



Board of Supervisors Committee Meeting Packet

Monday, July 12, 2021

Personnel Committee 9:30 am

Work Session 10:00 am

Finance Committee Immediately follows
Work Session



Personnel Committee Items

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

Monday, July 12, 2021 9:30 am

<i>Item No.</i>	<i>Description</i>	<i>Page</i>
A.	Expiration of Term for appointments expiring through September 2021	03
B.	Grievance Procedure PD-121101-15 Rev 1 review	16
C.	Personnel Policy PD-121101-05 Rev. 21 review	35
D.	Litter Committee Charge	94

Appointments by Expiration Through September 2021

			<i>Appt Date</i>	<i>Exp Date</i>	<i>Orig Appt Date:</i>
<i>December 2020</i>					
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)]					

June 2021

Parks & Recreation Advisory Board			4 Yr		
Wisecarver	Steve	Berryville District, At Large	10/20/2020	6/14/2021	12/31/2001
Resigned June 14, 2021, term expires 12/31/2022					
There shall be nine (9) voting members on the Advisory Board. Six (6) members shall be appointed by the Board of Supervisors to represent the five (5) voting districts and one (1) at large. The Superintendent of Schools or the Superintendent's designee shall serve on the Advisory Board. The Town Councils for Berryville and Boyce shall each appoint a representative to serve on the Advisory Board. The Board of Supervisors shall also designate one (1) member of the Board of Supervisors to serve as a non-voting liaison to the Advisory Board. All terms, except the student representatives, shall be staggered and the initial terms shall be established by random lot. All terms subsequent to the initial terms shall be (4) years.					

July 2021

Agricultural & Forestal District Advisory Committee			6 Yr		
Childs	Corey	Landowner	8/18/2015	7/15/2021	8/18/2015
15.2-4304. Agricultural and forestal districts advisory committee.					
A. Upon receipt of the first agricultural and forestal districts application, the local governing body shall establish an advisory committee which shall consist of four landowners who are engaged in agricultural or forestal production, four other landowners of the locality, the COR or the local government's chief property assessment officer, and a member of the local governing body. The members of the committee shall be appointed by and serve at the pleasure of the local governing body. The advisory committee shall elect a chairman and a vice-chairman and elect or appoint a secretary who need not be a member of the committee. The advisory committee shall serve without pay but the locality may reimburse each member for actual and necessary expenses incurred in the performance of his duties. Any expenditures of the committee shall be within the amounts appropriated for such purpose by the local governing body. The committee shall advise the local planning commission and the local governing body and assist in creating, reviewing, modifying, continuing or terminating districts within the locality. In particular, the committee shall render expert advice as to the nature of farming and forestry and agricultural and forestal resources within the district and their relation to the entire locality.					
B. The local governing body may designate the planning commission to act for and in lieu of an agricultural and forestal districts advisory committee if the membership of the planning commission includes at least four landowners who are					

			<i>Appt Date</i>	<i>Exp Date</i>	<i>Orig Appt Date:</i>
Agricultural & Forestal District Advisory Committee			6 Yr		
Buckley	Samuel	Landowner/Producer	8/18/2015	7/15/2021	11/1/1986

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Norman	Debbie	Landowner/Producer	8/18/2015	7/15/2021	12/16/2003
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Day	Emily	Landowner/Producer	8/18/2015	7/15/2021	12/16/2003
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Agricultural & Forestal District Advisory Committee			6 Yr		
Dorsey	Tupper	Landowner/Producer	8/18/2015	7/15/2021	7/21/2009

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Gordon	Carolyn	Landowner	8/18/2015	7/15/2021	7/21/2009
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Shenk	Philip	Landowner/Producer	8/18/2015	7/15/2021	11/1/1986
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Agricultural & Forestal District Advisory Committee			6 Yr		
Peake	Donna	Commissioner of the Revenue	8/18/2015	7/15/2021	8/18/2015

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Haynes	Carole	Landowner	9/15/2015	7/15/2021	9/15/2015
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August 2021

Fire & EMS Commission			4 Yr		
Harrison	Diane	Citizen-at-large	6/20/2017	8/31/2021	6/20/2017

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

1 Yr

Beatty	David	Blue Ridge VFRC Rep	7/21/2020	8/31/2021	12/17/2019
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Fire & EMS Commission			1 Yr		
Veler	Keith	John H. Enders VFRC Rep	7/21/2020	8/31/2021	1/21/2020

Term expires 08-31-2020

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Hoff	Matt	Boyce VFRC Rep	7/21/2020	8/31/2021	8/19/2014
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Clarke County Public Body Listing

			<i>Appt Date</i>	<i>Exp Date</i>
<i>Agricultural & Forestal District Advisory Committee</i>				6 Yr
Buckley	Samuel	Landowner/Producer	8/18/2015	7/15/2021
Childs	Corey	Landowner	8/18/2015	7/15/2021
Day	Emily	Landowner/Producer	8/18/2015	7/15/2021
Dorsey	Tupper	Landowner/Producer	8/18/2015	7/15/2021
Gordon	Carolyn	Landowner	8/18/2015	7/15/2021
Haynes	Carole	Landowner	9/15/2015	7/15/2021
McKay	Beverly B.	BoS - Appointed Member	1/19/2021	12/31/2021
Peake	Donna	Commissioner of the Revenue	8/18/2015	7/15/2021
Shenk	Philip	Landowner/Producer	8/18/2015	7/15/2021
<i>Barns of Rose Hill Board of Directors</i>				3 Yr
Cook	Peter		4/20/2021	12/31/2021
<i>BCCGC Joint Building Committee</i>				Open-End
Arnold, Jr.	Harry Lee	Berryville Town Council Representative	1/11/2018	
Boies	Chris	County Administrator	12/2/2019	
Dalton	Keith	Berryville Town Manager		
McKay	Beverly B.	BoS - Appointed Member	1/19/2021	12/31/2021
Taylor	Brianna R.	Clerk	12/2/2019	
<i>Berryville Area Development Authority</i>				3 Yr
Ohrstrom, II	George	Russell District	4/16/2019	3/31/2022
Smart	Kathy	White Post District	4/21/2020	3/31/2023
Weiss	David S.	Buckmarsh/Blue Ridge District	4/16/2019	3/31/2022
<i>Berryville/Clarke County Joint Committee for Economic Development and Tourism</i>				Ongoing
Arnold, Jr.	Harry Lee	BTC - Appointed Member		
Boies	Chris	County Administrator	12/2/2019	
Dalton	Keith	Town Manager		
Dunkle	Christy	Staff Representative - Town - Alternate		
Hart	Felicia	Director of Economic Development	3/23/2020	
Kemp	Tiffany	Clerk		
Lawrence	Doug	BoS - Appointed Member	1/19/2021	12/31/2021
Rodriguez	Kara	BTC - Appointed Member		
Weiss	David S.	BoS - Appointed Member	1/19/2021	12/31/2021
<i>Board of Equalization</i>				
Blatz	Joseph	White Post District	1/1/2020	
Cammack	Thomas	Millwood District	1/1/2020	

Friday, July 2, 2021

Page 1 of 8

			<i>Appt Date</i>	<i>Exp Date</i>
Hope	Lindsay	Russell Districtn	1/1/2020	
MacKay-Smith	Justin	White Post District	1/1/2020	
McFillen	Thomas	Berryville District	1/1/2020	
<i>Board of Septic & Well Appeals</i>				<i>1 Yr</i>
Bass	Matthew	BoS - Appointed Member	1/19/2021	12/31/2021
Blatz	Joseph	White Post District; Citizen Member	2/18/2020	2/15/2024
Buckley	Randy	White Post District; Planning Commission Vice-Chair	1/8/2021	12/31/2021
McKay	Beverly B.	BoS - Alternate	1/19/2021	12/31/2021
Ohrstrom, II	George	Russell District; Planning Commission Chair	1/8/2021	12/31/2021
Teetor	Alison	Staff Representative		
<i>Board of Social Services</i>				<i>4 Yr</i>
Byrd	Barbara J.	Russell District	1/1/2020	12/31/2023
Dabinett	Laura	Russell District	4/20/2021	7/15/2022
Dodson	Gerald	Berryville District	6/16/2020	7/15/2024
Lawrence	Doug	BoS - Appointed Member	1/19/2021	12/31/2021
Legard	Margaret	Berryville District	1/1/2019	12/31/2023
Parker	Jennifer	Staff Representative		
Smith	James	Berryville District	6/15/2021	7/15/2025
York	Robert	White Post District	9/15/2020	7/15/2022
<i>Board of Supervisors</i>				
Bass	Matthew	Berryville District	11/3/2020	12/31/2023
Boies	Chris	Clerk	12/2/2019	
Catlett	Terri T.	Millwood/Pinegrove Districts	1/1/2020	12/31/2023
Lawrence	Doug	Russell District	1/1/2020	12/31/2023
McKay	Beverly B.	White Post District, Vice Chair	1/1/2020	12/31/2023
Taylor	Brianna R.	Deputy Clerk	12/2/2019	
Weiss	David S.	Buckmarsh/Blue Ridge Districts; Chair	1/1/2020	12/31/2023
<i>Board of Supervisors Finance Committee</i>				<i>1 Yr</i>
Catlett	Terri T.	BoS - Appointed Member	1/19/2021	12/31/2021
McKay	Beverly B.	BoS - Alternate	1/19/2021	12/31/2021
Weiss	David S.	BoS - Appointed Member	1/19/2021	12/31/2021
<i>Board of Supervisors Personnel Committee</i>				<i>1 Yr</i>
Catlett	Terri T.	BOS - Alternate	1/19/2021	12/31/2021
McKay	Beverly B.	BoS - Appointed Member	1/19/2021	12/31/2021
Weiss	David S.	BoS - Appointed Member	1/19/2021	12/31/2021
<i>Board of Zoning Appeals</i>				<i>5 Yr</i>

			<i>Appt Date</i>	<i>Exp Date</i>
Borel	Alain F.	White Post District	4/1/2019	2/15/2024
Brumback	Clay	White Post District	12/15/2020	2/12/2023
Caldwell	Anne	Millwood District	2/26/2020	2/15/2025
Camp	Jeremy	Staff Representative		
Means	Howard	Millwood District	1/19/2021	2/15/2026
Shenk	Philip	Alternate	6/15/2021	2/15/2024
Volk	Laurie	White Post District	7/15/2019	2/15/2024

Broadband Implementation Committee

Dunning	Buster	White Post District	6/8/2020	
Houck	William	Citizen Representative	7/1/2020	6/30/2022
Kruhm	Doug	Buckmarsh / Battletown District	9/18/2018	
Lawrence	Doug	Russell District	1/19/2021	12/31/2021
McKay	Beverly B.	White Post District	1/19/2021	12/31/2021

Building and Grounds

1 Yr

McKay	Beverly B.	BoS - Appointed Member	1/19/2021	12/31/2021
Weiss	David S.	BoS - Alternate	1/19/2021	12/31/2021

Career and Technical Education Advisory Committee

1 Yr

Catlett	Terri T.	BoS - Appointed Member	1/19/2021	12/31/2021
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Clarke County Historic Preservation Commission

4 Yr

Arnett	Betsy	Berryville District	4/21/2020	5/31/2024
Berger	Katherine	Buckmarsh District	5/21/2019	5/31/2023
Camp	Jeremy	Staff Representative		
Carter	Paige	White Post District	4/21/2020	5/31/2024
Catlett	Terri T.	BoS - Liaison	1/19/2021	12/31/2021
Kruhm	Doug	Planning Commission Representative	2/18/2020	12/31/2023
Stieg, Jr.	Robert	Millwood District	6/17/2014	5/31/2022
Thompson	Billy	White Post District	4/20/2021	5/31/2025
York	Robert	White Post District	4/20/2021	5/31/2025

Clarke County Humane Foundation

1 Yr

Catlett	Terri T.	BoS - Liaison	1/19/2021	12/31/2021
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Clarke County Library Advisory Council

4 Yr

Al-Khalili	Adeela	Buckmarsh District	4/16/2019	4/15/2022
Bass	Matthew	BoS - Liaison	1/19/2021	12/31/2021
Bogert	Aubrey	White Post District	4/17/2018	4/15/2022
Brondstater	Bette	Berryville District	4/16/2019	4/15/2022
Curran	Christopher	Buckmarsh District	4/20/2021	4/15/2025
Daisley	Shelley	Russell District	4/21/2020	4/15/2024

