right of access may be asserted only by his guardian or his parent, including a noncustodial parent, unless such parent's parental rights have been terminated, a court of competent jurisdiction has restricted or denied such access, or a parent has been denied access to the health record in accordance with § [20-124.6](#). In instances where the person who is the subject thereof is an emancipated minor, a student in a public institution of higher education, or is a minor who has consented to his own treatment as authorized by § [16.1-338](#) or [54.1-2969](#), the right of access may be asserted by the subject person.

For the purposes of this chapter, statistical summaries of incidents and statistical data concerning abuse of individuals receiving services compiled by the Commissioner of Behavioral Health and Developmental Services shall be disclosed. No such summaries or data shall include any information that identifies specific individuals receiving services.

2. Applications for admission to examinations or for licensure and scoring records maintained by the Department of Health Professions or any board in that department on individual licensees or applicants; information required to be provided to the Department of Health Professions by certain licensees pursuant to § [54.1-2506.1](#); information held by the Health Practitioners' Monitoring Program Committee within the Department of Health Professions that identifies any practitioner who may be, or who is actually, impaired to the extent that disclosure is prohibited

by § 54.1-2517; and information relating to the prescribing and dispensing of covered substances to recipients and any abstracts from such information that are in the possession of the Prescription Monitoring Program (Program) pursuant to Chapter 25.2 (§ 54.1-2519 et seq.) of Title 54.1 and any material relating to the operation or security of the Program.

3. Reports, documentary evidence, and other information as specified in §§ 51.5-122 and 51.5-184 and Chapter 1 (§ 63.2-100 et seq.) of Title 63.2 and information and statistical registries required to be kept confidential pursuant to Chapter 1 (§ 63.2-100 et seq.) of Title 63.2.

4. (Effective until July 1, 2021) Investigative notes; proprietary information not published, copyrighted or patented; information obtained from employee personnel records; personally identifiable information regarding residents, clients or other recipients of services; other correspondence and information furnished in confidence to the Department of Social Services in connection with an active investigation of an applicant or licensee pursuant to Chapters 17 (§ 63.2-1700 et seq.) and 18 (§ 63.2-1800 et seq.) of Title 63.2; and information furnished to the Office of the Attorney General in connection with an investigation or litigation pursuant to Article 19.1 (§ 8.01-216.1 et seq.) of Chapter 3 of Title 8.01 and Chapter 9 (§ 32.1-310 et seq.) of Title 32.1. However, nothing in this subdivision shall prevent the disclosure of information from the records of completed investigations in a form that does not reveal the identity of complainants, persons supplying information, or other individuals involved in the investigation.

4. (Effective July 1, 2021) Investigative notes; proprietary information not published, copyrighted or patented; information obtained from employee personnel records; personally identifiable information regarding residents, clients or other recipients of services; other correspondence and information furnished in confidence to the Department of Education in connection with an active investigation of an applicant or licensee pursuant to Chapter 14.1 (§ 22.1-289.02 et seq.) of Title 22.1; other correspondence and information furnished in confidence to the Department of Social Services in connection with an active investigation of an applicant or licensee pursuant to Chapters 17 (§ 63.2-1700 et seq.) and 18 (§ 63.2-1800 et seq.) of Title 63.2; and information furnished to the Office of the Attorney General in connection with an investigation or litigation pursuant to Article 19.1 (§ 8.01-216.1 et seq.) of Chapter 3 of Title 8.01 and Chapter 9 (§ 32.1-310 et seq.) of Title 32.1. However, nothing in this subdivision shall prevent the disclosure of information from the records of completed investigations in a form that does not reveal the identity of complainants, persons supplying information, or other individuals involved in the investigation.

5. Information collected for the designation and verification of trauma centers and other specialty care centers within the Statewide Emergency Medical Services System and Services pursuant to Article 2.1 (§ 32.1-111.1 et seq.) of Chapter 4 of Title 32.1.

6. Reports and court documents relating to involuntary admission required to be kept confidential pursuant to § 37.2-818.

7. Information acquired (i) during a review of any child death conducted by the State Child Fatality Review Team established pursuant to § 32.1-283.1 or by a local or regional child fatality review team to the extent that such information is made confidential by § 32.1-283.2; (ii) during a review of any death conducted by a family violence fatality review team to the extent that such information is made confidential by § 32.1-283.3; (iii) during a review of any adult death conducted by the Adult Fatality Review Team to the extent made confidential by § 32.1-283.5 or by a local or regional adult fatality review team to the extent that such information is made

confidential by § 32.1-283.6;(iv) by a local or regional overdose fatality review team to the extent that such information is made confidential by § 32.1-283.7;(v) during a review of any death conducted by the Maternal Mortality Review Team to the extent that such information is made confidential by 32.1-283.8;or (vi) during a review of any death conducted by the Developmental Disabilities Mortality Review Committee to the extent that such information is made confidential by § 37.2-314.1.

8. Patient level data collected by the Board of Health and not yet processed, verified, and released, pursuant to § 32.1-276.9, to the Board by the nonprofit organization with which the Commissioner of Health has contracted pursuant to § 32.1-276.4.

9. Information relating to a grant application, or accompanying a grant application, submitted to the Commonwealth Neurotrauma Initiative Advisory Board pursuant to Article 12 (§ 51.5-178 et seq.) of Chapter 14 of Title 51.5 that would (i) reveal (a) medical or mental health records or other data identifying individual patients or (b) proprietary business or research-related information produced or collected by the applicant in the conduct of or as a result of study or research on medical, rehabilitative, scientific, technical, or scholarly issues, when such information has not been publicly released, published, copyrighted, or patented, and (ii) be harmful to the competitive position of the applicant.

10. Any information copied, recorded, or received by the Commissioner of Health in the course of an examination, investigation, or review of a managed care health insurance plan licensee pursuant to §§ 32.1-137.4 and 32.1-137.5, including books, records, files, accounts, papers, documents, and any or all computer or other recordings.

11. Records of the Virginia Birth-Related Neurological Injury Compensation Program required to be kept confidential pursuant to § 38.2-5002.2.

12. Information held by the State Health Commissioner relating to the health of any person subject to an order of quarantine or an order of isolation pursuant to Article 3.02 (§ 32.1-48.05 et seq.) of Chapter 2 of Title 32.1. However, nothing in this subdivision shall be construed to prevent the disclosure of statistical summaries, abstracts, or other information in aggregate form.

13. The names and addresses or other contact information of persons receiving transportation services from a state or local public body or its designee under Title II of the Americans with Disabilities Act, (42 U.S.C. § 12131 et seq.) or funded by Temporary Assistance for Needy Families (TANF) created under § 63.2-600.

14. Information held by certain health care committees and entities that may be withheld from discovery as privileged communications pursuant to § 8.01-581.17.

15. Data and information specified in § 37.2-308.01 relating to proceedings provided for in Article 16 (§ 16.1-335 et seq.) of Chapter 11 of Title 16.1 and Chapter 8 (§ 37.2-800 et seq.) of Title 37.2.

16. Records of and information held by the Emergency Department Care Coordination Program required to be kept confidential pursuant to § 32.1-372.

1999, cc. 485, 518, 703, 726, 793, 849, 852, 867, 868, 881, § 2.1-342.01; 2000, cc. 66, 237, 382, 400, 430, 583, 589, 592, 594, 618, 632, 657, 720, 932, 933, 947, 1006, 1064;2001, cc. 288, 518, 844, § 2.2-3705; 2002, cc. 87, 155, 242, 393, 478, 481, 499, 522, 571, 572, 633, 655, 715, 798, 830;2003,

cc. 274, 307, 327, 332, 358, 704, 801, 884, 891, 893, 897, 968;2004, cc. 65, 666, 690, 773, 1014, 1021;2005, cc. 181, 227, 716;2008, c. 539;2009, cc. 472, 813, 840;2011, cc. 110, 175, 535;2012, cc. 476, 479, 507, 803, 835;2015, cc. 22, 108, 127;2016, cc. 620, 716;2017, cc. 188, 475, 600, 719, 778; 2018, c. 600;2019, c. 834;2020, cc. 851, 860, 861.

§ 2.2-3705.6. Exclusions to application of chapter; proprietary records and trade secrets

The following information contained in a public record is excluded from the mandatory disclosure provisions of this chapter but may be disclosed by the custodian in his discretion, except where such disclosure is prohibited by law. Redaction of information excluded under this section from a public record shall be conducted in accordance with § 2.2-3704.01.

1. Proprietary information gathered by or for the Virginia Port Authority as provided in § 62.1-132.4 or 62.1-134.1.
2. Financial statements not publicly available filed with applications for industrial development financings in accordance with Chapter 49 (§ 15.2-4900 et seq.) of Title 15.2.
3. Proprietary information, voluntarily provided by private business pursuant to a promise of confidentiality from a public body, used by the public body for business, trade, and tourism development or retention; and memoranda, working papers, or other information related to businesses that are considering locating or expanding in Virginia, prepared by a public body, where competition or bargaining is involved and where disclosure of such information would adversely affect the financial interest of the public body.
4. Information that was filed as confidential under the Toxic Substances Information Act (§ 32.1-239 et seq.), as such Act existed prior to July 1, 1992.
5. Fisheries data that would permit identification of any person or vessel, except when required by court order as specified in § 28.2-204.
6. Confidential financial statements, balance sheets, trade secrets, and revenue and cost projections provided to the Department of Rail and Public Transportation, provided such information is exempt under the federal Freedom of Information Act or the federal Interstate Commerce Act or other laws administered by the Surface Transportation Board or the Federal Railroad Administration with respect to data provided in confidence to the Surface Transportation Board and the Federal Railroad Administration.
7. Proprietary information related to inventory and sales, voluntarily provided by private energy suppliers to the Department of Mines, Minerals and Energy, used by that Department for energy contingency planning purposes or for developing consolidated statistical information on energy supplies.
8. Confidential proprietary information furnished to the Board of Medical Assistance Services or the Medicaid Prior Authorization Advisory Committee pursuant to Article 4 (§ 32.1-331.12 et seq.) of Chapter 10 of Title 32.1.
9. Proprietary, commercial or financial information, balance sheets, trade secrets, and revenue and cost projections provided by a private transportation business to the Virginia Department of Transportation and the Department of Rail and Public Transportation for the purpose of conducting transportation studies needed to obtain grants or other financial assistance under the Transportation Equity Act for the 21st Century (P.L. 105-178) for transportation projects if

disclosure of such information is exempt under the federal Freedom of Information Act or the federal Interstate Commerce Act or other laws administered by the Surface Transportation Board or the Federal Railroad Administration with respect to data provided in confidence to the Surface Transportation Board and the Federal Railroad Administration. However, the exclusion provided by this subdivision shall not apply to any wholly owned subsidiary of a public body.

10. Confidential information designated as provided in subsection F of § 2.2-4342 as trade secrets or proprietary information by any person in connection with a procurement transaction or by any person who has submitted to a public body an application for prequalification to bid on public construction projects in accordance with subsection B of § 2.2-4317.

11. a. Memoranda, staff evaluations, or other information prepared by the responsible public entity, its staff, outside advisors, or consultants exclusively for the evaluation and negotiation of proposals filed under the Public-Private Transportation Act of 1995 (§ 33.2-1800 et seq.) or the Public-Private Education Facilities and Infrastructure Act of 2002 (§ 56-575.1 et seq.) where (i) if such information was made public prior to or after the execution of an interim or a comprehensive agreement, § 33.2-1820 or 56-575.17 notwithstanding, the financial interest or bargaining position of the public entity would be adversely affected and (ii) the basis for the determination required in clause (i) is documented in writing by the responsible public entity; and

b. Information provided by a private entity to a responsible public entity, affected jurisdiction, or affected local jurisdiction pursuant to the provisions of the Public-Private Transportation Act of 1995 (§ 33.2-1800 et seq.) or the Public-Private Education Facilities and Infrastructure Act of 2002 (§ 56-575.1 et seq.) if disclosure of such information would reveal (i) trade secrets of the private entity; (ii) financial information of the private entity, including balance sheets and financial statements, that are not generally available to the public through regulatory disclosure or otherwise; or (iii) other information submitted by the private entity where if such information was made public prior to the execution of an interim agreement or a comprehensive agreement, the financial interest or bargaining position of the public or private entity would be adversely affected. In order for the information specified in clauses (i), (ii), and (iii) to be excluded from the provisions of this chapter, the private entity shall make a written request to the responsible public entity:

- (1) Invoking such exclusion upon submission of the data or other materials for which protection from disclosure is sought;
- (2) Identifying with specificity the data or other materials for which protection is sought; and
- (3) Stating the reasons why protection is necessary.

The responsible public entity shall determine whether the requested exclusion from disclosure is necessary to protect the trade secrets or financial information of the private entity. To protect other information submitted by the private entity from disclosure, the responsible public entity shall determine whether public disclosure prior to the execution of an interim agreement or a comprehensive agreement would adversely affect the financial interest or bargaining position of the public or private entity. The responsible public entity shall make a written determination of the nature and scope of the protection to be afforded by the responsible public entity under this subdivision. Once a written determination is made by the responsible public entity, the information afforded protection under this subdivision shall continue to be protected from

disclosure when in the possession of any affected jurisdiction or affected local jurisdiction.

Except as specifically provided in subdivision 11 a, nothing in this subdivision shall be construed to authorize the withholding of (a) procurement records as required by § 33.2-1820 or 56-575.17; (b) information concerning the terms and conditions of any interim or comprehensive agreement, service contract, lease, partnership, or any agreement of any kind entered into by the responsible public entity and the private entity; (c) information concerning the terms and conditions of any financing arrangement that involves the use of any public funds; or (d) information concerning the performance of any private entity developing or operating a qualifying transportation facility or a qualifying project.

For the purposes of this subdivision, the terms "affected jurisdiction," "affected local jurisdiction," "comprehensive agreement," "interim agreement," "qualifying project," "qualifying transportation facility," "responsible public entity," and "private entity" shall mean the same as those terms are defined in the Public-Private Transportation Act of 1995 (§ 33.2-1800 et seq.) or in the Public-Private Education Facilities and Infrastructure Act of 2002 (§ 56-575.1 et seq.).

12. Confidential proprietary information or trade secrets, not publicly available, provided by a private person or entity pursuant to a promise of confidentiality to the Virginia Resources Authority or to a fund administered in connection with financial assistance rendered or to be rendered by the Virginia Resources Authority where, if such information were made public, the financial interest of the private person or entity would be adversely affected.

13. Trade secrets or confidential proprietary information that is not generally available to the public through regulatory disclosure or otherwise, provided by a (i) bidder or applicant for a franchise or (ii) franchisee under Chapter 21 (§ 15.2-2100 et seq.) of Title 15.2 to the applicable franchising authority pursuant to a promise of confidentiality from the franchising authority, to the extent the information relates to the bidder's, applicant's, or franchisee's financial capacity or provision of new services, adoption of new technologies or implementation of improvements, where such new services, technologies, or improvements have not been implemented by the franchisee on a nonexperimental scale in the franchise area, and where, if such information were made public, the competitive advantage or financial interests of the franchisee would be adversely affected.

In order for trade secrets or confidential proprietary information to be excluded from the provisions of this chapter, the bidder, applicant, or franchisee shall (a) invoke such exclusion upon submission of the data or other materials for which protection from disclosure is sought, (b) identify the data or other materials for which protection is sought, and (c) state the reason why protection is necessary.

No bidder, applicant, or franchisee may invoke the exclusion provided by this subdivision if the bidder, applicant, or franchisee is owned or controlled by a public body or if any representative of the applicable franchising authority serves on the management board or as an officer of the bidder, applicant, or franchisee.

14. Information of a proprietary or confidential nature furnished by a supplier or manufacturer of charitable gaming supplies to the Department of Agriculture and Consumer Services (i) pursuant to subsection E of § 18.2-340.34 and (ii) pursuant to regulations promulgated by the Charitable Gaming Board related to approval of electronic and mechanical equipment.

15. Information related to Virginia apple producer sales provided to the Virginia State Apple

Board pursuant to § 3.2-1215.

16. Trade secrets submitted by CMRS providers as defined in § 56-484.12 to the former Wireless Carrier E-911 Cost Recovery Subcommittee created pursuant to former § 56-484.15, relating to the provision of wireless E-911 service.

17. Information relating to a grant or loan application, or accompanying a grant or loan application, to the Commonwealth Health Research Board pursuant to Chapter 5.3 (§ 32.1-162.23 et seq.) of Title 32.1 if disclosure of such information would (i) reveal proprietary business or research-related information produced or collected by the applicant in the conduct of or as a result of study or research on medical, rehabilitative, scientific, technical, technological, or scholarly issues, when such information has not been publicly released, published, copyrighted, or patented, and (ii) be harmful to the competitive position of the applicant.

18. Confidential proprietary information and trade secrets developed and held by a local public body (i) providing telecommunication services pursuant to § 56-265.4:4 and (ii) providing cable television services pursuant to Article 1.1 (§ 15.2-2108.2 et seq.) of Chapter 21 of Title 15.2 if disclosure of such information would be harmful to the competitive position of the locality.

In order for confidential proprietary information or trade secrets to be excluded from the provisions of this chapter, the locality in writing shall (a) invoke the protections of this subdivision, (b) identify with specificity the information for which protection is sought, and (c) state the reasons why protection is necessary. However, the exemption provided by this subdivision shall not apply to any authority created pursuant to the BVU Authority Act (§ 15.2-7200 et seq.).

19. Confidential proprietary information and trade secrets developed by or for a local authority created in accordance with the Virginia Wireless Service Authorities Act (§ 15.2-5431.1 et seq.) to provide qualifying communications services as authorized by Article 5.1 (§ 56-484.7:1 et seq.) of Chapter 15 of Title 56, where disclosure of such information would be harmful to the competitive position of the authority, except that information required to be maintained in accordance with § 15.2-2160 shall be released.

20. Trade secrets or financial information of a business, including balance sheets and financial statements, that are not generally available to the public through regulatory disclosure or otherwise, provided to the Department of Small Business and Supplier Diversity as part of an application for certification as a small, women-owned, or minority-owned business in accordance with Chapter 16.1 (§ 2.2-1603 et seq.). In order for such trade secrets or financial information to be excluded from the provisions of this chapter, the business shall (i) invoke such exclusion upon submission of the data or other materials for which protection from disclosure is sought, (ii) identify the data or other materials for which protection is sought, and (iii) state the reasons why protection is necessary.

21. Information of a proprietary or confidential nature disclosed by a carrier to the State Health Commissioner pursuant to §§ 32.1-276.5:1 and 32.1-276.7:1.

22. Trade secrets, including, but not limited to, financial information, including balance sheets and financial statements, that are not generally available to the public through regulatory disclosure or otherwise, and revenue and cost projections supplied by a private or nongovernmental entity to the State Inspector General for the purpose of an audit, special investigation, or any study requested by the Office of the State Inspector General in accordance

with law.

In order for the information specified in this subdivision to be excluded from the provisions of this chapter, the private or nongovernmental entity shall make a written request to the State Inspector General:

- a. Invoking such exclusion upon submission of the data or other materials for which protection from disclosure is sought;
- b. Identifying with specificity the data or other materials for which protection is sought; and
- c. Stating the reasons why protection is necessary.

The State Inspector General shall determine whether the requested exclusion from disclosure is necessary to protect the trade secrets or financial information of the private entity. The State Inspector General shall make a written determination of the nature and scope of the protection to be afforded by it under this subdivision.

23. Information relating to a grant application, or accompanying a grant application, submitted to the Tobacco Region Revitalization Commission that would (i) reveal (a) trade secrets, (b) financial information of a grant applicant that is not a public body, including balance sheets and financial statements, that are not generally available to the public through regulatory disclosure or otherwise, or (c) research-related information produced or collected by the applicant in the conduct of or as a result of study or research on medical, rehabilitative, scientific, technical, technological, or scholarly issues, when such information has not been publicly released, published, copyrighted, or patented, and (ii) be harmful to the competitive position of the applicant; and memoranda, staff evaluations, or other information prepared by the Commission or its staff exclusively for the evaluation of grant applications. The exclusion provided by this subdivision shall apply to grants that are consistent with the powers of and in furtherance of the performance of the duties of the Commission pursuant to § 3.2-3103.

In order for the information specified in this subdivision to be excluded from the provisions of this chapter, the applicant shall make a written request to the Commission:

- a. Invoking such exclusion upon submission of the data or other materials for which protection from disclosure is sought;
- b. Identifying with specificity the data, information or other materials for which protection is sought; and
- c. Stating the reasons why protection is necessary.

The Commission shall determine whether the requested exclusion from disclosure is necessary to protect the trade secrets, financial information, or research-related information of the applicant. The Commission shall make a written determination of the nature and scope of the protection to be afforded by it under this subdivision.

24. a. Information held by the Commercial Space Flight Authority relating to rate structures or charges for the use of projects of, the sale of products of, or services rendered by the Authority if disclosure of such information would adversely affect the financial interest or bargaining position of the Authority or a private entity providing the information to the Authority; or
- b. Information provided by a private entity to the Commercial Space Flight Authority if

disclosure of such information would (i) reveal (a) trade secrets of the private entity; (b) financial information of the private entity, including balance sheets and financial statements, that are not generally available to the public through regulatory disclosure or otherwise; or (c) other information submitted by the private entity and (ii) adversely affect the financial interest or bargaining position of the Authority or private entity.

In order for the information specified in clauses (a), (b), and (c) of subdivision 24 b to be excluded from the provisions of this chapter, the private entity shall make a written request to the Authority:

- (1) Invoking such exclusion upon submission of the data or other materials for which protection from disclosure is sought;
- (2) Identifying with specificity the data or other materials for which protection is sought; and
- (3) Stating the reasons why protection is necessary.

The Authority shall determine whether the requested exclusion from disclosure is necessary to protect the trade secrets or financial information of the private entity. To protect other information submitted by the private entity from disclosure, the Authority shall determine whether public disclosure would adversely affect the financial interest or bargaining position of the Authority or private entity. The Authority shall make a written determination of the nature and scope of the protection to be afforded by it under this subdivision.

25. Information of a proprietary nature furnished by an agricultural landowner or operator to the Department of Conservation and Recreation, the Department of Environmental Quality, the Department of Agriculture and Consumer Services, or any political subdivision, agency, or board of the Commonwealth pursuant to §§ 10.1-104.7, 10.1-104.8, and 10.1-104.9, other than when required as part of a state or federal regulatory enforcement action.

26. Trade secrets provided to the Department of Environmental Quality pursuant to the provisions of § 10.1-1458. In order for such trade secrets to be excluded from the provisions of this chapter, the submitting party shall (i) invoke this exclusion upon submission of the data or materials for which protection from disclosure is sought, (ii) identify the data or materials for which protection is sought, and (iii) state the reasons why protection is necessary.

27. Information of a proprietary nature furnished by a licensed public-use airport to the Department of Aviation for funding from programs administered by the Department of Aviation or the Virginia Aviation Board, where if such information was made public, the financial interest of the public-use airport would be adversely affected.

In order for the information specified in this subdivision to be excluded from the provisions of this chapter, the public-use airport shall make a written request to the Department of Aviation:

- a. Invoking such exclusion upon submission of the data or other materials for which protection from disclosure is sought;
- b. Identifying with specificity the data or other materials for which protection is sought; and
- c. Stating the reasons why protection is necessary.

28. Information relating to a grant, loan, or investment application, or accompanying a grant, loan, or investment application, submitted to the Commonwealth of Virginia Innovation

Partnership Authority (the Authority) established pursuant to Article 11 (§ 2.2-2351 et seq.) of Chapter 22, an advisory committee of the Authority, or any other entity designated by the Authority to review such applications, to the extent that such records would (i) reveal (a) trade secrets; (b) financial information of a party to a grant, loan, or investment application that is not a public body, including balance sheets and financial statements, that are not generally available to the public through regulatory disclosure or otherwise; or (c) research-related information produced or collected by a party to the application in the conduct of or as a result of study or research on medical, rehabilitative, scientific, technical, technological, or scholarly issues, when such information has not been publicly released, published, copyrighted, or patented, and (ii) be harmful to the competitive position of a party to a grant, loan, or investment application; and memoranda, staff evaluations, or other information prepared by the Authority or its staff, or a reviewing entity designated by the Authority, exclusively for the evaluation of grant, loan, or investment applications, including any scoring or prioritization documents prepared for and forwarded to the Authority.

29. Proprietary information, voluntarily provided by a private business pursuant to a promise of confidentiality from a public body, used by the public body for a solar services agreement, where disclosure of such information would (i) reveal (a) trade secrets of the private business; (b) financial information of the private business, including balance sheets and financial statements, that are not generally available to the public through regulatory disclosure or otherwise; or (c) other information submitted by the private business and (ii) adversely affect the financial interest or bargaining position of the public body or private business.

In order for the information specified in clauses (i)(a), (b), and (c) to be excluded from the provisions of this chapter, the private business shall make a written request to the public body:

- a. Invoking such exclusion upon submission of the data or other materials for which protection from disclosure is sought;
- b. Identifying with specificity the data or other materials for which protection is sought; and
- c. Stating the reasons why protection is necessary.

30. Information contained in engineering and construction drawings and plans submitted for the sole purpose of complying with the Building Code in obtaining a building permit if disclosure of such information would identify specific trade secrets or other information that would be harmful to the competitive position of the owner or lessee. However, such information shall be exempt only until the building is completed. Information relating to the safety or environmental soundness of any building shall not be exempt from disclosure.

31. Trade secrets, including, but not limited to, financial information, including balance sheets and financial statements that are not generally available to the public through regulatory disclosure or otherwise, and revenue and cost projections supplied by a private or nongovernmental entity to the Virginia Department of Transportation for the purpose of an audit, special investigation, or any study requested by the Virginia Department of Transportation in accordance with law.

In order for the records specified in this subdivision to be excluded from the provisions of this chapter, the private or nongovernmental entity shall make a written request to the Department:

- a. Invoking such exclusion upon submission of the data or other materials for which protection

from disclosure is sought;

b. Identifying with specificity the data or other materials for which protection is sought; and

c. Stating the reasons why protection is necessary.

The Virginia Department of Transportation shall determine whether the requested exclusion from disclosure is necessary to protect trade secrets or financial records of the private entity. The Virginia Department of Transportation shall make a written determination of the nature and scope of the protection to be afforded by it under this subdivision.

32. Information related to a grant application, or accompanying a grant application, submitted to the Department of Housing and Community Development that would (i) reveal (a) trade secrets, (b) financial information of a grant applicant that is not a public body, including balance sheets and financial statements, that are not generally available to the public through regulatory disclosure or otherwise, or (c) research-related information produced or collected by the applicant in the conduct of or as a result of study or research on medical, rehabilitative, scientific, technical, technological, or scholarly issues, when such information has not been publicly released, published, copyrighted, or patented, and (ii) be harmful to the competitive position of the applicant. The exclusion provided by this subdivision shall only apply to grants administered by the Department, the Director of the Department, or pursuant to § 36-139, Article 26 (§ 2.2-2484 et seq.) of Chapter 24, or the Virginia Telecommunication Initiative as authorized by the appropriations act.

In order for the information submitted by the applicant and specified in this subdivision to be excluded from the provisions of this chapter, the applicant shall make a written request to the Department:

a. Invoking such exclusion upon submission of the data or other materials for which protection from disclosure is sought;

b. Identifying with specificity the data, information, or other materials for which protection is sought; and

c. Stating the reasons why protection is necessary.

The Department shall determine whether the requested exclusion from disclosure is necessary to protect the trade secrets or confidential proprietary information of the applicant. The Department shall make a written determination of the nature and scope of the protection to be afforded by it under this subdivision.

33. Financial and proprietary records submitted with a loan application to a locality for the preservation or construction of affordable housing that is related to a competitive application to be submitted to either the U.S. Department of Housing and Urban Development (HUD) or the Virginia Housing Development Authority (VHDA), when the release of such records would adversely affect the bargaining or competitive position of the applicant. Such records shall not be withheld after they have been made public by HUD or VHDA.

1999, cc. 485, 518, 703, 726, 793, 849, 852, 867, 868, 881, § 2.1-342.01; 2000, cc. 66, 237, 382, 400, 430, 583, 589, 592, 594, 618, 632, 657, 720, 932, 933, 947, 1006, 1064; 2001, cc. 288, 518, 844, § 2.2-3705; 2002, cc. 87, 155, 242, 393, 478, 481, 499, 522, 571, 572, 633, 655, 715, 798, 830; 2003, cc. 274, 307, 327, 332, 358, 704, 801, 884, 891, 893, 897, 968; 2004, cc. 593, 690; 2005, cc. 258, 411;

2006, cc. [73](#), [76](#), [467](#), [831](#), [921](#), [936](#);2006, Sp. Sess. I, c. [1](#);2007, cc. [374](#), [693](#);2008, cc. [71](#), [102](#), [266](#), [387](#), [633](#), [689](#), [736](#), [743](#);2009, cc. [246](#), [311](#), [325](#), [765](#), [810](#), [869](#);2010, cc. [310](#), [808](#);2011, cc. [541](#), [781](#), [798](#), [871](#);2012, cc. [693](#), [709](#);2013, cc. [54](#), [482](#), [574](#);2015, cc. [696](#), [697](#);2016, cc. [620](#), [716](#), [724](#), [725](#), [775](#);2017, cc. [662](#), [737](#), [778](#), [796](#), [816](#);2018, cc. [470](#), [532](#), [533](#);2019, cc. [358](#), [629](#);2020, cc. [72](#), [79](#), [1164](#), [1169](#).

§ 2.2-3705.7. Exclusions to application of chapter; records of specific public bodies and certain other limited exclusions

The following information contained in a public record is excluded from the mandatory disclosure provisions of this chapter but may be disclosed by the custodian in his discretion, except where such disclosure is prohibited by law. Redaction of information excluded under this section from a public record shall be conducted in accordance with [§ 2.2-3704.01](#).

1. State income, business, and estate tax returns, personal property tax returns, and confidential records held pursuant to [§ 58.1-3](#).
2. Working papers and correspondence of the Office of the Governor, the Lieutenant Governor, or the Attorney General; the members of the General Assembly, the Division of Legislative Services, or the Clerks of the House of Delegates or the Senate of Virginia; the mayor or chief executive officer of any political subdivision of the Commonwealth; or the president or other chief executive officer of any public institution of higher education in the Commonwealth. However, no information that is otherwise open to inspection under this chapter shall be deemed excluded by virtue of the fact that it has been attached to or incorporated within any working paper or correspondence. Further, information publicly available or not otherwise subject to an exclusion under this chapter or other provision of law that has been aggregated, combined, or changed in format without substantive analysis or revision shall not be deemed working papers. Nothing in this subdivision shall be construed to authorize the withholding of any resumes or applications submitted by persons who are appointed by the Governor pursuant to [§ 2.2-106](#) or [2.2-107](#).

As used in this subdivision:

"Members of the General Assembly" means each member of the Senate of Virginia and the House of Delegates and their legislative aides when working on behalf of such member.

"Office of the Governor" means the Governor; the Governor's chief of staff, counsel, director of policy, and Cabinet Secretaries; the Assistant to the Governor for Intergovernmental Affairs; and those individuals to whom the Governor has delegated his authority pursuant to [§ 2.2-104](#).

"Working papers" means those records prepared by or for a public official identified in this subdivision for his personal or deliberative use.

3. Information contained in library records that can be used to identify (i) both (a) any library patron who has borrowed or accessed material or resources from a library and (b) the material or resources such patron borrowed or accessed or (ii) any library patron under 18 years of age. For the purposes of clause (ii), access shall not be denied to the parent, including a noncustodial parent, or guardian of such library patron.

4. Contract cost estimates prepared for the confidential use of the Department of Transportation in awarding contracts for construction or the purchase of goods or services, and records and automated systems prepared for the Department's Bid Analysis and Monitoring Program.

5. Lists of registered owners of bonds issued by a political subdivision of the Commonwealth, whether the lists are maintained by the political subdivision itself or by a single fiduciary designated by the political subdivision.
6. Information furnished by a member of the General Assembly to a meeting of a standing committee, special committee, or subcommittee of his house established solely for the purpose of reviewing members' annual disclosure statements and supporting materials filed under § 30-110 or of formulating advisory opinions to members on standards of conduct, or both.
7. Customer account information of a public utility affiliated with a political subdivision of the Commonwealth, including the customer's name and service address, but excluding the amount of utility service provided and the amount of money charged or paid for such utility service.
8. Personal information, as defined in § 2.2-3801, (i) filed with the Virginia Housing Development Authority concerning individuals who have applied for or received loans or other housing assistance or who have applied for occupancy of or have occupied housing financed, owned or otherwise assisted by the Virginia Housing Development Authority; (ii) concerning persons participating in or persons on the waiting list for federally funded rent-assistance programs; (iii) filed with any local redevelopment and housing authority created pursuant to § 36-4 concerning persons participating in or persons on the waiting list for housing assistance programs funded by local governments or by any such authority; or (iv) filed with any local redevelopment and housing authority created pursuant to § 36-4 or any other local government agency concerning persons who have applied for occupancy or who have occupied affordable dwelling units established pursuant to § 15.2-2304 or 15.2-2305. However, access to one's own information shall not be denied.
9. Information regarding the siting of hazardous waste facilities, except as provided in § 10.1-1441, if disclosure of such information would have a detrimental effect upon the negotiating position of a governing body or on the establishment of the terms, conditions, and provisions of the siting agreement.
10. Information on the site-specific location of rare, threatened, endangered, or otherwise imperiled plant and animal species, natural communities, caves, and significant historic and archaeological sites if, in the opinion of the public body that has the responsibility for such information, disclosure of the information would jeopardize the continued existence or the integrity of the resource. This exclusion shall not apply to requests from the owner of the land upon which the resource is located.
11. Memoranda, graphics, video or audio tapes, production models, data, and information of a proprietary nature produced by or for or collected by or for the Virginia Lottery relating to matters of a specific lottery game design, development, production, operation, ticket price, prize structure, manner of selecting the winning ticket, manner of payment of prizes to holders of winning tickets, frequency of drawings or selections of winning tickets, odds of winning, advertising, or marketing, where such information not been publicly released, published, copyrighted, or patented. Whether released, published, or copyrighted, all game-related information shall be subject to public disclosure under this chapter upon the first day of sales for the specific lottery game to which it pertains.
12. Information held by the Virginia Retirement System, acting pursuant to § 51.1-124.30, or a local retirement system, acting pursuant to § 51.1-803, or by a local finance board or board of

trustees of a trust established by one or more local public bodies to invest funds for post-retirement benefits other than pensions, acting pursuant to Article 8 (§ 15.2-1544 et seq.) of Chapter 15 of Title 15.2, or by the board of visitors of the University of Virginia, acting pursuant to § 23.1-2210, or by the board of visitors of The College of William and Mary in Virginia, acting pursuant to § 23.1-2803, or by the Virginia College Savings Plan, acting pursuant to § 23.1-704, relating to the acquisition, holding, or disposition of a security or other ownership interest in an entity, where such security or ownership interest is not traded on a governmentally regulated securities exchange, if disclosure of such information would (i) reveal confidential analyses prepared for the board of visitors of the University of Virginia, prepared for the board of visitors of The College of William and Mary in Virginia, prepared by the retirement system, a local finance board or board of trustees, or the Virginia College Savings Plan, or provided to the retirement system, a local finance board or board of trustees, or the Virginia College Savings Plan under a promise of confidentiality of the future value of such ownership interest or the future financial performance of the entity and (ii) have an adverse effect on the value of the investment to be acquired, held, or disposed of by the retirement system, a local finance board or board of trustees, the board of visitors of the University of Virginia, the board of visitors of The College of William and Mary in Virginia, or the Virginia College Savings Plan. Nothing in this subdivision shall be construed to prevent the disclosure of information relating to the identity of any investment held, the amount invested, or the present value of such investment.

13. Financial, medical, rehabilitative, and other personal information concerning applicants for or recipients of loan funds submitted to or maintained by the Assistive Technology Loan Fund Authority under Chapter 11 (§ 51.5-53 et seq.) of Title 51.5.

14. Information held by the Virginia Commonwealth University Health System Authority pertaining to any of the following: an individual's qualifications for or continued membership on its medical or teaching staffs; proprietary information gathered by or in the possession of the Authority from third parties pursuant to a promise of confidentiality; contract cost estimates prepared for confidential use in awarding contracts for construction or the purchase of goods or services; information of a proprietary nature produced or collected by or for the Authority or members of its medical or teaching staffs; financial statements not publicly available that may be filed with the Authority from third parties; the identity, accounts, or account status of any customer of the Authority; consulting or other reports paid for by the Authority to assist the Authority in connection with its strategic planning and goals; the determination of marketing and operational strategies where disclosure of such strategies would be harmful to the competitive position of the Authority; and information of a proprietary nature produced or collected by or for employees of the Authority, other than the Authority's financial or administrative records, in the conduct of or as a result of study or research on medical, scientific, technical, or scholarly issues, whether sponsored by the Authority alone or in conjunction with a governmental body or a private concern, when such information has not been publicly released, published, copyrighted, or patented. This exclusion shall also apply when such information is in the possession of Virginia Commonwealth University.

15. Information held by the Department of Environmental Quality, the State Water Control Board, the State Air Pollution Control Board, or the Virginia Waste Management Board relating to (i) active federal environmental enforcement actions that are considered confidential under federal law and (ii) enforcement strategies, including proposed sanctions for enforcement actions. Upon request, such information shall be disclosed after a proposed sanction resulting from the investigation has been proposed to the director of the agency. This subdivision shall not

be construed to prevent the disclosure of information related to inspection reports, notices of violation, and documents detailing the nature of any environmental contamination that may have occurred or similar documents.