Friday, July 2, 2021

Page 3 of 8

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Foster	Nancy	Russell District	4/21/2020	4/15/2024
Kalbian	Maral	Millwood District	4/16/2019	4/15/2022
Mitchell	Jessica	Berryville District	4/20/2021	4/15/2025
Payne	Lisa	Berryville District	4/20/2021	4/15/2025

Clarke County Planning Commission

1 Yr.

Bass	Matthew	BoS - Appointed Member	1/19/2021	12/31/2021
Buckley	Randy	White Post District	4/17/2018	4/30/2022
Caldwell	Anne	Millwood / Chapel District	3/21/2017	4/30/2025
Dunning	Buster	White Post / Greenway District	4/21/2020	4/30/2024
Glover	Robert	Millwood District	4/16/2019	4/30/2023
Hunt	Pearce	Russell District	5/19/2020	4/30/2025
Kreider	Scott	Buckmarsh / Battletown District	4/21/2020	4/30/2024
Kruhm	Doug	Buckmarsh / Battletown District	4/17/2018	4/30/2022
Lawrence	Doug	BoS - Alternate	1/19/2021	12/31/2021
Lee	Francis	Berryville District	4/17/2018	4/30/2022
Malone	Gwendolyn	Berryville District	4/21/2020	4/30/2024
Ohrstrom, II	George	Russell District	4/16/2019	4/30/2023
Stidham	Brandon	Staff Representative	4/30/2012	

Clarke County Sanitary Authority

4 Yr

Armbrust	Wayne	White Post District	11/17/2020	6/30/2024
Bauhan	Tom	White Post District	5/21/2019	1/5/2022
DeArment	Roderick	White Post District	12/15/2020	1/5/2025
Mackay-Smith, Jr.	Alexander	White Post District	11/17/2020	1/5/2025
McKay	Beverly B.	BoS - Liaison	1/19/2021	12/31/2021
Meredith	Mary	Staff Representative	1/2/2018	
Myer	Joseph	Town of Boyce	2/18/2020	2/15/2024

Community Policy and Management Team

3 Yr

Acker	Denise	Northwestern Community Services	12/18/2018	12/31/2021
Austin	Michael	Alternate- Department of Social Services	3/17/2020	12/31/2022
Catlett	Terri T.	BoS - Appointed Member	1/19/2021	12/31/2021
Goshen	Lisa	Parent Representative	11/21/2017	12/31/2020
Greene	Colin	VDH Representative	12/18/2018	12/31/2021
Legrys	Mark	Court Services Unit Supervisor	12/17/2019	12/31/2022
Moore	Frank	CCPS Representative	10/15/2019	12/31/2022
Opoku-Achampon	Kista	Alternate- 26th District Court Svcs Unit	3/17/2020	12/31/2022
Parker	Jennifer	Director Clarke County DSS	1/19/2021	12/31/2020
Samad	Abdus	Private Provider - Grafton School	12/17/2019	12/31/2022
Shirley	Leea	Alternate- VDH Representative	3/17/2020	12/31/2021

Friday, July 2, 2021

Page 4 of 8

			<i>Appt Date</i>	<i>Exp Date</i>
<i>Conservation Easement Authority</i>				3 Yr
Bacon	Rives	White Post District	12/17/2019	12/31/2022
Buckley	Randy	White Post District	12/17/2019	12/31/2022
Catlett	Terri T.	BoS - Appointed Member	1/19/2021	12/31/2021
Engel	Peter	White Post District	12/18/2018	12/31/2021
Jones	Michelle	Millwood / Pine Grove District	12/17/2019	12/31/2022
Ohrstrom, II	George	Russell District; Planning Commission Representative	4/16/2019	4/30/2022
Teetor	Alison	Staff Representative		
Thomas	Walker	Buckmarsh District	12/18/2018	12/31/2021
<i>Constitutional Officer</i>				4 Yr
Keeler	Sharon	Treasurer	1/1/2020	12/31/2023
Peake	Donna	Commissioner of the Revenue	1/1/2020	12/31/2023
Roper	Anthony	Sheriff	1/1/2020	12/31/2023
Wilkerson	April	Clerk of the Circuit Court	11/3/2020	12/31/2023
Williams	Anne	Commonwealth Attorney	1/1/2020	12/31/2023
<i>County Administrator</i>				Open-End
Boies	Chris	County Administrator	12/2/2019	
<i>Director of Economic Development</i>				
Hart	Felicia	Director of Economic Development	3/23/2020	
<i>Economic Development Advisory Committee</i>				4 Yr
Bates	Chris	Agriculture, Equine, Transportation	2/19/2019	12/31/2022
Dodson	Reid	Russell District	6/15/2021	12/31/2021
Dunkle	Christy	Town of Berryville Representative	2/18/2020	12/31/2023
Hart	Felicia	Director of Economic Development	3/23/2020	
Kemp	Tiffany	Clerk		
Kraybill	Christina	Berryville District, Business Owner	12/19/2017	12/31/2021
McKay	Beverly B.	BoS - Appointed Member	1/19/2021	12/31/2021
Milleson	John R.	Banking, Finance	1/15/2019	12/31/2022
Pritchard	Betsy	Hospitality Industry, agriculture	7/21/2020	8/31/2024
Sheaffer	Lee	Russell District, tourism	3/19/2019	12/31/2022
<i>Fire & EMS Commission</i>				1 Yr
Beatty	David	Blue Ridge VFRC Rep	7/21/2020	8/31/2021
Buckley	Randy	Citizen-at-Large	10/15/2019	8/31/2023
Harrison	Diane	Citizen-at-large	6/20/2017	8/31/2021
Hoff	Matt	Boyce VFRC Rep	7/21/2020	8/31/2021
Lawrence	Doug	BoS - Alternate	1/19/2021	12/31/2021
Lichty	Brian	Staff Representative	11/14/2016	

Friday, July 2, 2021

Page 5 of 8

			<i>Appt Date</i>	<i>Exp Date</i>
Loker	Randall	Citizen-at-large	7/21/2020	8/31/2024
Roper	Anthony	Sheriff	1/1/2020	12/31/2023
Veler	Keith	John H. Enders VFRC Rep	7/21/2020	8/31/2021
Weiss	David S.	BoS - Representative	1/19/2021	12/31/2021
<i>Handley Regional Library Board</i>				<i>4 Yr</i>
Bacon	Rives		11/17/2020	11/30/2021
<i>Industrial Development Authority of the Clarke County, Virginia</i>				<i>4 Yr</i>
Cochran	Ben	Buckmarsh District	11/19/2019	10/30/2021
Ferrell	Brian	Buckmarsh District	10/15/2019	10/30/2023
Hart	Felicia	Director of Economic Development	3/23/2020	
Kemp	Tiffany	Clerk		
Koontz	English	Buckmarsh District	10/16/2018	10/30/2022
Pierce	Rodney	Buckmarsh District	9/15/2020	10/30/2024
Preston	Isreal	Berryville District	2/19/2019	10/30/2022
Waite	William	Millwood District	10/31/2017	10/30/2021
Weiss	David S.	BoS - Liaison	1/19/2021	12/31/2021
Wolfe	William	Millwood District	10/15/2019	10/30/2023
<i>Joint Administrative Services Board</i>				<i>Open-End</i>
Bennett	Brenda	Staff Representative	7/1/2020	
Bishop	Chuck	School Superintendent	7/1/2014	
Boies	Chris	County Administrator	12/2/2019	
Keeler	Sharon	Treasurer	3/12/2005	
McKay	Beverly B.	BoS - Alternate	1/19/2021	12/31/2021
Schutte	Charles	School Board Representative	1/8/2012	
Taylor	Brianna R.	Recording Clerk		
Weiss	David S.	BoS - Appointed Member	1/19/2021	12/31/2021
<i>Josephine School Community Museum Board</i>				<i>1 Yr</i>
Bass	Matthew	BoS - Liaison	1/19/2021	12/31/2021
<i>Legislative Liaison and High Growth Coalition</i>				<i>1 Yr</i>
Bass	Matthew	BoS - Liaison	1/19/2021	12/31/2021
<i>Lord Fairfax Community College Board</i>				<i>4 Yr</i>
Tabatabai	Maryam	Russell District	7/21/2020	6/30/2024
<i>Lord Fairfax Emergency Medical Services Council</i>				<i>1 Yr</i>
Conrad	Bryan H.	Volunteer Representative; White Post District	6/16/2020	3/15/2022
Trent	Carolyn	Medical Professional	6/16/2020	3/15/2022
Wilson	Wade	Career Representative	6/16/2020	3/15/2022

Friday, July 2, 2021

Page 6 of 8

			<i>Appt Date</i>	<i>Exp Date</i>
<i>Lord Fairfax Soil & Water Conservation District</i>				Elected
Mackay-Smith	Justin	Soil and Water Conservation Director Lord Fairfax District	1/1/2019	12/31/2023
Webb	Wayne	Soil and Water Conservation Director Lord Fairfax District	1/1/2019	12/31/2023
<i>Northern Shenandoah Valley Regional Commission</i>				1 Yr
Bass	Matthew	BoS - Alternate	1/19/2021	12/31/2021
McKay	Beverly B.	BoS - Appointed Member	1/19/2021	12/31/2021
Stidham	Brandon	Citizen Representative [Planning Director]	1/15/2019	1/31/2022
<i>Northwest Regional Adult Drug Treatment Court Advisory Committee</i>				1 Yr.
Bass	Matthew	BoS - Appointed Member	1/19/2021	12/31/2021
<i>Northwestern Community Services Board</i>				3 Yr
Brown	Audrey	White Post District	11/21/2017	12/31/2020
Harris	Celie	Millwood District	2/19/2019	12/31/2021
McKay	Beverly B.	BoS - Appointed Member	1/19/2021	12/31/2021
<i>Northwestern Regional Jail Authority</i>				1 Yr
Boies	Chris	BoS - Appointed Member	11/17/2020	12/31/2021
Lawrence	Doug	BoS - Liaison - Alternate	1/19/2021	12/31/2021
Roper	Anthony	Sheriff	1/1/2020	12/31/2023
Wyatt	Jimmy	Millwood District	12/17/2019	12/31/2023
<i>Northwestern Regional Juvenile Detention Center Commission</i>				1 Yr
Bass	Matthew	BoS - Liaison	1/19/2021	12/31/2021
Wyatt	Jimmy	Millwood District	11/17/2020	12/20/2024
<i>Old Dominion Alcohol Safety Action Policy Board & Division of Court Services</i>				3 Yr
Roper	Anthony	Sheriff	12/17/2019	12/31/2022
<i>Old Dominion Community Criminal Justice Board</i>				3 Yr
Roper	Anthony	Sheriff	12/17/2019	12/31/2022
<i>Our Health</i>				3 Yr
Shipe	Diane	Buckmarsh District	4/16/2019	3/15/2022
<i>Parks & Recreation Advisory Board</i>				4 Yr
Bacci	Stephen	Appointed by Town of Boyce	11/17/2020	12/31/2023
Catlett	Terri T.	BoS - Liaison	1/19/2021	12/31/2021
Heflin	Dennis	White Post District	12/17/2019	12/31/2023
Huff	Ronnie	Town of Berryville Representative	2/18/2020	12/31/2023
Lichliter	Gary	Russell District	12/17/2019	12/31/2023

			<i>Appt Date</i>	<i>Exp Date</i>
Rhodes	Emily	Buckmarsh District	12/17/2019	12/31/2023
Sheetz	Daniel A.	Berryville District	12/19/2017	12/31/2021
Smith	Tracy	Millwood District	12/19/2017	12/31/2021
Trenary	Randy	School Superintendent Designee	10/24/2013	
Wisecarver	Steve	Berryville District, At Large	10/20/2020	6/14/2021
<i>Regional Airport Authority</i>				<i>1 Yr</i>
Boies	Chris	BoS - Alternate	1/21/2020	12/31/2020
McKay	Beverly B.	BoS - Alternate	1/19/2021	12/31/2021
Melanson	Leslie	Russell District	5/19/2020	6/30/2024
<i>Shenandoah Area Agency on Aging, Inc.</i>				<i>4 Yr</i>
Pritchard	Betsy		9/30/2018	9/30/2022
<i>Shenandoah Valley Chief Local Elected Officials Consortium</i>				
Seal	Cathy	Alternate	2/18/2020	12/31/2023
<i>Strategic Planning Committee</i>				<i>1 Yr</i>
Catlett	Terri T.	BoS - Appointed Member	1/19/2021	12/31/2021
<i>Towns and Villages: Berryville</i>				<i>1 Yr</i>
Bass	Matthew	BoS - Liaison - Alternate	1/19/2021	12/31/2021
McKay	Beverly B.	BoS - Liaison	1/21/2020	12/31/2020
<i>Towns and Villages: Boyce</i>				<i>1 Yr</i>
Catlett	Terri T.	BoS - Liaison	1/19/2021	12/31/2021
McKay	Beverly B.	BoS - Liaison	1/19/2021	12/31/2021
<i>Towns and Villages: Millwood</i>				<i>1 Yr</i>
Catlett	Terri T.	BoS - Liaison	1/19/2021	12/31/2021
<i>Towns and Villages: Pine Grove</i>				<i>1 Yr</i>
Catlett	Terri T.	BoS - Liaison	1/19/2021	12/31/2021
Weiss	David S.	BoS - Liaison	1/19/2021	12/31/2021
<i>Towns and Villages: White Post</i>				<i>1 Yr</i>
McKay	Beverly B.	BoS - Liaison	1/19/2021	12/31/2021

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: Personnel Committee

From: Chris Boies & Brianna Taylor

Re: Changes to County Grievance Procedure

Date: June 28, 2021

Attached please find a revised County Grievance Procedure document which reflects changes made to Code of Virginia, Section 15.2-1507, Provision of Grievance Procedure (attached). The changes to the Code of Virginia were made by the General Assembly this past session and are effective July 1, 2021. The current Grievance Procedure document was last amended in July of 2017. James Klenkar, an attorney working with Bob Mitchell, prepared the revisions to the document.

A grievance procedure document outlines the process available to certain employees to resolve certain complaints or disputes. The first step is an informal meeting with the employee's supervisor. If satisfactory resolution is not reached during the first step, the employee can grieve to the County Administrator (second step). If no resolution is reached at the second step, a panel hearing will be held. The Circuit Court has the authority to require action based on the panel hearing's determination.

The revised document needs to be recommended by the Personnel Committee to the full Board for their approval. Following Board of Supervisors approval, the County Administrator and County Attorney must certify the document to be in compliance and that certification must be filed with the Clerk of the Circuit Court. According to the Code of Virginia, failure of the locality to adopt and certify a local grievance procedure document means the locality is required to follow the Commonwealth's Grievance Policy available to state employees.

General Government Grievance Procedure

Table of Contents

Table of Contents	2
Grievance Procedure.....	3
Purpose.....	3
Coverage of Personnel.....	3
Definition of Grievance	4
County Responsibilities	4
Grievability / Qualification for Panel Hearing	5
Compliance	6
Management Steps	7
Step 1.....	7
Step 2.....	7
Step 3.....	8
Panel Hearings.....	8
Rules for Panel Hearings	9
Implementation of Panel Decision	10
Supporting Documents	10

General Government Grievance Procedure

Grievance Procedure

Purpose

The most effective accomplishment of the work of the County requires prompt consideration and equitable adjustment of employee grievances. ~~This policy is intended to comply with the requirements of Virginia law pertaining to grievances. It is the desire of the County Board of Supervisors that grievances be adjusted informally, and both supervisors and employees are expected to make every effort to resolve problems as they arise. However, it is recognized that there will be grievances, which will be resolved only after a formal appeal and panel review.~~

Coverage of Personnel

Unless otherwise proved by law, all non-probationary, permanent full-time ~~and part-time~~ employees of the Clarke County Board of Supervisors are eligible to file grievances with the following exceptions:

- a) Appointees of elected groups or individuals;
- b) Officials and employees who by charter or other law serve at the will or pleasure of an appointing authority;
- c) Deputies and executive assistants to the chief administrative officer of the county;
- d) Agency heads or chief executive officers of government operations;
- ~~e)~~ Employees whose terms of employment are limited by law;
- ~~f)~~ Temporary, limited term, and seasonal employees;
- ~~g)~~ Law-enforcement officers as defined in Chapter 5 (§ 9.1-500 et seq.) of Title 9.1 whose grievance is subject to the provisions of Chapter 5 (§ 9.1-500 et seq.) of Title 9.1 and who have elected to proceed pursuant to those provisions in the resolution of their grievance, or any other employee electing to proceed pursuant to any other existing procedure in the resolution of his grievance; and
- ~~e)h)~~ Law-enforcement officers as defined in § 9.1-601 whose grievance is subject to the provisions of § 9.1-601 and relates to a binding disciplinary determination made by a law-enforcement civilian oversight body, except as permitted by subsection F of § 9.1-601.

Notwithstanding the above exceptions, the Clarke County Board of Supervisors, at its sole discretion, may voluntarily include employees in any of the excepted categories within the coverage of the Grievance Procedure.

General Government Grievance Procedure

The County Administrator, or his designee, shall determine the officers and employees excluded from the grievance procedure, and shall be responsible for maintaining an up-to-date list of the affected positions.

Definition of Grievance

A grievance shall be a complaint or dispute by any employee relating to his employment, including ~~but not necessarily limited to:~~

- a) Disciplinary actions, including dismissals, disciplinary demotions, and suspensions, provided that dismissals shall be grievable whenever resulting from formal discipline or unsatisfactory job performance;
- b) The application of personnel policies, procedures, rules, and regulations, including the application of, ~~but not the contents of,~~ ordinances and statutes;
- c) Acts of retaliation as the result of utilization of or participation in the grievance procedures or participation in the grievance of another local government employee;
- d) ~~Complaints of d~~Discrimination on the basis of race, color, creed, religion, political affiliation, age, disability, national origin, ~~or sex,~~ marital status, pregnancy, childbirth or related medical conditions, sexual orientation, gender identity, or status as a veteran; and
- e) Acts of retaliation because the employee has complied with any law of the United States or of the Commonwealth, has reported any violation of such law to a governmental authority, or has sought any change in law before the Congress of the United States or the General Assembly, or has reported an incidence of fraud, abuse or gross mismanagement.
- e)f) For the purposes of clauses (c) and (e), there shall be a rebuttable presumption that increasing the penalty that is the subject of the grievance at any level of the grievance shall be an act of retaliation.

County Responsibilities

The County shall retain the exclusive right to manage the affairs and operations of government. Accordingly, the following complaints are non-grievable:

- a) Establishment and revision of wages or salaries, position classification or general benefits;
 - b) Work activity accepted by the employee as a condition of employment, or work activity, ~~which that~~ may reasonably be part of the job content;
-

General Government Grievance Procedure

- c) The contents of ordinances, statutes or established personnel policies, procedures, rules and regulations;
- d) Failure to promote except where the employee can show that established promotional policies or procedures were ~~either~~ not followed or applied fairly;
- e) The methods, means and personnel by which work activities are to be carried on;
- f) Except where such action affects an employee who has been reinstated within the previous six months as the result of the final determination of a grievance, termination, layoff, demotion, or suspension from duties because of lack of work, reduction in work force, or job abolition;
- g) The hiring, promotion, transfer, assignment, and retention of employees within the county; and
- h) The relief of employees from duties of the local government in emergencies.

In any grievance brought under the exception to provision (vi.f) of this subsection, the action shall be upheld upon a showing by the County that:

- There was a valid business reason for the action; and
- The employee was notified of the reason in writing prior to the effective date of the action.

Grievability / Qualification for Panel Hearing

Decisions regarding grievability and access to the procedure shall be made by the County Administrator, or his designee, at any time prior to the panel hearing, at the request of the local government or grievant, within ten calendar days of the request.

No city, town or county attorney, or attorney for the Commonwealth, shall be authorized to decide the question of grievability.

A copy of the ruling shall be sent to the grievant.

Decisions of the County Administrator, or his designee, may be appealed to the circuit court having jurisdiction in the locality in which the grievant is employed for a hearing on the issue of whether the grievance qualifies for a panel hearing.

General Government Grievance Procedure

Proceedings for review of the decision of the County Administrator, or his designee, shall be instituted by the grievant by filing a notice of appeal with the County Administrator within ten [10] calendar days from the date of receipt of the decision and giving a copy thereof to all other parties.

Within ten [10] calendar days thereafter, the County Administrator, or his designee, shall transmit to the clerk of the court to which the appeal is taken:

- a) A copy of the decision of the County Administrator,
- b) A copy of the notice of appeal, and
- c) The exhibits.

A list of the evidence furnished to the court shall also be furnished to the grievant.

The failure of the County Administrator, or his designee, to transmit the record shall not prejudice the rights of the grievant.

The court, on motion of the grievant, may issue a writ of certiorari requiring the County Administrator to transmit the record on or before a certain date.

*Grievability /
Qualification for Panel
Hearing continued*

Within thirty [30] days of the receipt of such records by the clerk, the court, sitting without a jury, shall hear the appeal on the record transmitted by the County Administrator, or his designee, and such additional evidence as may be necessary to resolve any controversy as to the correctness of the record.

The court, in its discretion, may receive such other evidence as the ends of justice require.

The court may affirm the decision of the County Administrator, or his designee, or may reverse or modify the decision.

The decision of the court shall be rendered no later than the fifteenth day from the date of the conclusion of the hearing. The decision of the court is final and is not appealable.

Compliance

After the initial filing of a written grievance, failure of either party to comply with all substantial procedural requirements of the grievance procedure, including the panel hearing, without just cause shall result in a decision in favor of the other party on any grievable issue, provided the party not in compliance fails to correct the non-compliance within five [5] work days of

General Government Grievance Procedure

receipt of written notification by the other party or the compliance violation.

Such written notification by the grievant shall be made to the County Administrator, or his designee.

The County Administrator, or his designee, at his option, may require a clear written explanation of the basis for just cause extensions or exceptions.

The County Administrator, or his designee, shall determine compliance issues. Compliance determinations made by the County Administrator shall be subject to judicial review by filing petition with the circuit court within thirty [30] days of the compliance determination.

Management Steps

Grievances, as herein defined, shall be processed in the following manner:

- Step 1 An employee who has a grievance shall, within twenty [20] calendar days after the event giving rise to the grievance or within twenty [20] calendar days following the time when the employee reasonably should have known of its occurrence, request a meeting with his/her immediate supervisor to discuss the problem.

The grievance may be presented orally with the objective of resolving the matter through a non-written, informal discussion format.

Witnesses, if any, shall be present only while actually providing testimony.

The immediate supervisor shall give the employee an answer within ten [10] calendar days and shall report the result in writing to the County Administrator.

- Step 2 If a satisfactory solution is not reached at the first step, the grievant must reduce the grievance and the relief requested to writing on forms supplied by the County, and submit the same to the County Administrator within ten [10] calendar days of the immediate supervisor's initial response.

The County Administrator will review the complaint and meet with the grievant within ten [10] calendar days.

Witness, if any, shall be present only while actually providing testimony.

The grievant may choose to have a representative of his/her choice present.

General Government Grievance Procedure

If legal counsel represents the grievant, the County, likewise, may choose to be represented by counsel.

A written reply will be furnished the grievant within ten [10] calendar days after concluding the meeting.

Step 3 If the County Administrator's decision does not resolve the grievance, the grievant may request as a final step, a panel hearing.

Such request must be made within ten [10] calendar days of receiving the Administrator's decision and shall contain the name of the grievant's appointment to the panel.

Panel Hearings

Within ten [10] calendar days of receiving a request for a panel hearing, the County Administrator, or his designee, shall secure from the agency head his appointment to the panel and shall call a meeting of the initial panel members in order to facilitate the selection of the third member and the establishment of a hearing date.

The panel shall consist of:

1. One member appointed by the grievant,
2. One member appointed by the agency head; and
3. A third member, who shall be the chairperson, selected by the first two.

In the event that agreement cannot be reached as to the final panel member, the chief judge of the circuit court of the jurisdiction wherein the dispute arose shall select the third panel member.

The panel shall not be composed of any persons having direct involvement with the grievance being heard by the panel, or with the complaint or dispute giving rise to the grievance.

- Managers who are in a direct line of supervision of a grievant,
- Persons residing in the same household as the grievant; and
- The following relatives of a participant in the grievance process or a participant's spouse are prohibited ~~from~~ serving as panel members: spouse, parent, child, descendants of a child, sibling, niece, nephew, and first cousin.