16. Information related to the operation of toll facilities that identifies an individual, vehicle, or travel itinerary, including vehicle identification data or vehicle enforcement system information; video or photographic images; Social Security or other identification numbers appearing on driver's licenses; credit card or bank account data; home addresses; phone numbers; or records of the date or time of toll facility use.

17. Information held by the Virginia Lottery pertaining to (i) the social security number, tax identification number, state sales tax number, home address and telephone number, personal and lottery banking account and transit numbers of a retailer, and financial information regarding the nonlottery operations of specific retail locations and (ii) individual lottery winners, except that a winner's name, hometown, and amount won shall be disclosed. If the value of the prize won by the winner exceeds \$10 million, the information described in clause (ii) shall not be disclosed unless the winner consents in writing to such disclosure.

18. Information held by the Board for Branch Pilots relating to the chemical or drug testing of a person regulated by the Board, where such person has tested negative or has not been the subject of a disciplinary action by the Board for a positive test result.

19. Information pertaining to the planning, scheduling, and performance of examinations of holder records pursuant to the Virginia Disposition of Unclaimed Property Act (§ 55.1-2500 et seq.) prepared by or for the State Treasurer or his agents or employees or persons employed to perform an audit or examination of holder records.

20. Information held by the Virginia Department of Emergency Management or a local governing body relating to citizen emergency response teams established pursuant to an ordinance of a local governing body that reveal the name, address, including e-mail address, telephone or pager numbers, or operating schedule of an individual participant in the program.

21. (Effective until January 1, 2021) Information held by state or local park and recreation departments and local and regional park authorities concerning identifiable individuals under the age of 18 years. However, nothing in this subdivision shall operate to prevent the disclosure of information defined as directory information under regulations implementing the Family Educational Rights and Privacy Act, 20 U.S.C. § 1232g, unless the public body has undertaken the parental notification and opt-out requirements provided by such regulations. Access shall not be denied to the parent, including a noncustodial parent, or guardian of such person, unless the parent's parental rights have been terminated or a court of competent jurisdiction has restricted or denied such access. For such information of persons who are emancipated, the right of access may be asserted by the subject thereof. Any parent or emancipated person who is the subject of the information may waive, in writing, the protections afforded by this subdivision. If the protections are so waived, the public body shall open such information for inspection and copying.

21. (Effective January 1, 2021) Information held by state or local park and recreation departments and local and regional park authorities concerning identifiable individuals under the age of 18 years. However, nothing in this subdivision shall operate to prevent the disclosure of information defined as directory information under regulations implementing the federal Family Educational

Rights and Privacy Act, 20 U.S.C. § 1232g, unless the public body has undertaken the parental notification and opt-out requirements provided by such regulations. Access shall not be denied to the parent, including a noncustodial parent, or guardian of such person, unless the parent's parental rights have been terminated or a court of competent jurisdiction has restricted or denied such access. For such information of persons who are emancipated, the right of access may be asserted by the subject thereof. Any parent or emancipated person who is the subject of the information may waive, in writing, the protections afforded by this subdivision. If the protections are so waived, the public body shall open such information for inspection and copying.

22. Information submitted for inclusion in the Statewide Alert Network administered by the Department of Emergency Management that reveal names, physical addresses, email addresses, computer or internet protocol information, telephone numbers, pager numbers, other wireless or portable communications device information, or operating schedules of individuals or agencies, where the release of such information would compromise the security of the Statewide Alert Network or individuals participating in the Statewide Alert Network.

23. Information held by the Judicial Inquiry and Review Commission made confidential by § 17.1-913.

24. Information held by the Virginia Retirement System acting pursuant to § 51.1-124.30, a local retirement system acting pursuant to § 51.1-803 (hereinafter collectively referred to as the retirement system), or the Virginia College Savings Plan, acting pursuant to § 23.1-704 relating to:

- a. Internal deliberations of or decisions by the retirement system or the Virginia College Savings Plan on the pursuit of particular investment strategies, or the selection or termination of investment managers, prior to the execution of such investment strategies or the selection or termination of such managers, if disclosure of such information would have an adverse impact on the financial interest of the retirement system or the Virginia College Savings Plan; and
- b. Trade secrets provided by a private entity to the retirement system or the Virginia College Savings Plan if disclosure of such records would have an adverse impact on the financial interest of the retirement system or the Virginia College Savings Plan.

For the records specified in subdivision b to be excluded from the provisions of this chapter, the entity shall make a written request to the retirement system or the Virginia College Savings Plan:

- (1) Invoking such exclusion prior to or upon submission of the data or other materials for which protection from disclosure is sought;
- (2) Identifying with specificity the data or other materials for which protection is sought; and
- (3) Stating the reasons why protection is necessary.

The retirement system or the Virginia College Savings Plan shall determine whether the requested exclusion from disclosure meets the requirements set forth in subdivision b.

Nothing in this subdivision shall be construed to prevent the disclosure of the identity or amount of any investment held or the present value and performance of all asset classes and subclasses.

25. Information held by the Department of Corrections made confidential by § 53.1-233.

26. Information maintained by the Department of the Treasury or participants in the Local

Government Investment Pool (§ 2.2-4600 et seq.) and required to be provided by such participants to the Department to establish accounts in accordance with § 2.2-4602.

27. Personal information, as defined in § 2.2-3801, contained in the Veterans Care Center Resident Trust Funds concerning residents or patients of the Department of Veterans Services Care Centers, except that access shall not be denied to the person who is the subject of the information.

28. (Effective until January 1, 2021) Information maintained in connection with fundraising activities by the Veterans Services Foundation pursuant to § 2.2-2716 that reveal the address, electronic mail address, facsimile or telephone number, social security number or other identification number appearing on a driver's license, or credit card or bank account data of identifiable donors, except that access shall not be denied to the person who is the subject of the information. Nothing in this subdivision, however, shall be construed to prevent the disclosure of information relating to the amount, date, purpose, and terms of the pledge or donation or the identity of the donor, unless the donor has requested anonymity in connection with or as a condition of making a pledge or donation. The exclusion provided by this subdivision shall not apply to protect from disclosure (i) the identities of sponsors providing grants to or contracting with the foundation for the performance of services or other work or (ii) the terms and conditions of such grants or contracts.

28. (Effective January 1, 2021) Information maintained in connection with fundraising activities by the Veterans Services Foundation pursuant to § 2.2-2716 that reveal the address, electronic mail address, facsimile or telephone number, social security number or other identification number appearing on a driver's license or other document issued under Chapter 3 (§ 46.2-300 et seq.) of Title 46.2 or the comparable law of another jurisdiction, or credit card or bank account data of identifiable donors, except that access shall not be denied to the person who is the subject of the information. Nothing in this subdivision, however, shall be construed to prevent the disclosure of information relating to the amount, date, purpose, and terms of the pledge or donation or the identity of the donor, unless the donor has requested anonymity in connection with or as a condition of making a pledge or donation. The exclusion provided by this subdivision shall not apply to protect from disclosure (i) the identities of sponsors providing grants to or contracting with the foundation for the performance of services or other work or (ii) the terms and conditions of such grants or contracts.

29. Information prepared for and utilized by the Commonwealth's Attorneys' Services Council in the training of state prosecutors or law-enforcement personnel, where such information is not otherwise available to the public and the disclosure of such information would reveal confidential strategies, methods, or procedures to be employed in law-enforcement activities or materials created for the investigation and prosecution of a criminal case.

30. Information provided to the Department of Aviation by other entities of the Commonwealth in connection with the operation of aircraft where the information would not be subject to disclosure by the entity providing the information. The entity providing the information to the Department of Aviation shall identify the specific information to be protected and the applicable provision of this chapter that excludes the information from mandatory disclosure.

31. Information created or maintained by or on the behalf of the judicial performance evaluation program related to an evaluation of any individual justice or judge made confidential by § 17.1-100.

32. Information reflecting the substance of meetings in which (i) individual sexual assault cases are discussed by any sexual assault response team established pursuant to § 15.2-1627.4, (ii) individual child abuse or neglect cases or sex offenses involving a child are discussed by multidisciplinary child sexual abuse response teams established pursuant to § 15.2-1627.5, or (iii) individual cases of abuse, neglect, or exploitation of adults as defined in § 63.2-1603 are discussed by multidisciplinary teams established pursuant to §§ 15.2-1627.5 and 63.2-1605. The findings of any such team may be disclosed or published in statistical or other aggregated form that does not disclose the identity of specific individuals.

33. Information contained in the strategic plan, marketing plan, or operational plan prepared by the Virginia Economic Development Partnership Authority pursuant to § 2.2-2237.1 regarding target companies, specific allocation of resources and staff for marketing activities, and specific marketing activities that would reveal to the Commonwealth's competitors for economic development projects the strategies intended to be deployed by the Commonwealth, thereby adversely affecting the financial interest of the Commonwealth. The executive summaries of the strategic plan, marketing plan, and operational plan shall not be redacted or withheld pursuant to this subdivision.

34. Information discussed in a closed session of the Physical Therapy Compact Commission or the Executive Board or other committees of the Commission for purposes set forth in subsection E of § 54.1-3491.

35. Information held by the Commonwealth of Virginia Innovation Partnership Authority (the Authority), an advisory committee of the Authority, or any other entity designated by the Authority, relating to (i) internal deliberations of or decisions by the Authority on the pursuit of particular investment strategies prior to the execution of such investment strategies and (ii) trade secrets, as defined in the Uniform Trade Secrets Act (§ 59.1-336 et seq.), provided by a private entity to the Authority, if such disclosure of records pursuant to clause (i) or (ii) would have an adverse impact on the financial interest of the Authority or a private entity.

36. Personal information provided to or obtained by the Virginia Lottery in connection with the voluntary exclusion program administered pursuant to § 58.1-4015.1.

37. Personal information provided to or obtained by the Virginia Lottery concerning the identity of any person reporting prohibited conduct pursuant to § 58.1-4043.

1999, cc. 485, 518, 703, 726, 793, 849, 852, 867, 868, 881, § 2.1-342.01; 2000, cc. 66, 237, 382, 400, 430, 583, 589, 592, 594, 618, 632, 657, 720, 932, 933, 947, 1006, 1064; 2001, cc. 288, 518, 844, § 2.2-3705; 2002, cc. 87, 155, 242, 393, 478, 481, 499, 522, 571, 572, 633, 655, 715, 798, 830; 2003, cc. 274, 307, 327, 332, 358, 704, 801, 884, 891, 893, 897, 968; 2004, cc. 426, 690, 832; 2005, cc. 165, 508; 2007, cc. 406, 652, 660, 737, 739; 2008, cc. 16, 739; 2009, cc. 223, 827, 845; 2010, c. 300; 2011, cc. 827, 867; 2012, c. 726; 2013, cc. 199, 481, 554, 574; 2014, cc. 225, 808; 2015, cc. 38, 137, 549, 730; 2016, cc. 550, 620, 716, 729; 2017, cc. 587, 642, 778, 804, 824; 2018, cc. 58, 141; 2019, cc. 163, 170, 247, 300, 358, 729, 775; 2020, cc. 70, 587, 1164, 1169, 1218, 1227, 1246, 1256.

§ 2.2-3705.8. Limitation on record exclusions

Nothing in this chapter shall be construed as denying public access to the nonexempt portions of a report of a consultant hired by or at the request of a local public body or the mayor or chief executive or administrative officer of such public body if (i) the contents of such report have been distributed or disclosed to members of the local public body or (ii) the local public body has

scheduled any action on a matter that is the subject of the consultant's report.

1999, cc. [485](#), [518](#), [703](#), [726](#), [793](#), [849](#), [852](#), [867](#), [868](#), [881](#), § 2.1-342.01; 2000, cc. [66](#), [237](#), [382](#), [400](#), [430](#), [583](#), [589](#), [592](#), [594](#), [618](#), [632](#), [657](#), [720](#), [932](#), [933](#), [947](#), [1006](#), [1064](#); 2001, cc. [288](#), [518](#), [844](#), § 2.2-3705; 2002, cc. [87](#), [155](#), [242](#), [393](#), [478](#), [481](#), [499](#), [522](#), [571](#), [572](#), [633](#), [655](#), [715](#), [798](#), [830](#); 2003, cc. [274](#), [307](#), [327](#), [332](#), [358](#), [704](#), [801](#), [884](#), [891](#), [893](#), [897](#), [968](#); 2004, c. [690](#); 2017, c. [778](#).

§ 2.2-3706. Disclosure of law-enforcement and criminal records; limitations

A. Records required to be released. All public bodies engaged in criminal law-enforcement activities shall provide the following records when requested in accordance with the provisions of this chapter:

1. Criminal incident information relating to felony offenses, which shall include:
 - a. A general description of the criminal activity reported;
 - b. The date the alleged crime was committed;
 - c. The general location where the alleged crime was committed;
 - d. The identity of the investigating officer or other point of contact; and
 - e. A general description of any injuries suffered or property damaged or stolen.

A verbal response as agreed to by the requester and the public body is sufficient to satisfy the requirements of subdivision 1.

Where the release of criminal incident information, however, is likely to jeopardize an ongoing investigation or prosecution or the safety of an individual, cause a suspect to flee or evade detection, or result in the destruction of evidence, such information may be withheld until the above-referenced damage is no longer likely to occur from release of the information. Nothing in subdivision 1 shall be construed to authorize the withholding of those portions of such information that are not likely to cause the above-referenced damage;

2. Adult arrestee photographs taken during the initial intake following the arrest and as part of the routine booking procedure, except when necessary to avoid jeopardizing an investigation in felony cases until such time as the release of the photograph will no longer jeopardize the investigation;
3. Information relative to the identity of any individual, other than a juvenile, who is arrested and charged, and the status of the charge or arrest; and
4. Records of completed unattended death investigations to the parent or spouse of the decedent or, if there is no living parent or spouse, to the most immediate family member of the decedent, provided the person is not a person of interest or a suspect. For the purposes of this subdivision, "unattended death" means a death determined to be a suicide, accidental or natural death where no criminal charges will be initiated, and "immediate family" means the decedent's personal representative or, if no personal representative has qualified, the decedent's next of kin in order of intestate succession as set forth in § [64.2-200](#).

B. Discretionary releases. The following records are excluded from the mandatory disclosure provisions of this chapter, but may be disclosed by the custodian, in his discretion, except where such disclosure is prohibited by law:

1. Criminal investigative files, defined as any documents and information, including complaints, court orders, memoranda, notes, diagrams, maps, photographs, correspondence, reports, witness statements, and evidence relating to a criminal investigation or prosecution, other than criminal incident information subject to release in accordance with subdivision A 1;
2. Reports submitted in confidence to (i) state and local law-enforcement agencies, (ii) investigators authorized pursuant to Chapter 3.2 (§ 2.2-307 et seq.), and (iii) campus police departments of public institutions of higher education established pursuant to Article 3 (§ 23.1-809 et seq.) of Chapter 8 of Title 23.1;
3. Records of local law-enforcement agencies relating to neighborhood watch programs that include the names, addresses, and operating schedules of individual participants in the program that are provided to such agencies under a promise of anonymity;
4. All records of persons imprisoned in penal institutions in the Commonwealth provided such records relate to the imprisonment;
5. Records of law-enforcement agencies, to the extent that such records contain specific tactical plans, the disclosure of which would jeopardize the safety or security of law-enforcement personnel or the general public;
6. All records of adult persons under (i) investigation or supervision by a local pretrial services agency in accordance with Article 5 (§ 19.2-152.2 et seq.) of Chapter 9 of Title 19.2; (ii) investigation, probation supervision, or monitoring by a local community-based probation services agency in accordance with Article 9 (§ 9.1-173 et seq.) of Chapter 1 of Title 9.1; or (iii) investigation or supervision by state probation and parole services in accordance with Article 2 (§ 53.1-141 et seq.) of Chapter 4 of Title 53.1;
7. Records of a law-enforcement agency to the extent that they disclose the telephone numbers for cellular telephones, pagers, or comparable portable communication devices provided to its personnel for use in the performance of their official duties;
8. Those portions of any records containing information related to undercover operations or protective details that would reveal the staffing, logistics, or tactical plans of such undercover operations or protective details. Nothing in this subdivision shall operate to allow the withholding of information concerning the overall costs or expenses associated with undercover operations or protective details;
9. Records of (i) background investigations of applicants for law-enforcement agency employment, (ii) administrative investigations relating to allegations of wrongdoing by employees of a law-enforcement agency, and (iii) other administrative investigations conducted by law-enforcement agencies that are made confidential by law;
10. The identity of any victim, witness, or undercover officer, or investigative techniques or procedures. However, the identity of any victim or witness shall be withheld if disclosure is prohibited or restricted under § 19.2-11.2; and
11. Records of the Sex Offender and Crimes Against Minors Registry maintained by the Department of State Police pursuant to Chapter 9 (§ 9.1-900 et seq.) of Title 9.1, including information obtained from state, local, and regional officials, except to the extent that information is required to be posted on the Internet pursuant to § 9.1-913.

C. Prohibited releases. The identity of any individual providing information about a crime or criminal activity under a promise of anonymity shall not be disclosed.

D. Noncriminal records. Public bodies (i) engaged in emergency medical services, (ii) engaged in fire protection services, (iii) engaged in criminal law-enforcement activities, or (iv) engaged in processing calls for service or other communications to an emergency 911 system or any other equivalent reporting system may withhold those portions of noncriminal incident or other noncriminal investigative reports or materials that contain identifying information of a personal, medical, or financial nature where the release of such information would jeopardize the safety or privacy of any person. Access to personnel records of persons employed by a law-enforcement agency shall be governed by the provisions of subdivision B 9 of this section and subdivision 1 of § 2.2-3705.1, as applicable.

E. Records of any call for service or other communication to an emergency 911 system or communicated with any other equivalent reporting system shall be subject to the provisions of this chapter.

F. Conflict resolution. In the event of conflict between this section as it relates to requests made under this section and other provisions of law, this section shall control.

1999, cc. 703, 726, § 2.1-342.2; 2000, c. 227; 2001, c. 844; 2002, cc. 393, 715, 769, 830; 2004, cc. 685, 735; 2006, cc. 857, 914; 2007, c. 133; 2010, c. 627; 2011, cc. 798, 871; 2013, c. 695; 2016, cc. 184, 546; 2017, c. 828; 2018, c. 48.

§ 2.2-3707. Meetings to be public; notice of meetings; recordings; minutes

A. All meetings of public bodies shall be open, except as provided in §§ 2.2-3707.01 and 2.2-3711.

B. No meeting shall be conducted through telephonic, video, electronic or other electronic communication means where the members are not physically assembled to discuss or transact public business, except as provided in § 2.2-3708.2 or as may be specifically provided in Title 54.1 for the summary suspension of professional licenses.

C. Every public body shall give notice of the date, time, and location of its meetings by:

1. Posting such notice on its official public government website, if any;
2. Placing such notice in a prominent public location at which notices are regularly posted; and
3. Placing such notice at the office of the clerk of the public body or, in the case of a public body that has no clerk, at the office of the chief administrator.

All state public bodies subject to the provisions of this chapter shall also post notice of their meetings on a central, publicly available electronic calendar maintained by the Commonwealth. Publication of meeting notices by electronic means by other public bodies shall be encouraged.

The notice shall be posted at least three working days prior to the meeting.

D. Notice, reasonable under the circumstance, of special, emergency, or continued meetings shall be given contemporaneously with the notice provided to the members of the public body conducting the meeting.

E. Any person may annually file a written request for notification with a public body. The request

shall include the requester's name, address, zip code, daytime telephone number, electronic mail address, if available, and organization, if any. The public body receiving such request shall provide notice of all meetings directly to each such person. Without objection by the person, the public body may provide electronic notice of all meetings in response to such requests.

F. At least one copy of the proposed agenda and all agenda packets and, unless exempt, all materials furnished to members of a public body for a meeting shall be made available for public inspection at the same time such documents are furnished to the members of the public body. The proposed agendas for meetings of state public bodies where at least one member has been appointed by the Governor shall state whether or not public comment will be received at the meeting and, if so, the approximate point during the meeting when public comment will be received.

G. Any person may photograph, film, record or otherwise reproduce any portion of a meeting required to be open. The public body conducting the meeting may adopt rules governing the placement and use of equipment necessary for broadcasting, photographing, filming or recording a meeting to prevent interference with the proceedings, but shall not prohibit or otherwise prevent any person from photographing, filming, recording, or otherwise reproducing any portion of a meeting required to be open. No public body shall conduct a meeting required to be open in any building or facility where such recording devices are prohibited.

H. Minutes shall be recorded at all open meetings. However, minutes shall not be required to be taken at deliberations of (i) standing and other committees of the General Assembly; (ii) legislative interim study commissions and committees, including the Virginia Code Commission; (iii) study committees or commissions appointed by the Governor; or (iv) study commissions or study committees, or any other committees or subcommittees appointed by the governing bodies or school boards of counties, cities and towns, except where the membership of any such commission, committee or subcommittee includes a majority of the governing body of the county, city or town or school board.

Minutes, including draft minutes, and all other records of open meetings, including audio or audio/visual records shall be deemed public records and subject to the provisions of this chapter.

Minutes shall be in writing and shall include (a) the date, time, and location of the meeting; (b) the members of the public body recorded as present and absent; and (c) a summary of the discussion on matters proposed, deliberated or decided, and a record of any votes taken. In addition, for electronic communication meetings conducted in accordance with § 2.2-3708.2, minutes of state public bodies shall include (1) the identity of the members of the public body at each remote location identified in the notice who participated in the meeting through electronic communication means, (2) the identity of the members of the public body who were physically assembled at the primary or central meeting location, and (3) the identity of the members of the public body who were not present at the locations identified in clauses (1) and (2) but who monitored such meeting through electronic communication means.

1968, c. 479, § 2.1-343; 1973, c. 461; 1976, c. 467; 1977, c. 677; 1982, c. 333; 1989, c. 358; 1990, c. 538; 1993, c. 720; 1995, c. 562; 1999, cc. 696, 703, 726; 2000, c. 227; 2001, c. 844; 2004, cc. 730, 768; 2005, c. 352; 2007, c. 300; 2009, c. 628; 2010, c. 309; 2015, c. 131; 2017, c. 616; 2018, c. 55.

§ 2.2-3707.01. Meetings of the General Assembly

A. Except as provided in subsection B, public access to any meeting of the General Assembly or a

portion thereof shall be governed by rules established by the Joint Rules Committee and approved by a majority vote of each house at the next regular session of the General Assembly. At least 60 days before the adoption of such rules, the Joint Rules Committee shall (i) hold regional public hearings on such proposed rules and (ii) provide a copy of such proposed rules to the Virginia Freedom of Information Advisory Council.

B. Floor sessions of either house of the General Assembly; meetings, including work sessions, of any standing or interim study committee of the General Assembly; meetings, including work sessions, of any subcommittee of such standing or interim study committee; and joint committees of conference of the General Assembly; or a quorum of any such committees or subcommittees, shall be open and governed by this chapter.

C. Meetings of the respective political party caucuses of either house of the General Assembly, including meetings conducted by telephonic or other electronic communication means, without regard to (i) whether the General Assembly is in or out of regular or special session or (ii) whether such caucuses invite staff or guests to participate in their deliberations, shall not be deemed meetings for the purposes of this chapter.

D. No regular, special, or reconvened session of the General Assembly held pursuant to Article IV, Section 6 of the Constitution of Virginia shall be conducted using electronic communication means pursuant to § 2.2-3708.2.

2004, c. [768](#);2005, c. [352](#);2018, c. [55](#).

§ 2.2-3707.1. Posting of minutes for state boards and commissions

All boards, commissions, councils, and other public bodies created in the executive branch of state government and subject to the provisions of this chapter shall post minutes of their meetings on such body's official public government website and on a central electronic calendar maintained by the Commonwealth. Draft minutes of meetings shall be posted as soon as possible but no later than 10 working days after the conclusion of the meeting. Final approved meeting minutes shall be posted within three working days of final approval of the minutes.

2002, cc. [580](#), [618](#);2006, cc. [474](#), [595](#);2007, c. [300](#);2017, c. [616](#).

§§ 2.2-3708 and 2.2-3708.1. Repealed

Repealed by Acts 2018, c. [55](#), cl. 2.

§ 2.2-3708.2. Meetings held through electronic communication means

A. The following provisions apply to all public bodies:

1. Subject to the requirements of subsection C, all public bodies may conduct any meeting wherein the public business is discussed or transacted through electronic communication means if, on or before the day of a meeting, a member of the public body holding the meeting notifies the chair of the public body that:

a. Such member is unable to attend the meeting due to a temporary or permanent disability or other medical condition that prevents the member's physical attendance; or

b. Such member is unable to attend the meeting due to a personal matter and identifies with specificity the nature of the personal matter. Participation by a member pursuant to this subdivision is limited each calendar year to two meetings.

2. If participation by a member through electronic communication means is approved pursuant to subdivision 1, the public body holding the meeting shall record in its minutes the remote location from which the member participated; however, the remote location need not be open to the public. If participation is approved pursuant to subdivision 1 a, the public body shall also include in its minutes the fact that the member participated through electronic communication means due to a temporary or permanent disability or other medical condition that prevented the member's physical attendance. If participation is approved pursuant to subdivision 1 b, the public body shall also include in its minutes the specific nature of the personal matter cited by the member.

If a member's participation from a remote location pursuant to subdivision 1 b is disapproved because such participation would violate the policy adopted pursuant to subsection C, such disapproval shall be recorded in the minutes with specificity.

3. Any public body may meet by electronic communication means without a quorum of the public body physically assembled at one location when the Governor has declared a state of emergency in accordance with § 44-146.17, provided that (i) the catastrophic nature of the declared emergency makes it impracticable or unsafe to assemble a quorum in a single location and (ii) the purpose of the meeting is to address the emergency. The public body convening a meeting in accordance with this subdivision shall:

- a. Give public notice using the best available method given the nature of the emergency, which notice shall be given contemporaneously with the notice provided to members of the public body conducting the meeting;
- b. Make arrangements for public access to such meeting; and
- c. Otherwise comply with the provisions of this section.

The nature of the emergency, the fact that the meeting was held by electronic communication means, and the type of electronic communication means by which the meeting was held shall be stated in the minutes.

B. The following provisions apply to regional public bodies:

1. Subject to the requirements in subsection C, regional public bodies may also conduct any meeting wherein the public business is discussed or transacted through electronic communication means if, on the day of a meeting, a member of a regional public body notifies the chair of the public body that such member's principal residence is more than 60 miles from the meeting location identified in the required notice for such meeting.

2. If participation by a member through electronic communication means is approved pursuant to this subsection, the public body holding the meeting shall record in its minutes the remote location from which the member participated; however, the remote location need not be open to the public.

If a member's participation from a remote location is disapproved because such participation would violate the policy adopted pursuant to subsection C, such disapproval shall be recorded in the minutes with specificity.

C. Participation by a member of a public body in a meeting through electronic communication

means pursuant to subdivisions A 1 and 2 and subsection B shall be authorized only if the following conditions are met:

1. The public body has adopted a written policy allowing for and governing participation of its members by electronic communication means, including an approval process for such participation, subject to the express limitations imposed by this section. Once adopted, the policy shall be applied strictly and uniformly, without exception, to the entire membership and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting;
2. A quorum of the public body is physically assembled at one primary or central meeting location; and
3. The public body makes arrangements for the voice of the remote participant to be heard by all persons at the primary or central meeting location.

D. The following provisions apply to state public bodies:

1. Except as provided in subsection D of § [2.2-3707.01](#), state public bodies may also conduct any meeting wherein the public business is discussed or transacted through electronic communication means, provided that (i) a quorum of the public body is physically assembled at one primary or central meeting location, (ii) notice of the meeting has been given in accordance with subdivision 2, and (iii) members of the public are provided a substantially equivalent electronic communication means through which to witness the meeting. For the purposes of this subsection, "witness" means observe or listen.

If a state public body holds a meeting through electronic communication means pursuant to this subsection, it shall also hold at least one meeting annually where members in attendance at the meeting are physically assembled at one location and where no members participate by electronic communication means.

2. Notice of any regular meeting held pursuant to this subsection shall be provided at least three working days in advance of the date scheduled for the meeting. Notice, reasonable under the circumstance, of special, emergency, or continued meetings held pursuant to this section shall be given contemporaneously with the notice provided to members of the public body conducting the meeting. For the purposes of this subsection, "continued meeting" means a meeting that is continued to address an emergency or to conclude the agenda of a meeting for which proper notice was given.

The notice shall include the date, time, place, and purpose for the meeting; shall identify the primary or central meeting location and any remote locations that are open to the public pursuant to subdivision 4; shall include notice as to the electronic communication means by which members of the public may witness the meeting; and shall include a telephone number that may be used to notify the primary or central meeting location of any interruption in the telephonic or video broadcast of the meeting. Any interruption in the telephonic or video broadcast of the meeting shall result in the suspension of action at the meeting until repairs are made and public access is restored.

3. A copy of the proposed agenda and agenda packets and, unless exempt, all materials that will be distributed to members of a public body for a meeting shall be made available for public inspection at the same time such documents are furnished to the members of the public body

conducting the meeting.

4. Public access to the remote locations from which additional members of the public body participate through electronic communication means shall be encouraged but not required. However, if three or more members are gathered at the same remote location, then such remote location shall be open to the public.

5. If access to remote locations is afforded, (i) all persons attending the meeting at any of the remote locations shall be afforded the same opportunity to address the public body as persons attending at the primary or central location and (ii) a copy of the proposed agenda and agenda packets and, unless exempt, all materials that will be distributed to members of the public body for the meeting shall be made available for inspection by members of the public attending the meeting at any of the remote locations at the time of the meeting.

6. The public body shall make available to the public at any meeting conducted in accordance with this subsection a public comment form prepared by the Virginia Freedom of Information Advisory Council in accordance with § 30-179.

7. Minutes of all meetings held by electronic communication means shall be recorded as required by § 2.2-3707. Votes taken during any meeting conducted through electronic communication means shall be recorded by name in roll-call fashion and included in the minutes. For emergency meetings held by electronic communication means, the nature of the emergency shall be stated in the minutes.

8. Any authorized state public body that meets by electronic communication means pursuant to this subsection shall make a written report of the following to the Virginia Freedom of Information Advisory Council by December 15 of each year:

a. The total number of meetings held that year in which there was participation through electronic communication means;

b. The dates and purposes of each such meeting;

c. A copy of the agenda for each such meeting;

d. The primary or central meeting location of each such meeting;

e. The types of electronic communication means by which each meeting was held;

f. If possible, the number of members of the public who witnessed each meeting through electronic communication means;

g. The identity of the members of the public body recorded as present at each meeting, and whether each member was present at the primary or central meeting location or participated through electronic communication means;

h. The identity of any members of the public body who were recorded as absent at each meeting and any members who were recorded as absent at a meeting but who monitored the meeting through electronic communication means;

i. If members of the public were granted access to a remote location from which a member participated in a meeting through electronic communication means, the number of members of the public at each such remote location;

j. A summary of any public comment received about the process of conducting a meeting through electronic communication means; and

k. A written summary of the public body's experience conducting meetings through electronic communication means, including its logistical and technical experience.

E. Nothing in this section shall be construed to prohibit the use of interactive audio or video means to expand public participation.

2018, cc. [55](#), [56](#);2019, c. [359](#).

§ 2.2-3709. Expired

Expired.

§ 2.2-3710. Transaction of public business other than by votes at meetings prohibited

A. Unless otherwise specifically provided by law, no vote of any kind of the membership, or any part thereof, of any public body shall be taken to authorize the transaction of any public business, other than a vote taken at a meeting conducted in accordance with the provisions of this chapter. No public body shall vote by secret or written ballot, and unless expressly provided by this chapter, no public body shall vote by telephone or other electronic communication means.

B. Notwithstanding the foregoing, nothing contained herein shall be construed to prohibit (i) separately contacting the membership, or any part thereof, of any public body for the purpose of ascertaining a member's position with respect to the transaction of public business, whether such contact is done in person, by telephone or by electronic communication, provided the contact is done on a basis that does not constitute a meeting as defined in this chapter or (ii) the House of Delegates or the Senate of Virginia from adopting rules relating to the casting of votes by members of standing committees. Nothing in this subsection shall operate to exclude any public record from the provisions of this chapter.

1987, c. 71, § 2.1-343.2; 1999, cc. [703](#), [726](#);2000, c. [932](#);2001, cc. [710](#), [844](#);2002, c. [491](#).

§ 2.2-3711. Closed meetings authorized for certain limited purposes

A. Public bodies may hold closed meetings only for the following purposes:

1. Discussion, consideration, or interviews of prospective candidates for employment; assignment, appointment, promotion, performance, demotion, salaries, disciplining, or resignation of specific public officers, appointees, or employees of any public body; and evaluation of performance of departments or schools of public institutions of higher education where such evaluation will necessarily involve discussion of the performance of specific individuals. Any teacher shall be permitted to be present during a closed meeting in which there is a discussion or consideration of a disciplinary matter that involves the teacher and some student and the student involved in the matter is present, provided the teacher makes a written request to be present to the presiding officer of the appropriate board. Nothing in this subdivision, however, shall be construed to authorize a closed meeting by a local governing body or an elected school board to discuss compensation matters that affect the membership of such body or board collectively.

2. Discussion or consideration of admission or disciplinary matters or any other matters that

would involve the disclosure of information contained in a scholastic record concerning any student of any public institution of higher education in the Commonwealth or any state school system. However, any such student, legal counsel and, if the student is a minor, the student's parents or legal guardians shall be permitted to be present during the taking of testimony or presentation of evidence at a closed meeting, if such student, parents, or guardians so request in writing and such request is submitted to the presiding officer of the appropriate board.

3. Discussion or consideration of the acquisition of real property for a public purpose, or of the disposition of publicly held real property, where discussion in an open meeting would adversely affect the bargaining position or negotiating strategy of the public body.

4. The protection of the privacy of individuals in personal matters not related to public business.

5. Discussion concerning a prospective business or industry or the expansion of an existing business or industry where no previous announcement has been made of the business' or industry's interest in locating or expanding its facilities in the community.

6. Discussion or consideration of the investment of public funds where competition or bargaining is involved, where, if made public initially, the financial interest of the governmental unit would be adversely affected.

7. Consultation with legal counsel and briefings by staff members or consultants pertaining to actual or probable litigation, where such consultation or briefing in open meeting would adversely affect the negotiating or litigating posture of the public body. For the purposes of this subdivision, "probable litigation" means litigation that has been specifically threatened or on which the public body or its legal counsel has a reasonable basis to believe will be commenced by or against a known party. Nothing in this subdivision shall be construed to permit the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter.

8. Consultation with legal counsel employed or retained by a public body regarding specific legal matters requiring the provision of legal advice by such counsel. Nothing in this subdivision shall be construed to permit the closure of a meeting merely because an attorney representing the public body is in attendance or is consulted on a matter.

9. Discussion or consideration by governing boards of public institutions of higher education of matters relating to gifts, bequests and fund-raising activities, and of grants and contracts for services or work to be performed by such institution. However, the terms and conditions of any such gifts, bequests, grants, and contracts made by a foreign government, a foreign legal entity, or a foreign person and accepted by a public institution of higher education in the Commonwealth shall be subject to public disclosure upon written request to the appropriate board of visitors. For the purpose of this subdivision, (i) "foreign government" means any government other than the United States government or the government of a state or a political subdivision thereof, (ii) "foreign legal entity" means any legal entity (a) created under the laws of the United States or of any state thereof if a majority of the ownership of the stock of such legal entity is owned by foreign governments or foreign persons or if a majority of the membership of any such entity is composed of foreign persons or foreign legal entities or (b) created under the laws of a foreign government, and (iii) "foreign person" means any individual who is not a citizen or national of the United States or a trust territory or protectorate thereof.

10. Discussion or consideration by the boards of trustees of the Virginia Museum of Fine Arts, the

Virginia Museum of Natural History, the Jamestown-Yorktown Foundation, the Fort Monroe Authority, and The Science Museum of Virginia of matters relating to specific gifts, bequests, and grants from private sources.

11. Discussion or consideration of honorary degrees or special awards.

12. Discussion or consideration of tests, examinations, or other information used, administered, or prepared by a public body and subject to the exclusion in subdivision 4 of § [2.2-3705.1](#).

13. Discussion, consideration, or review by the appropriate House or Senate committees of possible disciplinary action against a member arising out of the possible inadequacy of the disclosure statement filed by the member, provided the member may request in writing that the committee meeting not be conducted in a closed meeting.

14. Discussion of strategy with respect to the negotiation of a hazardous waste siting agreement or to consider the terms, conditions, and provisions of a hazardous waste siting agreement if the governing body in open meeting finds that an open meeting will have an adverse effect upon the negotiating position of the governing body or the establishment of the terms, conditions and provisions of the siting agreement, or both. All discussions with the applicant or its representatives may be conducted in a closed meeting.

15. Discussion by the Governor and any economic advisory board reviewing forecasts of economic activity and estimating general and nongeneral fund revenues.

16. Discussion or consideration of medical and mental health records subject to the exclusion in subdivision 1 of § [2.2-3705.5](#).

17. Deliberations of the Virginia Lottery Board in a licensing appeal action conducted pursuant to subsection D of § [58.1-4007](#) regarding the denial or revocation of a license of a lottery sales agent; and discussion, consideration or review of Virginia Lottery matters related to proprietary lottery game information and studies or investigations excluded from disclosure under subdivision 6 of § [2.2-3705.3](#) and subdivision 11 of § [2.2-3705.7](#).

18. Those portions of meetings in which the State Board of Local and Regional Jails discusses or discloses the identity of, or information tending to identify, any prisoner who (i) provides information about crimes or criminal activities, (ii) renders assistance in preventing the escape of another prisoner or in the apprehension of an escaped prisoner, or (iii) voluntarily or at the instance of a prison official renders other extraordinary services, the disclosure of which is likely to jeopardize the prisoner's life or safety.

19. Discussion of plans to protect public safety as it relates to terrorist activity or specific cybersecurity threats or vulnerabilities and briefings by staff members, legal counsel, or law-enforcement or emergency service officials concerning actions taken to respond to such matters or a related threat to public safety; discussion of information subject to the exclusion in subdivision 2 or 14 of § [2.2-3705.2](#), where discussion in an open meeting would jeopardize the safety of any person or the security of any facility, building, structure, information technology system, or software program; or discussion of reports or plans related to the security of any governmental facility, building or structure, or the safety of persons using such facility, building or structure.

20. Discussion by the Board of the Virginia Retirement System, acting pursuant to § [51.1-124.30](#), or of any local retirement system, acting pursuant to § [51.1-803](#), or by a local finance board or

board of trustees of a trust established by one or more local public bodies to invest funds for postemployment benefits other than pensions, acting pursuant to Article 8 (§ 15.2-1544 et seq.) of Chapter 15 of Title 15.2, or by the board of visitors of the University of Virginia, acting pursuant to § 23.1-2210, or by the Board of the Virginia College Savings Plan, acting pursuant to § 23.1-706, regarding the acquisition, holding or disposition of a security or other ownership interest in an entity, where such security or ownership interest is not traded on a governmentally regulated securities exchange, to the extent that such discussion (i) concerns confidential analyses prepared for the board of visitors of the University of Virginia, prepared by the retirement system, or a local finance board or board of trustees, or the Virginia College Savings Plan or provided to the retirement system, a local finance board or board of trustees, or the Virginia College Savings Plan under a promise of confidentiality, of the future value of such ownership interest or the future financial performance of the entity, and (ii) would have an adverse effect on the value of the investment to be acquired, held, or disposed of by the retirement system, a local finance board or board of trustees, the board of visitors of the University of Virginia, or the Virginia College Savings Plan. Nothing in this subdivision shall be construed to prevent the disclosure of information relating to the identity of any investment held, the amount invested or the present value of such investment.

21. Those portions of meetings in which individual child death cases are discussed by the State Child Fatality Review Team established pursuant to § 32.1-283.1, those portions of meetings in which individual child death cases are discussed by a regional or local child fatality review team established pursuant to § 32.1-283.2, those portions of meetings in which individual death cases are discussed by family violence fatality review teams established pursuant to § 32.1-283.3, those portions of meetings in which individual adult death cases are discussed by the state Adult Fatality Review Team established pursuant to § 32.1-283.5, those portions of meetings in which individual adult death cases are discussed by a local or regional adult fatality review team established pursuant to § 32.1-283.6, those portions of meetings in which individual death cases are discussed by overdose fatality review teams established pursuant to § 32.1-283.7, those portions of meetings in which individual maternal death cases are discussed by the Maternal Mortality Review Team pursuant to § 32.1-283.8, and those portions of meetings in which individual death cases of persons with developmental disabilities are discussed by the Developmental Disabilities Mortality Review Committee established pursuant to § 37.2-314.1.

22. Those portions of meetings of the board of visitors of the University of Virginia or the Eastern Virginia Medical School Board of Visitors, as the case may be, and those portions of meetings of any persons to whom management responsibilities for the University of Virginia Medical Center or Eastern Virginia Medical School, as the case may be, have been delegated, in which there is discussed proprietary, business-related information pertaining to the operations of the University of Virginia Medical Center or Eastern Virginia Medical School, as the case may be, including business development or marketing strategies and activities with existing or future joint venturers, partners, or other parties with whom the University of Virginia Medical Center or Eastern Virginia Medical School, as the case may be, has formed, or forms, any arrangement for the delivery of health care, if disclosure of such information would adversely affect the competitive position of the Medical Center or Eastern Virginia Medical School, as the case may be.

23. Discussion or consideration by the Virginia Commonwealth University Health System Authority or the board of visitors of Virginia Commonwealth University of any of the following: the acquisition or disposition by the Authority of real property, equipment, or technology

software or hardware and related goods or services, where disclosure would adversely affect the bargaining position or negotiating strategy of the Authority; matters relating to gifts or bequests to, and fund-raising activities of, the Authority; grants and contracts for services or work to be performed by the Authority; marketing or operational strategies plans of the Authority where disclosure of such strategies or plans would adversely affect the competitive position of the Authority; and members of the Authority's medical and teaching staffs and qualifications for appointments thereto.

24. Those portions of the meetings of the Health Practitioners' Monitoring Program Committee within the Department of Health Professions to the extent such discussions identify any practitioner who may be, or who actually is, impaired pursuant to Chapter 25.1 (§ 54.1-2515 et seq.) of Title 54.1.

25. Meetings or portions of meetings of the Board of the Virginia College Savings Plan wherein personal information, as defined in § 2.2-3801, which has been provided to the Board or its employees by or on behalf of individuals who have requested information about, applied for, or entered into prepaid tuition contracts or savings trust account agreements pursuant to Chapter 7 (§ 23.1-700 et seq.) of Title 23.1 is discussed.

26. Discussion or consideration, by the former Wireless Carrier E-911 Cost Recovery Subcommittee created pursuant to former § 56-484.15, of trade secrets submitted by CMRS providers, as defined in § 56-484.12, related to the provision of wireless E-911 service.

27. Those portions of disciplinary proceedings by any regulatory board within the Department of Professional and Occupational Regulation, Department of Health Professions, or the Board of Accountancy conducted pursuant to § 2.2-4019 or 2.2-4020 during which the board deliberates to reach a decision or meetings of health regulatory boards or conference committees of such boards to consider settlement proposals in pending disciplinary actions or modifications to previously issued board orders as requested by either of the parties.

28. Discussion or consideration of information subject to the exclusion in subdivision 11 of § 2.2-3705.6 by a responsible public entity or an affected locality or public entity, as those terms are defined in § 33.2-1800, or any independent review panel appointed to review information and advise the responsible public entity concerning such records.

29. Discussion of the award of a public contract involving the expenditure of public funds, including interviews of bidders or offerors, and discussion of the terms or scope of such contract, where discussion in an open session would adversely affect the bargaining position or negotiating strategy of the public body.

30. Discussion or consideration of grant or loan application information subject to the exclusion in subdivision 17 of § 2.2-3705.6 by the Commonwealth Health Research Board.

31. Discussion or consideration by the Commitment Review Committee of information subject to the exclusion in subdivision 5 of § 2.2-3705.2 relating to individuals subject to commitment as sexually violent predators under Chapter 9 (§ 37.2-900 et seq.) of Title 37.2.

32. Discussion or consideration of confidential proprietary information and trade secrets developed and held by a local public body providing certain telecommunication services or cable television services and subject to the exclusion in subdivision 18 of § 2.2-3705.6. However, the exemption provided by this subdivision shall not apply to any authority created pursuant to the

BVU Authority Act (§ 15.2-7200 et seq.).

33. Discussion or consideration by a local authority created in accordance with the Virginia Wireless Service Authorities Act (§ 15.2-5431.1 et seq.) of confidential proprietary information and trade secrets subject to the exclusion in subdivision 19 of § 2.2-3705.6.
34. Discussion or consideration by the State Board of Elections or local electoral boards of voting security matters made confidential pursuant to § 24.2-410.2 or 24.2-625.1.
35. Discussion or consideration by the Forensic Science Board or the Scientific Advisory Committee created pursuant to Article 2 (§ 9.1-1109 et seq.) of Chapter 11 of Title 9.1 of criminal investigative files subject to the exclusion in subdivision B 1 of § 2.2-3706.
36. Discussion or consideration by the Brown v. Board of Education Scholarship Committee of information or confidential matters subject to the exclusion in subdivision A 3 of § 2.2-3705.4, and meetings of the Committee to deliberate concerning the annual maximum scholarship award, review and consider scholarship applications and requests for scholarship award renewal, and cancel, rescind, or recover scholarship awards.
37. Discussion or consideration by the Virginia Port Authority of information subject to the exclusion in subdivision 1 of § 2.2-3705.6 related to certain proprietary information gathered by or for the Virginia Port Authority.
38. Discussion or consideration by the Board of Trustees of the Virginia Retirement System acting pursuant to § 51.1-124.30, by the Investment Advisory Committee appointed pursuant to § 51.1-124.26, by any local retirement system, acting pursuant to § 51.1-803, by the Board of the Virginia College Savings Plan acting pursuant to § 23.1-706, or by the Virginia College Savings Plan's Investment Advisory Committee appointed pursuant to § 23.1-702 of information subject to the exclusion in subdivision 24 of § 2.2-3705.7.
39. Discussion or consideration of information subject to the exclusion in subdivision 3 of § 2.2-3705.6 related to economic development.
40. Discussion or consideration by the Board of Education of information relating to the denial, suspension, or revocation of teacher licenses subject to the exclusion in subdivision 11 of § 2.2-3705.3.
41. Those portions of meetings of the Virginia Military Advisory Council or any commission created by executive order for the purpose of studying and making recommendations regarding preventing closure or realignment of federal military and national security installations and facilities located in Virginia and relocation of such facilities to Virginia, or a local or regional military affairs organization appointed by a local governing body, during which there is discussion of information subject to the exclusion in subdivision 8 of § 2.2-3705.2.
42. Discussion or consideration by the Board of Trustees of the Veterans Services Foundation of information subject to the exclusion in subdivision 28 of § 2.2-3705.7 related to personally identifiable information of donors.
43. Discussion or consideration by the Virginia Tobacco Region Revitalization Commission of information subject to the exclusion in subdivision 23 of § 2.2-3705.6 related to certain information contained in grant applications.

44. Discussion or consideration by the board of directors of the Commercial Space Flight Authority of information subject to the exclusion in subdivision 24 of § 2.2-3705.6 related to rate structures or charges for the use of projects of, the sale of products of, or services rendered by the Authority and certain proprietary information of a private entity provided to the Authority.
45. Discussion or consideration of personal and proprietary information related to the resource management plan program and subject to the exclusion in (i) subdivision 25 of § 2.2-3705.6 or (ii) subsection E of § 10.1-104.7. This exclusion shall not apply to the discussion or consideration of records that contain information that has been certified for release by the person who is the subject of the information or transformed into a statistical or aggregate form that does not allow identification of the person who supplied, or is the subject of, the information.
46. Discussion or consideration by the Board of Directors of the Virginia Alcoholic Beverage Control Authority of information subject to the exclusion in subdivision 1 of § 2.2-3705.3 related to investigations of applicants for licenses and permits and of licensees and permittees.
47. Discussion or consideration of grant, loan, or investment application records subject to the exclusion in subdivision 28 of § 2.2-3705.6 for a grant, loan, or investment pursuant to Article 11 (§ 2.2-2351 et seq.) of Chapter 22.
48. Discussion or development of grant proposals by a regional council established pursuant to Article 26 (§ 2.2-2484 et seq.) of Chapter 24 to be submitted for consideration to the Virginia Growth and Opportunity Board.
49. Discussion or consideration of (i) individual sexual assault cases by a sexual assault response team established pursuant to § 15.2-1627.4, (ii) individual child abuse or neglect cases or sex offenses involving a child by a child sexual abuse response team established pursuant to § 15.2-1627.5, or (iii) individual cases involving abuse, neglect, or exploitation of adults as defined in § 63.2-1603 pursuant to §§ 15.2-1627.5 and 63.2-1605.
50. Discussion or consideration by the Board of the Virginia Economic Development Partnership Authority, the Joint Legislative Audit and Review Commission, or any subcommittees thereof, of the portions of the strategic plan, marketing plan, or operational plan exempt from disclosure pursuant to subdivision 33 of § 2.2-3705.7.
51. Those portions of meetings of the subcommittee of the Board of the Virginia Economic Development Partnership Authority established pursuant to subsection F of § 2.2-2237.3 to review and discuss information received from the Virginia Employment Commission pursuant to subdivision C 2 of § 60.2-114.
52. Discussion or consideration by the Commonwealth of Virginia Innovation Partnership Authority (the Authority), an advisory committee of the Authority, or any other entity designated by the Authority, of information subject to the exclusion in subdivision 35 of § 2.2-3705.7.
53. Deliberations of the Virginia Lottery Board in a licensing appeal action conducted pursuant to § 58.1-4105 regarding the denial or revocation of a license of a casino gaming operator and discussion, consideration, or review of matters related to investigations exempt from disclosure under subdivision 1 of § 2.2-3705.3.
54. Deliberations of the Virginia Lottery Board in an appeal conducted pursuant to § 58.1-4007 regarding the denial of, revocation of, suspension of, or refusal to renew a permit related to sports betting and any discussion, consideration, or review of matters related to investigations

excluded from mandatory disclosure under subdivision 1 of § 2.2-3705.3.

B. No resolution, ordinance, rule, contract, regulation or motion adopted, passed or agreed to in a closed meeting shall become effective unless the public body, following the meeting, reconvenes in open meeting and takes a vote of the membership on such resolution, ordinance, rule, contract, regulation, or motion that shall have its substance reasonably identified in the open meeting.

C. Public officers improperly selected due to the failure of the public body to comply with the other provisions of this section shall be de facto officers and, as such, their official actions are valid until they obtain notice of the legal defect in their election.

D. Nothing in this section shall be construed to prevent the holding of conferences between two or more public bodies, or their representatives, but these conferences shall be subject to the same procedures for holding closed meetings as are applicable to any other public body.

E. This section shall not be construed to (i) require the disclosure of any contract between the Department of Health Professions and an impaired practitioner entered into pursuant to Chapter 25.1 (§ 54.1-2515 et seq.) of Title 54.1 or (ii) require the board of directors of any authority created pursuant to the Industrial Development and Revenue Bond Act (§ 15.2-4900 et seq.), or any public body empowered to issue industrial revenue bonds by general or special law, to identify a business or industry to which subdivision A 5 applies. However, such business or industry shall be identified as a matter of public record at least 30 days prior to the actual date of the board's authorization of the sale or issuance of such bonds.

1968, c. 479, § 2.1-344; 1970, c. 456; 1973, c. 461; 1974, c. 332; 1976, cc. 467, 709; 1979, cc. 369, 684; 1980, cc. 221, 475, 476, 754; 1981, cc. 35, 471; 1982, cc. 497, 516; 1984, cc. 473, 513; 1985, c. 277; 1988, c. 891; 1989, cc. 56, 358, 478; 1990, cc. 435, 538; 1991, c. 708; 1992, c. 444; 1993, cc. 270, 499; 1995, c. 499; 1996, cc. 855, 862, 902, 905, 1046; 1997, cc. 439, 641, 785, 861; 1999, cc. 485, 518, 703, 726, 849, 867, 868; 2000, cc. 382, 400, 720, 1064; 2001, cc. 231, 844; 2002, cc. 87, 393, 455, 478, 499, 655, 715, 830; 2003, cc. 274, 291, 332, 618, 703; 2004, cc. 398, 690, 770; 2005, cc. 258, 411, 568; 2006, cc. 430, 499, 518, 560; 2007, cc. 133, 374, 566, 739; 2008, cc. 626, 633, 668, 721, 743; 2009, cc. 223, 325, 472, 765, 810, 827, 845; 2010, cc. 310, 630, 808; 2011, cc. 89, 111, 147, 536, 541, 816, 874; 2012, cc. 476, 507, 803, 835; 2013, cc. 571, 580, 695; 2014, c. 225; 2015, cc. 27, 38, 108, 169, 182, 549, 730; 2016, cc. 544, 620, 716, 724, 725, 775, 778, 779; 2017, cc. 587, 616, 778, 796, 804, 816, 824; 2018, cc. 48, 532, 533, 600, 829; 2019, cc. 4, 170, 358, 426, 500, 729, 775, 834; 2020, cc. 759, 851, 1164, 1169, 1197, 1218, 1248, 1256.

§ 2.2-3712. Closed meetings procedures; certification of proceedings

A. No closed meeting shall be held unless the public body proposing to convene such meeting has taken an affirmative recorded vote in an open meeting approving a motion that (i) identifies the subject matter, (ii) states the purpose of the meeting as authorized in subsection A of § 2.2-3711 or other provision of law and (iii) cites the applicable exemption from open meeting requirements provided in subsection A of § 2.2-3711 or other provision of law. The matters contained in such motion shall be set forth in detail in the minutes of the open meeting. A general reference to the provisions of this chapter, the authorized exemptions from open meeting requirements, or the subject matter of the closed meeting shall not be sufficient to satisfy the requirements for holding a closed meeting.

B. The notice provisions of this chapter shall not apply to closed meetings of any public body

held solely for the purpose of interviewing candidates for the position of chief administrative officer. Prior to any such closed meeting for the purpose of interviewing candidates, the public body shall announce in an open meeting that such closed meeting shall be held at a disclosed or undisclosed location within 15 days thereafter.

C. The public body holding a closed meeting shall restrict its discussion during the closed meeting only to those matters specifically exempted from the provisions of this chapter and identified in the motion required by subsection A.

D. At the conclusion of any closed meeting, the public body holding such meeting shall immediately reconvene in an open meeting and shall take a roll call or other recorded vote to be included in the minutes of that body, certifying that to the best of each member's knowledge (i) only public business matters lawfully exempted from open meeting requirements under this chapter and (ii) only such public business matters as were identified in the motion by which the closed meeting was convened were heard, discussed or considered in the meeting by the public body. Any member of the public body who believes that there was a departure from the requirements of clauses (i) and (ii), shall so state prior to the vote, indicating the substance of the departure that, in his judgment, has taken place. The statement shall be recorded in the minutes of the public body.

E. Failure of the certification required by subsection D to receive the affirmative vote of a majority of the members of the public body present during a meeting shall not affect the validity or confidentiality of such meeting with respect to matters considered therein in compliance with the provisions of this chapter. The recorded vote and any statement made in connection therewith, shall upon proper authentication, constitute evidence in any proceeding brought to enforce the provisions of this chapter.

F. A public body may permit nonmembers to attend a closed meeting if such persons are deemed necessary or if their presence will reasonably aid the public body in its consideration of a topic that is a subject of the meeting.

G. A member of a public body shall be permitted to attend a closed meeting held by any committee or subcommittee of that public body, or a closed meeting of any entity, however designated, created to perform the delegated functions of or to advise that public body. Such member shall in all cases be permitted to observe the closed meeting of the committee, subcommittee or entity. In addition to the requirements of § 2.2-3707, the minutes of the committee or other entity shall include the identity of the member of the parent public body who attended the closed meeting.

H. Except as specifically authorized by law, in no event may any public body take action on matters discussed in any closed meeting, except at an open meeting for which notice was given as required by § 2.2-3707.

I. Minutes may be taken during closed meetings of a public body, but shall not be required. Such minutes shall not be subject to mandatory public disclosure.

1989, c. 358, § 2.1-344.1; 1999, cc. 703, 726; 2001, c. 844; 2012, c. 428; 2017, c. 616.

§ 2.2-3713. Proceedings for enforcement of chapter

A. Any person, including the attorney for the Commonwealth acting in his official or individual capacity, denied the rights and privileges conferred by this chapter may proceed to enforce such

rights and privileges by filing a petition for mandamus or injunction, supported by an affidavit showing good cause. Such petition may be brought in the name of the person notwithstanding that a request for public records was made by the person's attorney in his representative capacity. Venue for the petition shall be addressed as follows:

1. In a case involving a local public body, to the general district court or circuit court of the county or city from which the public body has been elected or appointed to serve and in which such rights and privileges were so denied;
2. In a case involving a regional public body, to the general district or circuit court of the county or city where the principal business office of such body is located; and
3. In a case involving a board, bureau, commission, authority, district, institution, or agency of the state government, including a public institution of higher education, or a standing or other committee of the General Assembly, to the general district court or the circuit court of the residence of the aggrieved party or of the City of Richmond.

B. In any action brought before a general district court, a corporate petitioner may appear through its officer, director or managing agent without the assistance of counsel, notwithstanding any provision of law or Rule of Supreme Court of Virginia to the contrary.

C. Notwithstanding the provisions of § 8.01-644, the petition for mandamus or injunction shall be heard within seven days of the date when the same is made, provided the party against whom the petition is brought has received a copy of the petition at least three working days prior to filing. However, if the petition or the affidavit supporting the petition for mandamus or injunction alleges violations of the open meetings requirements of this chapter, the three-day notice to the party against whom the petition is brought shall not be required. The hearing on any petition made outside of the regular terms of the circuit court of a locality that is included in a judicial circuit with another locality or localities shall be given precedence on the docket of such court over all cases that are not otherwise given precedence by law.

D. The petition shall allege with reasonable specificity the circumstances of the denial of the rights and privileges conferred by this chapter. A single instance of denial of the rights and privileges conferred by this chapter shall be sufficient to invoke the remedies granted herein. If the court finds the denial to be in violation of the provisions of this chapter, the petitioner shall be entitled to recover reasonable costs, including costs and reasonable fees for expert witnesses, and attorney fees from the public body if the petitioner substantially prevails on the merits of the case, unless special circumstances would make an award unjust. In making this determination, a court may consider, among other things, the reliance of a public body on an opinion of the Attorney General or a decision of a court that substantially supports the public body's position.

E. In any action to enforce the provisions of this chapter, the public body shall bear the burden of proof to establish an exclusion by a preponderance of the evidence. No court shall be required to accord any weight to the determination of a public body as to whether an exclusion applies. Any failure by a public body to follow the procedures established by this chapter shall be presumed to be a violation of this chapter.

F. Failure by any person to request and receive notice of the time and place of meetings as provided in § 2.2-3707 shall not preclude any person from enforcing his rights and privileges conferred by this chapter.

1968, c. 479, § 2.1-346; 1976, c. 709; 1978, c. 826; 1989, c. 358; 1990, c. 217; 1996, c. 578; 1999, cc. 703, 726; 2001, c. 844; 2007, c. 560; 2009, c. 634; 2010, c. 299; 2011, cc. 133, 783; 2016, cc. 620, 716; 2019, c. 531.

§ 2.2-3714. Violations and penalties

A. In a proceeding commenced against any officer, employee, or member of a public body under § 2.2-3713 for a violation of § 2.2-3704, 2.2-3705.1 through 2.2-3705.7, 2.2-3706, 2.2-3707, 2.2-3708.2, 2.2-3710, 2.2-3711 or 2.2-3712, the court, if it finds that a violation was willfully and knowingly made, shall impose upon such officer, employee, or member in his individual capacity, whether a writ of mandamus or injunctive relief is awarded or not, a civil penalty of not less than \$500 nor more than \$2,000, which amount shall be paid into the Literary Fund. For a second or subsequent violation, such civil penalty shall be not less than \$2,000 nor more than \$5,000.

B. In addition to any penalties imposed pursuant to subsection A, if the court finds that any officer, employee, or member of a public body failed to provide public records to a requester in accordance with the provisions of this chapter because such officer, employee, or member altered or destroyed the requested public records with the intent to avoid the provisions of this chapter with respect to such request prior to the expiration of the applicable record retention period set by the retention regulations promulgated pursuant to the Virginia Public Records Act (§ 42.1-76 et seq.) by the State Library Board, the court may impose upon such officer, employee, or member in his individual capacity, whether or not a writ of mandamus or injunctive relief is awarded, a civil penalty of up to \$100 per record altered or destroyed, which amount shall be paid into the Literary Fund.

C. In addition to any penalties imposed pursuant to subsections A and B, if the court finds that a public body voted to certify a closed meeting in accordance with subsection D of § 2.2-3712 and such certification was not in accordance with the requirements of clause (i) or (ii) of subsection D of § 2.2-3712, the court may impose on the public body, whether or not a writ of mandamus or injunctive relief is awarded, a civil penalty of up to \$1,000, which amount shall be paid into the Literary Fund. In determining whether a civil penalty is appropriate, the court shall consider mitigating factors, including reliance of members of the public body on (i) opinions of the Attorney General, (ii) court cases substantially supporting the rationale of the public body, and (iii) published opinions of the Freedom of Information Advisory Council.

1976, c. 467, § 2.1-346.1; 1978, c. 826; 1984, c. 252; 1989, c. 358; 1996, c. 578; 1999, cc. 703, 726; 2001, c. 844; 2003, c. 319; 2004, c. 690; 2008, cc. 233, 789; 2011, c. 327; 2017, c. 778; 2018, c. 55; 2019, c. 843.

§ 2.2-3715. Effect of advisory opinions from the Freedom of Information Advisory Council on liability for willful and knowing violations

Any officer, employee, or member of a public body who is alleged to have committed a willful and knowing violation pursuant to § 2.2-3714 shall have the right to introduce at any proceeding a copy of a relevant advisory opinion issued pursuant to § 30-179 as evidence that he did not willfully and knowingly commit the violation if the alleged violation resulted from his good faith reliance on the advisory opinion.

2019, c. 354.

Chapter 7. Virginia Public Records Act

§ 42.1-76. Legislative intent; title of chapter

The General Assembly intends by this chapter to establish a single body of law applicable to all public officers and employees on the subject of public records management and preservation and to ensure that the procedures used to manage and preserve public records will be uniform throughout the Commonwealth.

This chapter may be cited as the Virginia Public Records Act.

1976, c. 746.

§ 42.1-76.1. Notice of Chapter

Any person elected, reelected, appointed, or reappointed to the governing body of any agency subject to this chapter shall (i) be furnished by the agency or public body's administrator or legal counsel with a copy of this chapter within two weeks following election, reelection, appointment, or reappointment and (ii) read and become familiar with the provisions of this chapter.

2006, c. 60.

§ 42.1-77. Definitions

As used in this chapter:

"Agency" means all boards, commissions, departments, divisions, institutions, authorities, or parts thereof, of the Commonwealth or its political subdivisions and includes the offices of constitutional officers.

"Archival quality" means a quality of reproduction consistent with established standards specified by state and national agencies and organizations responsible for establishing such standards, such as the Association for Information and Image Management, the American National Standards Institute, and the National Institute of Standards and Technology.

"Archival record" means a public record of continuing and enduring value useful to the citizens of the Commonwealth and necessary to the administrative functions of public agencies in the conduct of services and activities mandated by law that is identified on a Library of Virginia approved records retention and disposition schedule as having sufficient informational value to be permanently maintained by the Commonwealth.

"Archives" means the program administered by The Library of Virginia for the preservation of archival records.

"Board" means the State Library Board.

"Conversion" means the act of moving electronic records to a different format, especially data from an obsolete format to a current format.

"Custodian" means the public official in charge of an office having public records.

"Disaster plan" means the information maintained by an agency that outlines recovery techniques and methods to be followed in case of an emergency that impacts the agency's

records.

"Electronic record" means a public record whose creation, storage, and access require the use of an automated system or device. Ownership of the hardware, software, or media used to create, store, or access the electronic record has no bearing on a determination of whether such record is a public record.

"Essential public record" means records that are required for recovery and reconstruction of any agency to enable it to resume its core operations and functions and to protect the rights and interests of persons.

"Librarian of Virginia" means the State Librarian of Virginia or his designated representative.

"Lifecycle" means the creation, use, maintenance, and disposition of a public record.

"Metadata" means data describing the context, content, and structure of records and their management through time.

"Migration" means the act of moving electronic records from one information system or medium to another to ensure continued access to the records while maintaining the records' authenticity, integrity, reliability, and usability.

"Original record" means the first generation of the information and is the preferred version of a record. Archival records should to the maximum extent possible be original records.

"Preservation" means the processes and operations involved in ensuring the technical and intellectual survival of authentic records through time.

"Private record" means a record that does not relate to or affect the carrying out of the constitutional, statutory, or other official ceremonial duties of a public official, including the correspondence, diaries, journals, or notes that are not prepared for, utilized for, circulated, or communicated in the course of transacting public business.

"Public official" means all persons holding any office created by the Constitution of Virginia or by any act of the General Assembly, the Governor and all other officers of the executive branch of the state government, and all other officers, heads, presidents or chairmen of boards, commissions, departments, and agencies of the state government or its political subdivisions.

"Public record" or "record" means recorded information that documents a transaction or activity by or with any public officer, agency or employee of an agency. Regardless of physical form or characteristic, the recorded information is a public record if it is produced, collected, received or retained in pursuance of law or in connection with the transaction of public business. The medium upon which such information is recorded has no bearing on the determination of whether the recording is a public record.

For purposes of this chapter, "public record" shall not include nonrecord materials, meaning materials made or acquired and preserved solely for reference use or exhibition purposes, extra copies of documents preserved only for convenience or reference, and stocks of publications.

"Records retention and disposition schedule" means a Library of Virginia-approved timetable stating the required retention period and disposition action of a records series. The administrative, fiscal, historical, and legal value of a public record shall be considered in appraising its appropriate retention schedule. The terms "administrative," "fiscal," "historical,"

and "legal" value shall be defined as:

1. "Administrative value": Records shall be deemed of administrative value if they have continuing utility in the operation of an agency.
2. "Fiscal value": Records shall be deemed of fiscal value if they are needed to document and verify financial authorizations, obligations, and transactions.
3. "Historical value": Records shall be deemed of historical value if they contain unique information, regardless of age, that provides understanding of some aspect of the government and promotes the development of an informed and enlightened citizenry.
4. "Legal value": Records shall be deemed of legal value if they document actions taken in the protection and proving of legal or civil rights and obligations of individuals and agencies.

1976, c. 746; 1977, c. 501; 1981, c. 637; 1987, c. 217; 1990, c. 778; 1994, cc. [390](#), [955](#); 1998, cc. [427](#), [470](#); 2005, c. [787](#); 2006, c. [60](#).

§ 42.1-78. Confidentiality safeguarded

Any records made confidential by law shall be so treated. Records that by law are required to be closed to the public shall not be deemed to be made open to the public under the provisions of this chapter. Records in the custody of The Library of Virginia that are required to be closed to the public shall be open for public access 75 years after the date of creation of the record. No provision of this chapter shall be construed to authorize or require the opening of any records ordered to be sealed by a court; however, upon a petition filed with the clerk, a judge may enter an order releasing any record sealed prior to January 1, 1901. All records deposited in the archives that are not made confidential by law shall be open to public access.

1976, c. 746; 1979, c. 110; 1990, c. 778; 1994, c. [64](#); 2006, c. [60](#); 2020, c. [773](#).

§ 42.1-79. Records management function vested in The Library of Virginia

A. The archival and records management function shall be vested in The Library of Virginia. The Library of Virginia shall be the official custodian and trustee for the Commonwealth of all public records of whatever kind, and regardless of physical form or characteristics, that are transferred to it from any agency. As the Commonwealth's official repository of public records, The Library of Virginia shall assume ownership and administrative control of such records on behalf of the Commonwealth. The Library of Virginia shall own and operate any equipment necessary to manage and retain control of electronic archival records in its custody, but may, at its discretion, contract with third-party entities to provide any or all services related to managing archival records on equipment owned by the contractor, by other third parties, or by The Library of Virginia.

B. The Librarian of Virginia shall name a State Archivist who shall perform such functions as the Librarian of Virginia assigns.

C. Whenever legislation affecting public records management and preservation is under consideration, The Library of Virginia shall review the proposal and advise the General Assembly on the effects of its proposed implementation.

1976, c. 746; 1986, c. 565; 1990, c. 778; 1994, c. [64](#); 1998, c. [427](#); 2005, c. [787](#); 2006, c. [60](#).

§ 42.1-79.1. Repealed

Repealed by Acts 2005, c. 787, cl. 2.

§§ 42.1-80, 42.1-81. Repealed

Repealed by Acts 2003, c. 177.

§ 42.1-82. Duties and powers of Library Board

A. The State Library Board shall:

1. Issue regulations concerning procedures for the disposal, physical destruction or other disposition of public records containing social security numbers. The procedures shall include all reasonable steps to destroy such documents by (i) shredding, (ii) erasing, or (iii) otherwise modifying the social security numbers in those records to make them unreadable or undecipherable by any means.

2. Issue regulations and guidelines designed to facilitate the creation, preservation, storage, filing, reformatting, management, and destruction of public records by agencies. Such regulations shall mandate procedures for records management and include recommendations for the creation, retention, disposal, or other disposition of public records.

B. The State Library Board may establish advisory committees composed of persons with expertise in the matters under consideration to assist the Library Board in developing regulations and guidelines.

1976, c. 746; 1977, c. 501; 1981, c. 637; 1990, c. 778; 1994, cc. 64, 955; 2003, cc. 914, 918; 2005, c. 787; 2006, c. 60.

§ 42.1-83. Repealed

Repealed by Acts 2006, c. 60, cl. 2.

§ 42.1-84. Repealed

Repealed by Acts 2005, c. 787, cl. 2.

§ 42.1-85. Records Management Program; agencies to cooperate; agencies to designate records officer

A. The Library of Virginia shall administer a records management program for the application of efficient and economical methods for managing the lifecycle of public records consistent with regulations and guidelines promulgated by the State Library Board, including operation of a records center or centers. The Library of Virginia shall establish procedures and techniques for the effective management of public records, make continuing surveys of records and records keeping practices, and recommend improvements in current records management practices, including the use of space, equipment, software, and supplies employed in creating, maintaining, and servicing records.

B. Any agency with public records shall cooperate with The Library of Virginia in conducting surveys. Each agency shall establish and maintain an active, continuing program for the economical and efficient management of the records of such agency. The agency shall be responsible for ensuring that its public records are preserved, maintained, and accessible throughout their lifecycle, including converting and migrating electronic records as often as necessary so that information is not lost due to hardware, software, or media obsolescence or deterioration. Any public official who converts or migrates an electronic record shall ensure that it is an accurate copy of the original record. The converted or migrated record shall have the force

of the original.

C. Each state agency and political subdivision of this Commonwealth shall designate as many as appropriate, but at least one, records officer to serve as a liaison to The Library of Virginia for the purposes of implementing and overseeing a records management program, and coordinating legal disposition, including destruction, of obsolete records. Designation of state agency records officers shall be by the respective agency head. Designation of a records officer for political subdivisions shall be by the governing body or chief administrative official of the political subdivision. Each entity responsible for designating a records officer shall provide The Library of Virginia with the name and contact information of the designated records officer, and shall ensure that such information is updated in a timely manner in the event of any changes.

D. The Library of Virginia shall develop and make available training and education opportunities concerning the requirements of and compliance with this chapter for records officers in the Commonwealth.

1976, c. 746; 1990, c. 778; 1994, c. 64; 1998, c. 427; 2006, c. 60.

§ 42.1-86. Essential public records; security recovery copies; disaster plans

A. In cooperation with the head of each agency, The Library of Virginia shall establish and maintain a program for the selection and preservation of essential public records. The program shall provide for preserving, classifying, arranging, and indexing essential public records so that such records are made available to the public. The program shall provide for making recovery copies or designate as recovery copies existing copies of such essential public records.

B. Recovery copies shall meet quality standards established by The Library of Virginia and shall be made by a process that accurately reproduces the record and forms a durable medium. A recovery copy may also be made by creating a paper or electronic copy of an original electronic record. Recovery copies shall have the same force and effect for all purposes as the original record and shall be as admissible in evidence as the original record whether the original record is in existence or not. Recovery copies shall be preserved in the place and manner prescribed by the State Library Board and the Governor.

C. The Library of Virginia shall develop a plan to ensure preservation of public records in the event of disaster or emergency as defined in § 44-146.16. This plan shall be coordinated with the Department of Emergency Management and copies shall be distributed to all agency heads. The plan shall be reviewed and updated at least once every five years. The personnel of the Library shall be responsible for coordinating emergency recovery operations when public records are affected. Each agency shall ensure that a plan for the protection and recovery of public records is included in its comprehensive disaster plan.

1976, c. 746; 1980, c. 365; 1990, c. 778; 1994, c. 64; 1998, c. 427; 2005, c. 787; 2006, c. 60.

§ 42.1-86.01. Records may be retained in electronic medium

Notwithstanding any provision of law requiring a public record to be retained in a tangible medium, an agency may retain any public record in an electronic medium, provided that the record remains accessible for the duration of its retention schedule and meets all other requirements of this chapter. Nothing herein shall affect any law governing the retention of exhibits received into evidence in a criminal case in any court.

2018, c. 252.

§ 42.1-86.1. Disposition of public records

A. No agency shall sell or give away public records. No agency shall destroy or discard a public record unless (i) the record appears on a records retention and disposition schedule approved pursuant to § 42.1-82 and the record's retention period has expired; (ii) a certificate of records destruction, as designated by the Librarian of Virginia, has been properly completed and approved by the agency's designated records officer; and (iii) there is no litigation, audit, investigation, request for records pursuant to the Virginia Freedom of Information Act (§ 2.2-3700 et seq.), or renegotiation of the relevant records retention and disposition schedule pending at the expiration of the retention period for the applicable records series. After a record is destroyed or discarded, the agency shall forward the original certificate of records destruction to The Library of Virginia.

B. No agency shall destroy any public record created before 1912 without first offering it to The Library of Virginia.

C. Each agency shall ensure that records created after July 1, 2006 and authorized to be destroyed or discarded in accordance with subsection A, are destroyed or discarded in a timely manner in accordance with the provisions of this chapter; provided, however, such records that contain identifying information as defined in clauses (iii) through (ix), or clause (xii) of subsection C of § 18.2-186.3, shall be destroyed within six months of the expiration of the records retention period.

1990, c. 778; 1998, c. 427; 2005, c. 787; 2006, cc. 60, 909.