General Government Grievance Procedure

- No attorney having direct involvement with the subject matter of the grievance, nor a partner, associate, employee or co-employee of the attorney shall serve as a panel member.

Both the grievant and the respondent may call upon appropriate witnesses and be represented by legal counsel or other representatives at the panel hearing. Such representatives may examine, cross-examine, question and present evidence on behalf of the grievant or respondent before the panel without being in violation of the provisions of § 54.1-3904.

The decision of the panel shall be final and binding and shall be consistent with provisions of law and written policy.

The question of whether the relief granted by a panel is consistent with written policy shall be determined by the County Administrator, or his designee, unless such person has a direct personal involvement with the event or events giving rise to the grievance, in which case the decision shall be made by the attorney for the Commonwealth of the jurisdiction in which the grievance is pending.

Rules for Panel Hearings

1. Upon formation, the County shall provide the panel with copies of the grievance record prior to the hearing, and provide the grievant with a list of the documents furnished to the panel. The panel shall set a time and place for the hearing and notify the grievant and the County of the time and place; provided that the grievant and his attorney shall be allowed access to and copies of all relevant files intended to be used in the grievance proceeding at least ten [10] days prior to the scheduled panel hearing.
2. Panels do not have authority to formulate policies or procedures or to alter existing policies or procedures. Neither may panels consider matters that the grievance procedure holds non-grievable. A panel may uphold, reverse, or, in appropriate circumstances, modify a decision of the County. All such decisions must be consistent with provisions of law and written policy. ~~Where a panel decision results in reinstatement of an employee, the panel may award full, partial or no back pay. An award of back pay shall be offset by interim compensation or earnings received by the employee during the period of separation. In no case does a panel have the authority to award damages or attorney fees.~~
3. Documents, exhibits and lists of witnesses shall be exchanged between parties at least ten [10] calendar days in advance of the hearing.

General Government Grievance Procedure

4. Panels have the discretion to determine the propriety of attendance at the hearing of persons not having a direct interest in the hearing, and, at the request of either party, the hearing shall be private.
5. The panel shall have the authority to determine the admissibility of evidence without regard to the burden of proof, or the order of presentation of evidence, so long as a full and equal opportunity is afforded to all parties for the presentation of their evidence.
6. All evidence must be presented in the presence of the panel and the parties, except by mutual consent of the parties. Witnesses, other than the parties, should remain in the hearing room only while giving their testimony. ~~Members of the panel may ask questions whenever necessary to clarify incomplete or conflicting testimony. The parties shall produce such additional evidence as the panel may deem necessary to an understanding and determination of the dispute~~
7. The majority decision of the panel, acting within the scope of its authority, shall be final subject to existing policies, procedures and law.
8. The panel shall set forth its findings and decisions in writing within ten [10] calendar days of the conclusion of the hearing and forward copies of same to the grievant and the County.
- ~~8.9. The panel may adopt such other provisions as may facilitate fair and expeditious hearings, with the understanding that the hearings are not intended to be conducted like proceedings in court, and that rules of evidence do not necessarily apply.~~

Implementation of Panel Decision

Either party may petition the circuit court having jurisdiction in the locality in which the grievant is employed for an order requiring implementation of the panel decision.

Notwithstanding the contrary provisions of this section, a final hearing decision rendered under the provisions of this section that would result in the reinstatement of any employees of a sheriff's office who has been terminated for cause may be reviewed by the circuit court for the locality upon the petition of the locality. The review of the circuit court shall be limited to the question of whether the decision of the panel or hearing officer was consistent with provisions of law and written policy.

Supporting

– PD-121101-05 Personnel Policies

General Government Grievance Procedure

Documents

- F1211-11 Grievance Review Request
-

End of document.

Code of Virginia

Title 15.2. Counties, Cities and Towns

Subtitle II. Powers of Local Government

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

Article 1. General Provisions for Certain Officers and Employees

§ 15.2-1507. Provision of grievance procedure; training programs

A. If a local governing body fails to adopt a grievance procedure required by § 15.2-1506 or fails to certify it as provided in this section, the local governing body shall be deemed to have adopted a grievance procedure that is consistent with the provisions of Chapter 30 (§ 2.2-3000 et seq.) of Title 2.2 and any regulations adopted pursuant thereto for so long as the locality remains in noncompliance. The locality shall provide its employees with copies of the applicable grievance procedure upon request. The term "grievance" as used herein shall not be interpreted to mean negotiations of wages, salaries, or fringe benefits.

Each grievance procedure, and each amendment thereto, in order to comply with this section, shall be certified in writing to be in compliance by the city, town, or county attorney, and the chief administrative officer of the locality, and such certification filed with the clerk of the circuit court having jurisdiction in the locality in which the procedure is to apply. Local government grievance procedures in effect as of July 1, 1991, shall remain in full force and effect for 90 days thereafter, unless certified and filed as provided above within a shorter time period.

Each grievance procedure shall include the following components and features:

1. Definition of grievance. A grievance shall be a complaint or dispute by an employee relating to his employment, including (i) disciplinary actions, including dismissals, disciplinary demotions, and suspensions, provided that dismissals shall be grievable whenever resulting from formal discipline or unsatisfactory job performance; (ii) the application of personnel policies, procedures, rules, and regulations, including the application of policies involving matters referred to in clause (iii) of subdivision 2; (iii) discrimination on the basis of race, color, creed, religion, political affiliation, age, disability, national origin, sex, marital status, pregnancy, childbirth or related medical conditions, sexual orientation, gender identity, or military status; and (iv) acts of retaliation as the result of the use of or participation in the grievance procedure or because the employee has complied with any law of the United States or of the Commonwealth, has reported any violation of such law to a governmental authority, has sought any change in law before the Congress of the United States or the General Assembly, or has reported an incidence of fraud, abuse, or gross mismanagement. For the purposes of clause (iv), there shall be a rebuttable presumption that increasing the penalty that is the subject of the grievance at any level of the grievance shall be an act of retaliation.

2. Local government responsibilities. Local governments shall retain the exclusive right to manage the affairs and operations of government. Accordingly, the following complaints are nongrievable: (i) establishment and revision of wages or salaries, position classification, or general benefits; (ii) work activity accepted by the employee as a condition of employment or work activity that may reasonably be expected to be a part of the job content; (iii) the contents of ordinances, statutes, or established personnel policies, procedures, rules, and regulations; (iv)

failure to promote except where the employee can show that established promotional policies or procedures were not followed or applied fairly; (v) the methods, means, and personnel by which work activities are to be carried on; (vi) except where such action affects an employee who has been reinstated within the previous six months as the result of the final determination of a grievance, termination, layoff, demotion, or suspension from duties because of lack of work, reduction in work force, or job abolition; (vii) the hiring, promotion, transfer, assignment, and retention of employees within the local government; and (viii) the relief of employees from duties of the local government in emergencies. In any grievance brought under the exception to clause (vi), the action shall be upheld upon a showing by the local government that (a) there was a valid business reason for the action and (b) the employee was notified of the reason in writing prior to the effective date of the action.

3. Coverage of personnel.

a. Unless otherwise provided by law, all nonprobationary local government permanent full-time and part-time employees are eligible to file grievances with the following exceptions:

- (1) Appointees of elected groups or individuals;
- (2) Officials and employees who by charter or other law serve at the will or pleasure of an appointing authority;
- (3) Deputies and executive assistants to the chief administrative officer of a locality;
- (4) Agency heads or chief executive officers of government operations;
- (5) Employees whose terms of employment are limited by law;
- (6) Temporary, limited term, and seasonal employees;
- (7) Law-enforcement officers as defined in Chapter 5 (§ 9.1-500 et seq.) of Title 9.1 whose grievance is subject to the provisions of Chapter 5 (§ 9.1-500 et seq.) of Title 9.1 and who have elected to proceed pursuant to those provisions in the resolution of their grievance, or any other employee electing to proceed pursuant to any other existing procedure in the resolution of his grievance; and
- (8) Law-enforcement officers as defined in § 9.1-601 whose grievance is subject to the provisions of § 9.1-601 and relates to a binding disciplinary determination made by a law-enforcement civilian oversight body, except as permitted by subsection F of § 9.1-601.

b. Notwithstanding the exceptions set forth in subdivision a, local governments, at their sole discretion, may voluntarily include employees in any of the excepted categories within the coverage of their grievance procedures.

c. The chief administrative officer of each local government, or his designee, shall determine the officers and employees excluded from the grievance procedure, and shall be responsible for maintaining an up-to-date list of the affected positions.

4. Grievance procedure availability and coverage for employees of community services boards, redevelopment and housing authorities, and regional housing authorities. Employees of community services boards, redevelopment and housing authorities created pursuant to § 36-4, and regional housing authorities created pursuant to § 36-40 shall be included in (i) a local governing body's grievance procedure or personnel system, if agreed to by the department,

board, or authority and the locality or (ii) a grievance procedure established and administered by the department, board, or authority that is consistent with the provisions of Chapter 30 (§ 2.2-3000 et seq.) of Title 2.2 and any regulations promulgated pursuant thereto. If a department, board, or authority fails to establish a grievance procedure pursuant to clause (i) or (ii), it shall be deemed to have adopted a grievance procedure that is consistent with the provisions of Chapter 30 (§ 2.2-3000 et seq.) of Title 2.2 and any regulations adopted pursuant thereto for so long as it remains in noncompliance.

5. General requirements for procedures.

- a. Each grievance procedure shall include not more than four steps for airing complaints at successively higher levels of local government management, and a final step providing for a panel hearing or a hearing before an administrative hearing officer upon the agreement of both parties.
- b. Grievance procedures shall prescribe reasonable and specific time limitations for the grievant to submit an initial complaint and to appeal each decision through the steps of the grievance procedure.
- c. Nothing contained in this section shall prohibit a local government from granting its employees rights greater than those contained herein, provided that such grant does not exceed or violate the general law or public policy of the Commonwealth.

6. Time periods.

- a. It is intended that speedy attention to employee grievances be promoted, consistent with the ability of the parties to prepare for a fair consideration of the issues of concern.
- b. The time for submitting an initial complaint shall not be less than 20 calendar days after the event giving rise to the grievance, but local governments may, at their option, allow a longer time period.
- c. Limits for steps after initial presentation of grievance shall be the same or greater for the grievant than the time that is allowed for local government response in each comparable situation.
- d. Time frames may be extended by mutual agreement of the local government and the grievant.

7. Compliance.

- a. After the initial filing of a written grievance, failure of either party to comply with all substantial procedural requirements of the grievance procedure, including the panel or administrative hearing, without just cause shall result in a decision in favor of the other party on any grievable issue, provided the party not in compliance fails to correct the noncompliance within five workdays of receipt of written notification by the other party of the compliance violation. Such written notification by the grievant shall be made to the chief administrative officer, or his designee.
- b. The chief administrative officer, or his designee, at his option, may require a clear written explanation of the basis for just cause extensions or exceptions. The chief administrative officer, or his designee, shall determine compliance issues. Compliance determinations made by the chief administrative officer shall be subject to judicial review by filing petition with the circuit

court within 30 days of the compliance determination.

8. Management steps.

- a. The first step shall provide for an informal, initial processing of employee complaints by the immediate supervisor through a nonwritten, discussion format.
- b. Management steps shall provide for a review with higher levels of local government authority following the employee's reduction to writing of the grievance and the relief requested on forms supplied by the local government. Personal face-to-face meetings are required at all of these steps.
- c. With the exception of the final management step, the only persons who may normally be present in the management step meetings are the grievant, the appropriate local government official at the level at which the grievance is being heard, and appropriate witnesses for each side. Witnesses shall be present only while actually providing testimony. At the final management step, the grievant, at his option, may have present a representative of his choice. If the grievant is represented by legal counsel, local government likewise has the option of being represented by counsel.

9. Qualification for panel or administrative hearing.

- a. Decisions regarding grievability and access to the procedure shall be made by the chief administrative officer of the local government, or his designee, at any time prior to the panel hearing, at the request of the local government or grievant, within 10 calendar days of the request. No city, town, or county attorney, or attorney for the Commonwealth, shall be authorized to decide the question of grievability. A copy of the ruling shall be sent to the grievant. Decisions of the chief administrative officer of the local government, or his designee, may be appealed to the circuit court having jurisdiction in the locality in which the grievant is employed for a hearing on the issue of whether the grievance qualifies for a panel hearing. Proceedings for review of the decision of the chief administrative officer or his designee shall be instituted by the grievant by filing a notice of appeal with the chief administrative officer within 10 calendar days from the date of receipt of the decision and giving a copy thereof to all other parties. Within 10 calendar days thereafter, the chief administrative officer or his designee shall transmit to the clerk of the court to which the appeal is taken: a copy of the decision of the chief administrative officer, a copy of the notice of appeal, and the exhibits. A list of the evidence furnished to the court shall also be furnished to the grievant. The failure of the chief administrative officer or his designee to transmit the record shall not prejudice the rights of the grievant. The court, on motion of the grievant, may issue a writ of certiorari requiring the chief administrative officer to transmit the record on or before a certain date.
- b. Within 30 days of receipt of such records by the clerk, the court, sitting without a jury, shall hear the appeal on the record transmitted by the chief administrative officer or his designee and such additional evidence as may be necessary to resolve any controversy as to the correctness of the record. The court, in its discretion, may receive such other evidence as the ends of justice require. The court may affirm the decision of the chief administrative officer or his designee, or may reverse or modify the decision. The decision of the court shall be rendered no later than the fifteenth day from the date of the conclusion of the hearing. The decision of the court is final and is not appealable.

10. Final hearings.

a. Qualifying grievances shall advance to either a panel hearing or a hearing before an administrative hearing officer, as set forth in the locality's grievance procedure, as described below:

(1) If the grievance procedure adopted by the local governing body provides that the final step shall be an impartial panel hearing, the panel may, with the exception of those local governments covered by subdivision a (2), consist of one member appointed by the grievant, one member appointed by the agency head and a third member selected by the first two. In the event that agreement cannot be reached as to the final panel member, the chief judge of the circuit court of the jurisdiction wherein the dispute arose shall select the third panel member. The panel shall not be composed of any persons having direct involvement with the grievance being heard by the panel, or with the complaint or dispute giving rise to the grievance. Managers who are in a direct line of supervision of a grievant, persons residing in the same household as the grievant and the following relatives of a participant in the grievance process or a participant's spouse are prohibited from serving as panel members: spouse, parent, child, descendants of a child, sibling, niece, nephew and first cousin. No attorney having direct involvement with the subject matter of the grievance, nor a partner, associate, employee or co-employee of the attorney shall serve as a panel member.

(2) If the grievance procedure adopted by the local governing body provides for the final step to be an impartial panel hearing, local governments may retain the panel composition method previously approved by the Department of Human Resource Management and in effect as of the enactment of this statute. Modifications to the panel composition method shall be permitted with regard to the size of the panel and the terms of office for panel members, so long as the basic integrity and independence of panels are maintained. As used in this section, the term "panel" shall include all bodies designated and authorized to make final and binding decisions.

(3) When a local government elects to use an administrative hearing officer rather than a three-person panel for the final step in the grievance procedure, the administrative hearing officer shall be appointed by the Executive Secretary of the Supreme Court of Virginia. The appointment shall be made from the list of administrative hearing officers maintained by the Executive Secretary pursuant to § 2.2-4024 and shall be made from the appropriate geographical region on a rotating basis. In the alternative, the local government may request the appointment of an administrative hearing officer from the Department of Human Resource Management. If a local government elects to use an administrative hearing officer, it shall bear the expense of such officer's services.

(4) When the local government uses a panel in the final step of the procedure, there shall be a chairperson of the panel and, when panels are composed of three persons (one each selected by the respective parties and the third from an impartial source), the third member shall be the chairperson.

(5) Both the grievant and the respondent may call upon appropriate witnesses and be represented by legal counsel or other representatives at the hearing. Such representatives may examine, cross-examine, question and present evidence on behalf of the grievant or respondent before the panel or hearing officer without being in violation of the provisions of § 54.1-3904.

(6) The decision of the panel or hearing officer shall be final and binding and shall be consistent with provisions of law and written policy.

(7) The question of whether the relief granted by a panel or hearing officer is consistent with written policy shall be determined by the chief administrative officer of the local government, or his designee, unless such person has a direct personal involvement with the event or events giving rise to the grievance, in which case the decision shall be made by the attorney for the Commonwealth of the jurisdiction in which the grievance is pending.

b. Rules for panel and administrative hearings.

Unless otherwise provided by law, local governments shall adopt rules for the conduct of panel or administrative hearings as a part of their grievance procedures, or shall adopt separate rules for such hearings. Rules that are promulgated shall include the following provisions:

- (1) That neither the panels nor the hearing officer have authority to formulate policies or procedures or to alter existing policies or procedures;
- (2) That panels and the hearing officer have the discretion to determine the propriety of attendance at the hearing of persons not having a direct interest in the hearing, and, at the request of either party, the hearing shall be private;
- (3) That the local government provide the panel or hearing officer with copies of the grievance record prior to the hearing, and provide the grievant with a list of the documents furnished to the panel or hearing officer, and the grievant and his attorney, at least 10 days prior to the scheduled hearing, shall be allowed access to and copies of all relevant files intended to be used in the grievance proceeding;
- (4) That panels and hearing officers have the authority to determine the admissibility of evidence without regard to the burden of proof, or the order of presentation of evidence, so long as a full and equal opportunity is afforded to all parties for the presentation of their evidence;
- (5) That all evidence be presented in the presence of the panel or hearing officer and the parties, except by mutual consent of the parties;
- (6) That documents, exhibits and lists of witnesses be exchanged between the parties or hearing officer in advance of the hearing;
- (7) That the majority decision of the panel or the decision of the hearing officer, acting within the scope of its or his authority, be final, subject to existing policies, procedures and law;
- (8) That the panel or hearing officer's decision be provided within a specified time to all parties; and
- (9) Such other provisions as may facilitate fair and expeditious hearings, with the understanding that the hearings are not intended to be conducted like proceedings in courts, and that rules of evidence do not necessarily apply.

11. Implementation of final hearing decisions.

Either party may petition the circuit court having jurisdiction in the locality in which the grievant is employed for an order requiring implementation of the hearing decision.

B. Notwithstanding the contrary provisions of this section, a final hearing decision rendered under the provisions of this section that would result in the reinstatement of any employee of a sheriff's office who has been terminated for cause may be reviewed by the circuit court for the

locality upon the petition of the locality. The review of the circuit court shall be limited to the question of whether the decision of the panel or hearing officer was consistent with provisions of law and written policy.

1978, c. 845, § 15.1-7.2; 1985, c. 515; 1988, c. 290; 1989, c. 254; 1991, c. 661; 1995, cc. [770](#), [818](#); 1996, cc. [164](#), [440](#), [579](#), [869](#); 1997, c. [587](#); 2000, cc. [947](#), [1006](#); 2001, c. [589](#); 2005, c. [714](#); 2009, c. [736](#); 2012, cc. [803](#), [835](#); 2020, cc. [1137](#), [1140](#); 2020, Sp. Sess. I, cc. [29](#), [30](#); 2021, Sp. Sess. I, cc. [477](#), [478](#).

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

Clarke County Board of Supervisors



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County Administrator
Chris Boies
(540) 955-5175

To: Personnel Committee

From: Chris Boies & Brianna Taylor

Re: Personnel Policy Updates

Date: July 6, 2021

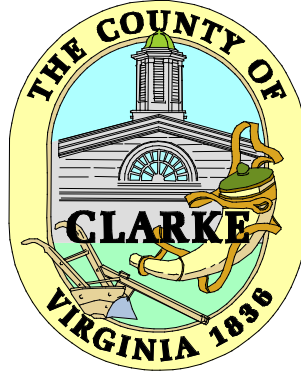
The General Assembly has made several changes to the Code of Virginia which necessitate changes to our Personnel Policy. The changes are summarized below and are found in the attached sections of the policy.

Military Status- The changes extend multiple employment discrimination laws to prevent workplace discrimination based on “military status”. “Military status” replaces “veteran” in the Code of Virginia and includes veterans and current members of the military as well as their spouses, children, or dependents. Based on these changes we have replaced the term “veteran” with military status in our policy and have added “military status” to the definition section.

Pregnancy, Childbirth, or Related Medical Conditions- This section provides protection and reasonable accommodations for employees related to pregnancy, childbirth, or related medical conditions. Basically the amendments say we will not discriminate against an employee due to pregnancy, childbirth, or related medical conditions and that we will provide reasonable accommodations for employees requesting such accommodations.

Disability- This section provides language which requires us to provide reasonable accommodations for employees with documented disabilities. It also prohibits discrimination based on disability.

Medical Use of Cannabis Oil- This section states that employers cannot discharge, discipline, or discriminate against employees lawfully using cannabis oil under the direction of a practitioner for health reasons prescribed by law.



Personnel Policies Manual



County of Clarke – Personnel Policies

16	07/01/2017	Complete rewrite. Adopted by the Board of Supervisors May 16, 2017, effective date of July 1, 2017. <i>Clarke County General Government Employee Grievance Procedure removed and numbered PD-121101-15.</i>	
17	07/01/2018	<p><i>Section 1.4 rewrite the Personnel Definition for Administrative leave. Section 1.4 Changed Nonessential Employee to Non-essential Personnel. Section 4.1 added description on Holiday accrual, use of holiday leave, and conversion of holiday leave to annual leave at end of calendar year. Section 4.7 Rewrite of Leave Without Pay. Section 4.8 Rewrite of Administrative Leave. Section 4.5.1 added that the employee keeps his/her pay if paid by the court system for jury duty. Section 4.5.2 added that if the employee is subpoenaed for any action not related to employment with Clarke County, the employee may be absent without loss of pay provided that the employee is not a party of the proceeding.</i></p> <p><i>Public Safety Addendum added to Section 4.3</i></p> <p><i>Reformat for consistency throughout the entire document.</i></p>	
18	12/17/2019	<p>Section 1.4 Personnel Definitions add in Day – eight (8) hours</p> <p>Section 1.4 Personnel Definitions add in Holidays – official workday designated by the Code of Virginia or Executive action to be observed as paid time off. For regular full - time employees a holiday equals eight (8) hours and a half – day holiday equals four (4) hours. For regular part – time employees a holiday equals a prorated amount of time proportionate to hours worked. Section 1.4 Personal Definitions under work schedule rewrote to Standard work schedule shall be 40 hours per week. Exceptions: Public Safety Personnel follow Section 7 (k) of FLSA, refer to FLSA section instead of quoting Section 7 (k). Added new Section 2.5 Evaluation / Testing. Edit numbering from Section 2.5 – 2.7 to 2.6 - 2.8. Section 2.6 Employment Categories change salaried to exempt and changed hourly to non-exempt. Section 2.8 Personnel Files added Personnel Information will not be given until F1211-24 Employee Disclosure Consent Form is obtained. Section 2.8 Personnel Files added in Purging of official personnel record information will be done in accordance to retention schedules provided by the Library of Virginia. Add new Section 2.9 VRS Plan Definitions (moved from Section 4.2 Sick Leave). Section 3.2.2 Working Hours add in Employees are granted a lunch period that needs to be scheduled through their supervisor. Section 3.2.5 Overtime and Compensatory Time complete rewrite, rearrange the Section and add in non-exempt – Overtime Public Safety Personnel. Section 4.1 Holidays move second paragraph to new Section 4.1.2 Holiday Pay under exempt. Section 4.1 Holidays delete third paragraph. Add new Section 4.1.2 Holiday Pay. Section 4.2.4 Accumulation of Sick Leave rewrite. Section 4.3 Annual Leave under Public Safety Addendum removed Holiday Pay (Public Safety) Personnel and removed Holiday Leave (Public Safety Employees). Section 4.4 Bereavement Leave added that for approval, the employee must contact his/her</p>	

County of Clarke – Personnel Policies

		agency personnel administrator. At the agency personnel administrator's discretion, the employee may be asked to provide a copy of the obituary, funeral program, or substantially similar documentation upon return. Section 4.4 Bereavement Leave add in consecutive in the second paragraph under Frequency and duration. Section 5.7 Keys to Buildings and Facilities change "Employees will be issued keys by to the offices and/or buildings on an as-needed basis." to "Employees will be issued keys to the offices and/or buildings on an as-needed basis." (Removed by). Updated Table of Contents.	
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County of Clarke – Personnel Policies