§ 42.1-87. Archival public records

A. Custodians of archival public records shall keep them in fire-resistant, environmentally controlled, physically secure rooms designed to ensure proper preservation and in such arrangement as to be easily accessible. Current public records should be kept in the buildings in which they are ordinarily used. It shall be the duty of each agency to consult with The Library of Virginia to determine the best manner in which to store long-term or archival electronic records. In entering into a contract with a third-party storage provider for the storage of public records, an agency shall require the third-party to cooperate with The Library of Virginia in complying with rules and regulations promulgated by the Board.

B. Public records deemed unnecessary for the transaction of the business of any state agency, yet deemed to be of archival value, may be transferred with the consent of the Librarian of Virginia to the custody of the Library of Virginia.

C. Public records deemed unnecessary for the transaction of the business of any county, city, or town, yet deemed to be of archival value, shall be stored either in The Library of Virginia or in the locality, at the decision of the local officials responsible for maintaining public records. Archival public records shall be returned to the locality upon the written request of the local officials responsible for maintaining local public records. Microfilm shall be stored in The Library of Virginia but the use thereof shall be subject to the control of the local officials responsible for maintaining local public records.

D. Record books deemed archival should be copied or repaired, renovated or rebound if worn, mutilated, damaged or difficult to read. Whenever the public records of any public official are in need of repair, restoration or rebinding, a judge of the court of record or the head of such agency

or political subdivision of the Commonwealth may authorize that the records in need of repair be removed from the building or office in which such records are ordinarily kept, for the length of time necessary to repair, restore or rebind them, provided such restoration and rebinding preserves the records without loss or damage to them. Before any restoration or repair work is initiated, a treatment proposal from the contractor shall be submitted and reviewed in consultation with The Library of Virginia. Any public official who causes a record book to be copied shall attest it and shall certify an oath that it is an accurate copy of the original book. The copy shall then have the force of the original.

E. Nothing in this chapter shall be construed to divest agency heads of the authority to determine the nature and form of the records required in the administration of their several departments or to compel the removal of records deemed necessary by them in the performance of their statutory duty.

1976, c. 746; 1994, cc. 64, 955; 2005, c. 787; 2006, c. 60.

§ 42.1-88. Custodians to deliver all records at expiration of term; penalty for noncompliance

Any custodian of any public records shall, at the expiration of his term of office, appointment or employment, deliver to his successor, or, if there be none, to The Library of Virginia, all books, writings, letters, documents, public records, or other information, recorded on any medium kept or received by him in the transaction of his official business; and any such person who shall refuse or neglect for a period of ten days after a request is made in writing by the successor or Librarian of Virginia to deliver the public records as herein required shall be guilty of a Class 3 misdemeanor.

1976, c. 746; 1994, c. 64; 1998, c. 427.

§ 42.1-89. Petition and court order for return of public records not in authorized possession

The Librarian of Virginia or his designated representative such as the State Archivist or any public official who is the custodian of public records in the possession of a person or agency not authorized by the custodian or by law to possess such public records shall petition the circuit court in the city or county in which the person holding such records resides or in which the materials in issue, or any part thereof, are located for the return of such records. The court shall order such public records be delivered to the petitioner upon finding that the materials in issue are public records and that such public records are in the possession of a person not authorized by the custodian of the public records or by law to possess such public records. If the order of delivery does not receive compliance, the plaintiff shall request that the court enforce such order through its contempt power and procedures.

1975, c. 180; 1976, c. 746; 1998, c. 427.

§ 42.1-90. Seizure of public records not in authorized possession

A. At any time after the filing of the petition set out in § 42.1-89 or contemporaneous with such filing, the person seeking the return of the public records may by ex parte petition request the judge or the court in which the action was filed to issue an order directed at the sheriff or other proper officer, as the case may be, commanding him to seize the materials which are the subject of the action and deliver the same to the court under the circumstances hereinafter set forth.

B. The judge aforesaid shall issue an order of seizure upon receipt of an affidavit from the petitioner which alleges that the material at issue may be sold, secreted, removed out of this

Commonwealth or otherwise disposed of so as not to be forthcoming to answer the final judgment of the court respecting the same; or that such property may be destroyed or materially damaged or injured if permitted to remain out of the petitioner's possession.

C. The aforementioned order of seizure shall issue without notice to the respondent and without the posting of any bond or other security by the petitioner.

1975, c. 180; 1976, c. 746.

§ 42.1-90.1. Auditing

The Librarian may, in his discretion, conduct an audit of the records management practices of any agency. Any agency subject to the audit shall cooperate and provide the Library with any records or assistance that it requests. The Librarian shall compile a written summary of the findings of the audit and any actions necessary to bring the agency into compliance with this chapter. The summary shall be a public record, and shall be made available to the agency subject to the audit, the Governor, and the chairmen of the House and Senate Committees on General Laws and the House Appropriations and Senate Finance Committees of the General Assembly.

2006, c. 60.

§ 42.1-91. Repealed

Repealed by Acts 2006, c. 60, cl. 2.

§ 42.1-91.1. Availability of public records created prior to January 1, 1901

Notwithstanding any provisions of a previously executed contract with any department, agency, or institution of the Commonwealth or political subdivision, any individual or private entity lawfully in possession of public records created prior to January 1, 1901, or images of such records may display or publish such records in any format, including in an electronic database or on the Internet, without paying a fee to or requesting permission from the original custodian of such records.

2020, c. 773.

MEMORANDUM

TO: Board of Supervisors
FROM: Conservation Easement Authority, A. Teetor
DATE: January 4, 2021
SUBJECT: Policy for allowing parcels in easement to retire all remaining DURs

The Conservation Easement Authority has expressed concerns for allowing vacant parcels being placed in easement to retire all remaining DURs as potential problems could arise in the future if a parcel is sold and the new owners purchased the vacant land assuming a single-family dwelling could be built.

Recently the Authority has received applications for vacant land where the landowners requested retirement of all remaining DURs. In one case, the applicant was encouraged to keep one remaining in the other case both DURs were permitted to be extinguished. This prompted members to suggest that criteria should be established that would provide an objective standard for situations where no DURs are retained.

Mr. Mitchell was asked to review the proposed policy. His response is as follows:

You advised that the proposed provisions for zero DUR lots are policy provisions to be applied by the Authority for property being placed in a conservation easement with the Authority meeting the requirements of §3-D-10(a)(3) of the Zoning Ordinance.

My suggestions for some of the wording in the policy provisions are:

- 1) Add the word "access" after the word "road".
- 4) Revise the beginning of the sentence to read: "Any parcel placed in a conservation easement with zero DURs shall . . ."

Based on Mr. Mitchell's comments, the Authority approved the proposed final policy at their meeting December 22, 2020:

Any parcel placed in a conservation easement with zero DURs shall meet the following criteria:

1. **No public road access or recorded private easement access; OR**
2. **Site conditions that restrict or eliminate the potential for development – for example, flood plain, steep slopes; OR**
3. **Other special facts and circumstances that make it appropriate to retire all DURs. Such as viewsheds, historic features.**
4. **Any parcel placed in easement with zero DURs shall provide a survey plat that includes a statement saying that this is not a legal building lot and has zero DURs**

Recommendation: Adopt the policy as presented



Finance Committee Items

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

Monday, January 11, 2021, immediately following work session

Item No.	Description	Page
A.	CARES Act Funding Update:	
a.	Review CARES Summary Report (attached is a CARES related expense summary report and detailed Accounts Payable expense reports). The summary report shows the balance of the CARES Act expenses by category. Total expenses in the amount of \$1,205,118.01 account for the remaining balance of the County CARES Act fund. Also included in the Summary Report is \$18,244.71 of COVID-19 expenses specific to the Registrar's Office and the November 3, 2020, Election. <i>The Finance Committee should consider recommending to the Board of Supervisors approval of using CARES funds for the total proposed qualifying COVID-19 expenses of \$1,223,362.72. A public hearing has been scheduled on this matter on January 19, 2021, at 6:30 p.m., and the Board could approve this item following the Public Hearing.</i> <i>"Be it resolved that FY21 budgeted expenditure and appropriation be increased \$411,496.14 and that revenue from the Federal CARES Act be recognized in the amount of \$1,223,362.72, all for the purpose of reimbursement of qualifying FY21 COVID-19 related expenditures".</i>	106
b.	The CCPS Division has received \$324,170 in CARES Act funds from the U.S. Department of Treasury. These funds are to be used within the guidelines set forth by the US Treasury for COVID-19 expenses. The school division has also received the following three (3) CARES Act grants from the Virginia Department of Education: <ol style="list-style-type: none">1. CARES Act grant - \$148,239.932. CARES Act grant - Instruction & Technology, \$38,0003. CARES Act grant – Special Education, \$5,937.45 <i>The Finance Committee should consider recommending to the Board of Supervisors approval of the CCPS CARES Act funds and CARES Act grant funds in the amount of \$516,347. A public hearing has been scheduled on this matter on January 19, 2021, at 6:30 p.m., and the Board could approve this item following the Public Hearing.</i>	

“Be it resolved that FY21 budgeted revenue and appropriation be increased \$516,347 in the School Operating Fund and that revenue from the Federal CARES Act be recognized in the amount of \$516,347, all for the purpose of reimbursement of qualifying FY21 COVID-19 related expenditures.”

- c. Municipal Utility Relief Program – See attached. Information only. 110

B. Various Clarke County Public Schools grant supplementals:

- a. **Claude Moore Foundation Grant.** The Division has been awarded a grant through Lord Fairfax Community College in the amount of \$88,000, and it will be used to purchase an Anatomage Table for Anatomy & Physiology Enhancement for the 20/21 school year.
- b. **School Security Equipment Grant.** CCPS has been awarded a grant from the Virginia Department of Education, in the amount of \$66,073, with a required match of \$16,518, for a total of \$82,591. The grant will be used for the purchase and installation of security equipment for Boyce Elementary School, Clarke County High School, and DG Cooley Elementary School.
- c. **Title III Grant Supplemental.** Supplemental revenue and expenditure in the amount of \$6,250 is needed to balance the grant budget to the actual grant award amount for the award year 2020.
- d. **IDEA Grant Supplemental.** Supplemental revenue in the amount of \$11,654 and expenditure in the amount of \$7,463 is needed to balance the grant budget to the actual grant award amount for the award year 2020

The Finance Committee should consider recommending to the Board of Supervisors approval of the school supplementals. A public hearing has been scheduled on this matter on January 19, 2021, at 6:30 p.m., and the Board could approve this item following the Public Hearing.

“Be it resolved that FY21 budgeted expenditure and appropriations in the School Capital Projects Fund be increased \$170,591, and that revenue from Lord Fairfax Community College be recognized in the amount of \$88,000, and revenue from the Virginia Department of Education in the amount of \$66,073 be recognized, all for the

Item No.	Description	Page
	<p><i>purpose of purchasing an Anatomage Table and School Security Equipment.</i></p> <p><i>“Be it resolved that FY21 budgeted expenditure and appropriations in the School Operating fund be increased \$13,713 and revenue from Title III & IDEA Grants be recognized in the amount of \$17,904, all for the purpose of balancing to actual award amounts.”</i></p>	
C.	<p>Conservation Easement: RSP Enterprises, LLC (Smithfield Farm)- see the attached memo.</p> <p><i>The Finance Committee should consider recommending to the Board of Supervisors approval of the conservation easement funding and expenditure as follows. A public hearing has been scheduled on this matter on January 19, 2021, at 6:30 p.m., and the Board could approve this item following the Public Hearing.</i></p> <p><i>“Be it resolved that FY21 budgeted expenditure and appropriations to the Conservation Easement fund be increased \$569,029, that revenue from the Federal government be recognized in the amount of \$323,500, and revenue from the Commonwealth be recognized in the amount of \$183,702 and that the fund balance designation for Conservation Easement purchases be decreased by \$61,827, all for the purpose of purchasing Conservation Easements on the land of the Opequon Cattle Company.”</i></p>	111
D.	<p>Historic Preservation Commission Grant: Battle of Berryville Boundaries Grant – see the attached memo.</p> <p><i>The Finance Committee should consider recommending to the Board of Supervisors approval of the historic preservation funding and expenditure as follows. A public hearing has been scheduled on this matter on January 19, 2021, at 6:30 p.m., and the Board could approve this item following the Public Hearing.</i></p> <p><i>“Be it resolved that FY21 budgeted expenditure and appropriation to Historic Preservation Commission be increased \$39,427, and that revenue from the Federal government be recognized in the amount of \$39,427, for the purpose of accepting the Battle of Berryville Boundaries Grant.”</i></p>	114
E.	<p>Deed Book Restoration Grant: The Clerk of the Circuit Court was awarded a grant in the amount of \$18,913 for the restoration of deed books.</p>	

<i>Item No.</i>	<i>Description</i>	<i>Page</i>
	<i>The Finance Committee should consider recommending to the Board of Supervisors approval of the deed book restoration revenue and expense as follows. A public hearing has been scheduled on this matter on January 19, 2021, at 6:30 p.m., and the Board could approve this item following the Public Hearing.</i>	
	<i>“Be it resolved that FY21 budgeted expenditure and appropriation to Clerk of the Circuit Court be increased \$18,913 and that revenue from the Commonwealth be recognized in the amount of \$18,913 for the purpose of accepting the Deed Book Restoration Grant”.</i>	
F.	Waterloo Sewer Connections Fees – See attached memo, availability fees, and map.	115
G.	FY20 Capital Project Carryforward– See attached spreadsheet and memo.	118
H.	General Fund Balance designation review – See attached. The fund attached fund balance document is a draft of FY20 end of year.	121
I.	Bills and Claims- The Finance Committee should recommend approval.	122
J.	Standing Reports:	
	– Year to Date Budget Report	128
	– Reconciliation of Appropriations	142
	– Capital Projects Report	143

1/5/2021

CARES Act Funds Summary Report

Total amount of Award	2,550,902.00
Reimbursed through October 2020	<u>(1,345,783.99)</u>
Remaining available balance	1,205,118.01

Clarke County Covid-19 CARES Act Expenses

November 2020 Accounts Payable Expenses (Detail attached)	26,038.03
December 2020 Accounts Payable Expenses (Detail attached)	219,288.07
Glass Doctor Invoice (invoiced/pd FY21 paid from CARES)	6,183.00
Encumbrances	26,953.42
PPE Received by 12/30/20, to be paid 1/15/21	530.25
Central Store purchases for 10/01/20 through 11/30/2020	10,544.73
Blue Ridge Volunteer FD PPE supplies not included with previous requests	342.21
<u>Qualifying Covid-19 related salaries & benefits</u>	
Parks & Recreation Child Care Program (Nov & Dec)	14,995.38
School employees assigned to Child Care Program (Nov & Dec)	24,602.46
PT Animal Shelter	2,414.13
Blue Ridge Volunteer Fire Co PT Salaries & benefits (Sept-Dec)	27,025.66
<u>Qualifying Covid-19 sick leave pay</u>	
Covid Sick Leave Pay	11,029.41
<u>Public Safety Hazard Pay</u>	
Sheriff's Office Hazard Pay for Nov & Dec	14,263.63
Fire & EMS Hazard Pay for Nov & Dec	21,906.78
Public Safety Salary & Benefits	811,866.58
Unemployment paid for Qtr end 6/30/2020	14,159.95
Total County Covid-19 Expenses	<u>1,205,118.01</u>

COV19 - Paid from Registrar CARES fund

November 2020 Accounts Payable Electoral Board Covid-19 Expenses	8,896.50
Electoral Board part time salaries and benefits	7,598.21
Hazard Pay	1,750.00
Total Registrar Nov 2020 Covid-19 Expenses	<u>18,244.71</u>

Total Covid-19 Expenses 1,223,362.72

Clarke County Public Schools CARES Act Funds

CARES Act Funds from the US Treasury	324,170.00
VDOE CARES Act grant	148,239.93
VDOE CARES Act grant - Instruction & Technology	38,000.00
VDOE CARES Act grant - Special Education	5,937.45
Total CCPS Cares Funds	<u>516,347.38</u>

Invoice history by Project and GL account
 Paid Cov-19 invoices 11/1-11/30
 11/30/20

VENDOR	VENDOR NAME	INVOICE	INVOICE DATE	CHECK NO	WARRANT	PROJECT	ACCOUNT	YEAR	PRD	AMOUNT	FULL DESC	
37	Amazon Acct	436866953863	10/27/2020	56167	DC113020	COV19	100-000-000-000-1-12-121-12110-6000	-COV19	2021	5	1,244.58	Filters for Library COVID-19
67	BB&T	0375-11-09-2020	11/09/2020	56173	DC113020	COV19	100-000-000-000-1-12-121-12110-6000	-COV19	2021	5	635.34	brt IT, P&Z, Bld, DSS, Co Admin, Econ Dev
County Administration Total											1,879.92	
2930	Bank of America	0845-09/2020-3	09/30/2020	56068	DC111320	COV19	100-000-000-000-1-13-131-13100-6000	-COV19	2021	3	127.94	CV: Table for Sanitizer
Electoral Board and Officials Total											127.94	
37	Amazon Acct	584537534549	10/07/2020	56167	DC113020	COV19	100-000-000-000-3-31-312-31200-6000	-COV19	2021	5	116.22	Office Supplies
37	Amazon Acct	584537534549	10/07/2020	56167	DC113020	COV19	100-000-000-000-3-31-312-31200-6011	-COV19	2021	5	8.99	Office Supplies
Sheriff's Office Total											125.21	
2930	Bank of America	0845-October 2020	10/31/2020	56068	DC111320	COV19	100-000-000-000-3-32-323-32310-6000	-COV19	2021	4	13,549.31	CV: AeroClave 3110 Trident & A
2930	Bank of America	0845-October 2020-1	10/31/2020	56067	DC111320	COV19	100-000-000-000-3-32-323-32310-6000	-COV19	2021	4	1,294.80	CV: P100 HE Cartridges
67	BB&T	9651-11/9/2020	11/09/2020	56173	DC113020	COV19	100-000-000-000-3-32-323-32310-6000	-COV19	2021	5	208.18	Fire-EMS BB&T credit card statement Nov 20
1824	Blue Ridge Rescue Su	49866	11/04/2020	56071	DC111320	COV19	100-000-000-000-3-32-323-32310-6011	-COV19	2021	5	3,720.00	Fire-EMS COVID-19 PPE
67	BB&T	9651-11/9/2020	11/09/2020	56173	DC113020	COV19	100-000-000-000-3-32-323-32310-6011	-COV19	2021	5	516.12	Fire-EMS BB&T credit card statement Nov 20
Fire and Rescue Total											19,288.41	
208	Grainger Inc	9696954222	10/27/2020	56092	DC111320	COV19	100-000-000-000-7-71-713-71310-6000	-COV19	2021	4	361.24	CV: 2XL Gym Wipes
2272	Protect the Kids	11072020	11/07/2020	56132	DC111320	COV19	100-000-000-000-7-71-713-71350-5500	-COV19	2021	5	115.00	mat training COV19
30	Ahold Financial Serv	55527	10/30/2020	56060	DC111320	COV19	100-000-000-000-7-71-713-71350-6000	-COV19	2021	5	35.29	covid
358	S&S Worldwide	IN100631680	10/27/2020	56136	DC111320	COV19	100-000-000-000-7-71-713-71350-6000	-COV19	2021	5	118.43	afterschool COV19
358	S&S Worldwide	100592380	09/01/2020	56316	DC113020	COV19	100-000-000-000-7-71-713-71350-6000	-COV19	2021	5	412.95	covid afterschool
Parks Rec Center Total											1,042.91	
3008	Virginia Tourism	INV0000000007055	10/20/2020	56160	DC111320	COV19	100-000-000-000-8-81-815-81510-3000	-COV19	2021	4	350.00	Econ Welcome Center Covid
3018	Shotton Design	339	11/04/2020	56142	DC111320	COV19	100-000-000-000-8-81-815-81510-3000	-COV19	2021	5	700.00	Econ Pop Up Banners Covid
464	Top of Virginia Regi	43173	11/18/2020	56326	DC113020	COV19	100-000-000-000-8-81-815-81510-3000	-COV19	2021	5	424.00	Covid-19_Econ_Shop_Local_Camp.
3022	APA Media	21103	11/13/2020	56170	DC113020	COV19	100-000-000-000-8-81-815-81510-3000	-COV19	2021	5	1,995.00	brt Econ Dev Full pg Ad
Economic Development Total											3,469.00	
37	Amazon Acct	464686384359	10/21/2020	56167	DC113020	COV19	201-000-000-000-5-53-531-53100-6000	-COV19	2021	5	104.64	AMM BLACK NITRILE GLOVES COV19
Social Services Total											104.64	
Grand Total										<u>26,038.03</u>		

invoice history by Project and GL account
 Paid Covid-19 invoices through
 1/5/2020
 AP by GL account

VENDOR NAME	INVOICE	INVOICE DATE	CHECK NO	WARRANT	PROJECT	ACCOUNT	YEAR	AMOUNT	FULL DESC
Daly Computers	PSI1081797	11/30/2020	20632	DC121520	COV19	100-000-000-000-1-12-125-12510-6050 -COV19 IT COV19 Noncap Tech Hardware	2021	<u>3,757.00</u> 3,757.00	Laptops,webcam, CARES
BB&T	9058-20201209	12/09/2020	56488	DC123020	COV19	100-000-000-000-3-31-312-31200-6000 -COV19 Fire and Rescue Services Total	2021	<u>237.97</u> 237.97	Monthly Statement
Virtual Graffiti	982939	11/18/2020	56474	DC121520	COV19	100-000-000-000-3-32-323-32310-6000 -COV19	2021	3,125.00	CARES ACT modems-COVID 19
TSI, Inc.	91275518	11/23/2020	56459	DC121520	COV19	100-000-000-000-3-32-323-32310-6000 -COV19	2021	13,858.10	FIT Testing Machine
Emergency Medical	2221985	12/15/2020	56509	DC123020	COV19	100-000-000-000-3-32-323-32310-6000 -COV19	2021	267.60	Fire-EMS ***COVID-19*** PPE stock
Mallory Safety	4982956	12/16/2020	56527	DC123020	COV19	100-000-000-000-3-32-323-32310-6000 -COV19	2021	1,288.00	Fire-EMS ***COVID-19*** PPE N95 masks
Atlantic Emergency	10846SPE	12/09/2020	56486	DC123020	COV19	100-000-000-000-3-32-323-32310-6000 -COV19	2021	3,131.76	Fire-EMS **COVID-19** PPE
Blue Ridge Resue Suppliers	50089	12/17/2020	56570	DC010521	COV19	100-000-000-000-3-32-323-32310-8200 -COV19	2021	29,470.00	Fire-EMS PPE **COVID-19**
Blue Ridge Resue Suppliers	50034	12/08/2020	56570	DC010521	COV19	100-000-000-000-3-32-323-32310-8200 -COV19 EMS COV19 Mat & Sup	2021	<u>1,475.00</u> 52,615.46	Fire-EMS PPE **COVID-19**
Delta Fire	76771	11/06/2020	56374	DC121520	COV19	100-000-000-000-3-32-323-32310-6011 -COV19 EMS COV19 Uniforms Apparel	2021	<u>2,314.00</u> 2,314.00	Fire-EMS ***Covid-19 PPE*** bunker gear rental
Broy & Son Pump	23205	12/11/2020	20692	DC123020	COV19	100-000-000-000-4-43-432-43200-6000 -COV19	2021	900.00	rm Broy Covid labor for retaining wll
Town of Berryville	448307-COVID	12/11/2020	56555	DC123020	COV19	100-000-000-000-4-43-432-43200-6000 -COV19	2021	52.50	rm TOB Cons Material Covid101 Chalmers bollard wal
Town of Berryville	72-COVID	12/15/2020	56555	DC123020	COV19	100-000-000-000-4-43-432-43200-6000 -COV19	2021	1,540.14	rm TOB 101 Chalmers retaining wall labor
Imperial Concrete	12112020-COVID	12/11/2020	56519	DC123020	COV19	100-000-000-000-4-43-432-43200-6000 -COV19 Maintenanc COV19 Mat & Sup	2021	<u>6,135.00</u> 8,627.64	rm Imperial Concrete 101Chalmers retaining wall
S&S Worldwide	IN100659737	11/25/2020	56440	DC121520	COV19	100-000-000-000-7-71-713-71350-6000 -COV19	2021	341.84	Childcare Game and Craft Supplies
S&S Worldwide	IN100667502	12/07/2020	56440	DC121520	COV19	100-000-000-000-7-71-713-71350-6000 -COV19	2021	4.79	Green Masking Tape
Personius, Kristine	Personious 12/06/20	12/06/2020	20661	DC121520	COV19	100-000-000-000-7-71-713-71350-6000 -COV19	2021	26.71	Craft Supplies Childcare
BB&T	6723-12/21/20	12/09/2020	56488	DC123020	COV19	100-000-000-000-7-71-713-71350-6000 -COV19	2021	1,133.38	Childcare Supplies Covid
General Sales of Vir	202012.00907	12/14/2020	20702	DC123020	COV19	100-000-000-000-7-71-713-71350-6000 -COV19	2021	230.55	Qt. Spritz Sani Spray
Walmart	0739-12/23/2020	12/16/2020	56563	DC123020	COV19	100-000-000-000-7-71-713-71350-6000 -COV19 Parks Administration Total	2021	<u>701.62</u> 2,438.89	Childcare Covid Supplies, Rec Vending and Supplies
Frederick County EDA	60662	12/11/2020	56381	DC121520	COV19	100-000-000-000-8-81-815-81510-3000 -COV19	2021	500.00	Econ Dev Talent Website
BB&T	0375-12/09/20	12/18/2020	56488	DC123020	COV19	100-000-000-000-8-81-815-81510-3000 -COV19 Economic Development Total	2021	<u>400.00</u> 900.00	BB&T CoAdmin, GIS/IT Nov 2020
GCA Education Servic	1083855	12/17/2020	20701	DC123020	COV19	205-500-903-000-6-64-642-64200-3340 -COV19	2021	2,640.00	Custodial Service Cooley Upper for Sept and Oct.
GCA Education Servic	1083856	12/17/2020	20701	DC123020	COV19	205-500-903-000-6-64-642-64200-3340 -COV19	2021	2,280.00	Cust. Service Cooley Upper for November
GCA Education Servic	12152020	12/15/2020	20701	DC123020	COV19	205-500-903-000-6-64-642-64200-3340 -COV19 Child Care Center Cleaning	2021	<u>1,440.00</u> 6,360.00	rm ABM Covid Cleaning at CUC DayCare 12/1 to 12/15
Barns of Rose Hill	03.Memo to Pay	12/18/2020	56487	DC123020	COV19	232-000-400-000-0-00-000-00000-5600 -COV19	2021	10,000.00	03.Memo to Pay Barns of Rose Hill
Blandy Experimental	07. Memo to Pay	12/16/2020	56490	DC123020	COV19	232-000-400-000-0-00-000-00000-5600 -COV19	2021	10,000.00	CARES 07 Memo to Pay State Arboretum
Blue Ridge Volunteer	12.Memo to Pay	12/16/2020	20691	DC123020	COV19	232-000-400-000-0-00-000-00000-5600 -COV19	2021	11,429.00	CARES 12 Memo to Pay Blue Ridge Vol Fire
Boyce Volunteer Fire	05.Memo to Pay	12/16/2020	56492	DC123020	COV19	232-000-400-000-0-00-000-00000-5600 -COV19	2021	11,429.00	CARES 05 Memo to Pay Boyce Vol Fire Company
John H Enders Fire	11.Memo to Pay	12/16/2020	56523	DC123020	COV19	232-000-400-000-0-00-000-00000-5600 -COV19	2021	11,429.00	CARES 11 Memo to Pay John H Enders

Heritage Child Devel	06. Memo to Pay	12/16/2020	56517	DC123020	COV19	232-000-400-000-0-00-000-00000-5600 -COV19	2021	10,000.00	CARES 06 Memo to Pay Cheers Family School
Blue Ridge Studio	09.Memo to Pay	12/16/2020	56491	DC123020	COV19	232-000-400-000-0-00-000-00000-5600 -COV19	2021	10,000.00	CARES 09 Memo to Pay Blue Ridge Studio
Serenity Farm	01 Memo to Pay	12/16/2020	56549	DC123020	COV19	232-000-400-000-0-00-000-00000-5600 -COV19	2021	2,000.00	CARES Non-Profit 01
Long Branch	02.Memo to Pay	12/16/2020	56526	DC123020	COV19	232-000-400-000-0-00-000-00000-5600 -COV19	2021	10,000.00	CARES 02. Memo to Pay Long Branch
Clarke County Histor	04. Memo to Pay	12/16/2020	56496	DC123020	COV19	232-000-400-000-0-00-000-00000-5600 -COV19	2021	2,481.00	CARES 04 Memo to Pay CCHA
Clarke Agricultural	10.memo to pay	12/16/2020	56494	DC123020	COV19	232-000-400-000-0-00-000-00000-5600 -COV19	2021	10,000.00	CARES 10.Memo to Pay Clarke Ag Learn Foundation
Clarke County Band A	08.Memo to Pay	12/16/2020	56495	DC123020	COV19	232-000-400-000-0-00-000-00000-5600 -COV19	2021	1,232.00	CARES 08.Memo to Pay CC Band Assoc
Small Business Total								100,000.00	Covid-19 Non-Profit Assistance
COMMUNICATIONS CENTE	2477m	12/11/2020	56355	DC121520	COV19	301-000-000-000-9-94-943-94310-8200 -COV19	2021	1,200.00	console cleaning, wire cleanin
Kustom Signals Inc	578593	10/23/2020	20710	DC123020	COV19	301-000-000-000-9-94-943-94310-8200 -COV19	2021	19,019.00	Message Board Trailer
Sherif Equip COV19 Cap Outly								20,219.00	
Virginia Employment	093020 County	10/16/2020	56472	DC121520	COV19	731-000-000-000-9-91-910-91000-2600 -COV19	2021	2,294.81	FY21 Q1 County
Virginia Employment	093020 School 1	10/16/2020	56472	DC121520	COV19	731-000-000-000-9-91-910-91000-2600 -COV19	2021	7,279.26	FY21 Q1 School Bill #1
Virginia Employment	093020 School 2	10/16/2020	56472	DC121520	COV19	731-000-000-000-9-91-910-91000-2600 -COV19	2021	357.00	FY21 Q1 School Bill #2
COV19 Unemployment Insurance								9,931.07	
Town of Berryville	1/5/2021	1/5/2021	56572	DC010521	COV19	232-000-400-000-0-00-000-00000-6000-COV19		9,701.45	Public Safety Hazard Pay for Town of Berryville Police Dept
Town of Berryville	01-05-21A	1/5/2021	56572	DC010521	COV19	232-000-400-000-0-00-000-00000-6000-COV19		2,185.59	Glass Doctor - Glass partition at customer service window
Total Town of Berryville								11,887.04	
TOTAL DECEMBER 2020 AP COV19 EXPENSES								219,288.07	



Ralph S. Northam
Governor

R. Brian Ball
Secretary of
Commerce and Trade

COMMONWEALTH of VIRGINIA

Erik C. Johnston
Director

DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT

December 7, 2020

VIA EMAIL

Mary Meredith
Administrative Assistant
Clarke County Sanitary Authority

Re: Award Letter, Guidance, and Required Certification for COVID-19 Municipal Utility Relief Program to Assist Customers

Dear Mary Meredith:

On behalf of Governor Northam, it gives me great pleasure to inform you that Clarke County Sanitary Authority has been awarded federal Coronavirus Aid, Relief, and Economic Security Act (CARES Act) funds pursuant to the Appropriation Act mandated State Corporation Commission application process in the amount of \$53,805.53 to assist with municipal utility customer relief for all eligible customers of Clarke County Sanitary Authority. This funding is being provided under CFDA 21.019 – Coronavirus Relief Funds (CRF). Additional details concerning this program including guidance, requirements, and several model forms are included in the following pages.

Additional guidance concerning this program has been included with this letter, including a model customer intake form. Please read this carefully before proceeding with additional steps. Given the tight timeline for utilization of these funds and to ensure each utility directly receives these funds in an expedited manner you must return the attached certification in partnership with a city or county that will act as the fiscal agent to receive the funds from the Department of Accounts (DOA) and the city or county will then forward funds to the municipal utility to implement the program for the utility's customers. Once the project is complete, DOA will follow up regarding project outcomes and compliance. I want to reiterate that it is incumbent on Clarke County Sanitary Authority and the partnering city or county to ensure project expenses are properly documented and verified in case of audit.

For questions contact DHCD staff member David Conmy at utility@dhcd.virginia.gov.

Sincerely,

Handwritten signature of Erik Johnston in black ink.

Erik Johnston
Director, Virginia Department of Housing and Community Development

CC: David Von Moll, Comptroller, Department of Accounts
Encl: COVID-19 Municipal Utility Relief Program Guidance, Certification Form and Addendum, and Model Customer Intake Form

MEMORANDUM

TO: Finance Committee
FROM: Alison Teetor
SUBJECT: Easement purchase
DATE: November 20, 2020

The Clarke County Conservation Easement Authority received authorization from the USDA ALE to close on a conservation easement purchase previously approved by the Board of Supervisors. The property is Tax Map# 10-A-6 owned by RSP Enterprises, LLC (Smithfield Farm). The Authority is requesting a transfer of funds as follows:

Payment to Robert Mitchell, closing attorney, in the amount of \$569,029.20.

The total appraised value of the easement is \$647,000. Of that \$323,500 or 50% from is from the Natural Resource Conservation Service (ALE grant); \$121,875 from Virginia Land Conservation Fund and \$61,827.10 from the Virginia Department of Agriculture and Consumer Services (VDACS), and \$61,827.10 from the County. The landowner is donating the remaining \$80,875.

Please recommend approval of the appropriation of the funds to the Board of Supervisors.

MEMORANDUM

TO: Finance Committee
FROM: Alison Teetor
DATE: November 20, 2020
SUBJECT: Application for grant Purchase – RSP Enterprises, Betsy Pritchard

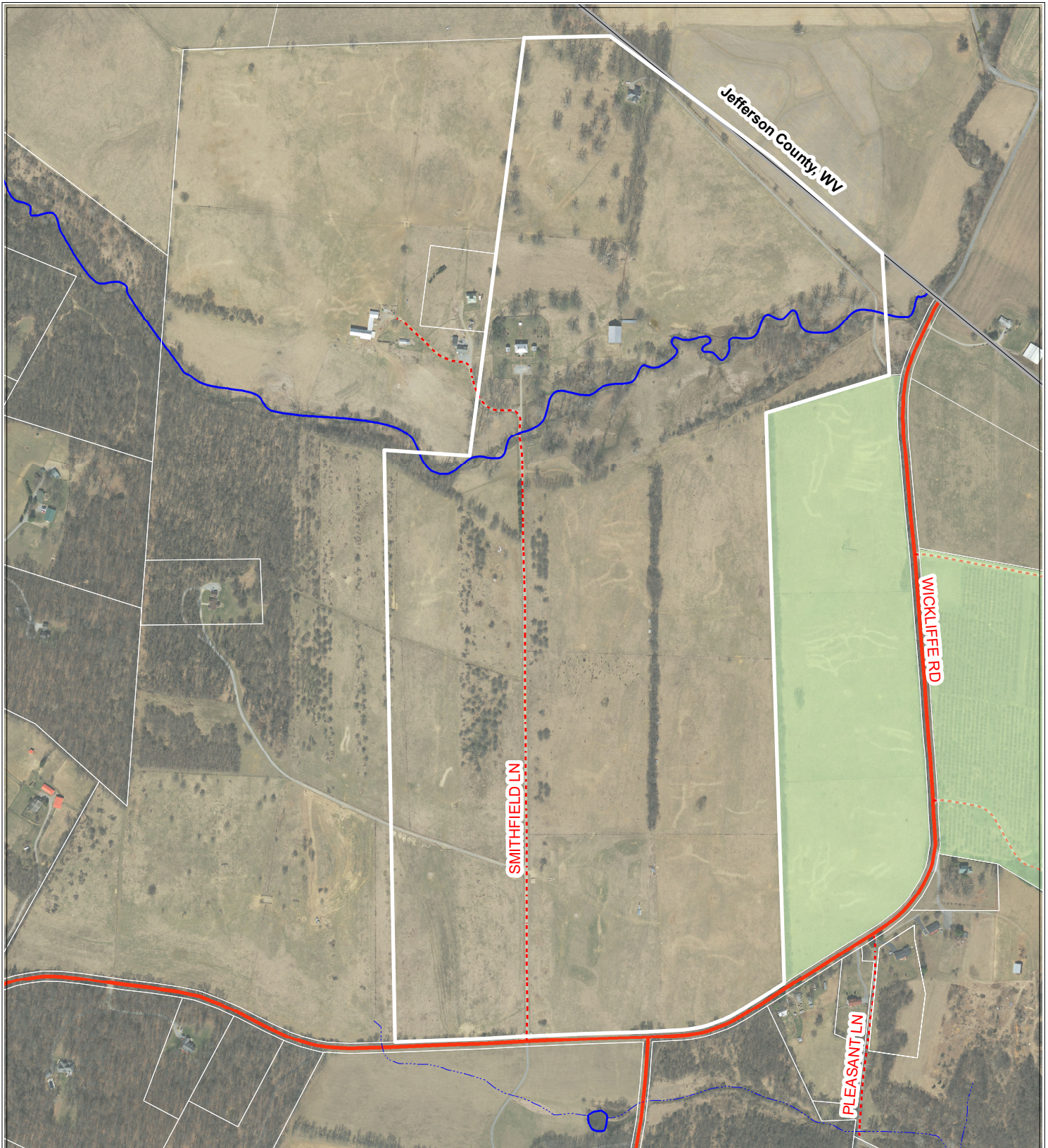
Betsy Pritchard, co-owner RSP Enterprises (Smithfield Farm) has applied to the easement authority for approval of an easement purchase using grant funds. The property is located 568 Smithfield Lane off of Wickliffe Road adjacent to the West Virginia line. The property is identified by Tax Map# 10-A-6. It consists of 214 acres with 6 DUR's and 4 existing dwellings. The primary use is for grazing and hay production. The applicant proposes to retire all of the 6 remaining DURs.

The parcel is zoned AOC and is currently in use value taxation, in accord with the Commissioner of Revenue's requirements, therefore a donation may be considered if at least two of the following four guidelines are met:

- 1) the parcel's Property Resource Score is at least 35;
- 2) at least one dwelling unit right is extinguished by the conservation easement;
- 3) the parcel is adjacent to a parcel already under permanent conservation easement;
- 4) the property has a minimum area of 40 acres.

The property meets all of the 4 criteria. The property resource score is 125.69. The applicant would retire all of the 6 remaining DURs. It is next to an existing easement, property that the Pritchard's own and placed in easement in 2009, and it is more than 40 acres. Points were given for retiring 6 DURs, having a perennial stream, a house listed individually on the National Historic Register. Having frontage on a scenic byway, and being owned by the same family for more than 200 years.

Grants obtained to assist with the purchase include ALE (formally FRPP) federal, and the Virginia Land Conservation Fund (state) and the Virginia Department of Agriculture and Consumer Services (VDACS).



RSP Enterprises
 TM# 10-A-6, 215 acres
 3 exempt., 6 DURs



600 300 0 600 Feet

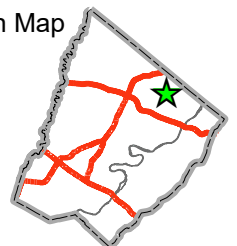
Clarke County GIS
 July 2, 2020



- Parcel Boundary
- Conservation Easement
- Intermittent Stream
- Perennial Stream
- Public Road
- Private Road

Aerial Imagery 2015 Commonwealth of Virginia

Location Map



MEMORANDUM

TO: Finance Committee
FROM: Alison Teetor
DATE: November 23, 2020
SUBJECT: Battle of Berryville grant appropriation

The Clarke County Historic Preservation Commission received a grant from the American Battlefield Protection Program (ABPP) administered by the National Park Service, to study the Battle of Berryville boundaries and develop a preliminary information form for a potential future National Register Nomination. Request for Proposals were due October 20th. In all eleven firms responded. A committee consisting of Betsy Arnett, Chair of the HPC, Bob Stieg, member of the HPC, Maral Kalbian, Architectural Historian, and me, reviewed the applications and interviewed three firms. The chosen firm is Richard Grubb and Associates, Inc. from Cranbury, NJ. The grant award to complete the work is \$39,427.

Recommendation

Recommend appropriation of the grant award to the Board of Supervisors.

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: Finance Committee

From: Chris Boies

Re: Waterloo Sewer Connection Fee

Date: January 4, 2021

Waterloo, at the intersection of Lord Fairfax Highway and John Mosby Highway, is currently zoned Highway Commercial (CH) and is served by public water and sewer provided by the Clarke County Sanitary Authority (CCSA). The Waterloo Area Plan, an implementing component of the Clarke County Comprehensive Plan, calls for developing proactive strategies to facilitate new business development in the Plan Area and to pursue approaches to make public water and sewer connectivity more affordable for new businesses.

The Clarke County Board of Supervisors (BOS) currently receives one-third of the sewer availability fees in Waterloo as repayment for previous investments by the County to the public sewer system. The County does not budget for these revenues and none have been received for a number of years due to the lack of new connections to the system. Staff is proposing a new business incentive program to encourage the development of vacant parcels at Waterloo. The proposed program is as follows:

Eligible connections: Sewer connections made for new commercial buildings in Waterloo on properties served by the CCSA and zoned CH are eligible to apply for this program. A zoning permit and site plan (and appropriate fees) must be submitted to the Planning & Zoning office by December 31, 2021. A physical connection to the public sewer system must occur by December 31, 2022.

Incentive: The BOS agrees to waive one-third of the sewer availability fee for eligible connections made within the prescribed time period. The BOS reserves the right to review each request under this program on a case-by-case basis. The cumulative funding available for this program is \$100,000, any requests beyond that amount will require supplemental funding approval from the BOS.

Please find attached the connection fees proposed under this incentive program. Staff discussed this proposal with the CCSA Board in December and they had no objections to the proposal.

Projected Average Daily Flow (gpd)	Water Availability Fee
1 to 375	\$20,700.00
376 to 500	\$27,600.00
501 to 625	\$34,500.00
626 to 750	\$41,400.00
751 to 875	\$48,300.00
876 to 1000	\$55,200.00
1,001 to 1,250	\$69,000.00
1,251 to 1,500	\$82,800.00
1,501 to 1,750	\$96,600.00
1,751 to 2,000	\$110,400.00
2,001 to 2,250	\$124,200.00
2,251 to 2,500	\$138,000.00
2,501 to 3,125	\$172,500.00
3,126 to 3,750	\$207,000.00
3,751 to 5,000	\$276,000.00
5,001 to 6,250	\$345,000.00
6,251 to 7,500	\$414,000.00
7,501 to 8,750	\$483,000.00
8,751 to 10,000	\$552,000.00
10,001 to 12,500	\$690,000.00
12,501 to 15,000	\$828,000.00
15,001 to 17,500	\$966,000.00
17,501 to 20,000	\$1,104,000.00
20,001 to 22,500	\$1,242,000.00
22,501 to 25,000	\$1,380,000.00

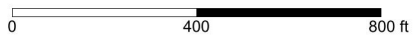
Projected Average Daily Flow (gpd)	Sewer Availability Fee	Proposed 2021 Fee
1 to 300	\$24,300.00	\$16,198.38
301 to 400	\$32,400.00	\$21,597.84
401 to 500	\$40,500.00	\$26,997.30
501 to 600	\$48,600.00	\$32,396.76
601 to 700	\$56,700.00	\$37,796.22
701 to 800	\$64,800.00	\$43,195.68
801 to 1,000	\$81,000.00	\$53,994.60
1,001 to 1,200	\$97,200.00	\$64,793.52
1,201 to 1,400	\$113,400.00	\$75,592.44
1,401 to 1,600	\$129,600.00	\$86,391.36
1,601 to 1,800	\$145,800.00	\$97,190.28
1,801 to 2,000	\$162,000.00	\$107,989.20
2,001 to 2,500	\$202,500.00	\$134,986.50
2,501 to 3,000	\$243,000.00	\$161,983.80
3,001 to 4,000	\$324,000.00	\$215,978.40
4,001 to 5,000	\$405,000.00	\$269,973.00
5,001 to 6,000	\$486,000.00	\$323,967.60
6,001 to 7,000	\$567,000.00	\$377,962.20
7,001 to 8,000	\$648,000.00	\$431,956.80
8,001 to 10,000	\$810,000.00	\$539,946.00
10,001 to 12,000	\$972,000.00	\$647,935.20
12,001 to 14,000	\$1,134,000.00	\$755,924.40
14,001 to 16,000	\$1,296,000.00	\$863,913.60
16,001 to 18,000	\$1,458,000.00	\$971,902.80
18,001 to 20,000	\$1,620,000.00	\$1,079,892.00
20,001 to 22,500	\$1,822,500.00	\$1,214,878.50
22,501 to 25,000	\$2,025,000.00	\$1,349,865.00



- Public
- Points of Interest
- Parcels
- County Zoning
 - Rural Residential (RR)
 - Commercial Nhb (C)
 - Commercial Hwy (C)
 - Ag/OS/Conserv (A)
 - Forest/OS/Conserv (F)
- Towns
- Clarke County Boundary
- Major Roads
 - Interstate
 - US Highway
 - State Highway
- Surrounding Counties Op
- Clarke County Roads
 - Private Roads
 - Roads
- Rail
- Buildings
- Appalachian Trail
- Streams
 - Perennial Streams
 - Intermittent Streams
- Ponds
- Rivers



The data shown on this site are provided for informational and planning purposes only. Clarke County and its consultants are not responsible for the misuse or misrepresentation of the data.



FY20 COUNTY CAPITAL CARRYFORWARD

FUNCTION	ACCOUNT DESCRIPTION	FY20 ORIG APPROP	FY20 TRANFRS/ ADJSMTS	FY20 REVISED BUDGET	FY20 YTD EXP	Proposed EOY Adjustments	FY20 AVAILABLE BUDGET	NOTES
94110	HVAC System Replacement	-	119,280	119,280	11,522	41,660	149,418	\$109k was expended in FY 21 for the courthouse project
94120	Roofing	-	52,732	52,732	-	(10,000)	42,732	Paint 106, 104, & 102 Church St. Roofs
94130	Painting and Flooring	25,000	-	25,000	20,073	5,073	10,000	Transferred ending FY20 balance to HVAC per J. Braithwaite
94140	Landscaping	-	10,375	10,375	-	-	10,375	
94150	Asphalt, Sidewalk, Path	25,000	3,136	28,136	2,759	-	25,377	Animal Shelter parking lot paving approx \$18k
94180	Courthouse Complex Repai	-	27,681	27,681	9,031	4,936	23,586	HVAC unit replacement - Currenrntly have approx \$19k quote, \$3,469 spent in FY 21
94181	Courtroom Furniture	-	-	-	-	-	-	
94310	Sheriff's Equipment	10,000	-	10,000	9,661	-	339	
94320	Auto Replacement	30,000	246	30,246	24,256	-	5,990	
94329	AFG-Radio Replacements	-	-	-	-	-	-	
94331	Sheriff's Vehicles	159,000	3,485	162,485	154,995	-	7,490	
94409	Citizen's Convenience Ce	-	4,105	4,105	4,105	-	-	
94502	Southeastern Coll. Trans	-	44,701	44,701	26,238	(18,463)	0	Complete in FY20
94508	Josephine School Museum Roof	-	852	852	852	-	-	
94509	Morgan's Mill Appalachia	-	15,000	15,000	-	(3,270)	11,730	Completed in FY21, \$11,730
94601	Technology Improvements	40,000	22,129	62,129	40,800	-	21,329	\$2,750 expended in FY 21
94603	Mobile Radio System	590,085	311,554	901,639	282,566	(34,000)	585,074	\$81,760 expended in FY 21
94604	911 Phone System	241,452	-	241,452	34,680	-	206,772	\$21,764 expended in FY 21
94606	Telecommunic & Broadband	-	209,513	209,513	99,852	(109,661)	(0)	This project is complete
94702	Swimming Pool	-	55,200	55,200	10,754	-	44,446	\$13k earmarked for repairs pool house, partions, sinks & toilets
94703	Park Fencing	-	79,007	79,007	6,030	-	72,977	Dugout repairs
94708	Park-Kohn Prpty Developm	-	15,000	15,000	-	(15,000)	-	\$10,610 encumbered in Consv Easement Stewardship for well/septic
94709	New Park Shelter	-	20,723	20,723	-	-	20,723	Is this needed? It was transferred in and not used during FY20 - Left message for Lisa
94802	Reassessment	-	207,021	207,021	131,343	(4,936)	70,742	\$68,992 expended in FY 21
	Total	1,120,537	1,201,740	2,322,277	869,518	(143,661)	1,309,098	
<u>Revenue</u>								
94508	Dept of Historic Resources -Josephine Roof		-530	-530			-530	Received in FY21
94509	Morgans Mill Appalachian Trail donations		-7,000	-7,000			-7,000	Complete in FY21
94604	Wireless 911 Phone System Grant	-241,452		-241,452			-241,452	FY21
94606	Braodband to White Post		-209,513	-209,513	-99,852	109,661	0	This project is complete
94603	EMS Handset Replacement	-34,000		-34,000		34,000	0	Not awarded
	Transfer from General Fund		-1,829,782	-1,829,782	-769,666		-1,060,116	
		-275,452	-2,046,825	-2,322,277	-869,518	143,661	-1,309,098	
	Revenue Total		-2,046,825	-2,322,277	-869,518	143,661	-1,309,098	
	Expense Total		1,201,740	2,322,277	869,518	-143,661	1,309,098	
	Grand Total		-845,085	0	0	0	0	

Clarke County Board of Supervisors



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County Administrator
Chris Boies
(540) 955-5175

To: Finance Committee

From: Chris Boies

Re: Capital Budget Update

Date: January 4, 2021

Below is an update on the FY 21 capital budget and reallocation plans for the FY 20 carryforward:

FY 21 Update:

- \$30,000 Courtroom Furniture-still on contingency list
- \$29,000 Sheriff Equipment-purchased speed trailer with CARES funding and bought security cameras
- \$25,000 General Government Vehicle-still on contingency list
- \$587,300 AFG Radio Replacement-depends on receiving grant
- \$57,000 Sheriff Vehicles-purchased two vehicles, one is still on contingency list
- \$20,000 Sheriff Radio-still on contingency list

FY 20 Carryforward-plans for use of funds remaining (most of these projects would have been requested for the FY 22 budget so completing them now will reduce FY 22 requested amounts):

- \$40,418 HVAC System Replacement-add expansion tank at 101 Chalmers Court (our share), add secondary cooling unit for Emergency Communications Center, and replacement of failing RTU at Social Services
- \$42,732 Roofing-Paint roofs at 102, 104, and 106 Church Street (preventative maintenance)
- \$10,000 Painting & Flooring-Improvements in Commonwealth Attorney's office
- \$10,375 Landscaping-hold for our portion of landscaping at 101 Chalmers Court
- \$25,377 Asphalt, Sidewalk, Path-hold for possible paving at Animal Shelter in conjunction with new addition
- \$20,117 Courthouse Complex Repairs-Replace failing HVAC unit at 104 Church Street-judges office and conference room
- \$18,579 Technology-various technology improvements at various locations
- \$15,000 Swimming Pool-pool house repairs including new partitions, sinks and toilets-leaves significant balance for any major repairs that may be needed.
- \$10,000 Park Fencing-baseball dugout and backstop improvements-leaves balance available for park repair

www.clarkecounty.gov

101 Chalmers Court, Suite B
Berryville, VA 22611

Telephone: [540] 955-5175

\$20,723 New Park Shelter-use remaining funds for much needed storage building at park.

DRAFT COPY - NOT FINAL YET

Title: General Fund Balance

01/06/21

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 Protection (6,183) & Germ Shields (2,870), 911 Hazard Pay
Government Savings (GenGov, JAS, DSS)	(468,563)	(468,563) (20,884)
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)	(311,667) General Use (ex. CCSA) Source for AT access match (8K)
Economic Development	(150,000)	(150,000) General use for new opportunities
Jack Enders Blvd Project	(102,434)	(102,434) From Business Park sale proceeds
Human Services space	(237,811)	(237,811) DSS, NWCS, VDH
School Construction	(79,270)	(79,270) BES or JWMS
Real Estate Assessment Software	(30,000)	(30,000) Was 130,000
FY 19/20 Original Budget Surplus (Deficit)	(590,712)	(590,712)
TOTAL Designations	(7,851,827)	(7,851,827)
FY 20 YTD Expenditure Supplemental	(3,397,169)	(3,397,169)
FY 20 YTD Revenue Supplemental	1,401,364	1,401,364
Undesignated	1,020,836	1,020,836
<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>Changes to Community Facilities (Circuit Court Murder Trial)</i>		1,500
<i>Electoral Board Germ Shields</i>		2,870
<i>Changes to Community Facilities (Svc Windows Barrier Protection)</i>		6,183
<i>Hazard Duty pay for Sheriff's Office Communications Staff</i>		20,884

Clarke County
Invoice History Report
December 31, 2020

<u>VENDOR NAME</u>	<u>ACCOUNT DESC</u>	<u>AMOUNT</u>	<u>WARRANT</u>	<u>FULL DESC</u>	<u>INVOICE DATE</u>
Anderson Control	SWC Pur Svcs	360.00	DC123020	rm Anderson Control CCCC 12 Month alarm monitoring	12/11/2020
Anderson Control	225Rams Maint Pur Svcs	252.00	DC123020	rm AControl ACO 12 month alarm monitoring	12/11/2020
Anderson Control	524West Maint Pur Svcs	252.00	DC123020	rm A Control 524 Westwood 12month fire alarm monit	12/11/2020
Anderson Control Total		864.00			
ANDREW SCALA	General Overpayment Account	768.44	DC121520	Overpaymentnt 2nd Half 2020 RE Tax	12/14/2020
ANDREW SCALA Total		768.44			
At&t	County Adm Telephone	46.65	DC123020	Acct 287286630233 School/Gov c	12/18/2020
At&t	IT Telephone	46.65	DC123020	Acct 287286630233 School/Gov c	12/18/2020
At&t	Registrar Telephone	46.65	DC123020	Acct 287286630233 School/Gov c	12/18/2020
At&t	Comm Atty Telephone	166.82	DC123020	Acct 287286630233 School/Gov c	12/18/2020
At&t	Sheriff Telephone	29.35	DC121520	Monthly Statement	12/01/2020
At&t	Sheriff Telephone	2,323.89	DC123020	Acct 287286630233 School/Gov c	12/18/2020
At&t	Bldg Insp Telephone	164.47	DC123020	Acct 287286630233 School/Gov c	12/18/2020
At&t	AnimalCtrl Telephone	13.29	DC123020	Acct 287286630233 School/Gov c	12/18/2020
At&t	SWC Telephone	41.79	DC123020	Acct 287286630233 School/Gov c	12/18/2020
At&t	Maintenanc Telephone	57.47	DC123020	Acct 287286630233 School/Gov c	12/18/2020
At&t	Econ Dev Telephone	41.62	DC123020	Acct 287286630233 School/Gov c	12/18/2020
At&t	VictimWit Telephone	41.62	DC123020	Acct 287286630233 School/Gov c	12/18/2020
At&t	EMS LEMPG Grant-Telephone	469.87	DC123020	Acct 287286630233 School/Gov c	12/18/2020
At&t Total		3,490.14			
Atlantic Emergency	EMS COVID19 Mat & Sup	3,131.76	DC123020	Fire-EMS **COVID-19** PPE	12/09/2020
Atlantic Emergency Total		3,131.76			
Atlantic Tactical	Sheriff PSU Mat & Sup	75.58	DC123020	OC Spray	12/14/2020
Atlantic Tactical Total		75.58			
Attic Promotions	Parks Adm Clothing	496.50	DC121520	Staff Uniforms	11/24/2020
Attic Promotions Total		496.50			
BB&T	BoS Miscellaneous Expenditures	195.17	DC123020	BB&T CoAdmin, GIS/IT Nov 2020	12/18/2020
BB&T	County Adm Dues & Memb	139.95	DC123020	BB&T CoAdmin, GIS/IT Nov 2020	12/18/2020
BB&T	IT Noncap Office Equip	55.26	DC123020	BB&T CoAdmin, GIS/IT Nov 2020	12/18/2020
BB&T	IT Tech SW/OL	9.44	DC123020	BB&T CoAdmin, GIS/IT Nov 2020	12/18/2020
BB&T	Sheriff Travel - Communication	928.00	DC123020	Monthly Statement	12/09/2020
BB&T	Sheriff Miscellaneous Expendit	10.00	DC123020	DMV Lisence	12/09/2020
BB&T	Sheriff Miscellaneous Expendit	5.00	DC123020	DMV License	12/09/2020
BB&T	Sheriff Dues & Memb	13.98	DC123020	Monthly Statement	12/09/2020
BB&T	Sheriff COVID19 Mat & Sup	237.97	DC123020	Monthly Statement	12/09/2020
BB&T	Sheriff SOS Mat & Sup	56.52	DC123020	Monthly Statement	12/09/2020
BB&T	Sheriff SOS Mat & Sup	283.00	DC123020	Monthly Statement	12/09/2020
BB&T	Sheriff VRP Mat & Sup	294.82	DC123020	Monthly Statement	12/09/2020
BB&T	Sheriff Uniform Sworn Staff	11.57	DC123020	Monthly Statement	12/09/2020
BB&T	Sheriff Ammunition	1,132.30	DC123020	Monthly Statement	12/09/2020
BB&T	Vol Fire Pur Svcs	465.00	DC123020	Fire-EMS BB&T credit card statement 12-9-20	12/09/2020
BB&T	EMS Miscellaneous	27.92	DC123020	Fire-EMS BB&T credit card statement 12-9-20	12/09/2020
BB&T	EMS Mat & Sup	253.01	DC123020	Fire-EMS BB&T credit card statement 12-9-20	12/09/2020
BB&T	EMS Clothing	210.00	DC123020	Fire-EMS BB&T credit card statement 12-9-20	12/09/2020
BB&T	Bldg Insp Mat & Sup	143.49	DC123020	BB&T CoAdmin, GIS/IT Nov 2020	12/18/2020
BB&T	Programs COVID19 Mat & Sup	1,133.38	DC123020	Childcare Supplies Covid	12/09/2020
BB&T	Plan Adm Postal Svcs	73.45	DC123020	PA postage	12/18/2020
BB&T	Econ Dev COVID19 Pur Svcs	400.00	DC123020	BB&T CoAdmin, GIS/IT Nov 2020	12/18/2020
BB&T	104Church Maint Mat & Sup	47.90	DC123020	rm BB&T Credit Card 11/9/20-11/18/20	12/09/2020
BB&T Total		6,127.13			
Berkeley Club Bevera	County Adm Pur Svcs	43.70	DC121520	brt Spring Water 5 gallons	12/07/2020
Berkeley Club Bevera	Comm Atty Mat & Sup	22.85	DC121520	Water Bill December 2020	12/07/2020
Berkeley Club Bevera	Sheriff COS Mat & Sup	9.00	DC123020	Water Cooler Rental	12/15/2020
Berkeley Club Bevera	Sheriff COS Mat & Sup	26.00	DC121520	Water	12/07/2020
Berkeley Club Bevera	Sheriff SOS Mat & Sup	9.00	DC123020	Water Cooler Rental	12/15/2020
Berkeley Club Bevera	Maintenanc Water & Sewer	11.00	DC123020	rm Berkerley Club Cooler Rental for Dec 2020	12/15/2020
Berkeley Club Bevera	Maintenanc Water & Sewer	13.00	DC121520	rm Berkerly B Maint water	12/07/2020
Berkeley Club Bevera Total		134.55			
Berryville Auto Part	Registrar Mat & Sup	9.49	DC123020	iPad USB Cable	12/23/2020
Berryville Auto Part	Sheriff Pur Svcs	41.00	DC121520	Sheriff's Office Vehicle Repair 1404	12/04/2020
Berryville Auto Part	Sheriff Pur Svcs	20.00	DC121520	Sheriff's Office Vehicle Repair - 1303	12/04/2020
Berryville Auto Part	Sheriff Pur Svcs	55.00	DC121520	Sheriff's Office Vehicle Repair	12/04/2020
Berryville Auto Part	Sheriff Pur Svcs	180.00	DC121520	Sheriff's Office Vehicle Repair	12/04/2020
Berryville Auto Part	Sheriff Pur Svcs	137.00	DC123020	Sheriff's Office Vehicle Repair - 1601	12/09/2020
Berryville Auto Part	Sheriff Pur Svcs	95.00	DC123020	Sheriff's Office Vehicle Repair - 1530	12/11/2020
Berryville Auto Part	Sheriff Pur Svcs	570.00	DC123020	Sheriff's Office Vehicle Repair - 1601	12/21/2020
Berryville Auto Part	Sheriff Postal Svcs	13.06	DC123020	UPS Shipping - Package ID 29951	12/23/2020
Berryville Auto Part	Sheriff SOS Mat & Sup	10.01	DC123020	Towels	12/09/2020
Berryville Auto Part	Sheriff VRP Mat & Sup	22.41	DC121520	Sheriff's Office Vehicle Repair 1404	12/04/2020
Berryville Auto Part	Sheriff VRP Mat & Sup	137.99	DC121520	Sheriff's Office Vehicle Repair	12/04/2020
Berryville Auto Part	Sheriff VRP Mat & Sup	508.48	DC121520	Sheriff's Office Vehicle Repair	12/04/2020
Berryville Auto Part	Sheriff VRP Mat & Sup	230.19	DC123020	Sheriff's Office Vehicle Repair - 1601	12/09/2020
Berryville Auto Part	Sheriff VRP Mat & Sup	462.18	DC123020	Sheriff's Office Vehicle Repair - 1601	12/21/2020
Berryville Auto Part	Maintenanc Mat & Sup	41.31	DC121520	rm BAP Maint F250 2019 Service and State Inspecti	12/04/2020
Berryville Auto Part	Maintenanc Mat & Sup	39.41	DC121520	rm BAP Maint F250 2020 Service and Inspection	12/04/2020
Berryville Auto Part	Maintenanc Mat & Sup	50.33	DC121520	rm BAP Maint 2008 Park Van Service & Unspect	12/09/2020
Berryville Auto Part	Maintenanc Mat & Sup	54.33	DC121520	rm BAP Maint BDept 2015 Jeep Service and state ins	12/09/2020
Berryville Auto Part	Maintenanc Mat & Sup	41.31	DC121520	rm BAP Maint 2015 F250 Service and Inspection	12/09/2020
Berryville Auto Part	Maintenanc Mat & Sup	234.41	DC121520	rm BAP Maint 017 F250 Service Inspect battery tire	12/09/2020
Berryville Auto Part	Maintenanc Mat & Sup	37.63	DC121520	rm BAP Maint 2013 Explorer Admin Service and Insp	12/09/2020
Berryville Auto Part	Maintenanc Mat & Sup	233.07	DC123020	rm BAP Maint ACO Van service state inspect cv axle	12/10/2020

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Berryville Auto Part	Maintenanc Mat & Sup	373.34	DC123020	rm BAP Maint 2002 Dakota service and inspection re	12/14/2020
Berryville Auto Part	Maintenanc Mat & Sup	14.12	DC123020	rm BAP Maint 2017 Ford Xtra clear	12/14/2020
Berryville Auto Part	Maintenanc Mat & Sup	10.14	DC123020	rm BAP Maint Oil	12/17/2020
Berryville Auto Part	Maintenanc Mat & Sup	407.50	DC123020	rm BAP Maint 2006 Nissan brakes rotors	12/17/2020
Berryville Auto Part Total		4,028.71			
Berryville True Valu	Maintenanc Mat & Sup	5.49	DC121520	rm BH Maint aerator	12/03/2020
Berryville True Valu	Maintenanc Mat & Sup	3.98	DC123020	rm BH Maint general fastners	12/15/2020
Berryville True Valu	Maintenanc Mat & Sup	5.99	DC123020	rm BH Maint sand sponge	12/22/2020
Berryville True Valu	Maintenanc Mat & Sup	19.98	DC123020	rm BH Maint quick link and eye pully	12/22/2020
Berryville True Valu	Maintenanc Mat & Sup	10.99	DC123020	rm BH Maint toilet plunger	12/28/2020
Berryville True Valu	ChurchSt Maint Mat & Sup	5.09	DC123020	rm BH 102N. Church st wax ring fastners	12/22/2020
Berryville True Valu Total		51.52			
BKT Uniforms	Sheriff Uniform Sworn Staff	88.88	DC121520	Ties	12/01/2020
BKT Uniforms Total		88.88			
Blossman Gas, Inc.	225Rams Maint Heating	479.50	DC123020	rm Blossman ACO Heating Fuel	12/15/2020
Blossman Gas, Inc.	129Rams Maint Heating	247.42	DC121520	rm Blossman 129 Ramsburg LP gas	12/07/2020
Blossman Gas, Inc. Total		726.92			
Blue Ridge Rescue Su	EMS Capital Outlay Adds	4,210.00	DC121520	Fire-EMS bunker gear PPE	11/23/2020
Blue Ridge Rescue Su Total		4,210.00			
BMS Direct	Treasurer Printing & Binding	633.36	DC121520	2020 PP Supplement Tax Bills	11/10/2020
BMS Direct	Treasurer Printing & Binding	2,971.82	DC121520	2nd Half RE Tax Bills	11/30/2020
BMS Direct	Treasurer Printing & Binding	2,813.36	DC121520	2nd Half 2020 PP Tax Bills	11/10/2020
BMS Direct	Treasurer Mat & Sup	737.00	DC121520	2021 Dog Tags	11/11/2020
BMS Direct Total		7,155.54			
BRODD KEITH WAYNE	Personal Property Tax Current	45.76	DC121520		12/11/2020
BRODD KEITH WAYNE Total		45.76			
Broy & Son Pump	Maintenanc COV19 Mat & Sup	900.00	DC123020	rm Broy Covid labor for retaining wll	12/11/2020
Broy & Son Pump	AIOff Maint Pur Svcs	300.00	DC123020	rm Broy and Son Park Winterize Park	12/09/2020
Broy & Son Pump Total		1,200.00			
Buckley, Randy	Plan Com Board Member Fees	100.00	DC121520	Attd @ Dec 2020 PC Mtgs	12/07/2020
Buckley, Randy Total		100.00			
BURGESS MICHAEL ANTH	Personal Property Tax Current	44.59	DC123020		12/21/2020
BURGESS MICHAEL ANTH Total		44.59			
CAB EAST LLC	Personal Property Tax Current	41.75	DC123020		12/18/2020
CAB EAST LLC Total		41.75			
Caldwell, Anne	Plan Com Board Member Fees	100.00	DC121520	Attd @ PC Mtgs in Dec 2020	12/07/2020
Caldwell, Anne Total		100.00			
Camp, Jeremy	Plan Adm Local Mileage	30.01	DC121520	Inspection trips for Planning Dept	12/07/2020
Camp, Jeremy Total		30.01			
Clean Water Pool	Pool Chemicals	6.26	DC123020	rm Clean Water Pool Chemicals	12/16/2020
Clean Water Pool Total		6.26			
Combs Wastewater Man	AIOff Maint Pur Svcs	140.00	DC121520	rm Combs Park Porta Potti Rental	12/01/2020
Combs Wastewater Man Total		140.00			
Comcast	IT Telecomm Online Tech	219.78	DC123020	0035266 DEC BILLING	12/23/2020
Comcast	Sheriff Pur Svcs	87.27	DC123020	Comcast High-Speed Internet	12/15/2020
Comcast Total		307.05			
Commercial Press	Registrar Mat & Sup	75.95	DC123020	#10 Window Envelopes	12/18/2020
Commercial Press	Plan Adm Mat & Sup	91.90	DC121520	Buwsiness Cards PA Dept	12/10/2020
Commercial Press Total		167.85			
COON CHARLES LEE	Personal Property Tax Current	16.89	DC123020		12/21/2020
COON CHARLES LEE Total		16.89			
Corelogic	General Overpayment Account	4,017.87	DC121520	Overpayment 2nd half 2020 RE Taxes/LoanCare	12/09/2020
Corelogic	General Overpayment Account	1,912.03	DC121520	Overpayment 2nd half RE Tax/Navy Federal	12/09/2020
Corelogic	General Overpayment Account	3,641.46	DC121520	Overpayment 2nd Half 2020 RE Tax/Pennymac	12/08/2020
Corelogic	General Overpayment Account	604.54	DC121520	Overpayment 2nd Half 2020 RE Tax/Citizens	12/08/2020
Corelogic	General Overpayment Account	2,184.16	DC121520	Overpayment 2nd Half 2020 RE Tax/Central Loan	12/08/2020
Corelogic	General Overpayment Account	1,395.13	DC121520	Overpayment 2nd Half 2020 RE Tax/Arvest	12/08/2020
Corelogic	General Overpayment Account	615.00	DC121520	Overpayment 2nd Half 2020 RE Tax/Carrington	12/08/2020
Corelogic	General Overpayment Account	1,662.49	DC121520	Overpayment 2nd Half 2020 RE Tax/Bank of America	12/08/2020
Corelogic	General Overpayment Account	1,083.32	DC121520	Overpayment 2nd Half 2020 RE Tax/Freedom	12/07/2020
Corelogic	General Overpayment Account	261.37	DC121520	Overpayment 2nd Half 2020 RE Tax/Quicken Loans	12/07/2020
Corelogic	General Overpayment Account	1,079.32	DC121520	Overpayment 2nd Half 2020 RE Tax/SLS	12/07/2020
Corelogic	General Overpayment Account	3,659.87	DC121520	Overpayment 2nd Half 2020 RE Tax/Shellpoint	12/07/2020
Corelogic Total		22,116.56			
County of Frederick	RefuseDisp Intergov Svc Agreem	1,246.85	DC123020	COUNTY RESIDENCE REFUSE ACCOUNT	12/30/2020
County of Frederick	RefuseDisp Intergov Svc Agreem	1,203.00	DC123020	NEW CITIZENS CENTER 11/2020	12/30/2020
County of Frederick	RefuseDisp Intergov Svc Agreem	30.70	DC123020	VDOT - Clarke 11/2020	12/30/2020
County of Frederick Total		2,480.55			
CQI Water Treatment	JGC Maintenanc Pur Svcs	112.86	DC121520	rm CQI School and County water treatment Oct 2020	10/01/2020
CQI Water Treatment Total		112.86			
Crystal Springs	Parks Adm Leases & Rentals	5.53	DC121520	Cooler Rental	12/01/2020
Crystal Springs Total		5.53			
Daly Computers	IT Noncap Technology Hardware	1,221.00	DC121520	replacement BW laser printers	11/30/2020
Daly Computers	IT Noncap Technology Hardware	78.00	DC123020	usb-c to ethernet adapters	12/17/2020
Daly Computers	IT COV19 Noncap Tech Hardware	3,757.00	DC121520	Laptops,webcam, CARES	11/30/2020
Daly Computers Total		5,056.00			
Danu Aquatics Llc	Programs Pur Svcs	66.00	DC121520	CPR Class	11/20/2020
Danu Aquatics Llc Total		66.00			
Delta Fire	EMS COV19 Uniforms Apparel	2,314.00	DC121520	Fire-EMS ***Covid-19 PPE*** bunker gear rental	11/06/2020
Delta Fire Total		2,314.00			
Doing Better Busines	Com of Rev Maint Contracts	12.50	DC123020	Copier Maint.SN:0015-Treasurer	12/08/2020