Record of Revision

<i>Revision No.</i>	<i>Revision Date</i>	<i>Description</i>	<i>Final Approval</i>
12	07/07/2008	Add to Supporting Documents PD-121101-01 General Government Timesheet Procedure and form numbers; Update Military Leave from 44-75 to § 44-75.1. Militia state active duty; Update VI. Smoking/Use of Tobacco Products Policy from Virginia Indoor Clean Air Act 15.1-291.1 et seq. to § 15.2-2801 Statewide regulation of smoking et seq.; Grievance Procedure Coverage of Personnel Chapter 10.1 to Chapter 5 § 9.1-501 et seq. and 9.1-502 – and from 2.1-114.5:1C to 15.2-1507	
13	09/15/2009	Add Reduced Work Schedule Policy	
14	10/19/2010	Reformat Employee Privacy Policy; Add Contagious Temporary Illness Policy and Procedures; Remove Sections: Cash Advances for Travel, Credit Card Policy, Expense Policy – Credit Card Use, Allowable Expenses; Meal Reimbursement Policy; Travel / Convention / Seminar Policy. Add Section: Travel, Meal, And Mileage Reimbursements section to reference Procurement Policies and Procedures; Add to Supporting Documents: Clarke County Department Of Joint Administrative Services Purchasing Department Procurement Policies And Procedures	
15	05/15/2012	III Employee Benefits 12 Health Insurance A Eligibility <u>Remove</u> : <i>Participating employees and elected officials with at least eight (8) years of service or five (5) years of service with medical disability may remain on the County health insurance program on an individually paid basis after leaving service with the County. Such participants, who have left county service, and who discontinue participation, are not eligible for reinstatement.</i> <u>Replace With</u> : A regular full-time employee that has served Clarke County for a minimum of 10 years, and who is eligible to draw retirement payments from the Virginia Retirement System, may be a part of the health insurance retiree group, if the employee elects to join this group within thirty-one days subsequent to the termination date. The premium for the retiree group membership shall be borne by the member and, if membership is discontinued, there is no eligibility for reinstatement. Dependents covered on the termination date can continue to be covered, but dependents cannot be added subsequent to the termination date.	

County of Clarke – Personnel Policies

Record of Revision

Revision No.	Revision Date	Description	Final Approval
New	06/15/1982	Prior 2003	7/1/82
1	02/19/1985	⋮	
2	05/19/1987	⋮	
3	12/15/1987	⋮	
4	05/16/1989	⋮	
5	12/19/1989	⋮	
6	03/20/1990	⋮	
7	12/20/1994	⋮	
8	06/1995	▼	
9	01/31/2003	Add Time Sheet Submission Requirements; Add County Smoking Ordinance and Policy Memo date 5/27/97 to VI Smoking/Tobacco Use Policy under Section VI; Add Travel / Convention / Seminar Policy – Memo Dated 02/25/93; Add Cash Advances for Travel Policy [undated]; Add Credit Card Policy [undated]; County Employee Expense Policy adopted 12/21/99; Delayed Opening – Closure Policy adopted 3/19/96; Sexual Harassment Policy 10/3/94; Non-discrimination Policy adopted 10/16/02; Drug-free Workplace Policy revised 11/1/95 – ratified by Board action 11/21/95; Grievance Procedure Adopted 6/15/82 Effective 7/1/82 amended 10/16/84; 7/21/87; 9/17/91	
10	01/01/2004	Sect III: 4.Comp. Leave – Add calculations for exempt & non-exempt and remove statement “hour-for-hour basis”; 11.Life Insurance – remove “under age 65” and change example from 9,200/20,000 to 22,600/46,000; 10.Retirement – Change from “The costs are shared...the County” to “The County bears the cost for the employee.” Remove 2 nd Paragraph An individual leaving ... monthly paycheck. Add Supporting Documents Section; Add Disciplinary Levels Sections; Revise Resignation & Termination Section to include processing guidelines for Annual Leave payouts and/or expense reports, as well as return of County property. Add under Policies: Employee Leave Authorization Requirements & add reference to section in Annual Leave Section; Add Absenteeism & Reporting Requirements	
11	9/21/2004	Add Employee Privacy Practices and Procedures for Privacy of Health Information; Expand list of Causes for Disciplinary Action. Page 6 Comp of Emp #2 Salary Adj Remove Para 2 Personnel records . . . for increases – Add to Para 4 “unless otherwise agreed”. Add to Disciple #3 Level 1 shall be documented “and kept . . file”. Add reference to Form F1211-13 to Level 2 & 3.; Add Employee Privacy Policy	

County of Clarke – Personnel Policies

Tale of Contents 7

Chapter 1: Organization and Administration 10

 1.1 *Adoption of Personnel Policies* 10

 1.2 *General Policy* 10

 1.3 *Purpose and Scope of Manual* 11

 1.4 *Personnel Definitions* 12

Chapter 2: Employment 17

 2.1 *Equal Employment Opportunity* 17

 2.2 *Open Door Policy* 20

 2.3 *Rehire/ Reinstatement* 23

 2.4 *Orientation* 20

 2.5 *Evaluation / Testing* 21

 2.6 *Employment Categories* 21

 2.7 *Employment Status* 22

 2.8 *Personnel Files* 22

 2.9 *VRS Plan Definitions* 23

Chapter 3: Compensation 24

 3.1 *Position Classification and Pay Plan* 24

 3.1.1 *Interpretation* 24

 3.1.2 *Review and Revisions* 24

 3.1.3 *Classifications* 25

 3.1.4 *Classification of New Positions* 25

 3.1.5 *Appeals and Reclassification* 25

 3.1.6 *New Employees* 26

 3.1.7 *Job Descriptions* 26

 3.2 *Pay Policies* 27

 3.2.1 *Payday Frequency Requirements* 27

 3.2.2 *Working Hours* 27

 3.2.3 *Record of Time Worked* 27

 3.2.4 *Garnishments, Tax Liens and Court Orders* 27

 3.2.5 *Overtime and Compensatory Time* 28

County of Clarke – Personnel Policies

3.3 Employee Transfers 29

 3.3.1 Temporary Transfers..... 29

 3.3.2 Employee Transfer Request..... 29

 3.3.3 Transfer Training Period..... 30

 3.3.4 Compensation of Transferred Employees..... 30

Chapter 4: Paid Time Off and Other Absences..... 30

 4.1 Holidays..... 30

 4.1.1 Eligibility for Holiday Pay..... 30

 4.1.2 Holiday Pay..... 31

 4.2 Sick Leave..... 31

 4.2.1 Excused Absences..... 32

 4.2.2 Unexcused Absences or Abuse 32

 4.2.3 Donation of Sick Leave 32

 4.2.4 Accumulation of Sick Leave 33

 4.2.5 VRS Hybrid Employees Short-term Disability Benefits..... 33

 4.3 Annual Leave..... 35

 Public Safety Addendum..... 35

 4.4 Bereavement Leave 36

 4.5 Leave for Court Appearances..... 37

 4.5.1 Jury Duty..... 37

 4.5.2 Subpoenas..... 37

 4.6 Military Leave 37

 4.7 Leave Without Pay 37

 4.8 Administrative Leave 38

 4.9 Volunteer Fire and Rescue Calls..... 38

 4.10 Voting and Elections..... 39

 4.11 Pay Upon Separation 39

 4.11.1 General 39

 4.11.2 Full-time employees Plan 1 and 2 39

 4.11.3 Hybrid employees 40

 4.11.4 Regular Part-time employees Plan 1, 2, and Hybrid..... 40

Chapter 5: Employee Responsibilities 41

 5.1 Standards of Conduct and Performance 41

County of Clarke – Personnel Policies

5.1.1 Standards of Conduct 41

5.2 Secondary Employment 42

5.3 Conflict of Interest..... 42

5.4 Attendance 42

5.5 Use of Computer Systems, Internet and Phones..... 43

 5.5.1 Incidental Use 43

 5.5.2 Use of Licensed Software 44

5.6 County-Owned Vehicles 45

 5.6.1 Accidents Involving County-Owned Vehicles 45

5.7 Keys to Buildings and Facilities 45

5.8 Harassment 46

 5.8.1 Procedure..... 46

5.9 Drug Free Workplace 47

 5.9.1 Inspection..... 48

 5.9.2 Drug Policy..... 48

 Drug and Alcohol Policy and Regulations 49

5.10 Workplace Violence..... 52

 5.10.1 Prohibited Conduct..... 53

 5.10.2 Threat Reporting Procedures..... 53

5.11 Domestic Violence..... 54

 5.11.1 Education and Training 54

 5.11.2 Safety and Security..... 54

 5.11.3 Employees Who Commit Acts of Domestic Violence 55

5.12 Discipline 55

 5.12.1 Progressive Discipline..... 55

 5.12.2 Resignation with Pending Charges to Terminate 56

 5.12.3 Appeal..... 56

 5.12.4 Notification 56

 5.12.5 List of Offenses Typically Addressed Through Progressive Discipline..... 56

 5.12.6 List of Offenses Addressed Through More Serious Discipline 57

5.13 Separation of Employment 58

 End of Document 58

County of Clarke – Personnel Policies**Chapter 1: Organization and Administration*****1.1 Adoption of Personnel Policies***

The following information serves as the Personnel Policy Manual for Clarke County, adopted by the Clarke County Board of Supervisors on May 16, 2017, effective July 1, 2017. Because of the changing environment and world in which we work, it is subject to subsequent amendments as necessary. This manual supersedes all previous personnel manuals adopted by Clarke County.

The rules and regulations contained within this manual are established under authority of Section 15.2-1506 of the Code of Virginia, 1950, as amended.

The policies and procedures outlined herein shall apply to all individuals employed by Clarke County. The policies and procedures shall apply to employees of Constitutional Officers, where the Constitutional Officer has agreed to participate in this personnel system. This includes:

- Attorney for the Commonwealth
- Clerk of the Circuit Court
- Commissioner of the Revenue
- Sheriff
- Treasurer

Employees of the Constitutional Officers shall be excluded from the Grievance Procedure outlined within these policies.

The Constitutional Officers of Clarke County shall retain the right to their own hiring practices and terminations in accordance with all applicable statutes and regulations.

These policies and procedures shall not apply to employees of Clarke County Public Schools or Clarke County Social Services without specific action by the appropriate body to adopt the same.

In the event any office or agency of Clarke County other than the Board of Supervisors adopts these policies and procedures, the officer or board involved shall exercise the authority assigned herein to the Agency Personnel Administrator, unless otherwise specified.

1.2 General Policy

It is the fundamental policy of Clarke County that a fair and uniform personnel management system be established for its employees in order to insure the most effective provision of services to the residents of the community. Therefore, it shall be the policy of the County that:

- Its Equal Employment Opportunity policy includes its commitment to prohibit harassment against employees because of race, traits historically associated with race, color, religion, ancestry, national origin, ~~status as a veteran, military service,~~ **military status**, sex, sexual

County of Clarke – Personnel Policies

orientation, gender identity, age, disability, genetic information, marital status, pregnancy, childbirth or related medical conditions, or other reasons prohibited by law.

- Equitable incentives and conditions of employment shall be established and maintained.
- Compensation shall be in accordance with duties assigned.
- Employees shall be expected to work productively and to demonstrate a considerate and friendly attitude towards persons with whom they come in contact during the course of their work.
- Employees shall adhere to the policies and procedures required of them and shall endeavor to serve the citizen and taxpayer to the best of their ability.

The County retains the sole right to exercise all managerial functions including, but not limited to:

- directing the work force,
- assigning, reassigning, supervising, disciplining, and dismissing employees,
- transferring or reassigning duties as necessary to provide services to the residents of Clarke County,
- establishing, changing, altering, or deleting policies as may be deemed necessary to achieve the County's goals, and
- altering at will the organization and structure of the County, as may be deemed necessary, within the statutory requirements of the Commonwealth of Virginia.

1.3 Purpose and Scope of Manual

This manual is intended to serve as a source of information concerning employment with Clarke County and answers many questions frequently asked by County employees concerning their employment with the County. If further information or advice about matters covered in this manual is needed, employees should contact their supervisors, department heads, or agency personnel administrators.

The policies and procedures contained in this manual are internal guidelines, which do not create contractual rights and should not be interpreted to constitute binding contractual obligations. This manual is not, and shall not, be construed as an explicit or implied contract, nor shall it modify any existing 'at will' status of any County employee and shall not create a due process requirement in excess of federal or state constitutional or statutory requirements. The County reserves the right, in its sole judgment, to modify, amend, or rescind the provisions of this manual.

Much of the information contained in this manual is drawn from relevant laws, regulations, and policies of the state and federal government and the County. Should there be a conflict between any statement, fact or figure presented within these policies, and the prevailing laws, regulations, and policies, the latter takes precedence.

County of Clarke – Personnel Policies

Employees have the responsibility to keep themselves informed of updates and revisions to the County's policy. Department heads are also responsible for maintaining current manuals within their departments, and make the manual available to all employees.

This manual will supersede any existing personnel policies in effect prior to the date of the publication of this manual. It applies to all Clarke County employees regardless of status.

Additionally, it is the policy of the County to strive for safety in all activities and operations, and to carry out the commitment of compliance with health and safety laws applicable to the County by enlisting the help of all employees to ensure that public and work areas are free of hazardous conditions.

- Provide equitable conditions of employment for County employees,
- establish and maintain uniform standards of employment and compensation, and
- provide assistance to department directors and supervisors in their administration of personnel matters.

1.4 Personnel Definitions

Administrative Leave – Administrative Leave is used when it is in the best interest of the County to immediately remove an employee from the workplace. Leave may be with or without pay as determined by the agency personnel administrator.

If an employee is:

- returned to duty after unpaid Administrative Leave, the employee will be paid for the time spent on unpaid administrative leave.
- separated from employment subsequent to unpaid administrative leave the date of separation shall be, the first day placed on administrative leave.

Agency Personnel Administrator – For employees of the Clarke County Board of Supervisors, the County Administrator shall be the agency personnel administrator. For employees of Constitutional Officers, the Constitutional Officer by whom they are employed shall be the agency personnel administrator.

Allocation – The assignment of a position to its appropriate class in relation to duties performed.

Anniversary Date – The date an employee commenced work in his/her position.

Applicant – An individual who indicates a specific interest in a current job vacancy for which the County is hiring; and who provides all required information on an application form.

County of Clarke – Personnel Policies

Appointment – The offer to and acceptance by a person of a position.

Authorized Absence – An absence approved by the employee's supervisor after the agency personnel administrator receives proper notification (reason for absence and estimated length of absence).

Absent Without Leave (AWOL) – Any unauthorized absence during a scheduled work period.

At-Will Employment: Employment that can be terminated without cause or notice by either the employer or the employee.

Break in Service – Any separation from the service of Clarke County whether by resignation, retirement, layoff, dismissal, disability retirement, or absent without leave after which the employee is then re-employed. An authorized leave without pay shall not be considered as constituting a "break in service."

Classification (Class) – A position or group of positions that are sufficiently alike in duties performed, degree of supervision and required, minimum requirements of education, experience or skill, and other such characteristics to be equitably assigned the same class title, same or similar qualification requirements, the same skill level, the same test of fitness, and the same salary range.

Class Series – A number of positions involving the same character of work, but different in the level of difficulty and responsibility.

Class Description – A formal written description of the class that defines the general character, scope of duties, and responsibilities of positions in the class.

Compensation Plan – The official schedule of pay approved by the Clarke County Board of Supervisors assigning one or more rates of pay to each class title, arranged schematically by classification series.

Constitutional Officer – Those persons identified as County officials who are elected in accordance with Article VII, Section 4 of the Constitution of Virginia, including Sheriff, Treasurer, Commonwealth's Attorney, Commissioner of the Revenue, and Clerk of the Circuit Court.

Continuous Service – The total length of time an employee is employed by Clarke County. Continuous service is defined as beginning with the date of employment and continues until the employee's retirement or other separation from the County.

County Administration – the County Administrator or his/her designee.

Day – eight (8) hours.

County of Clarke – Personnel Policies

Demotion – Movement from one class of position to another of a lower salary range in which the employee meets the minimum qualification requirements.

Dependent – A family member who is claimed as a dependent on the employee's Federal Income Tax Return.

Discipline – Action taken against an employee ranging from verbal reprimand to dismissal depending on the severity of the employee's unsatisfactory work performance or misconduct.

Dismissal – An involuntary separation of an individual's employment that is initiated by the County.

Employee – An individual who, in consideration of wages or salary for the benefit and under the control of the County, is compensated through the County payroll. "Employee" does not include:

1. members of the County Board of Supervisors,
2. Constitutional Officers and their employees, unless the officer has elected to be covered by the County's personnel system (though Constitutional Officers may elect to become part of the County's Classification and Compensation system and Personnel Policies by executing an agreement with the Board of Supervisors at adoption of these Policies and upon the initiation of each term of office for the Constitutional Officer),
3. members of boards, commissions and authorities,
4. employees of the Clarke County School Board, and
5. independent contractors.

Essential Personnel – Employees who hold certain positions that provide necessary health, safety, and emergency services for the County regardless of adverse conditions.

Furlough - Mandatory time off from work with no pay that is an alternative to a layoff and is initiated by the County through no fault of the employee. During a furlough, an employee's benefits continue to be paid and leave accrued.

Holidays – official workday designated by the Code of Virginia or Executive action to be observed as paid time off. For regular full - time employees a holiday equals eight (8) hours and a half - day holiday equals four (4) hours. For regular part - time employees a holiday equals a prorated amount of time proportionate to hours worked.

Incumbent – An employee occupying a position in the County service.

Layoff – A temporary or indefinite reduction in the workforce due to economic conditions, technological changes, lack of work, or other appropriate reasons, initiated by the County and usually through no fault of the employee.

County of Clarke – Personnel Policies

Leave Without Pay (LWOP) - A temporary non-pay status and absence from duty that in most cases is requested by the employee. In most instances, granting LWOP is a matter of supervisory discretion and may be limited by agency policy. Employees, however, have an entitlement to LWOP in the following situations:

The Family and Medical Leave Act of 1993 (FMLA) (Public Law 103-3, February 5, 1993), provides covered employees with an entitlement to a total of up to 12 weeks of unpaid leave (LWOP) during any 12-month period for certain family and medical needs. (See 5 CFR part 630, subpart L.)

Employees may not be in a pay status while receiving workers' compensation payments for injuries occurring during the course of their employment.

Note: Employees should be aware that LWOP may affect eligibility for certain employee benefits.

Maternity Leave - Pregnancy, childbirth or related medical conditions associated with birth shall be treated as any other temporary disability with respect to sick leave, annual leave, compensatory time, and leave without pay.

Merit Salary Increase – An increase in compensation established in the Compensation Plan which may be granted to eligible employees after completion of the appropriate length of service and a performance evaluation rating which satisfies the requirements for advancement.

Military Leave - Employees shall be granted a leave of absence without loss of annual or sick leave for annual active duty training as a member of the National Guard or any reserve component for the Armed Forces of the United States, for a period not exceeding 15 calendar days.

An employee who is absent for militia duty under orders of the Governor pursuant to the Code of Virginia § 44-75.1 shall be entitled to a leave of absence with pay for the period of ordered absence.

A permanent employee who enters on active duty or who receives orders in any of the Armed Forces of the United States shall be entitled to military leave without pay and to reinstatement in a similar position upon return from active duty as prescribed by public law.

Military Status – status as (i) a member of the uniformed forces, as defined in 10 U.S.C. 3 101(a)(5), of the United States or a reserve component thereof named under 10 U.S.C. 3 10101, (ii) a veteran as defined in 38 U.S.C. 3 101(2), or (iii) a dependent as defined in 50 U.S.C. 3 3911(4) except that the support provided by the service member to the individual shall have been provided 180 days immediately preceding an alleged action that if proven true would constitute unlawful discrimination under this section instead of 180 days immediately preceding an application for relief under 50 U.S.C. Chapter 50.

Non-essential Personnel – An employee who is not required to work during adverse conditions, which are declared and defined by the agency personnel administrator.

County of Clarke – Personnel Policies

Performance Evaluation – A systematic review of employees in the effective accomplishment of their assigned duties and responsibilities. A recommendation for a salary increase may or may not be included in the evaluation.

Personnel File – Official file of information pertaining to each employee.

Position Classification Plan – The official system of grouping of similar positions into appropriate classes based on the respective duties, typical tasks, and qualifications.

Promotion – Movement from one class of position to another of a higher salary range in which the employee meets the minimum qualification requirements.

Qualifications – The minimum education, experience, and special job-related requirements that must be fulfilled by a person prior to appointment or promotion.

Reclassification – A change in the classification of a position or group of positions.

Re-Employment – When an employee is terminated and then subsequently employed again by the County.

Reinstatement – The time an employee returns to work from an authorized leave of absence or transitions from a non-pay status to a paid status. Reinstatement means the employee is treated as if on leave without pay for the time he/she was away from the County.

Resignation – Voluntary separation initiated by an employee who chooses to leave his/her position with the County.

Salary Range – A level within a salary schedule into which job classes with similar job evaluation factors are placed for compensation purposes. Pay grades have minimum rates, midpoint rates, and maximum rates and define what the County is willing to pay for a particular job. The midpoint of the pay grade approximates the market salary rate for satisfactory performance.

Secondary (Outside) Employment – Employment in any capacity other than the employee's primary full-time job with Clarke County.

Supervisor – An employee who has the responsibility for directing and evaluating the work of other employees.

Suspension – A forced leave of absence — without pay — for disciplinary purposes.

Transfer – Movement of an employee from one position to another position. Transfers can take place within a department, between departments, between positions of the same pay range, or between positions of the same class.

County of Clarke – Personnel Policies

Unauthorized Absence – An absence from a scheduled work period without approval from the employee's agency personnel administrator, or an absence when the employee does not follow the proper request or verification procedure for an absence.

Vacancy – A newly established position or position that has been rendered vacant through resignation, retirement, or other removal of the previous incumbent.

Work Day – A day is a 24-hour period, beginning at 0000 and ending at 2400.

Work Place – Any County-owned or leased property (including parking lots), any site where official duties (including business-related activities for or on behalf of the County) are being performed by a County employee during regular work hours, or while operating a motor vehicle or machine leased or owned by the County.

Work Week – Seven consecutive days starting at 0000 on Sunday and ending 2400 on Saturday.

Work Schedule – Standard work schedule shall be 40 hours per week. Exceptions: Public Safety Personnel follow Section 7 (k) of FLSA.

Chapter 2: Employment

2.1 Equal Employment Opportunity

It is the policy of Clarke County to ensure equal employment opportunities to all employees and applicants for employment without regard to race, traits historically associated with race, color, religion, ancestry, national origin, ~~status as a veteran, military service,~~ **military status**, sex, sexual orientation, gender identity, age, disability, genetic information, marital status, pregnancy, childbirth or related medical conditions **including lactation**, or other reasons prohibited by law.

Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training. Clarke County prohibits any such discrimination or harassment. This policy also ensures that equal opportunity will be provided not only in employment, but also as it relates to promotions, wages, benefits, and all other privileges, terms and conditions of employment. Clarke County shall operate within the principles of Equal Opportunity Employment guidelines set forth in federal, state, and local laws and regulations.

2.1.1 Accommodation for known limitations related to Pregnancy, Childbirth, or Related Medical Conditions

Definitions:

"Lactation" means lactation as defined in §2.2-3905.

County of Clarke – Personnel Policies

“Reasonable accommodation” includes more frequent or longer bathroom breaks, breaks to express breast milk, access to a private location other than a bathroom for the expression of breast milk, acquisition or modification of equipment or access to or modification of employee seating, a temporary transfer to a less strenuous or hazardous position, assistance with manual labor, job restructuring, a modified work schedule, light duty assignments, and leave to recover from childbirth.

“Related medical conditions” includes lactation.

Clarke County will provide reasonable accommodation as described in this section for requests received from employees related to pregnancy, childbirth, or related medical conditions.

Clarke County will not take adverse action against an employee who requests or uses a reasonable accommodation pursuant to this section. As used in this subdivision, “adverse action” includes failure to reinstate any such employee to her previous position or an equivalent position with equivalent pay, seniority, and other benefits when her need for a reasonable accommodation ceases.

Clarke County will not deny employment or promotion opportunities to an otherwise qualified applicant or employee because such employer will be required to make reasonable accommodation to the known limitations of such applicant or employee related to pregnancy, childbirth, or related medical conditions.

Clarke County will not require an employee to take leave if another reasonable accommodation can be provided to the known limitations related to the pregnancy, childbirth, or related medical conditions of such employee.