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Doing Better Busines	Treasurer Maint Contracts	12.50	DC123020	Copier Maint.SN:0015-Treasurer	12/08/2020
Doing Better Busines	EMS Mat & Sup	12.50	DC123020	Copier Maint.SN:0015-Treasurer	12/08/2020
Doing Better Busines Total		37.50			
Dunning, Buster	Plan Com Board Member Fees	50.00	DC121520	Attd @ PC Dec 2020 Mtgs	12/07/2020
Dunning, Buster Total		50.00			
eCore Software Inc	EMS Tech SW/OL	187.00	DC121520	Fire-EMS ePro scheduling software lease Jan 21	12/02/2020
eCore Software Inc Total		187.00			
Emergency Medical	EMS Mat & Sup	527.73	DC121520	Fire-EMS supply program Nov 2020	11/23/2020
Emergency Medical	EMS Mat & Sup	133.80	DC121520	Fire-EMS supply program Nov 2020	11/25/2020
Emergency Medical	EMS Mat & Sup	267.60	DC123020	Fire-EMS Nov 2020 Supply Program order-partial	12/15/2020
Emergency Medical	EMS Mat & Sup	7.05	DC123020	Fire-EMS Nov 2020 Supply Program-partial	12/16/2020
Emergency Medical	EMS COVID19 Mat & Sup	267.60	DC123020	Fire-EMS ***COVID-19*** PPE stock	12/15/2020
Emergency Medical Total		1,203.78			
ERIN MCELHONE	General Overpayment Account	172.27	DC121520	Paid wrong county	11/30/2020
ERIN MCELHONE Total		172.27			
Fop Lodge 12	Sheriff Dues & Memb	90.00	DC123020	Membership Renewal for 3	12/10/2020
Fop Lodge 12 Total		90.00			
Frederick County EDA	Econ Dev COVID19 Pur Svcs	500.00	DC121520	Econ Dev Talent Website	12/11/2020
Frederick County EDA Total		500.00			
Frederick-Winchester	Sanitation Intergov Svc Agreem	2,616.49	DC121520	O&M RECOVERY COST NOV SERVICES	12/10/2020
Frederick-Winchester Total		2,616.49			
Galls/Best Uniforms	Sheriff Uniform Sworn Staff	60.14	DC123020	Duty Belt	12/09/2020
Galls/Best Uniforms	Sheriff Uniform Sworn Staff	68.82	DC123020	uniforms	12/10/2020
Galls/Best Uniforms	Sheriff Uniform Sworn Staff	377.94	DC123020	Boots	12/12/2020
Galls/Best Uniforms Total		506.90			
GCA Education Servic	Maintenanc Custodial Contracts	4,530.07	DC121520	rm ABM County Cleaing Service for Dec 2020	12/01/2020
GCA Education Servic	JGC Maintenanc Custodial Contr	1,187.75	DC121520	rm ABM County Cleaing Service for Dec 2020	12/01/2020
GCA Education Servic	311EMain Maint Cus Contracts	461.25	DC121520	rm ABM County Cleaing Service for Dec 2020	12/01/2020
GCA Education Servic Total		6,179.07			
General Sales of Vir	Maintenanc Mat & Sup	415.80	DC121520	rm GSales County Cleaning Supplies	11/02/2020
General Sales of Vir	Maintenanc Mat & Sup	-336.00	DC121520	rm GSales County credit for 7 cases of soap	12/01/2020
General Sales of Vir	Programs COVID19 Mat & Sup	230.55	DC123020	Qt. Spritz Sani Spray	12/14/2020
General Sales of Vir Total		310.35			
GeoConcepts Eng	Plan Adm Engineer & Architect	275.00	DC121520	Resistivity Report Review	12/03/2020
GeoConcepts Eng	Plan Adm Pass Thru Eng Fees	400.00	DC123020	Hecate karst survey review	12/18/2020
GeoConcepts Eng Total		675.00			
Glover, Robert P.	Plan Com Board Member Fees	50.00	DC121520	Attd @ Dec 1, 2020 PC Mtg	12/07/2020
Glover, Robert P. Total		50.00			
GOMEZ WILLIAM B SALI	Real Property Tax Current	702.64	DC121520		12/14/2020
GOMEZ WILLIAM B SALI Total		702.64			
Grainger Inc	Maintenanc Mat & Sup	88.24	DC121520	rm Graingers Maint pump fluid	11/30/2020
Grainger Inc	Maintenanc Mat & Sup	68.86	DC123020	rm Graingers Maint flat free foam wheels for Mike	12/01/2020
Grainger Inc Total		157.10			
GUY TOMBERLIN JR	General Overpayment Account	1,591.62	DC121520	Refund 2nd Half 2020 RE Tax - 25-A-19A	12/11/2020
GUY TOMBERLIN JR Total		1,591.62			
Hall, Monahan	Legal Svc Pur Svcs	2,770.00	DC121520	FY21_CoAdmin_PA_Legal	12/01/2020
Hall, Monahan	Plan Adm Pur Svcs	1,655.00	DC121520	FY21_CoAdmin_PA_Legal	12/01/2020
Hall, Monahan Total		4,425.00			
Handtevy	RSAF Grant-Handtevy	1,359.67	DC123020	Fire-EMS Handtevy Grant (rest of PO #20210034)	08/13/2020
Handtevy Total		1,359.67			
Hunt, Pearce W	Plan Com Board Member Fees	100.00	DC121520	Attd @ PC Dec 2020 Mtgs	12/07/2020
Hunt, Pearce W Total		100.00			
Hurt&Proffitt	Plan Adm Engineer & Architect	750.00	DC121520	Railway Mail Service Site Plan Review	12/11/2020
Hurt&Proffitt Total		750.00			
HYUNDAI LEASE TITLIN	Personal Property Tax Current	82.14	DC121520		12/11/2020
HYUNDAI LEASE TITLIN Total		82.14			
Imperial Concrete	Maintenanc COVID19 Mat & Sup	6,135.00	DC123020	rm Imperial Concrete 101Chalmers retaining wall	12/11/2020
Imperial Concrete Total		6,135.00			
Inova Occupational H	Vol Fire Pur Svcs	472.23	DC123020	Fire-EMS NFPA/Annual physical Nov 2020	12/03/2020
Inova Occupational H Total		472.23			
Isler Dare P.C.	Legal Svc Pur Svcs	23,567.50	DC123020	Legal Social Services	12/04/2020
Isler Dare P.C. Total		23,567.50			
J.D. Power	Com of Rev Data Processing	2,410.00	DC121520	personal property values 2020	12/08/2020
J.D. Power Total		2,410.00			
JONES CAROLYN ANN	Personal Property Tax Current	54.66	DC121520		12/03/2020
JONES CAROLYN ANN Total		54.66			
Kalbman, Maral	HstPrvCom Pur Svcs	780.00	DC121520	Services for HPC for Nov.	12/03/2020
Kalbman, Maral Total		780.00			
KATHERINE FUNK	General Overpayment Account	846.46	DC121520	Refund 2nd half 2020 taxes	12/14/2020
KATHERINE FUNK Total		846.46			
KNS Technologies	Econ Dev Maint Svc Contracts	150.00	DC123020	Nov. 2020 Website Development (Tourism,	12/18/2020
KNS Technologies Total		150.00			
Kruhm, Douglas	Plan Com Board Member Fees	50.00	DC121520	Attd @ PC Dec 1, 2020 Mtg	12/07/2020
Kruhm, Douglas Total		50.00			
Leading Edge	EMS Clothing	2,998.50	DC121520	Fire-EMS partial uniform order Aug 2020	09/18/2020
Leading Edge	EMS Clothing	2,159.63	DC121520	Fire-EMS uniforms-Sept 2020	11/19/2020
Leading Edge Total		5,158.13			
Lee, Frank	Plan Com Board Member Fees	100.00	DC121520	Attd @ PC Dec Mtgs	12/07/2020
Lee, Frank Total		100.00			
Logan Systems Inc	Clk of CC Microfilming	591.75	DC123020	indexing for November	12/15/2020
Logan Systems Inc Total		591.75			

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Lord Fairfax Health	Local Health Dept Contribution	51,571.00	DC121520	FY21 Q3 Allocation	12/02/2020
Lord Fairfax Health	Programs Pur Svcs	16.23	DC121520	TB Screening McIntosh Matthew 136488879	12/02/2020
Lord Fairfax Health Total		51,587.23			
MAGNOTTI JR JAMES AN	Personal Property Tax Current	37.13	DC121520		12/11/2020
MAGNOTTI JR JAMES AN Total		37.13			
Mallory Safety	EMS COVID19 Mat & Sup	1,288.00	DC123020	Fire-EMS ***COVID-19*** PPE N95 masks	12/16/2020
Mallory Safety Total		1,288.00			
Malone, Gwendolyn	Plan Com Board Member Fees	100.00	DC121520	Attd @ PC Dec Mtgs	12/07/2020
Malone, Gwendolyn Total		100.00			
Mansfield Oil Co	County Adm Vehicle Fuel	36.60	DC121520	rm Mansfield Oil County Fuel 11/16/20-11/30/20	11/30/2020
Mansfield Oil Co	County Adm Vehicle Fuel	53.40	DC123020	rm MOil County Fuel Charges 12-1-20 to 12-15-2020	12/15/2020
Mansfield Oil Co	Sheriff Vehicle Fuel	1,503.92	DC123020	Fuel for 12/1/2020 - 12/15/2020	12/15/2020
Mansfield Oil Co	EMS Vehicle Fuel	386.13	DC121520	rm Mansfield Oil County Fuel 11/16/20-11/30/20	11/30/2020
Mansfield Oil Co	EMS Vehicle Fuel	476.15	DC123020	rm MOil County Fuel Charges 12-1-20 to 12-15-2020	12/15/2020
Mansfield Oil Co	Bldg Insp Vehicle Fuel	34.78	DC121520	rm Mansfield Oil County Fuel 11/16/20-11/30/20	11/30/2020
Mansfield Oil Co	Bldg Insp Vehicle Fuel	60.65	DC123020	rm MOil County Fuel Charges 12-1-20 to 12-15-2020	12/15/2020
Mansfield Oil Co	Maintenanc Vehicle Fuel	141.42	DC121520	rm Mansfield Oil County Fuel 11/16/20-11/30/20	11/30/2020
Mansfield Oil Co	Maintenanc Vehicle Fuel	67.82	DC123020	rm MOil County Fuel Charges 12-1-20 to 12-15-2020	12/15/2020
Mansfield Oil Co	Parks Adm Vehicle Fuel	7.48	DC123020	rm MOil County Fuel Charges 12-1-20 to 12-15-2020	12/15/2020
Mansfield Oil Co Total		2,768.35			
MENDI FOWLER	General Overpayment Account	1,135.30	DC121520	Refund 2nd half 2020 RE Tax 22-A-50A	12/10/2020
MENDI FOWLER Total		1,135.30			
Miller, Sue	Programs Pur Svcs	131.95	DC123020	CCPRD Contracted Employee-FY21	12/17/2020
Miller, Sue Total		131.95			
National Sheriffs	Sheriff Dues & Memb	135.00	DC123020	Annual Dues	12/15/2020
National Sheriffs Total		135.00			
NILT INC AS TRUSTEE	Personal Property Tax Current	25.75	DC123020		12/28/2020
NILT INC AS TRUSTEE Total		25.75			
NRADC	Regional Jail Joint Ops	119,043.00	DC121520	FY21 Q3 Allocation	12/01/2020
NRADC Total		119,043.00			
ODONNELL KEVIN M	Personal Property Tax Current	30.47	DC121520		12/07/2020
ODONNELL KEVIN M Total		30.47			
Ohrstrom, George II	Plan Com Board Member Fees	100.00	DC121520	Attd @ PC Dec 2020 mtgs	12/07/2020
Ohrstrom, George II Total		100.00			
Our Health Inc	Our Health Entity Gift	1,625.00	DC123020	FY21 Q2 Allocation	12/16/2020
Our Health Inc Total		1,625.00			
Personius, Kristine	Programs COVID19 Mat & Sup	26.71	DC121520	Craft Supplies Childcare	12/06/2020
Personius, Kristine Total		26.71			
Pitney Bowes	Sheriff Postal Svcs	90.46	DC123020	Postage Meter Rental	12/12/2020
Pitney Bowes Total		90.46			
Police and Sheriffs	EMS Miscellaneous	92.92	DC121520	Fire-EMS ID badges	11/18/2020
Police and Sheriffs Total		92.92			
PowerSecure Service	JGC Maintenanc Pur Svcs	451.50	DC123020	rm PowerSecure 101 Chalmers County generator batte	12/22/2020
PowerSecure Service	RT Maintenanc Pur Svcs	135.00	DC121520	rm PSecure 100 N. Generator pm minor	12/02/2000
PowerSecure Service Total		586.50			
Premier Accounts Rec	EMS Pur Svcs	2,358.16	DC121520	Premier Accts Rec Mang-EMS billing invoice Nov 20	12/02/2020
Premier Accounts Rec Total		2,358.16			
Printelect	Electoral Maint Contracts	2,085.00	DC121520	DS200 Batteries	12/03/2020
Printelect	Electoral Printing & Binding	3,597.16	DC123020	Ballot Printing 11/03/2020	10/19/2020
Printelect Total		5,682.16			
PUFFENBERGER RACHEL	Personal Property Tax Current	4.53	DC121520		12/11/2020
PUFFENBERGER RACHEL Total		4.53			
Radial Tire	Maintenanc Mat & Sup	318.66	DC123020	rm Radial Link Maint tires for F250 2017	12/07/2020
Radial Tire	Maintenanc Mat & Sup	433.37	DC123020	rm Radial Tire 4 tires for 2002 Dakota	12/10/2020
Radial Tire Total		752.03			
Ramirez Landscape LI	Maintenanc Pur Svcs	2,940.00	DC121520	rm Ramirez County Mowing and clean up Nov 2020	12/10/2020
Ramirez Landscape LI	Kohn Maint Pur Svcs	180.00	DC121520	rm Ramirez County Mowing and clean up Nov 2020	12/10/2020
Ramirez Landscape LI Total		3,120.00			
Rappahannock Electri	SWC Electrical Services	115.28	DC123020	rm REC County Electric 11-1-2020 -12-1-2020	12/05/2020
Rappahannock Electri	JGC Maintenanc Electric	2,908.04	DC123020	rm REC County Electric 11-1-2020 -12-1-2020	12/05/2020
Rappahannock Electri	RT Maintenanc Electric	730.92	DC123020	rm REC County Electric 11-1-2020 -12-1-2020	12/05/2020
Rappahannock Electri	ChurchSt Maint Electric	1,552.15	DC123020	rm REC County Electric 11-1-2020 -12-1-2020	12/05/2020
Rappahannock Electri	104Church Maint Electric	784.19	DC123020	rm REC County Electric 11-1-2020 -12-1-2020	12/05/2020
Rappahannock Electri	225Rams Maint Electric	322.54	DC123020	rm REC County Electric 11-1-2020 -12-1-2020	12/05/2020
Rappahannock Electri	524West Maint Electric	117.59	DC123020	rm REC County Electric 11-1-2020 -12-1-2020	12/05/2020
Rappahannock Electri	AIRec Maint Electric	1,288.56	DC123020	rm REC County Electric 11-1-2020 -12-1-2020	12/05/2020
Rappahannock Electri	AIOff Maint Electric	454.30	DC123020	rm REC County Electric 11-1-2020 -12-1-2020	12/05/2020
Rappahannock Electri	AIPool Maint Electric	424.50	DC123020	rm REC County Electric 11-1-2020 -12-1-2020	12/05/2020
Rappahannock Electri	AIBase Maint Electric	22.13	DC123020	rm REC County Electric 11-1-2020 -12-1-2020	12/05/2020
Rappahannock Electri	AI Soc Maint Electric	44.87	DC123020	rm REC County Electric 11-1-2020 -12-1-2020	12/05/2020
Rappahannock Electri	Kohn Maint Elec Svcs	24.62	DC123020	rm REC County Electric 11-1-2020 -12-1-2020	12/05/2020
Rappahannock Electri	309W/Main Maint Electrical Svcs	37.00	DC123020	rm REC County Electric 11-1-2020 -12-1-2020	12/05/2020
Rappahannock Electri	311EMain Maint Electric	450.63	DC123020	rm REC County Electric 11-1-2020 -12-1-2020	12/05/2020
Rappahannock Electri	129Rams Maint Electric	191.12	DC123020	rm REC County Electric 11-1-2020 -12-1-2020	12/05/2020
Rappahannock Electri Total		9,468.44			
RESENDIZ MARCIAL S	Personal Property Tax Current	33.50	DC121520		12/01/2020
RESENDIZ MARCIAL S	Personal Property Tax Current	27.70	DC121520		12/01/2020
RESENDIZ MARCIAL S Total		61.20			
Ricoh Usa	Comm Atty Maint Contracts	149.76	DC123020	Copier Maintenance: SN3777	12/20/2020
Ricoh Usa	AnimalCtrl Maint Svc Contracts	5.22	DC121520	Copier Maint.-SN6454-Animal Co	12/01/2020
Ricoh Usa	Maintenanc Maint Contracts	32.50	DC123020	Copier Maint.-SN:6522-Maintena	12/25/2020

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<u>VENDOR NAME</u>	<u>ACCOUNT DESC</u>	<u>AMOUNT</u>	<u>WARRANT</u>	<u>FULL DESC</u>	<u>INVOICE DATE</u>
Ricoh Usa	Parks Adm Maint Contracts	91.36	DC123020	Copier Maint.-SN2158-CCPRD	12/20/2020
Ricoh Usa Total		278.84			
Riddleberger Bros	104Church Maint Pur Svcs	666.42	DC121520	rm RBI 104 N Church replace motor in Judges Chambe	12/08/2020
Riddleberger Bros	AlRec Maint Pur Svcs	304.20	DC121520	rm RBI Rec Senior Center refrigerator freezing eve	12/03/2020
Riddleberger Bros	311EMain Maint Pur Svcs	517.63	DC121520	rm RBI 311 E.Main SS Confirm bad blower motor	12/08/2020
Riddleberger Bros Total		1,488.25			
Roseville & Plaza Pe	AnimalCtrl Pur Svcs	84.50	DC123020	rm Roseville Vet 5 rabies shots	12/15/2020
Roseville & Plaza Pe Total		84.50			
S&S Worldwide	Programs COV19 Mat & Sup	341.84	DC121520	Childcare Game and Craft Supplies	11/25/2020
S&S Worldwide	Programs COV19 Mat & Sup	4.79	DC121520	Green Masking Tape	12/07/2020
S&S Worldwide Total		346.63			
SCHUBERT ERICA NICOL	Personal Property Tax Current	20.05	DC123020		12/21/2020
SCHUBERT ERICA NICOL Total		20.05			
Secure Shred	Sheriff Pur Svcs	50.00	DC121520	Monthly Shredding Service	12/01/2020
Secure Shred Total		50.00			
Shade Equipment	Maintenanc Pur Svcs	1,992.99	DC123020	rm Shade Eq School & County Split dump truck bed	12/16/2020
Shade Equipment	Maintenanc Mat & Sup	401.85	DC123020	rm Shade Equip Maint spreader parts	12/15/2020
Shade Equipment	Maintenanc Mat & Sup	9.90	DC123020	rm Shade Equip Maint spreader parts	12/16/2020
Shade Equipment Total		2,404.74			
Shentel	IT Telecomm Online Tech	1,132.07	DC121520	Government Shentel Dark Fiber 12-2020 FY21	12/01/2020
Shentel	IT Leases & Rentals	690.00	DC121520	Government Shentel Dark Fiber 12-2020 FY21	12/01/2020
Shentel Total		1,822.07			
SHIBLEY KEVIN M II &	Real Property Tax Current	1,459.09	DC123020		12/17/2020
SHIBLEY KEVIN M II & Total		1,459.09			
Shred-It	Treasurer Pur Svcs	25.36	DC121520	Shred services - Treas. office	11/22/2020
Shred-It Total		25.36			
SRFAX	IT Tech SW/OL	123.51	DC121520	FAX SERVICE	12/06/2020
SRFAX Total		123.51			
Thomson Reuters	Comm Atty Dues & Memb	44.00	DC123020	Westlaw December 2020	12/22/2020
Thomson Reuters Total		44.00			
Town of Berryville	Maintenanc COV19 Mat & Sup	52.50	DC123020	rm TOB Cons Material Covid101 Chalmers bollard wal	12/11/2020
Town of Berryville	Maintenanc COV19 Mat & Sup	1,540.14	DC123020	rm TOB 101 Chalmers retaining wall labor	12/15/2020
Town of Berryville	JGC Maintenanc Water & Sewer	170.01	DC121520	rm TOB Water and Sewer 101 Chalmers	11/23/2020
Town of Berryville	RT Maintenanc Water & Sewer	240.73	DC121520	rm TOB Water and Sewer 100 N. Church	11/23/2020
Town of Berryville	104Church Maint Water & Sewer	70.94	DC121520	rm TOB Water and Sewer 104 N Church St	11/23/2020
Town of Berryville	AlRec Maint Water & Sewer	112.72	DC121520	rm TOB Water and Sewer Rec Center	11/23/2020
Town of Berryville	AlOff Maint Water & Sewer	23.57	DC121520	rm TOB Water and Sewer Park Little Lea	11/23/2020
Town of Berryville	AlOff Maint Water & Sewer	343.07	DC121520	rm TOB Water and Sewer Park House	11/23/2020
Town of Berryville	AlPool Maint Water & Sewer	266.03	DC121520	rm TOB Water and Sewer Pool	11/23/2020
Town of Berryville	309WMain Maint Water & Sewer	31.95	DC121520	rm TOB Water and Sewer 309 W. Main	11/23/2020
Town of Berryville	311EMain Maint Water & Sewer	31.95	DC121520	rm TOB Water and Sewer 313 E. Main	11/23/2020
Town of Berryville	311EMain Maint Water & Sewer	37.37	DC121520	rm TOB Water and Sewer 311 E. Main	11/23/2020
Town of Berryville	Court Fines & Forfeitures	90.00	DC121520	Court Fines - Oct - Nov 2020	12/01/2020
Town of Berryville	129Rams Maint Water & Sewer	34.78	DC121520	rm TOB Water and Sewer 129 Ramsbrug	11/23/2020
Town of Berryville Total		3,045.76			
Treasurer Of Virgini	Exam&Bury Pur Svcs	20.00	DC123020	MEDICAL EXAMINER - PALUMBO 11/21/2020	12/08/2020
Treasurer Of Virgini Total		20.00			
TrueShred	Registrar Pur Svcs	49.00	DC123020		12/11/2020
TrueShred Total		49.00			
US Specialty Coating	Programs Mat & Sup	287.95	DC121520	rm USSC Park Soccer Field Layout System for Soccer	11/17/2020
US Specialty Coating	AlSOC Maint Mat & Sup	287.94	DC121520	rm USSC Park Soccer Field Layout System for Soccer	11/17/2020
US Specialty Coating Total		575.89			
Valley Health	EMS Mat & Sup	1,532.04	DC121520	Fire-EMS WMC supply invoice Nov 2020	12/01/2020
Valley Health Total		1,532.04			
VEBA	Electoral Dues & Memb	180.00	DC121520	Clarke County 2021 EB Membership	12/07/2020
VEBA Total		180.00			
Verizon	County Adm Telephone	12.00	DC121520	NOV PHONE BILLS/ 3 ACCTS ENDING 72/25/61	11/25/2020
Verizon	Com of Rev Telephone	8.00	DC121520	NOV PHONE BILLS/ 3 ACCTS ENDING 72/25/61	11/25/2020
Verizon	Treasurer Telephone	4.00	DC121520	NOV PHONE BILLS/ 3 ACCTS ENDING 72/25/61	11/25/2020
Verizon	IT Telephone	358.51	DC121520	NOV PHONE BILLS/ 3 ACCTS ENDING 72/25/61	11/25/2020
Verizon	Registrar Telephone	4.00	DC121520	NOV PHONE BILLS/ 3 ACCTS ENDING 72/25/61	11/25/2020
Verizon	District C Telephone	60.07	DC121520	NOV PHONE BILLS/ 3 ACCTS ENDING 72/25/61	11/25/2020
Verizon	J&D Court Telephone	55.35	DC121520	NOV PHONE BILLS/ 3 ACCTS ENDING 72/25/61	11/25/2020
Verizon	Clk of CC Telephone	83.98	DC121520	NOV PHONE BILLS/ 3 ACCTS ENDING 72/25/61	11/25/2020
Verizon	Comm Atty Telephone	16.00	DC121520	NOV PHONE BILLS/ 3 ACCTS ENDING 72/25/61	11/25/2020
Verizon	Sheriff Telephone	274.94	DC121520	NOV PHONE BILLS/ 3 ACCTS ENDING 72/25/61	11/25/2020
Verizon	EMS Telephone	47.35	DC121520	NOV PHONE BILLS/ 3 ACCTS ENDING 72/25/61	11/25/2020
Verizon	Probation Telephone	4.00	DC121520	NOV PHONE BILLS/ 3 ACCTS ENDING 72/25/61	11/25/2020
Verizon	Bldg Insp Telephone	8.00	DC121520	NOV PHONE BILLS/ 3 ACCTS ENDING 72/25/61	11/25/2020
Verizon	AnimalCtrl Telephone	43.63	DC121520	NOV PHONE BILLS/ 3 ACCTS ENDING 72/25/61	11/25/2020
Verizon	Maintenanc Telephone	43.63	DC121520	NOV PHONE BILLS/ 3 ACCTS ENDING 72/25/61	11/25/2020
Verizon	Parks Adm Telephone	67.63	DC121520	NOV PHONE BILLS/ 3 ACCTS ENDING 72/25/61	11/25/2020
Verizon	Plan Adm Telephone	12.00	DC121520	NOV PHONE BILLS/ 3 ACCTS ENDING 72/25/61	11/25/2020
Verizon Total		1,103.09			
Virginia Department	Programs Pur Svcs	30.00	DC123020	Central Registry Fee for Cooke, Owen, and Seals	12/10/2020
Virginia Department Total		30.00			
Virtual Graffiti	EMS COV19 Mat & Sup	3,125.00	DC121520	CARES ACT modems-COVID 19	11/18/2020
Virtual Graffiti Total		3,125.00			
VVAN	VictimWit Dues & Memb	150.00	DC123020	VVAN registration--Beth please send check to me	12/22/2020
VVAN Total		150.00			
Walmart	Rec Center Mat & Sup	2.94	DC123020	Childcare Covid Supplies, Rec Vending and Supplies	12/16/2020

Clarke County
 Invoice History Report
 December 31, 2020

<u>VENDOR NAME</u>	<u>ACCOUNT DESC</u>	<u>AMOUNT</u>	<u>WARRANT</u>	<u>FULL DESC</u>	<u>INVOICE DATE</u>
Walmart	Rec Center Merch for Resale	78.92	DC121520	Rec Center Vending	11/16/2020
Walmart	Rec Center Merch for Resale	60.32	DC123020	Childcare Covid Supplies, Rec Vending and Supplies	12/16/2020
Walmart	Programs COV19 Mat & Sup	701.62	DC123020	Childcare Covid Supplies, Rec Vending and Supplies	12/16/2020
Walmart Total		843.80			
Washington Gas	JGC Maintenanc Heating	364.48	DC123020	11/14/2020 - 12/14/2020 101 CHALMERS CT	12/16/2020
Washington Gas	RT Maintenanc Heating	92.36	DC123020	11/14/20 - 12/14/20 100 N CHURCH ST	12/16/2020
Washington Gas	104Church Maint Heating	252.27	DC123020	11/14/20 - 12/14/2020 104 N CHURCH ST	12/16/2020
Washington Gas	AIRec Maint Heating	499.31	DC123020	11/17/2020 - 12/15/2020 225 AL SMITH CIR	12/17/2020
Washington Gas Total		1,208.42			
Winchester Equipment	Maintenanc Mat & Sup	94.38	DC123020	rm Winchester Equip Maint Part for Spreader	12/14/2020
Winchester Equipment Total		94.38			
Winchester Star	Parks Adm Dues & Memb	220.00	DC121520	Fall Craft Show Ad	10/31/2020
Winchester Star Total		220.00			
Grand Total		348,338.30			

Clarke County
YTD Budget Report
December 31, 2020

FUNCTION	OBJECT	ACCOUNT DESCRIPTION	REVISED			AVAILABLE	
			BUDGET	YTD EXPENDED	ENC	BUDGET	% USED
11010	1300	BoS Part Time Salaries	13,800.00	7,025.00	6,900.00	(125.00)	100.90
11010	2100	BoS FICA	744.00	485.23	598.83	(340.06)	145.70
11010	2300	BoS Health Ins	28,598.00	7,723.64	5,952.16	14,922.20	47.80
11010	2700	BoS Worker's Comp	-	9.44	-	(9.44)	100.00
11010	3000	BoS Pur Svcs	1,500.00	4,895.24	-	(3,395.24)	326.30
11010	3600	BoS Advertising	5,600.00	696.40	-	4,903.60	12.40
11010	5210	BoS Postal Services	500.00	84.70	-	415.30	16.90
11010	5230	BoS Telephone	35.00	-	-	35.00	-
11010	5300	BoS Insurance	8,000.00	3,929.00	-	4,071.00	49.10
11010	5500	BoS Travel	4,000.00	-	-	4,000.00	-
11010	5800	BoS Miscellaneous Expenditures	2,200.00	309.62	-	1,890.38	14.10
11010	5810	BoS Dues & Memb	5,500.00	3,169.55	-	2,330.45	57.60
11010	6000	BoS Mat & Sup	800.00	-	-	800.00	-
11010		Total 11010 Board of Supervisors	71,277.00	28,327.82	13,450.99	29,498.19	58.60
12110	1100	County Adm Salaries	254,653.76	137,410.08	117,243.68	-	100.00
12110	1300	County Adm Part Time Salaries	29,000.00	9,198.00	-	19,802.00	31.70
12110	1660	County Admin Employee Bonuses	3,442.36	3,442.36	-	-	100.00
12110	2100	County Adm FICA	24,167.02	11,906.17	12,260.85	-	100.00
12110	2210	County Adm VRS 1&2	17,166.14	8,821.22	8,344.92	-	100.00
12110	2220	County Adm VRS Hybrid	8,894.66	4,023.18	4,871.48	-	100.00
12110	2300	County Adm Health Ins	18,031.16	9,999.12	8,032.04	-	100.00
12110	2400	County Adm Life Ins	3,953.11	1,841.34	2,111.77	-	100.00
12110	2510	County Adm Dis Ins Hybrid	569.79	244.14	325.65	-	100.00
12110	2700	County Adm Workers Comp	204.77	204.77	-	-	100.00
12110	2750	County Admin RHCC	135.93	135.93	-	-	100.00
12110	2800	County Adm Annual Leave Payout	13,802.04	13,802.04	-	-	100.00
12110	2840	County Adm Tax Shelter Annuity	112,137.71	-	-	112,137.71	-
12110	3000	County Adm Pur Svcs	1,200.00	2,812.79	-	(1,612.79)	234.40
12110	3320	County Adm Maint Contracts	1,500.00	1,337.38	1,323.96	(1,161.34)	177.40
12110	3500	County Adm Printing & Binding	700.00	-	-	700.00	-
12110	3600	County Adm Advertising	-	75.00	-	(75.00)	100.00
12110	5210	County Adm Postal Svcs	50.00	4.00	-	46.00	8.00
12110	5230	County Adm Telephone	800.00	352.03	619.97	(172.00)	121.50
12110	5500	County Adm Travel	2,500.00	-	-	2,500.00	-
12110	5800	County Adm Miscellaneous Expen	500.00	172.29	-	327.71	34.50
12110	5810	County Adm Dues & Memb	1,200.00	1,374.95	-	(174.95)	114.60
12110	6000	County Adm Mat & Sup	2,300.00	1,181.70	-	1,118.30	51.40
12110	6000	County Adm COV19 Mat & Sup	65.44	1,988.29	-	(1,922.85)	3,038.30
12110	6008	County Adm Vehicle Fuel	1,200.00	545.94	-	654.06	45.50
12110		Total 12110 County Administrator	498,173.89	210,872.72	155,134.32	132,166.85	73.50
12120	1100	Inform Salaries - Regular	39,671.00	19,835.52	19,835.48	-	100.00
12120	1660	Inform Employee Bonuses	1,170.38	1,170.38	-	-	100.00
12120	2100	Inform FICA	3,071.53	1,589.13	1,996.21	(513.81)	116.70
12120	2220	Inform VRS Hybrid	3,651.00	1,725.72	2,175.14	(249.86)	106.80
12120	2300	Inform Health Ins	7,961.00	3,980.28	3,996.08	(15.36)	100.20
12120	2400	Inform Life Ins	532.00	265.80	355.43	(89.23)	116.80
12120	2510	Inform Dis Ins Hybrid	246.00	104.76	140.02	1.22	99.50
12120	2700	Inform Workers Comp	30.00	27.16	-	2.84	90.50
12120	3000	Inform Pur Svcs	5,000.00	4,788.00	-	212.00	95.80
12120	5210	Inform Postal Svcs	100.00	-	-	100.00	-
12120	5230	Inform Telephone	200.00	-	-	200.00	-
12120	5500	Inform Travel	500.00	-	-	500.00	-
12120	6000	Inform Mat & Sup	500.00	-	-	500.00	-
12120		Total 12120 Public Information Serv	62,632.91	33,486.75	28,498.36	647.80	99.00
12210	3000	Legal Svc Pur Svcs	25,000.00	39,002.50	-	(14,002.50)	156.00
12210		Total 12210 Legal Services	25,000.00	39,002.50	-	(14,002.50)	156.00
12310	1100	Com of Rev Salaries	158,132.25	79,066.14	79,066.11	-	100.00
12310	1660	Com of Rev Employee Bonuses	3,475.66	3,475.66	-	-	100.00
12310	2100	Com of Rev FICA	10,939.89	5,791.23	7,500.16	(2,351.50)	121.50
12310	2210	Com of Rev VRS 1&2	10,185.00	5,184.00	6,940.13	(1,939.13)	119.00
12310	2220	Com of Rev VRS Hybrid	3,416.00	1,694.76	2,130.61	(409.37)	112.00
12310	2300	Com of Rev Health Ins	17,376.00	8,688.00	8,730.44	(42.44)	100.20

Clarke County
YTD Budget Report
December 31, 2020

FUNCTION	OBJECT	ACCOUNT DESCRIPTION	REVISED			AVAILABLE	
			BUDGET	YTD EXPENDED	ENC	BUDGET	% USED
12310	2400	Com of Rev Life Ins	2,068.00	1,059.48	1,417.13	(408.61)	119.80
12310	2510	Com of Rev Dis Ins Hybrid	231.00	102.84	137.18	(9.02)	103.90
12310	2700	Com of Rev Workers Comp	118.00	105.56	-	12.44	89.50
12310	3000	Com of Rev Pur Svcs	1,400.00	382.74	-	1,017.26	27.30
12310	3320	Com of Rev Maint Contracts	300.00	83.75	66.25	150.00	50.00
12310	3500	Com of Rev Printing & Binding	300.00	-	-	300.00	-
12310	3600	Com of Rev Advertising	-	85.80	-	(85.80)	100.00
12310	4100	Com of Rev Data Processing	2,100.00	5,160.00	-	(3,060.00)	245.70
12310	5210	Com of Rev Postal Svcs	2,000.00	283.85	-	1,716.15	14.20
12310	5230	Com of Rev Telephone	200.00	48.00	-	152.00	24.00
12310	5500	Com of Rev Travel	2,000.00	-	-	2,000.00	-
12310	5510	Com of Rev Local Mileage	150.00	-	-	150.00	-
12310	5810	Com of Rev Dues & Memb	800.00	475.00	-	325.00	59.40
12310	6000	Com of Rev Mat & Sup	1,000.00	130.53	-	869.47	13.10
12310	6000	Com of Rev COVID19 Mat & Sup	60.68	93.43	-	(32.75)	154.00
12310		Total 12310 Commissioner of Revenue	216,252.48	111,910.77	105,988.01	(1,646.30)	100.80
12320	3320	Assessor Maint Contracts	4,500.00	-	-	4,500.00	-
12320		Total 12320 Assessor	4,500.00	-	-	4,500.00	-
12330	3160	Equalize Bd Member Fees	-	1,625.00	-	(1,625.00)	100.00
12330		Total 12330 Equalization Board	-	1,625.00	-	(1,625.00)	100.00
12410	1100	Treasurer Salaries	194,429.80	97,214.88	97,214.92	-	100.00
12410	1100	Treasurer COVID19 Salaries	996.48	-	-	996.48	-
12410	1660	Treasurer Employee Bonuses	4,592.22	4,592.22	-	-	100.00
12410	2100	Treasurer FICA	13,890.30	7,281.27	9,382.83	(2,773.80)	120.00
12410	2100	Treasurer COVID19 FICA	33.86	-	-	33.86	-
12410	2210	Treasurer VRS 1&2	10,499.00	5,334.06	7,130.07	(1,965.13)	118.70
12410	2220	Treasurer VRS Hybrid	7,035.00	3,123.66	3,519.82	391.52	94.40
12410	2300	Treasurer Health Ins	28,598.00	14,298.54	14,323.06	(23.60)	100.10
12410	2400	Treasurer Life Ins	2,535.00	1,302.72	1,739.80	(507.52)	120.00
12410	2510	Treasurer Dis Ins Hybrid	425.00	189.60	252.82	(17.42)	104.10
12410	2700	Treasurer Workers Comp	143.00	129.45	-	13.55	90.50
12410	3000	Treasurer Pur Svcs	1,650.00	176.26	-	1,473.74	10.70
12410	3180	Treasurer Credit Card Fees	15,000.00	2,769.96	-	12,230.04	18.50
12410	3190	Treasurer DMV Stop	10,000.00	1,075.00	-	8,925.00	10.80
12410	3320	Treasurer Maint Contracts	300.00	83.75	66.25	150.00	50.00
12410	3500	Treasurer Printing & Binding	11,000.00	6,418.54	-	4,581.46	58.40
12410	3600	Treasurer Advertising	500.00	-	-	500.00	-
12410	5210	Treasurer Postal Svcs	26,000.00	10,103.80	-	15,896.20	38.90
12410	5230	Treasurer Telephone	600.00	24.00	-	576.00	4.00
12410	5500	Treasurer Travel	3,000.00	100.00	-	2,900.00	3.30
12410	5510	Treasurer Local Mileage	400.00	-	-	400.00	-
12410	5810	Treasurer Dues & Memb	600.00	375.00	-	225.00	62.50
12410	6000	Treasurer Mat & Sup	4,500.00	1,667.48	-	2,832.52	37.10
12410	6000	Treasurer COVID19 Mat & Sup	80.35	80.39	4.20	(4.24)	105.30
12410		Total 12410 Treasurer	336,808.01	156,340.58	133,633.77	46,833.66	86.10
12510	1100	IT Salaries	165,087.28	57,767.07	78,714.76	28,605.45	82.70
12510	1660	IT Employee Bonuses	2,238.29	2,238.29	-	-	100.00
12510	2100	IT FICA	8,936.82	4,635.64	4,301.18	-	100.00
12510	2210	IT VRS 1&2	9,411.18	4,020.72	5,390.46	-	100.00
12510	2220	IT VRS Hybrid	2,953.74	968.11	-	1,985.63	32.80
12510	2300	IT Health Ins	14,773.29	8,388.75	6,384.54	-	100.00
12510	2400	IT Life Ins	2,078.00	768.37	830.28	479.35	76.90
12510	2510	IT Dis Ins Hybrid	405.00	58.75	-	346.25	14.50
12510	2700	IT Workers Comp	119.00	106.14	-	12.86	89.20
12510	2800	IT Leave Pay	6,128.50	6,128.50	-	-	100.00
12510	3000	IT Pur Svcs	15,000.00	240.00	-	14,760.00	1.60
12510	3320	IT Maint Contracts	1,542.00	762.00	762.00	18.00	98.80
12510	5210	IT Postal Svcs	100.00	-	-	100.00	-
12510	5230	IT Telephone	5,780.00	2,932.73	980.75	1,866.52	67.70
12510	5240	IT Telecomm Online Tech	10,680.00	11,872.63	17,393.75	(18,586.38)	274.00
12510	5400	IT Leases & Rentals	25,560.00	9,832.05	2,608.11	13,119.84	48.70
12510	5500	IT Travel	1,000.00	6.50	-	993.50	0.70

Clarke County
YTD Budget Report
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FUNCTION	OBJECT	ACCOUNT DESCRIPTION	REVISED			AVAILABLE	
			BUDGET	YTD EXPENDED	ENC	BUDGET	% USED
12510	5810	IT Dues & Memb	100.00	-	-	100.00	-
12510	6000	IT Mat & Sup	2,000.00	161.83	-	1,838.17	8.10
12510	6008	IT Vehicle Fuel	100.00	-	-	100.00	-
12510	6035	IT Noncap Office Equip	1,000.00	426.26	-	573.74	42.60
12510	6040	IT Tech SW/OL	36,305.00	18,540.24	2,110.50	15,654.26	56.90
12510	6050	IT Noncap Technology Hardware	30,000.00	2,250.70	-	27,749.30	7.50
12510	6050	IT COV19 Noncap Tech Hardware	-	3,757.00	5,007.00	(8,764.00)	100.00
12510		Total 12510 Data Processing/IT	341,298.10	135,862.28	124,483.33	80,952.49	76.30
13100	1300	Electoral Part Time Salaries	7,089.00	2,212.96	24,342.56	(19,466.52)	374.60
13100	2100	Electoral FICA	546.00	169.30	338.58	38.12	93.00
13100	2700	Electoral Workers Comp	5.00	4.85	-	0.15	97.00
13100	3000	Electoral Pur Svcs	6,000.00	2,502.05	-	3,497.95	41.70
13100	3160	Electoral Board Member Fees	15,920.00	8,037.50	-	7,882.50	50.50
13100	3160	Electoral COVEB Board Fees	2,525.00	5,294.50	-	(2,769.50)	209.70
13100	3320	Electoral Maint Contracts	10,100.00	7,570.00	-	2,530.00	75.00
13100	3500	Electoral Printing & Binding	5,600.00	3,625.16	-	1,974.84	64.70
13100	3600	Electoral Advertising	260.00	115.60	-	144.40	44.50
13100	5210	Electoral Postal Svcs	1,825.00	1,544.45	-	280.55	84.60
13100	5400	Electoral Leases & Rentals	1,800.00	698.52	-	1,101.48	38.80
13100	5500	Electoral Travel	1,500.00	-	-	1,500.00	-
13100	5510	Electoral Local Mileage	1,500.00	54.05	-	1,445.95	3.60
13100	5810	Electoral Dues & Memb	200.00	180.00	-	20.00	90.00
13100	6000	Electoral Mat & Sup	3,575.00	1,150.68	29.23	2,395.09	33.00
13100	6000	Electoral COV19 Mat & Sup	165.20	278.30	-	(113.10)	168.50
13100	6000	Electoral COVEB Mat & Sup	17,577.47	23,704.47	-	(6,127.00)	134.90
13100		Total 13100 Electoral Board and Off	76,187.67	57,142.39	24,710.37	(5,665.09)	107.40
13200	1100	Registrar Salaries	57,089.00	28,544.52	28,544.48	-	100.00
13200	1300	Registrar Part Time Salaries	16,878.00	8,556.00	-	8,322.00	50.70
13200	1300	Registrar COVEB PT Salaries	1,202.50	4,843.50	-	(3,641.00)	402.80
13200	1660	Registrar Employee Bonuses	2,225.04	2,225.04	-	-	100.00
13200	1660	Registrar COVEB Emp Bonus	-	1,750.00	-	(1,750.00)	100.00
13200	2100	Registrar FICA	5,830.21	3,020.55	2,883.74	(74.08)	101.30
13200	2100	Registrar COVEB FICA	91.99	503.83	-	(411.84)	547.70
13200	2210	Registrar VRS 1&2	4,967.00	2,483.40	3,391.20	(907.60)	118.30
13200	2300	Registrar Health Ins	-	3,980.28	4,108.58	(8,088.86)	100.00
13200	2400	Registrar Life Ins	765.00	382.50	522.31	(139.81)	118.30
13200	2700	Registrar Workers Comp	53.00	50.65	-	2.35	95.60
13200	3000	Registrar Pur Svcs	1,400.00	98.00	-	1,302.00	7.00
13200	3320	Registrar Maint Contracts	1,000.00	653.14	657.63	(310.77)	131.10
13200	5210	Registrar Postal Svcs	2,640.00	1,174.05	-	1,465.95	44.50
13200	5230	Registrar Telephone	1,000.00	304.03	469.97	226.00	77.40
13200	5500	Registrar Travel	1,600.00	-	-	1,600.00	-
13200	5510	Registrar Local Mileage	700.00	-	-	700.00	-
13200	5810	Registrar Dues & Memb	270.00	-	-	270.00	-
13200	6000	Registrar Mat & Sup	1,100.00	375.31	-	724.69	34.10
13200	6000	Registrar COV19 Mat & Sup	-	14.84	-	(14.84)	100.00
13200		Total 13200 Registrar	98,811.74	58,959.64	40,577.91	(725.81)	100.70
21100	5841	Circuit C Juror Pay	4,000.00	360.00	-	3,640.00	9.00
21100	6000	Circuit C Mat & Sup	-	511.71	-	(511.71)	100.00
21100	6000	Circuit C COV19 Mat & Sup	127.87	360.11	-	(232.24)	281.60
21100	6035	Circuit C Noncap Office Equip	-	2,424.08	-	(2,424.08)	100.00
21100	7000	Circuit Ct Pyt to Joint Ops	11,400.00	11,622.77	-	(222.77)	102.00
21100		Total 21100 Circuit Court	15,527.87	15,278.67	-	249.20	98.40
21200	3000	District C Pur Svcs	3,300.00	3,000.00	-	300.00	90.90
21200	3150	District C Legal Svcs	270.00	-	-	270.00	-
21200	3320	District C Maint Contracts	400.00	139.10	410.90	(150.00)	137.50
21200	5210	District C Postal Svcs	700.00	150.00	339.01	210.99	69.90
21200	5230	District C Telephone	2,000.00	930.23	-	1,069.77	46.50
21200	5500	District C Travel	1,000.00	-	-	1,000.00	-
21200	5810	District C Dues & Memb	200.00	-	-	200.00	-
21200	6000	District C Mat & Sup	550.00	324.45	-	225.55	59.00
21200	6000	District C COV19 Mat & Sup	4.95	78.04	-	(73.09)	1,576.60

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FUNCTION	OBJECT	ACCOUNT DESCRIPTION	REVISED			AVAILABLE	
			BUDGET	YTD EXPENDED	ENC	BUDGET	% USED
21200		Total 21200 General District Court	8,424.95	4,621.82	749.91	3,053.22	63.80
21300	5230	Magistrate Telephone	50.00	-	-	50.00	-
21300		Total 21300 Magistrate	50.00	-	-	50.00	-
21510	5600	Blue Ridge Legal Svc Contr	1,500.00	1,500.00	-	-	100.00
21510		Total 21510 Blue Ridge Legal Servic	1,500.00	1,500.00	-	-	100.00
21600	3000	J&D Court Pur Svcs	3,000.00	3,000.00	-	-	100.00
21600	3320	J&D Court Maint Contracts	700.00	137.32	712.68	(150.00)	121.40
21600	5210	J&D Court Postal Svcs	700.00	189.84	189.84	320.32	54.20
21600	5230	J&D Court Telephone	700.00	331.89	-	368.11	47.40
21600	5500	J&D Court Travel	1,000.00	-	-	1,000.00	-
21600	5810	J&D Court Dues & Memb	100.00	50.00	-	50.00	50.00
21600	6000	J&D Court Mat & Sup	750.00	-	-	750.00	-
21600		Total 21600 Juvenile & Domestic Rel	6,950.00	3,709.05	902.52	2,338.43	66.40
21700	1100	Clk of CC Salaries	188,408.97	68,481.66	72,287.50	47,639.81	74.70
21700	1660	Clk of CC Employee Bonuses	8,006.67	8,006.67	-	-	100.00
21700	2100	Clk of CC FICA	12,657.20	5,834.83	6,822.37	-	100.00
21700	2210	Clk of CC VRS 1&2	13,339.00	4,533.36	6,349.04	2,456.60	81.60
21700	2220	Clk of CC VRS Hybrid	3,069.52	1,424.56	1,644.96	-	100.00
21700	2300	Clk of CC Health Ins	7,961.65	3,980.28	3,981.37	-	100.00
21700	2400	Clk of CC Life Ins	2,233.16	917.64	1,246.74	68.78	96.90
21700	2510	Clk of CC Dis Ins Hybrid	194.00	86.46	105.93	1.61	99.20
21700	2700	Clk of CC Workers Comp	139.00	126.36	-	12.64	90.90
21700	3000	Clk of CC Pur Svcs	2,500.00	-	-	2,500.00	-
21700	3320	Clk of CC Maint Contracts	13,000.00	201.24	273.76	12,525.00	3.70
21700	3500	Clk of CC Printing & Binding	1,000.00	873.84	-	126.16	87.40
21700	3510	Clk of CC Microfilming	7,000.00	4,669.04	-	2,330.96	66.70
21700	5210	Clk of CC Postal Svcs	3,500.00	1,737.40	599.40	1,163.20	66.80
21700	5230	Clk of CC Telephone	1,025.00	504.87	-	520.13	49.30
21700	5810	Clk of CC Dues & Memb	345.00	345.00	-	-	100.00
21700	6000	Clk of CC Mat & Sup	6,500.00	2,560.79	103.08	3,836.13	41.00
21700		Total 21700 Clerk of the Circuit Co	270,879.17	104,284.00	93,414.15	73,181.02	73.00
21910	1100	VictimWit Regular Salary	42,183.00	21,091.44	21,091.39	0.17	100.00
21910	1300	VictimWit Part Time Sal	17,544.00	9,090.72	-	8,453.28	51.80
21910	2100	VictimWit FICA	4,571.00	2,313.49	2,150.36	107.15	97.70
21910	2210	VictimWit VRS 1&2	3,670.00	1,834.92	2,448.97	(613.89)	116.70
21910	2400	VictimWit Life Ins	566.00	282.60	377.19	(93.79)	116.60
21910	2700	VictimWit Workers Comp	46.00	40.90	-	5.10	88.90
21910	3000	VictimWit Pur Svcs	200.00	29.00	-	171.00	14.50
21910	5210	VictimWit Postal Svcs	279.00	-	-	279.00	-
21910	5230	VictimWit Telephone	504.00	249.83	300.17	(46.00)	109.10
21910	5500	VictimWit Travel	1,182.00	145.00	-	1,037.00	12.30
21910	5510	VictimWit Travel Local Mileage	204.00	-	-	204.00	-
21910	5810	VictimWit Dues & Memb	295.00	150.00	-	145.00	50.80
21910	6000	VictimWit COV19 Mat & Sup	33.39	33.71	-	(0.32)	101.00
21910	6000	VictimWit Mat & Sup	1,000.00	61.00	-	939.00	6.10
21910		Total 21910 Victim and Witness Assi	72,277.39	35,322.61	26,368.08	10,586.70	85.40
21940	5600	Regional Crt Svc Entity Gift	6,930.00	6,930.00	-	-	100.00
21940		Total 21940 Regl Crt Svc/Adult	6,930.00	6,930.00	-	-	100.00
22100	1100	Comm Atty Salaries	237,174.79	116,389.98	116,390.05	4,394.76	98.10
22100	1300	Comm Atty Part Time Salaries	18,500.00	6,254.49	-	12,245.51	33.80
22100	1660	Comm Atty Employee Bonuses	5,762.44	5,762.44	-	-	100.00
22100	2100	Comm Atty FICA	21,515.97	10,183.20	11,332.77	-	100.00
22100	2210	Comm Atty VRS 1&2	4,181.00	5,160.64	5,889.59	(6,869.23)	264.30
22100	2220	Comm Atty VRS Hybrid	11,358.21	5,709.48	5,648.73	-	100.00
22100	2300	Comm Atty Health Ins	19,100.91	10,318.26	9,297.33	(514.68)	102.70
22100	2400	Comm Atty Life Ins	3,706.03	1,691.04	2,080.72	(65.73)	101.80
22100	2510	Comm Atty Dis Ins Hybrid	808.91	346.50	462.41	-	100.00
22100	2700	Comm Atty Workers Comp	257.00	211.03	-	45.97	82.10
22100	3320	Comm Atty Maint Contracts	500.00	419.33	130.43	(49.76)	110.00
22100	5210	Comm Atty Postal Svcs	1,000.00	410.00	-	590.00	41.00
22100	5230	Comm Atty Telephone	3,000.00	1,097.52	1,098.48	804.00	73.20
22100	5500	Comm Atty Travel	6,500.00	300.00	-	6,200.00	4.60

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FUNCTION	OBJECT	ACCOUNT DESCRIPTION	REVISED			AVAILABLE	
			BUDGET	YTD EXPENDED	ENC	BUDGET	% USED
22100	5549	Comm Atty Witness Travel Expen	1,500.00	-	-	1,500.00	-
22100	5810	Comm Atty Dues & Memb	2,500.00	1,803.00	-	697.00	72.10
22100	6000	Comm Atty Mat & Sup	3,000.00	1,661.35	89.22	1,249.43	58.40
22100	6000	Comm Atty COV19 Mat & Sup	36.96	201.42	-	(164.46)	545.00
22100	6035	Comm Atty Noncap Office Equip	400.00	-	-	400.00	-
22100	1100	Comm Atty VSTOP Salaries	26,809.00	13,403.58	13,403.56	1.86	100.00
22100	2100	Comm Atty VSTOP FICA	2,017.00	275.76	1,352.92	388.32	80.70
22100	2210	Comm Atty VSTOP VRS 1&2	710.00	273.18	1,559.76	(1,122.94)	258.20
22100	2220	Comm Atty VSTOP VRS Hybrid	-	-	-	-	-
22100	2300	Comm Atty VSTOP Health Ins	113.00	-	1,031.77	(918.77)	913.10
22100	2400	Comm Atty VSTOP Life Ins	359.00	48.18	240.25	70.57	80.30
22100	2510	Comm Atty VSTOP Dis Ins Hybrid	116.00	-	-	116.00	-
22100		Total 22100 Commonwealth's Attorney	370,926.22	181,920.38	170,007.99	18,997.85	94.90
31200	1100	Sheriff Salaries	1,468,328.55	659,089.25	661,759.29	147,480.01	90.00
31200	1100	Sheriff COV19 Salaries	5,031.31	-	-	5,031.31	-
31200	1200	Sheriff Overtime	33,500.00	22,652.17	-	10,847.83	67.60
31200	1200	CITAC Overtime	5,000.00	1,692.48	-	3,307.52	33.80
31200	1200	Overtime	-	6,203.10	-	(6,203.10)	100.00
31200	1300	Sheriff Part Time Salaries	43,860.00	21,239.25	-	22,620.75	48.40
31200	1660	Sheriff Emp Bonuses	82,108.55	82,108.55	-	-	100.00
31200	1660	Sheriff COV19 Hazard Pay	28,800.00	28,300.00	-	500.00	98.30
31200	2100	Sheriff FICA	125,300.85	60,826.18	62,049.00	2,425.67	98.10
31200	2100	CITAC FICA	383.00	128.00	-	255.00	33.40
31200	2100	Sheriff COV19 FICA	1,829.17	2,164.95	-	(335.78)	118.40
31200	2100	FICA	-	437.40	-	(437.40)	100.00
31200	2210	Sheriff VRS 1&2	115,108.71	47,408.38	67,700.33	-	100.00
31200	2220	Sheriff VRS Hybrid	24,601.00	10,807.31	11,452.96	2,340.73	90.50
31200	2300	Sheriff Health Ins	215,802.39	101,872.82	102,961.66	10,967.91	94.90
31200	2300	Sheriff CITAC Health Ins	-	217.39	-	(217.39)	100.00
31200	2400	Sheriff Life Ins	21,635.46	8,966.57	12,668.89	-	100.00
31200	2510	Sheriff Dis Ins Hybrid	1,644.00	655.89	723.70	264.41	83.90
31200	2700	Sheriff Workers Comp	23,687.00	22,077.19	-	1,609.81	93.20
31200	2800	Sheriff Leave Pay	63,995.00	40,162.17	-	23,832.83	62.80
31200	2860	Sheriff LODA	30,118.37	30,118.37	-	-	100.00
31200	3000	Sheriff Pur Svcs	30,000.00	7,631.37	9,196.00	13,172.63	56.10
31200	3000	Sheriff COV19 Pur Svcs	-	-	6,161.42	(6,161.42)	100.00
31200	3320	Sheriff Maint Contracts	167,052.00	79,290.93	6,964.70	80,796.37	51.60
31200	3320	Sheriff E-Ticket Maint Svc	-	4,950.00	-	(4,950.00)	100.00
31200	3350	Sheriff Insured Repair Svcs	2,000.00	750.00	-	1,250.00	37.50
31200	3500	Sheriff Printing & Binding	1,000.00	-	-	1,000.00	-
31200	5210	Sheriff Postal Svcs	2,200.00	628.80	-	1,571.20	28.60
31200	5230	Sheriff Telephone	55,000.00	29,174.43	10,867.96	14,957.61	72.80
31200	5300	Sheriff Insurance	15,000.00	10,416.00	-	4,584.00	69.40
31200	5400	Sheriff Leases & Rentals	17,000.00	11,902.50	16,663.50	(11,566.00)	168.00
31200	5500	Sheriff Travel	61,600.00	-	-	61,600.00	-
31200	5500	Sheriff Travel - Communication	-	6,912.55	-	(6,912.55)	100.00
31200	5500	Sheriff Travel - Sworn Staff	-	16,892.78	-	(16,892.78)	100.00
31200	5800	Sheriff Miscellaneous Expendit	1,000.00	120.00	-	880.00	12.00
31200	5810	Sheriff Dues & Memb	5,000.00	2,619.85	-	2,380.15	52.40
31200	6000	Sheriff Mat & Sup	57,000.00	179.95	-	56,820.05	0.30
31200	6000	Sheriff COS Mat & Sup	-	483.27	518.41	(1,001.68)	100.00
31200	6000	Sheriff COV19 Mat & Sup	398.27	803.17	-	(404.90)	201.70
31200	6000	Sheriff ETK Mat & Sup	25,000.00	16,416.41	-	8,583.59	65.70
31200	6000	Sheriff PSU Mat & Sup	-	947.10	-	(947.10)	100.00
31200	6000	Sheriff SOS Mat & Sup	-	1,902.79	-	(1,902.79)	100.00
31200	6000	Sheriff VRP Mat & Sup	-	10,717.40	12,549.89	(23,267.29)	100.00
31200	6008	Sheriff Vehicle Fuel	60,000.00	20,859.47	-	39,140.53	34.80
31200	6011	Sheriff Clothing	15,000.00	-	-	15,000.00	-
31200	6011	Sheriff COV19 Uniforms Apparel	-	8.99	-	(8.99)	100.00
31200	6011	Sheriff Uniform Sworn Staff	-	5,022.16	-	(5,022.16)	100.00
31200	6015	Sheriff Ammunition	28,000.00	2,057.30	13,001.28	12,941.42	53.80
31200	6040	Sheriff COV19 Tech SW/OL	2,770.00	2,770.00	-	-	100.00

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FUNCTION	OBJECT	ACCOUNT DESCRIPTION	REVISED			AVAILABLE	
			BUDGET	YTD EXPENDED	ENC	BUDGET	% USED
31200	1200	DMV Alcohol Grant Overtime	8,941.00	4,758.15	-	4,182.85	53.20
31200	2100	DMV Alcohol Grant FICA	684.00	146.52	-	537.48	21.40
31200	2300	DMV Alcohol Grant Health Ins	-	168.78	-	(168.78)	100.00
31200	1200	DMV Speed Overtime	4,782.00	1,516.81	-	3,265.19	31.70
31200	2100	DMV Speed FICA	218.00	39.34	-	178.66	18.00
31200	2300	DMV Speed Health Ins	-	54.02	-	(54.02)	100.00
31200	6000	ICAC Mat & Sup	5,000.00	-	-	5,000.00	-
31200	1100	SRO Ofc Grant Sal	17,489.32	17,489.32	-	-	100.00
31200	2100	SRO Ofc Grant FICA	1,326.49	1,326.49	-	-	100.00
31200	2210	SRO Grant VRS 1&2	1,521.56	1,521.56	-	-	100.00
31200	2300	SRO Grant Health Ins	2,276.61	2,276.61	-	-	100.00
31200	2400	SRO Grant Life Ins	234.36	234.36	-	-	100.00
31200	6000	BVP Vest grant Mat & Sup	1,400.00	678.72	-	721.28	48.50
31200	1200	OCDETF Sheriff Overtime	-	839.82	-	(839.82)	100.00
31200	2100	OCDETF Sheriff FICA	-	57.67	-	(57.67)	100.00
31200		Total 31200 Sheriff	2,879,626.97	1,411,692.81	995,238.99	472,695.17	83.60
31210	5600	Criminal Justice Training Ctr	19,593.00	18,426.00	-	1,167.00	94.00
31210		Total 31210 Criminal Justice Traini	19,593.00	18,426.00	-	1,167.00	94.00
31220	5600	Drug Task Force Entity Gift	12,500.00	2,901.43	-	9,598.57	23.20
31220		Total 31220 Drug Task Force	12,500.00	2,901.43	-	9,598.57	23.20
32200	2510	Vol Fire Dis Ins Hybrid	11,000.00	-	-	11,000.00	-
32200	2700	Vol Fire Worker's Comp	20,531.00	-	-	20,531.00	-
32200	3000	Vol Fire Pur Svcs	33,000.00	7,500.57	-	25,499.43	22.70
32200	5300	Vol Fire Co Insurance	45,000.00	26,622.18	-	18,377.82	59.20
32200	5600	Vol Fire Companies Entity Gift	25,000.00	-	-	25,000.00	-
32200	5696	Vol Fire EMS Vol Incent Prog	15,000.00	-	-	15,000.00	-
32200	5697	Vol Fire 4 for Life	18,438.00	18,562.95	-	(124.95)	100.70
32200	5698	Vol Fire Fire Programs	33,726.00	33,726.00	-	-	100.00
32200	6000	Vol Fire&Res Mat'l Suppls	2,000.00	699.98	-	1,300.02	35.00
32200		Total 32200 Volunteer Fire Companie	203,695.00	87,111.68	-	116,583.32	42.80
32201	2860	Blue Ridge Vol Fire Co LODA	1,846.00	1,596.00	-	250.00	86.50
32201	5600	Blue Ridge Vol Fire Co Contrib	65,000.00	32,500.00	-	32,500.00	50.00
32201		Total 32201 Blue Ridge Volunteer Fi	66,846.00	34,096.00	-	32,750.00	51.00
32202	2860	Boyce Volunteer Fire Co LODA	2,137.00	1,795.50	-	341.50	84.00
32202	5600	Boyce Volunteer Fire Co Contr	65,000.00	32,500.00	-	32,500.00	50.00
32202		Total 32202 Boyce Volunteer Fire Co	67,137.00	34,295.50	-	32,841.50	51.10
32203	2860	Enders Volunteer Fire Co LODA	2,623.00	3,890.25	-	(1,267.25)	148.30
32203	5600	Enders Volunteer Fire Co Contr	90,000.00	45,000.00	-	45,000.00	50.00
32203		Total 32203 Enders Volunteer Fire C	92,623.00	48,890.25	-	43,732.75	52.80
32310	1100	EMS Salaries	773,871.27	315,549.81	326,824.84	131,496.62	83.00
32310	1200	EMS Overtime	74,182.00	58,601.29	-	15,580.71	79.00
32310	1300	EMS Part Time Salaries	53,183.23	53,183.23	-	-	100.00
32310	1660	EMS Employee Bonuses	40,282.24	40,282.24	-	-	100.00
32310	1660	EMS COV19 Hazard Pay	26,550.00	26,550.00	-	-	100.00
32310	2100	EMS FICA	68,797.79	35,884.49	29,763.44	3,149.86	95.40
32310	2100	EMS COV19 FICA	1,600.48	1,600.48	-	-	100.00
32310	2210	EMS VRS 1&2	39,111.95	15,998.45	23,113.50	-	100.00
32310	2220	EMS VRS Hybrid	27,922.55	11,333.36	16,589.19	-	100.00
32310	2300	EMS Health Ins	130,184.00	52,174.87	63,244.29	14,764.84	88.70
32310	2400	EMS Life Ins	10,534.00	4,209.82	6,294.68	29.50	99.70
32310	2510	EMS Dis Ins Hybrid	2,365.00	687.83	1,077.51	599.66	74.60
32310	2700	EMS Workers Comp	45,600.00	33,393.48	-	12,206.52	73.20
32310	2800	EMS Annual Leave Payouts	28,200.00	24,882.51	-	3,317.49	88.20
32310	2860	EMS LODA	20,000.00	13,973.88	-	6,026.12	69.90
32310	3000	EMS Pur Svcs	49,100.00	21,088.37	-	28,011.63	42.90
32310	5210	EMS Postal Services	200.00	67.06	-	132.94	33.50
32310	5230	EMS Telephone	1,450.00	283.65	-	1,166.35	19.60
32310	5500	EMS Travel	8,000.00	1,290.00	-	6,710.00	16.10
32310	5800	EMS Miscellaneous	5,000.00	1,602.97	-	3,397.03	32.10
32310	6000	EMS Mat & Sup	56,000.00	13,175.21	200.05	42,624.74	23.90
32310	6000	EMS COV19 Mat & Sup	36,074.56	73,251.78	9.90	(37,187.12)	203.10
32310	6008	EMS Vehicle Fuel	19,000.00	5,759.06	-	13,240.94	30.30

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FUNCTION	OBJECT	ACCOUNT DESCRIPTION	REVISED			AVAILABLE	
			BUDGET	YTD EXPENDED	ENC	BUDGET	% USED
32310	6011	EMS Clothing	13,000.00	10,748.86	45.43	2,205.71	83.00
32310	6011	EMS COV19 Uniforms Apparel	1,512.00	8,062.12	-	(6,550.12)	533.20
32310	6035	EMS Noncap Office Equip	2,000.00	-	-	2,000.00	-
32310	6040	EMS Tech SW/OL	46,000.00	9,750.32	-	36,249.68	21.20
32310	6040	EMS COV19 Tech SW/OL Content	10,700.00	10,700.00	-	-	100.00
32310	8200	EMS Capital Outlay Adds	10,500.00	7,441.00	540.06	2,518.94	76.00
32310	8200	EMS Equip COV19 Cap Outly	-	29,470.00	-	(29,470.00)	100.00
32310	1100	SAFER Grant Salaries	-	85,581.11	92,433.79	(178,014.90)	100.00
32310	1660	SAFER Grant Employee Bonus	-	4,000.00	-	(4,000.00)	100.00
32310	2100	SAFER Grant FICA	-	6,683.22	7,566.90	(14,250.12)	100.00
32310	2210	SAFER Grant VRS 1&2	-	1,726.32	2,610.42	(4,336.74)	100.00
32310	2220	SAFER Grant VRS Hybrid	-	5,700.16	7,333.80	(13,033.96)	100.00
32310	2300	SAFER Grant Health Ins	-	11,705.93	15,141.97	(26,847.90)	100.00
32310	2400	SAFER Grant Group Life Ins	-	1,143.76	1,531.64	(2,675.40)	100.00
32310	2510	SAFER Grant Dis Ins Hybrid	-	345.86	445.11	(790.97)	100.00
32310	5230	EMS LEMPG Grant-Telephone	-	3,133.81	1,217.79	(4,351.60)	100.00
32310	6000	EMS LEMPG Grant Mat & Sup	7,500.00	3,859.26	-	3,640.74	51.50
32310	8200	EMS/RSAF Grant-Handtevy	8,000.00	7,223.82	-	776.18	90.30
32310	6000	Assist to Firefighters CV M&S	-	12,608.86	5,936.05	(18,544.91)	100.00
32310		Total 32310 Fire and Rescue Service	1,616,421.07	1,024,708.25	601,920.36	(10,207.54)	100.60
32320	5600	Lord Fairfax EMS Contribution	6,575.00	6,575.00	-	-	100.00
32320		Total 32320 Lord Fairfax Emergency	6,575.00	6,575.00	-	-	100.00
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
33210	7000	Regional Jail Joint Ops	493,300.00	357,129.00	-	136,171.00	72.40
33210		Total 33210 Regional Jail	493,300.00	357,129.00	-	136,171.00	72.40
33220	3840	Juv Det Ctr Intergov Svc Agree	36,877.00	9,119.00	-	27,758.00	24.70
33220		Total 33220 Juvenile Detention Cent	36,877.00	9,119.00	-	27,758.00	24.70
33300	5230	Probation Telephone	100.00	24.00	-	76.00	24.00
33300	6000	Probation Mat & Sup	300.00	-	-	300.00	-
33300		Total 33300 Crt Svc/Juvenile Proba	400.00	24.00	-	376.00	6.00
34100	1100	Bldg Insp Salaries	162,895.00	86,848.36	101,181.82	(25,135.18)	115.40
34100	1660	Bldg Insp Employee Bonuses	4,458.67	4,458.67	-	-	100.00
34100	2100	Bldg Insp FICA	10,115.08	6,342.54	8,895.33	(5,122.79)	150.60
34100	2210	Bldg Insp VRS 1&2	9,252.00	4,625.76	6,188.18	(1,561.94)	116.90
34100	2220	Bldg Insp VRS Hybrid	3,560.00	2,930.00	4,613.14	(3,983.14)	211.90
34100	2300	Bldg Insp Health Ins	27,587.00	15,783.60	13,816.72	(2,013.32)	107.30
34100	2400	Bldg Insp Life Ins	1,945.00	1,163.84	1,683.49	(902.33)	146.40
34100	2510	Bldg Insp Dis Ins Hybrid	240.00	177.80	287.82	(225.62)	194.00
34100	2700	Bldg Insp Workers Comp	2,786.00	2,770.47	-	15.53	99.40
34100	3000	Bldg Insp Pur Svcs	600.00	-	-	600.00	-
34100	3320	Bldg Insp Maint Contracts	500.00	461.01	435.70	(396.71)	179.30
34100	5210	Bldg Insp Postal Svcs	50.00	9.90	-	40.10	19.80
34100	5230	Bldg Insp Telephone	2,500.00	1,034.98	1,113.02	352.00	85.90
34100	5500	Bldg Insp Travel	2,500.00	-	-	2,500.00	-
34100	5810	Bldg Insp Dues & Memb	1,000.00	-	-	1,000.00	-
34100	6000	Bldg Insp Mat & Sup	2,000.00	588.91	-	1,411.09	29.40
34100	6000	Bldg Insp COV19 Mat & Sup	12.89	12.89	-	-	100.00
34100	6008	Bldg Insp Vehicle Fuel	2,500.00	731.33	-	1,768.67	29.30
34100		Total 34100 Building Inspections	234,501.64	127,940.06	138,215.22	(31,653.64)	113.50
35100	1100	AnimalCtrl Salaries	75,693.00	37,846.50	37,846.50	-	100.00
35100	1200	AnimalCtrl Overtime	-	103.44	-	(103.44)	100.00
35100	1300	AnimalCtrl Part Time Salaries	15,071.00	1,756.57	-	13,314.43	11.70
35100	1300	Anml Cntrl COV19 PT Sal - Reg	824.69	906.00	-	(81.31)	109.90
35100	1660	AnimalCtrl Employee Bonuses	2,447.80	2,447.80	-	-	100.00
35100	2100	AnimalCtrl FICA	5,269.24	2,828.23	3,458.06	(1,017.05)	119.30
35100	2100	Anml Cntrl COV19 FICA	63.33	69.30	-	(5.97)	109.40
35100	2210	AnimalCtrl VRS 1&2	4,124.00	2,061.84	2,752.83	(690.67)	116.70
35100	2220	AnimalCtrl VRS Hybrid	2,604.00	1,230.78	1,546.87	(173.65)	106.70
35100	2300	AnimalCtrl Health Ins	8,688.00	4,344.00	4,351.72	(7.72)	100.10
35100	2400	AnimalCtrl Life Ins	1,016.00	507.12	676.81	(167.93)	116.50
35100	2510	AnimalCtrl Dis Ins Hybrid	176.00	74.70	99.59	1.71	99.00

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			BUDGET	YTD EXPENDED	ENC	BUDGET	% USED
35100	2700	AnimalCtrl Workers Comp	918.00	941.71	-	(23.71)	102.60
35100	3000	AnimalCtrl Pur Svcs	8,000.00	1,566.15	-	6,433.85	19.60
35100	3320	AnimalCtrl Maint Svc Contracts	100.00	23.47	76.53	-	100.00
35100	3500	AnimalCtrl Printing & Binding	200.00	-	-	200.00	-
35100	5110	AnimalCtrl Electric	750.00	-	-	750.00	-
35100	5230	AnimalCtrl Telephone	700.00	340.08	99.83	260.09	62.80
35100	5500	AnimalCtrl Travel	1,000.00	-	-	1,000.00	-
35100	5510	AnimalCtrl Local Mileage	100.00	-	-	100.00	-
35100	6000	AnimalCtrl Mat & Sup	7,500.00	1,325.41	-	6,174.59	17.70
35100	6000	Animal Control COV19 Mat & Sup	64.67	64.93	-	(0.26)	100.40
35100	6008	AnimalCtrl Vehicle Fuel	1,500.00	47.78	-	1,452.22	3.20
35100	6011	AnimalCtrl Clothing	500.00	-	-	500.00	-
35100		Total 35100 Animal Control	137,309.73	58,485.81	50,908.74	27,915.18	79.70
35300	3000	Exam&Bury Pur Svcs	200.00	80.00	-	120.00	40.00
35300		Total 35300 Med Examiner & Indigent	200.00	80.00	-	120.00	40.00
42400	3840	RefuseDisp Intergov Svc Agreem	180,000.00	60,671.97	-	119,328.03	33.70
42400		Total 42400 Refuse Disposal	180,000.00	60,671.97	-	119,328.03	33.70
42410	1300	SWC PT Salaries - Regular	17,128.00	5,930.00	-	11,198.00	34.60
42410	1660	Convenience Ctr Emp Bonuses	1,089.82	1,089.82	-	-	100.00
42410	2100	SWC FICA	1,331.37	537.01	-	794.36	40.30
42410	2700	Worker's Compensation	-	366.11	-	(366.11)	100.00
42410	3000	SWC Pur Svcs	35,000.00	22,495.64	14,144.71	(1,640.35)	104.70
42410	5110	SWC Electrical Services	2,000.00	519.40	-	1,480.60	26.00
42410	5230	SWC Telephone	-	250.93	299.07	(550.00)	100.00
42410	6000	SWC Mat & Sup	1,000.00	25.98	-	974.02	2.60
42410		Total 42410 Solid Waste Convenience	57,549.19	31,214.89	14,443.78	11,890.52	79.30
42600	3000	LitterCtrl Pur Svcs	4,000.00	901.78	3,048.22	50.00	98.80
42600		Total 42600 Litter Control	4,000.00	901.78	3,048.22	50.00	98.80
42700	3840	Sanitation Intergov Svc Agreem	37,000.00	13,082.45	-	23,917.55	35.40
42700	5600	Sanitation Entity Gift	200,000.00	-	-	200,000.00	-
42700		Total 42700 Sanitation	237,000.00	13,082.45	-	223,917.55	5.50
43200	1100	Maintenanc Salaries	149,687.37	76,893.18	65,393.43	7,400.76	95.10
43200	1660	Maintenanc Employee Bonuses	6,874.84	6,874.84	-	-	100.00
43200	2100	Maintenanc FICA	15,542.33	7,952.37	7,589.96	-	100.00
43200	2210	Maintenanc VRS 1&2	9,153.80	3,918.12	5,235.68	-	100.00
43200	2220	Maintenanc VRS Hybrid	5,012.73	2,452.44	2,560.29	-	100.00
43200	2300	Maintenanc Health Ins	18,950.01	9,458.70	9,491.31	-	100.00
43200	2400	Maintenanc Life Ins	2,408.37	1,030.26	1,378.11	-	100.00
43200	2510	Maintenanc Dis Ins Hybrid	348.14	148.86	199.28	-	100.00
43200	2700	Maintenanc Workers Comp	1,553.12	1,553.12	-	-	100.00
43200	2750	Maintenanc RHCC	153.63	65.64	87.99	-	100.00
43200	2800	Maintenanc Leave Pay	2,938.42	22,999.68	-	(20,061.26)	782.70
43200	3000	Maintenanc Pur Svcs	32,000.00	38,048.89	-	(6,048.89)	118.90
43200	3000	JGC Maintenanc Pur Svcs	25,000.00	3,271.43	1,241.46	20,487.11	18.10
43200	3000	RT Maintenanc Pur Svcs	6,500.00	1,635.50	790.00	4,074.50	37.30
43200	3000	ChurchSt Maint Pur Svcs	2,000.00	183.50	-	1,816.50	9.20
43200	3000	104Church Maint Pur Svcs	11,000.00	3,061.23	-	7,938.77	27.80
43200	3000	225Rams Maint Pur Svcs	5,000.00	501.00	-	4,499.00	10.00
43200	3000	524West Maint Pur Svcs	1,500.00	252.00	-	1,248.00	16.80
43200	3000	AlRec Maint Pur Svcs	14,500.00	3,662.00	610.00	10,228.00	29.50
43200	3000	AlOff Maint Pur Svcs	20,000.00	1,000.00	-	19,000.00	5.00
43200	3000	AlPool Maint Pur Svcs	9,500.00	-	-	9,500.00	-
43200	3000	AlBase Maint Pur Svcs	750.00	-	-	750.00	-
43200	3000	AlSoc Maint Pur Svcs	1,300.00	200.00	-	1,100.00	15.40
43200	3000	106Church Maint Pur Svcs	500.00	-	-	500.00	-
43200	3000	Kohn Maint Pur Svcs	5,000.00	720.00	-	4,280.00	14.40
43200	3000	32EMain Maint Pur Svcs	750.00	-	-	750.00	-
43200	3000	36EMain Maint Pur Svcs	500.00	-	-	500.00	-
43200	3000	311EMain Maint Pur Svcs	3,000.00	945.13	-	2,054.87	31.50
43200	3000	309WMain Maint Pur Svcs	1,000.00	-	-	1,000.00	-
43200	3000	129Rams Maint Pur Svcs	700.00	-	-	700.00	-
43200	3320	Maintenanc Maint Contracts	85,000.00	4,747.63	5,236.82	75,015.55	11.70

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			BUDGET	YTD EXPENDED	ENC	BUDGET	% USED
43200	3320	JGC Maint Contracts	10,000.00	3,161.86	559.64	6,278.50	37.20
43200	3320	RT Maintenanc Maint Contracts	4,500.00	4,380.66	-	119.34	97.30
43200	3320	ChurchSt Maint Contracts	3,500.00	3,024.66	-	475.34	86.40
43200	3320	104Church Maint Contracts	3,500.00	3,456.66	-	43.34	98.80
43200	3320	225Rams Maint Contracts	2,770.00	2,580.00	-	190.00	93.10
43200	3320	524West Maint Contracts	742.00	-	-	742.00	-
43200	3320	AlRec Maint Contracts	3,700.00	1,524.00	-	2,176.00	41.20
43200	3320	106Church Maint Contracts	450.00	240.00	-	210.00	53.30
43200	3320	36EMain Maint Contracts	450.00	432.00	-	18.00	96.00
43200	3320	311EMain Maint Contracts	4,000.00	2,820.66	-	1,179.34	70.50
43200	3320	309WMain Maint Serv Contracts	750.00	-	-	750.00	-
43200	3320	129Rams Maint Contracts	750.00	246.00	-	504.00	32.80
43200	3340	Maintenanc Custodial Contracts	42,000.00	27,180.42	-	14,819.58	64.70
43200	3340	JGC Maintenanc Custodial Contr	28,500.00	7,126.50	-	21,373.50	25.00
43200	3340	AlRec Maint Custodial Contract	3,500.00	-	-	3,500.00	-
43200	3340	311EMain Maint Cus Contracts	3,600.00	2,767.50	-	832.50	76.90
43200	3600	Maintenanc Advertising	1,200.00	-	-	1,200.00	-
43200	5110	JGC Maintenanc Electric	40,000.00	13,396.01	-	26,603.99	33.50
43200	5110	RT Maintenanc Electric	12,100.00	4,599.95	-	7,500.05	38.00
43200	5110	ChurchSt Maint Electric	30,000.00	8,117.51	-	21,882.49	27.10
43200	5110	104Church Maint Electric	12,000.00	4,158.19	-	7,841.81	34.70
43200	5110	225Rams Maint Electric	7,500.00	2,239.74	-	5,260.26	29.90
43200	5110	524West Maint Electric	2,000.00	972.18	-	1,027.82	48.60
43200	5110	AlRec Maint Electric	31,000.00	10,628.27	-	20,371.73	34.30
43200	5110	AlOff Maint Electric	5,000.00	2,612.01	-	2,387.99	52.20
43200	5110	AlPool Maint Electric	7,500.00	5,931.13	-	1,568.87	79.10
43200	5110	AlBase Maint Electric	840.00	219.73	-	620.27	26.20
43200	5110	AlSoc Maint Electric	500.00	561.24	-	(61.24)	112.20
43200	5110	Kohn Maint Elec Svcs	1,000.00	133.64	-	866.36	13.40
43200	5110	311EMain Maint Electric	9,000.00	2,679.39	-	6,320.61	29.80
43200	5110	309WMain Maint Electrical Svcs	2,000.00	229.28	-	1,770.72	11.50
43200	5110	129Rams Maint Electric	3,000.00	1,144.07	-	1,855.93	38.10
43200	5120	JGC Maintenanc Heating	5,500.00	1,255.95	-	4,244.05	22.80
43200	5120	RT Maintenanc Heating	1,600.00	622.92	-	977.08	38.90
43200	5120	104Church Maint Heating	3,800.00	693.85	-	3,106.15	18.30
43200	5120	225Rams Maint Heating	6,000.00	995.00	-	5,005.00	16.60
43200	5120	524West Maint Heating	3,000.00	-	-	3,000.00	-
43200	5120	AlRec Maint Heating	5,000.00	1,261.10	-	3,738.90	25.20
43200	5120	309WMain Maint Heating	2,000.00	-	-	2,000.00	-
43200	5120	129Rams Maint Heating	3,000.00	866.27	-	2,133.73	28.90
43200	5130	Maintenanc Water & Sewer	750.00	120.00	-	630.00	16.00
43200	5130	JGC Maintenanc Water & Sewer	1,500.00	616.03	-	883.97	41.10
43200	5130	RT Maintenanc Water & Sewer	4,000.00	1,760.51	-	2,239.49	44.00
43200	5130	104Church Maint Water & Sewer	750.00	248.46	-	501.54	33.10
43200	5130	225Rams Maint Water & Sewer	500.00	-	-	500.00	-
43200	5130	AlRec Maint Water & Sewer	2,000.00	381.68	-	1,618.32	19.10
43200	5130	AlOff Maint Water & Sewer	2,700.00	1,500.00	-	1,200.00	55.60
43200	5130	AlPool Maint Water & Sewer	14,000.00	6,638.03	-	7,361.97	47.40
43200	5130	311EMain Maint Water & Sewer	1,200.00	327.26	-	872.74	27.30
43200	5130	309WMain Maint Water & Sewer	1,000.00	106.95	-	893.05	10.70
43200	5130	129Rams Maint Water & Sewer	600.00	136.89	-	463.11	22.80
43200	5230	Maintenanc Telephone	2,000.00	662.73	622.18	715.09	64.20
43200	5300	Maintenanc Insurance	40,000.00	42,144.40	-	(2,144.40)	105.40
43200	5400	Maintenanc Leases & Rentals	1,000.00	-	-	1,000.00	-
43200	5500	Maintenanc Travel	750.00	-	-	750.00	-
43200	6000	Maintenanc Mat & Sup	35,000.00	9,347.22	-	25,652.78	26.70
43200	6000	Maintenanc COV19 Mat & Sup	423.22	15,233.38	293.06	(15,103.22)	3,668.60
43200	6000	JGC Maintenance Mat & Sup	3,500.00	234.42	-	3,265.58	6.70
43200	6000	RT Maint Mat & Sup	1,500.00	360.52	-	1,139.48	24.00
43200	6000	ChurchSt Maint Mat & Sup	1,000.00	1,913.69	-	(913.69)	191.40
43200	6000	104Church Maint Mat & Sup	1,500.00	401.36	-	1,098.64	26.80
43200	6000	225Rams Maint Mat & Sup	1,000.00	59.88	-	940.12	6.00

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43200	6000	524West Maint Mat & Sup	750.00	-	-	750.00	-
43200	6000	AlRec Maint Mat & Sup	2,000.00	2,240.15	-	(240.15)	112.00
43200	6000	AlOff Maint Mat & Sup	6,000.00	697.93	-	5,302.07	11.60
43200	6000	AlPool Maint Mat & Sup	5,000.00	596.28	-	4,403.72	11.90
43200	6000	AlBase Maint Mat & Sup	5,000.00	317.40	-	4,682.60	6.30
43200	6000	AlSoc Maint Mat & Sup	8,500.00	3,035.46	-	5,464.54	35.70
43200	6000	106Church Maint Mat & Sup	500.00	-	-	500.00	-
43200	6000	Kohn Maint Mat & Sup	3,000.00	-	-	3,000.00	-
43200	6000	32EMain Maint Mat & Sup	500.00	-	-	500.00	-
43200	6000	36EMain Maint Mat & Sup	500.00	-	-	500.00	-
43200	6000	311EMain Maint Mat & Sup	1,000.00	240.09	-	759.91	24.00
43200	6000	309WMain Maint Mat & Sup	500.00	-	-	500.00	-
43200	6000	129Rams Maint Mat & Sup	500.00	-	-	500.00	-
43200	6008	Maintenanc Vehicle Fuel	5,000.00	2,016.27	-	2,983.73	40.30
43200		Total 43200 General Property Mainte	900,797.98	405,170.86	101,289.21	394,337.91	56.20
51100	5600	Local Health Dept Contribution	216,284.00	159,713.00	-	56,571.00	73.80
51100		Total 51100 Local Health Department	216,284.00	159,713.00	-	56,571.00	73.80
51200	5600	Our Health Entity Gift	6,500.00	3,250.00	-	3,250.00	50.00
51200		Total 51200 Our Health	6,500.00	3,250.00	-	3,250.00	50.00
52400	5600	N Shen Vally Sub Abuse Coal Co	15,000.00	7,500.00	-	7,500.00	50.00
52400		Total 52400 N Shen Valley Subst Abu	15,000.00	7,500.00	-	7,500.00	50.00
52500	5600	NW Community Svc Entity Gift	98,700.00	23,500.00	-	75,200.00	23.80
52500		Total 52500 Northwestern Community	98,700.00	23,500.00	-	75,200.00	23.80
52800	5600	Concern Hotline Entity Gift	1,000.00	-	-	1,000.00	-
52800		Total 52800 Concern Hotline	1,000.00	-	-	1,000.00	-
52900	5600	NW Works Entity Gift	5,000.00	-	-	5,000.00	-
52900		Total 52900 NW Works	5,000.00	-	-	5,000.00	-
53230	5600	SAAA EntityGift	40,000.00	20,000.00	-	20,000.00	50.00
53230		Total 53230 Shenandoah Area Agency	40,000.00	20,000.00	-	20,000.00	50.00
53240	5600	Virginia Regional Transit Cont	19,302.00	9,651.00	-	9,651.00	50.00
53240		Total 53240 Loudoun Transit Service	19,302.00	9,651.00	-	9,651.00	50.00
53250	5600	FISH of Clarke County Contr	1,000.00	-	-	1,000.00	-
53250		Total 53250 FISH of Clarke County	1,000.00	-	-	1,000.00	-
53600	5600	Access Independence Contr	1,000.00	-	-	1,000.00	-
53600		Total 53600 Access Independence	1,000.00	-	-	1,000.00	-
53700	5600	Laurel Center Contribution	6,000.00	-	-	6,000.00	-
53700		Total 53700 The Laurel Ctr (Women's	6,000.00	-	-	6,000.00	-
53710	5600	Tax Relief for the Elderly	220,000.00	-	-	220,000.00	-
53710		Total 53710 Tax Relief for the Elde	220,000.00	-	-	220,000.00	-
69100	5600	Lord FairfaxComm College Cont	17,441.00	8,720.50	-	8,720.50	50.00
69100		Total 69100 Lord Fairfax Community	17,441.00	8,720.50	-	8,720.50	50.00
71100	1100	Parks Adm Salaries	310,061.00	155,030.52	155,030.48	-	100.00
71100	1300	Parks Adm Part Time Salaries	19,052.00	11,025.25	-	8,026.75	57.90
71100	1660	Parks Adm Employee Bonuses	7,547.76	7,547.76	-	-	100.00
71100	2100	Parks Adm FICA	25,196.41	12,190.72	14,679.43	(1,673.74)	106.60
71100	2210	Parks Adm VRS 1&2	26,979.00	13,487.76	18,014.95	(4,523.71)	116.80
71100	2300	Parks Adm Health Ins	47,766.00	26,239.38	26,295.26	(4,768.64)	110.00
71100	2400	Parks Adm Life Ins	4,158.00	2,077.32	2,774.77	(694.09)	116.70
71100	2700	Parks Adm Workers Comp	8,935.00	6,606.39	-	2,328.61	73.90
71100	3180	Parks Adm Credit Card Fees	8,000.00	964.70	-	7,035.30	12.10
71100	3320	Parks Adm Maint Contracts	3,300.00	642.79	2,107.21	550.00	83.30
71100	3500	Parks Adm Printing & Binding	510.00	-	-	510.00	-
71100	3600	Parks Adm Advertising	1,175.00	125.00	-	1,050.00	10.60
71100	5210	Parks Adm Postal Svcs	1,882.00	60.80	-	1,821.20	3.20
71100	5230	Parks Adm Telephone	1,000.00	381.76	-	618.24	38.20
71100	5400	Parks Adm Leases & Rentals	515.00	341.37	-	173.63	66.30
71100	5500	Parks Adm Travel	2,190.00	394.00	-	1,796.00	18.00
71100	5810	Parks Adm Dues & Memb	2,332.00	560.22	-	1,771.78	24.00
71100	6000	Parks Adm Mat & Sup	5,156.00	727.39	-	4,428.61	14.10
71100	6000	Parks Adm COV19 Mat & Sup	465.55	673.41	-	(207.86)	144.60
71100	6008	Parks Adm Vehicle Fuel	700.00	96.89	-	603.11	13.80
71100	6011	Parks Adm Clothing	1,100.00	496.50	-	603.50	45.10

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FUNCTION	OBJECT	ACCOUNT DESCRIPTION	REVISED			AVAILABLE	
			BUDGET	YTD EXPENDED	ENC	BUDGET	% USED
71100		Total 71100 Parks Administration	478,020.72	239,669.93	218,902.10	19,448.69	95.90
71310	1100	Rec Center Salaries	52,891.00	26,445.48	26,445.52	-	100.00
71310	1100	Recreation COV19 Regular	108.08	-	-	108.08	-
71310	1300	Rec Center Part Time Salaries	33,868.00	13,779.15	-	20,088.85	40.70
71310	1660	Rec Center Employee Bonuses	3,936.61	3,936.61	-	-	100.00
71310	2100	Rec Center FICA	6,885.15	3,352.37	2,670.51	862.27	87.50
71310	2210	Rec Center VRS 1&2	4,602.00	2,300.76	3,069.64	(768.40)	116.70
71310	2300	Rec Center Health Ins	7,961.00	4,221.13	3,983.64	(243.77)	103.10
71310	2400	Rec Center Life Ins	709.00	354.36	472.78	(118.14)	116.70
71310	2700	Rec Center Workers Comp	1,930.00	2,993.67	-	(1,063.67)	155.10
71310	3600	Rec Center Advertising	890.00	836.00	-	54.00	93.90
71310	5830	Rec Center Refunds	1,000.00	100.00	-	900.00	10.00
71310	6000	Rec Center Mat & Sup	7,595.00	170.78	-	7,424.22	2.20
71310	6000	Rec Center COV19 Mat & Sup	828.38	1,378.42	-	(550.04)	166.40
71310	6012	Rec Center Merch for Resale	3,000.00	329.80	-	2,670.20	11.00
71310		Total 71310 Recreation Center	126,204.22	60,198.53	36,642.09	29,363.60	76.70
71320	1200	Pool Overtime	-	42.84	-	(42.84)	100.00
71320	1300	Pool Part Time Salaries	64,580.00	38,605.48	-	25,974.52	59.80
71320	2100	Pool FICA	4,941.00	2,945.14	-	1,995.86	59.60
71320	2300	Pool Health Ins	-	1,122.10	-	(1,122.10)	100.00
71320	3000	Pool Pur Svcs	1,500.00	152.00	-	1,348.00	10.10
71320	5500	Pool Travel	375.00	-	-	375.00	-
71320	5810	Pool Dues & Memb	1,800.00	-	-	1,800.00	-
71320	5830	Pool Refunds	1,160.00	780.00	-	380.00	67.20
71320	6000	Pool Mat & Sup	2,700.00	840.82	-	1,859.18	31.10
71320	6000	Pool COV19 Mat & Sup	17.94	17.50	-	0.44	97.50
71320	6011	Pool Clothing	1,746.00	34.72	-	1,711.28	2.00
71320	6012	Pool Merch for Resale	680.00	-	-	680.00	-
71320	6026	Pool Chemicals	10,000.00	613.12	-	9,386.88	6.10
71320		Total 71320 Swimming Pool	89,499.94	45,153.72	-	44,346.22	50.50
71350	1100	Programs Salaries	40,662.00	20,331.00	20,331.00	-	100.00
71350	1200	Programs Overtime	-	16.18	-	(16.18)	100.00
71350	1300	Programs Part Time Salaries	93,882.00	49,424.89	-	44,457.11	52.60
71350	1300	Programs COV19 PT Salaries	8,195.82	66.00	-	8,129.82	0.80
71350	1660	Programs Employee Bonuses	3,968.04	3,968.04	-	-	100.00
71350	2100	Programs FICA	10,505.53	5,597.42	2,027.82	2,880.29	72.60
71350	2100	Programs COV19 FICA	626.98	5.05	-	621.93	0.80
71350	2210	Programs VRS 1&2	3,538.00	1,768.80	2,360.07	(590.87)	116.70
71350	2300	Programs Health Ins	7,961.00	3,980.28	3,984.04	(3.32)	100.00
71350	2400	Programs Life Ins	545.00	272.46	363.47	(90.93)	116.70
71350	2700	Programs Workers Comp	3,046.00	2,661.44	-	384.56	87.40
71350	3000	Programs Pur Svcs	46,283.00	10,931.23	26,056.05	9,295.72	79.90
71350	3000	Programs COV19 Pur Svcs	482.48	402.48	-	80.00	83.40
71350	3500	Programs Printing & Binding	7,000.00	97.69	-	6,902.31	1.40
71350	3600	Programs Advertising	2,000.00	360.00	-	1,640.00	18.00
71350	5210	Programs Postal Svcs	100.00	-	-	100.00	-
71350	5400	Programs Leases & Rentals	300.00	-	-	300.00	-
71350	5500	Programs Travel	1,000.00	55.00	-	945.00	5.50
71350	5500	Programs COV19 Travel	-	115.00	-	(115.00)	100.00
71350	5560	Programs Group Trip	42,284.00	-	-	42,284.00	-
71350	5810	Programs Dues & Memb	200.00	200.00	-	-	100.00
71350	5830	Programs Refunds	7,000.00	770.00	-	6,230.00	11.00
71350	6000	Programs Mat & Sup	13,000.00	2,297.64	-	10,702.36	17.70
71350	6000	Programs COV19 Mat & Sup	3,410.24	6,692.08	754.06	(4,035.90)	218.30
71350	6011	Programs Clothing	1,500.00	-	-	1,500.00	-
71350	6011	Programs COV19 Clothing	455.64	455.64	-	-	100.00
71350	6012	Programs Merch for Resale	6,500.00	-	-	6,500.00	-
71350		Total 71350 Programs	304,445.73	110,468.32	55,876.51	138,100.90	54.60
71360	1300	Concession Part Time Salaries	4,860.00	3,273.25	-	1,586.75	67.40
71360	2100	Concession FICA	372.00	250.38	-	121.62	67.30
71360	6000	Concession Mat & Sup	100.00	-	-	100.00	-
71360	6012	Concession Merch for Resale	11,100.00	1,852.91	-	9,247.09	16.70

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FUNCTION	OBJECT	ACCOUNT DESCRIPTION	REVISED			AVAILABLE	
			BUDGET	YTD EXPENDED	ENC	BUDGET	% USED
71360		Total 71360 Concession Stand	16,432.00	5,376.54	-	11,055.46	32.70
72240	5600	Barns of Rose Hill Contr	6,750.00	5,000.00	-	1,750.00	74.10
72240		Total 72240 Barns of Rose Hill	6,750.00	5,000.00	-	1,750.00	74.10
72700	5600	VA Comm for Arts Contr	9,000.00	3,000.00	-	6,000.00	33.30
72700		Total 72700 VA Commission for the A	9,000.00	3,000.00	-	6,000.00	33.30
73200	5600	Handley Regional Library Contr	279,238.00	120,575.00	-	158,663.00	43.20
73200		Total 73200 Handley Regional Librar	279,238.00	120,575.00	-	158,663.00	43.20
81110	1100	Plan Adm Salaries	307,184.00	146,778.03	154,424.40	5,981.57	98.10
81110	1300	Plan Adm Part Time Salaries	-	1,648.00	-	(1,648.00)	100.00
81110	1660	Plan Adm Employee Bonuses	4,595.51	4,595.51	-	-	100.00
81110	2100	Plan Adm FICA	23,398.55	11,952.88	11,962.59	(516.92)	102.20
81110	2210	Plan Adm VRS 1&2	25,885.00	12,456.14	13,316.53	112.33	99.60
81110	2220	Plan Adm VRS Hybrid	891.00	420.78	529.51	(59.29)	106.70
81110	2300	Plan Adm Health Ins	33,582.00	15,821.34	12,866.78	4,893.88	85.40
81110	2400	Plan Adm Life Ins	4,118.00	1,983.38	2,137.55	(2.93)	100.10
81110	2510	Plan Adm Dis Ins Hybrid	60.00	25.56	34.10	0.34	99.40
81110	2700	Plan Adm Workers Comp	6,942.00	5,872.67	-	1,069.33	84.60
81110	2800	Plan Adm Leave Pay	-	6,102.44	-	(6,102.44)	100.00
81110	3000	Plan Adm Pur Svcs	15,000.00	4,465.50	-	10,534.50	29.80
81110	3000	Plan Adm Pur Svcs-Brdnd Imp	3,000.00	-	-	3,000.00	-
81110	3140	Plan Adm Engineer & Architect	10,000.00	1,575.00	-	8,425.00	15.80
81110	3140	Plan Adm Pass Thru Eng Fees	5,000.00	2,995.00	-	2,005.00	59.90
81110	3320	Plan Adm Maint Contracts	-	1,119.67	1,113.08	(2,232.75)	100.00
81110	3500	Plan Adm Printing & Binding	1,500.00	-	-	1,500.00	-
81110	3600	Plan Adm Advertising	-	361.00	-	(361.00)	100.00
81110	3600	Plan Adm Advert-Brdnd Imp	1,000.00	-	-	1,000.00	-
81110	5210	Plan Adm Postal Svcs	1,200.00	317.94	-	882.06	26.50
81110	5210	Plan AdmPostal Svcs-Brdnd Imp	1,000.00	-	-	1,000.00	-
81110	5230	Plan Adm Telephone	400.00	72.00	-	328.00	18.00
81110	5500	Plan Adm Travel	1,000.00	-	-	1,000.00	-
81110	5510	Plan Adm Local Mileage	1,000.00	30.01	-	969.99	3.00
81110	5810	Plan Adm Dues & Memb	300.00	-	-	300.00	-
81110	6000	Plan Adm Mat & Sup	2,500.00	811.82	-	1,688.18	32.50
81110	6000	Plan Adm COV19 Mat & Sup	80.97	133.58	-	(52.61)	165.00
81110		Total 81110 Planning Administration	449,637.03	219,538.25	196,384.54	33,714.24	92.50
81120	1300	Plan Com Part Time Salaries	500.00	2,310.00	-	(1,810.00)	462.00
81120	2100	Plan Com FICA	39.00	174.47	-	(135.47)	447.40
81120	2300	Plan Com Health Ins	-	34.77	-	(34.77)	100.00
81120	3160	Plan Com Board Member Fees	8,000.00	3,200.00	-	4,800.00	40.00
81120	3600	Plan Com Advertising	4,000.00	-	-	4,000.00	-
81120	5210	Plan Com Postal Svcs	100.00	-	-	100.00	-
81120	5500	Plan Com Travel	1,750.00	-	-	1,750.00	-
81120		Total 81120 Planning Commission	14,389.00	5,719.24	-	8,669.76	39.70
81130	3160	BryDevAuth Board Member Fees	900.00	50.00	-	850.00	5.60
81130		Total 81130 Berryville Dev Authorit	900.00	50.00	-	850.00	5.60
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
81310	5600	Help with Housing Contrib	5,000.00	-	-	5,000.00	-
81310		Total 81310 Housing Services	5,000.00	-	-	5,000.00	-
81400	1300	BrdZonApp Part Time Salaries	250.00	-	-	250.00	-
81400	2100	BrdZonApp FICA	20.00	-	-	20.00	-
81400	3000	BrdZonApp Pur Svcs	2,000.00	-	-	2,000.00	-
81400	3160	BrdZonApp Board Member Fees	500.00	125.00	-	375.00	25.00
81400	3600	BrdZonApp Advertising	700.00	-	-	700.00	-
81400	5210	BrdZonApp Postal Svcs	50.00	-	-	50.00	-
81400		Total 81400 Board of Zoning Appeals	3,520.00	125.00	-	3,395.00	3.60
81510	1100	Econ Dev Salaries	-	36,884.32	35,000.02	(71,884.34)	100.00
81510	1300	Econ Dev Part Time Salaries	-	630.00	-	(630.00)	100.00
81510	1660	Econ Dev Employee Bonuses	1,129.06	1,129.06	-	-	100.00
81510	2100	Econ Dev FICA	86.37	2,983.48	3,569.98	(6,467.09)	7,587.70
81510	2220	Econ Dev VRS Hybrid	-	3,045.00	4,080.48	(7,125.48)	100.00
81510	2400	Econ Dev Life Ins	-	469.02	628.48	(1,097.50)	100.00

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			BUDGET	YTD EXPENDED	ENC	BUDGET	% USED
81510	2510	Econ Dev Dis Ins Hybrid	-	188.42	247.64	(436.06)	100.00
81510	3000	Econ Dev Pur Svcs	70,000.00	652.00	-	69,348.00	0.90
81510	3000	Econ Dev COV19 Pur Svcs	21,407.00	25,776.00	12,905.00	(17,274.00)	180.70
81510	3320	Econ Dev Maint Svc Contracts	1,000.00	750.00	1,050.00	(800.00)	180.00
81510	3500	Econ Dev Printing & Binding	500.00	-	-	500.00	-
81510	5210	Econ Dev Postal Svcs	50.00	-	-	50.00	-
81510	5210	Econ Dev COV19 Postal Svcs	1,126.40	1,126.40	-	-	100.00
81510	5230	Econ Dev Telephone	550.00	249.83	300.17	-	100.00
81510	5500	Econ Dev Travel	1,000.00	-	-	1,000.00	-
81510	5800	Econ Dev Miscellaneous Expendi	2,000.00	-	-	2,000.00	-
81510	5810	Econ Dev Dues & Memb	12,000.00	8,000.00	-	4,000.00	66.70
81510	6000	Econ Dev Mat & Sup	1,000.00	402.05	-	597.95	40.20
81510		Total 81510 Office of Economic Deve	111,848.83	82,285.58	57,781.77	(28,218.52)	125.20
81530	5600	Small Bus Dev Ctr Contrib	2,000.00	2,000.00	-	-	100.00
81530		Total 81530 Small Business Dev Cent	2,000.00	2,000.00	-	-	100.00
81540	5600	Blandy Exp Farm Contrib	3,000.00	3,000.00	-	-	100.00
81540		Total 81540 Blandy Experimental Far	3,000.00	3,000.00	-	-	100.00
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	-
81800	1300	HstPrvCom Part Time Salaries	-	175.00	-	(175.00)	100.00
81800	2100	HstPrvCom FICA	-	13.38	-	(13.38)	100.00
81800	3000	HstPrvCom Pur Svcs	9,500.00	3,624.40	-	5,875.60	38.20
81800	3160	HstPrvCom Board Member Fees	1,000.00	225.00	-	775.00	22.50
81800	3600	HstPrvCom Advertising	300.00	-	-	300.00	-
81800	5210	HstPrvCom Postal Svcs	50.00	-	-	50.00	-
81800	5500	HstPrvCom Travel	50.00	-	-	50.00	-
81800	3000	HstPrvCom Pur Svcs	15,000.00	-	-	15,000.00	-
81800		Total 81800 Historic Preservation C	25,900.00	4,037.78	-	21,862.22	15.60
81910	5600	NSVRC EntityGift	11,656.00	11,655.57	-	0.43	100.00
81910		Total 81910 Northern Shen Valley Re	11,656.00	11,655.57	-	0.43	100.00
82210	3000	Water Qual Pur Svcs	30,000.00	15,000.00	-	15,000.00	50.00
82210		Total 82210 Water Quality Managemen	30,000.00	15,000.00	-	15,000.00	50.00
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
82230	1300	BrdSepApp Part Time Salaries	200.00	-	-	200.00	-
82230	2100	BrdSepApp FICA	16.00	-	-	16.00	-
82230	3000	BrdSepApp Pur Svcs	500.00	-	-	500.00	-
82230	3160	BrdSepApp Board Member Fees	250.00	50.00	-	200.00	20.00
82230	3600	BrdSepApp Advertising	500.00	400.40	-	99.60	80.10
82230	5210	BrdSepApp Postal Svcs	100.00	-	-	100.00	-
82230		Total 82230 Board of Septic Appeals	1,566.00	450.40	-	1,115.60	28.80
82400	5600	Lord Fairfax S&W Contr	5,000.00	-	-	5,000.00	-
82400		Total 82400 LF Soil & Water Cons Di	5,000.00	-	-	5,000.00	-
82600	1300	Biosolids Part Time Salaries	1,000.00	-	-	1,000.00	-
82600	2100	Biosolids FICA	77.00	-	-	77.00	-
82600	2700	Biosolids Workers Comp	132.00	22.44	-	109.56	17.00
82600		Total 82600 Bio-solids Application	1,209.00	22.44	-	1,186.56	1.90
83100	3320	Coop Ext Maint Contracts	800.00	6.77	793.23	-	100.00
83100	3841	Coop Ext VPI Agent	48,152.00	9,734.00	-	38,418.00	20.20
83100	5210	Coop Ext Postal Svcs	500.00	-	-	500.00	-
83100	5230	Coop Ext Telephone	200.00	-	-	200.00	-
83100	5810	Coop Ext Dues & Memb	150.00	-	-	150.00	-
83100	6000	Coop Ext Mat & Sup	1,500.00	-	-	1,500.00	-
83100		Total 83100 Cooperative Extension P	51,302.00	9,740.77	793.23	40,768.00	20.50
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
91600	1000	Reserve Personal	106.60	-	-	106.60	-
91600	3140	Reserve Engineer & Architect	5,000.00	-	-	5,000.00	-
91600	3150	Reserve Legal Svcs	10,000.00	-	-	10,000.00	-
91600	8000	Reserve Capital Outlay	20,000.00	-	-	20,000.00	-
91600		Total 91600 Contingency Reserves	35,106.60	-	-	35,106.60	-
91621	1000	FY21 Contingency Personal Svcs	106,011.58	-	-	106,011.58	-

Clarke County
YTD Budget Report
December 31, 2020

FUNCTION	OBJECT	ACCOUNT DESCRIPTION	REVISED			AVAILABLE	
			BUDGET	YTD EXPENDED	ENC	BUDGET	% USED
91621	2000	FY21 Contingency Emplie Benfts	75,981.65	-	-	75,981.65	-
91621	3000	FY21 Contingency Pur Svcs	20,000.00	-	-	20,000.00	-
91621	6000	FY21 Contingency Mat'l Supls	3,250.00	-	-	3,250.00	-
91621	6015	FY21 Contingency Ammunition	-	-	-	-	-
91621	6040	FY21 Contingency Tech SW/OL	-	-	-	-	-
91621		Total 91621 FY21 Contingency Items	205,243.23	-	-	205,243.23	-
92600	5830	Rev Rf Ambulance Svcs Refunds	-	1,859.57	-	(1,859.57)	100.00
92600		Total 92600 Rev Refunds - Ambulance	-	1,859.57	-	(1,859.57)	100.00
92900	5830	Rev Rf Miscellaneous Refunds	-	150.00	-	(150.00)	100.00
92900		Total 92900 Rev Refunds - Other Mis	-	150.00	-	(150.00)	100.00
93107	9300	Tsfr to Joint Admin Svc Fund	815,421.00	-	-	815,421.00	-
93107		Total 93107 Tsfr to Joint Admin Svc	815,421.00	-	-	815,421.00	-
93201	9300	Tsfr to Social Services Fund	687,118.00	-	-	687,118.00	-
93201		Total 93201 Tsfr to Social Services	687,118.00	-	-	687,118.00	-
93205	9300	Tsfr to Sch Op Fund	13,151,084.00	-	-	13,151,084.00	-
93205		Total 93205 Tsfr to School Operatin	13,151,084.00	-	-	13,151,084.00	-
93212	9300	Tsfr to Comprehensive Svcs Fd	147,093.00	-	-	147,093.00	-
93212		Total 93212 Tsfr to Comprehensive S	147,093.00	-	-	147,093.00	-
93301	9300	Tsfr to Gen Capital Project Fd	304,365.00	-	-	304,365.00	-
93301		Total 93301 Tsfr to Gen Capital Pro	304,365.00	-	-	304,365.00	-
93302	9300	Tsfr to Sch Capital Fd	363,000.00	-	-	363,000.00	-
93302		Total 93302 Tsfr to School Construc	363,000.00	-	-	363,000.00	-
93401	9300	Tsfr to General Debt Svc Fund	246,745.00	-	-	246,745.00	-
93401		Total 93401 Tsfr to General Debt Sv	246,745.00	-	-	246,745.00	-
93402	9300	Tsfr to School Debt Svc Fund	2,165,400.00	-	-	2,165,400.00	-
93402		Total 93402 Tsfr to School Debt Svc	2,165,400.00	-	-	2,165,400.00	-
93731	9300	Tsfr to Unemp Comp Fund	10,000.00	-	-	10,000.00	-
93731		Total 93731 Transfer to Unemployem	10,000.00	-	-	10,000.00	-
		Revenue Total	-	-	-	-	-
		Expense Total	30,553,855.28	6,112,698.20	3,389,364.47	21,051,792.61	31.10
		Grand Total	30,553,855.28	6,112,698.20	3,389,364.47	21,051,792.61	31.10

Clarke Co. **Reconciliation of Appropriations** Year Ending June 30, 2021

06-Jan-21

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	CARES Fund	TOTAL
04/28/20	Appropriations Resolution: Total	43,900,233	12,750,865	1,670,575	303,768	23,456,526	842,650	862,300	517,000	251,700	2,374,428	815,421	45,000	10,000	0
	<i>Adjustments:</i>														
6/16/2020	Sheriff's School Resource Officer (DGCES)		56,432												
6/16/2020	EMS Materials & Supplies Program		20,000												
6/16/2020	EMS Fuel Program		5,000												
7/13/2020	Barns of Rose Hill Endowment Fund		5,000												
9/8/2020	Assistance to Firefighters Grant		13,714												
9/8/2020	CARES Act Expenses		17,990	273		14,172					108			6,108	38,651
10/13/2018	CARES Act Expenses		36,811	203		53,676	12,277		2,156		105			256,814	362,042
11/17/2020	CARES Act Expenses		123,972			29,090			942					74,100	228,104
11/17/2020	Hazard Duty Pay for Sheriff's Ofc Communications Staff		31,542												
	Revised Appropriation	44,323,696	13,061,327	1,671,051	303,768	23,553,463	854,927	862,300	520,098	251,700	2,374,428	815,634	45,000	10,000	
	Change to Appropriation	423,463	310,462	476	0	96,937	12,277	0	3,098	0	0	213	0	0	
	Original Revenue Estimate	16,995,835	3,736,693	983,457	156,675	10,305,442	842,650	557,935	154,000	4,955	209,028	0	45,000	0	
	<i>Adjustments:</i>														
6/16/2020	Sheriff's School Resource Officer (BES)		29,480												
6/16/2020	Sheriff's School Resource Officer (DGCES)		23,323												
9/8/2020	Assistance to Firefighters Grant		13,714												
9/8/2020	CARES Act Revenue		17,990	273		14,172					108			6,108	38,651
10/13/2018	CARES Act Revenue		36,811	203		68,849	12,277		2,156		105			256,814	377,216
11/17/2020	CARES Act Revenue		123,972			44,231			942					74,100	243,246
	Revised Revenue Estimate	17,384,442	3,981,984	983,933	156,675	10,432,694	854,927	557,935	157,098	4,955	209,028	213	45,000	0	
	Change to Revenue Estimate	388,607	245,291	476	0	127,252	12,277	0	3,098	0	0	213	0	0	
	Original Local Tax Funding	26,904,398	9,014,172	687,118	147,093	13,151,084	0	304,365	363,000	246,745	2,165,400	815,421	0	10,000	
	Revised Local Tax Funding	26,939,254	9,079,343	687,118	147,093	13,120,769	0	304,365	363,000	246,745	2,165,400	815,421	0	10,000	
	Change to Local Tax Funding	34,856	65,171	0	0	-30,315	0	0	0	0	0	0	0	0	

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Clarke County
YEAR-TO-DATE BUDGET REPORT

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FOR 2021 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	0	0	109,000.00	.00	-109,000.00	100.0%
94180 Courthouse Complex Repairs	0	0	0	3,468.75	.00	-3,468.75	100.0%
94181 Courtroom Furniture	30,000	0	30,000	.00	.00	30,000.00	.0%
94310 Sheriff's Equipment	29,000	0	29,000	20,219.00	10,163.50	-1,382.50	104.8%
94320 Auto Replacement	25,000	0	25,000	.00	.00	25,000.00	.0%
94329 AFG-Radio Replacements	587,300	0	587,300	.00	.00	587,300.00	.0%
94331 Sheriff's Vehicles	171,000	0	171,000	114,132.50	1,560.00	55,307.50	67.7%
94505 Double TollGate	0	0	0	768.75	981.25	-1,750.00	100.0%
94509 Morgan's Mill Appalachian Trl	0	0	0	11,730.00	.00	-11,730.00	100.0%
94601 Technology Improvements	0	0	0	2,750.00	.00	-2,750.00	100.0%
94603 Mobile Radio System	20,000	0	20,000	161,293.99	420,465.51	-561,759.50	2908.8%
94604 911 Phone System	0	0	0	21,764.17	.00	-21,764.17	100.0%
94802 Reassessment	0	0	0	21,683.20	47,308.80	-68,992.00	100.0%
TOTAL General Govt Capital Proj Fund	862,300	0	862,300	466,810.36	480,479.06	-84,989.42	109.9%
GRAND TOTAL	862,300	0	862,300	466,810.36	480,479.06	-84,989.42	109.9%

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