Clarke County will engage in a timely, good faith interactive process with an employee who has requested an accommodation pursuant to this section to determine if the requested accommodation is reasonable and, if such accommodation is determined not to be reasonable, discuss alternative accommodations that may be provided.

Clarke County will post in a conspicuous location and include in any employee handbook information concerning an employee's rights to reasonable accommodation for known limitations related to pregnancy, childbirth, or related medical conditions. Such information shall also be directly provided to (i) new employees upon commencement of their employment and (ii) any employee within 10 days of such employee's providing notice to the employer that she is pregnant.

An employee or applicant who has been denied any of the rights afforded under Section 2.1.1 may bring an action in a general district or circuit court having jurisdiction over the employer that allegedly denied such rights. Any such action shall be brought within two years from the date of the unlawful denial of rights, or, if the employee or applicant has filed a complaint with the Office of Civil Rights of the Department of Law or a local human rights or human relations agency or

County of Clarke – Personnel Policies

commission within two years of the unlawful denial of rights, such action shall be brought within 90 days from the date that the Office or a local human rights or human relations agency or commission has rendered a final disposition on the complaint.

2.1.2 Accommodations for Employees with Disabilities

Definitions:

"Person with a disability" means the term as defined in §51.5-40.1 of the Code of Virginia.

"Physical impairment" means the term as defined in §51.5-40.1 of the Code of Virginia.

"Mental impairment" means the term as defined in §51.5-40.1 of the Code of Virginia.

"Otherwise qualified person with a disability" means the term as defined in subsection A of §51.5-41.

Clarke County will make reasonable accommodations to the known physical and mental impairments of an otherwise qualified person with a disability, if necessary to assist such person in performing a particular job, unless Clarke County can demonstrate that the accommodation would impose an undue hardship on the County. In determining whether an accommodation would constitute an undue hardship upon the County, the following shall be considered:

Hardship on the conduct of the office's business, considering the nature of the office's operation, including composition and structure of the office's workforce,

Size of the facility where employment occurs,

The nature and cost of the accommodation needed, taking into account alternative sources of funding or technical assistance included under §51.5-173.

The possibility that the same accommodations may be used by other prospective employees, and

Safety and health considerations of the person with a disability, other employees, and the public.

Clarke County will not take adverse action against an employee who requests or uses a reasonable accommodation pursuant to this section.

Clarke County will not deny employment or promotion opportunities to an otherwise qualified applicant or employee because the County will be required to make reasonable accommodation for a person with a disability.

Clarke County will not require an employee to take leave if another reasonable accommodation can be provided to the known limitations related to the disability.

County of Clarke – Personnel Policies

Clarke County will engage in a timely, good faith interactive process with an employee who has requested an accommodation pursuant to this section to determine if the requested accommodation is reasonable and, if such accommodation is determined not to be reasonable, discuss alternative accommodations that may be provided.

Clarke County will post in a conspicuous location and include in any employee handbook information concerning an employee's rights to reasonable accommodation for disabilities. Such information shall also be directly provided to (i) new employees upon commencement of their employment and (ii) any employee within 10 days of such employee's providing notice to the employer that such employee has a disability.

2.2 Open Door Policy

Clarke County practices an open-door policy in which any employee who wishes to meet with his/her agency personnel administrator can do so by establishing an appointment.

Although the County endorses an open-door policy, employees are strongly encouraged to resolve any issues directly with the parties involved.

If the parties involved are unable to reach an agreement, the issue should be brought to their agency personnel administrator's attention.

2.4 Orientation

1. The agency personnel administrator will provide a new employee with a job description, policies and other miscellaneous information. The new employee will go to Joint Administrative Services to complete the necessary federal and state tax forms and to obtain information on employee benefits.
2. The Immigration Reform and Control Act of 1986 makes it illegal for employers to employ anyone who is not authorized to work in the United States. All new employees are required to provide documents establishing their identity and authorization to work in the U.S. A list of approved documents is included on Form I-9 (Employment Eligibility Verification), which must be completed by all new employees and verified by a representative of the County. Failure to provide required documents within three (3) days of employment may result in automatic termination.
3. The agency personnel administrator or his/her designee will provide additional information to new employees, including but not limited to:
 - work standards and regulations,

 County of Clarke – Personnel Policies

- hours of work, timesheets, leave requests,
- duties of the position,
- safety rules and procedures, location of safety or protective equipment,
- tour of the work area, including location of equipment, supplies, etc.,
- introduction to co-workers,
- schedule for lunch and breaks,
- when and to whom to report absence from work, and/or
- who is responsible for performance planning and evaluations.

2.5 Evaluation / Testing

As deemed necessary of job performance physical or skill examinations shall be conducted by the agency personnel administrator or his/her designee.

2.6 Employment Categories

At the time of hire, all employees are designated as either casual, part-time, regular full-time, regular part-time, seasonal, temporary.

Employees are designated as either exempt or non-exempt employees.

Employees in the following categories have no right of appeal through the grievance procedure:

- Casual
- Part-time
- Seasonal
- Temporary
- Employees of constitutional offices

Casual employees are part-time employees with no fixed work schedule.

Part-time employees are hired only when his/her services are needed for a part of a workday or work week, generally 24 hours or less per week.

Regular part-time employees consistently work between 24 and 29 hours per week, receive pro-rated sick leave and annual leave, and are eligible for paid holidays after three years.

Regular full-time employees consistently work a 40-hour week on a year-round basis. *Some regular full-time positions involve non-standard work hours to insure continuous operation.* Employees in this category receive full benefits, including retirement, group life, health insurance, sick leave, annual leave, military leave, paid holidays, and voluntary payroll deductions.

County of Clarke – Personnel Policies

Seasonal employees are generally employed for a length of time that normally will not exceed 120 days a year. This position may be either part-time or full-time, and the employee does not receive County benefits. Employees in this category may be dismissed at any time and have no right of appeal through the grievance procedure.

Temporary employees are fill positions with a short or fixed term to accomplish a specific project or projects. This position may be either part-time or full-time and usually is for duration of less than one year. Temporary employees are not eligible for County benefits. Employees in this category may be dismissed at any time and have no right of appeal through the grievance procedure.

2.7 Employment Status

All positions shall be designated as either 'exempt' or 'non- exempt.'

Exempt status includes employees classified as executive, administrative, or professional employees and other exempt classifications in accordance with the Fair Labor Standards Act and applicable regulations of the United States Department of Labor.

Non-exempt status includes employees not falling into one of the exempt categories as defined under the Fair labor Standards Act. All non-exempt employees shall be eligible for overtime pay or compensatory time as defined by, and in accordance with, the Fair Labor Standards Act and applicable regulations of the United States Department of Labor.

2.8 Personnel Files

It is Clarke County's objective to maintain complete and accurate personnel files. These records are confidential; therefore, access is limited to the appropriate personnel.

All confidential information will be separately kept to comply with HIPAA regulations.

The agency personnel administrator shall maintain the County's official personnel records for all Clarke County employees employed by the agency. These personnel records include information and official records to document employee's employment history with the County as well as information required to make these personnel rules effective.

The Personnel File will contain information such as, but not limited to:

- completed application for employment,
- interview records,
- personnel action forms,
- performance reviews,
- discipline records,

County of Clarke – Personnel Policies

- training records, and
- any polices the employee was required to review and sign.

It is Clarke County's intent to safeguard each employee's personal information in accordance with appropriate laws and regulations. Personnel Information will not be given until F1211-24 Employee Disclosure Consent Form is obtained.

Benefit enrollment forms and similar financial information shall be maintained by the Clarke County Joint Administrative Services Department.

An employee has the right to review his/her personnel record maintained by the agency personnel administrator by scheduling an appointment during normal County work hours. The agency personnel administrator or designee will be present while an employee reviews the file's contents.

If the employee finds information he/she believes is inaccurate, the employee may request in writing that it be changed or appropriately purged.

If an employee disagrees with information in his/her official personnel record, the employee is encouraged to write a rebuttal for inclusion in his/her personnel record.

An employee is also encouraged to provide information such as letters of commendation or certifications to the agency personnel administrator for inclusion in his/her personnel record.

Purging of official personnel record information will be done in accordance to retention schedules provided by the Library of Virginia.

Purging of any information in an official personnel record may be done only with the approval of the agency personnel administrator.

Personnel files and the contents of the file are the property of Clarke County. Department heads and supervisors may review the personnel record of any employee or prospective employee under their supervision by contacting the agency personnel administrator.

2.3 Rehire/ Reinstatement

An employee who voluntarily leaves the County in good standing shall be eligible for rehire. No pre-employment tests are necessary if an employee is rehired within six (6) months.

An employee who voluntarily leaves the County in good standing and wishes to return within thirty (30) days to his/her former position (if vacant), may be reinstated at the discretion of the department head. A reinstated employee was on a leave-without-pay status for the time of the separation.

2.9 VRS Plan Definitions

- VRS Plan 1: Employees are in VRS Plan 1 if their membership date is before July 1, 2010,

County of Clarke – Personnel Policies

and they were vested as of Jan. 1, 2013. Members who are eligible for an optional retirement plan (ORP) and have prior service under VRS Plan 1 are not eligible to elect the Hybrid Retirement Plan. They will select VRS Plan 1 or ORP.

- VRS Plan 2: Employees are in VRS Plan 2 if their membership date is between July 1, 2010, and Dec. 31, 2013, or if their membership date is before July 1, 2010, and they were not vested as of Jan. 1, 2013. Members who are eligible for an optional retirement plan (ORP) and have prior service under VRS Plan 2 are not eligible to elect the Hybrid Retirement Plan. They will select VRS Plan 2 or ORP.
- VRS Hybrid: Employees are in the Hybrid Retirement Plan if their membership date is on or after Jan. 1, 2014, or they are members in VRS Plan 1 or VRS Plan 2 who elected to opt into the plan during the special election window in 2014.

Chapter 3: Compensation

3.1 Position Classification and Pay Plan

County Administration is responsible for the Position Classification and Pay Plan. County Administration is responsible for ensuring the Position Classification and Pay Plan is fair and equitable. Any situations that do not appear to be in accordance with the plan should be brought to the County Administrator's attention.

3.1.1 Interpretation

County Administration shall be responsible for applying the Position Classification and Pay Plan with respect to issues not specifically covered by the plan using the policies expressed herein as a guide.

3.1.2 Review and Revisions

Department heads shall be responsible for bringing to the attention of the County Administrator any substantial change in duties, responsibilities, or other factors affecting the classification of any position in their respective departments.

Upon receipt of such information, the County Administrator shall review the position and determine if the classification should be changed.

Agency personnel administrators should annually review agency job descriptions.

Plan Review:

County of Clarke – Personnel Policies

The County Administrator, upon request of the agency personnel administrator, shall review the Position Classification and Pay Plan for adequacy prior to the submission of the annual budget to the County Board of Supervisors.

In conducting the review, consideration shall be given to current cost of living and the County's financial position.

Based on the findings, the County Administrator may recommend revisions in the plan to the County Board of Supervisors.

3.1.3 Classifications

All full-time regular County positions, with the exception of the County Administrator and Constitutional Officers, are included in the Position Classification and Pay Plan.

All regular positions in the County are grouped together into classifications.

Each position in the County is classified according to the type of work and the amount of responsibility in the position.

Similar positions with like duties and responsibilities are placed in the same pay grade.

Each position has an established pay grade and a specification describing the duties and qualifications of the position.

3.1.4 Classification of New Positions

To establish a new position in the County, the appropriate department head shall prepare a new personnel request form and a job description for the proposed position with the assistance of its agency personnel administrator. The final draft should be submitted to the County Administrator for review and approval.

If the County Administrator approves the new position, it shall be allocated to one of the classes in the Position Classification and Pay Plan. In the event a suitable class does not exist, the County Administrator shall establish a new position classification and assign an appropriate pay grade to the class.

The proposed position will be presented to the Personnel Committee of the Board of Supervisors for approval. With the approval of the Personnel Committee, the proposed position will be presented to the full Board of Supervisors for final approval.

3.1.5 Appeals and Reclassification

A request may be made to the County Administrator to review the position classification.

County of Clarke – Personnel Policies

- Such requests shall be submitted, in writing through the agency personnel administrator.
- All requests for review of classification shall contain a statement of justification.
- The County Administrator's decision regarding classification shall be final.

An employee whose position is reclassified upward may receive ten (10) percent above the present salary, or the minimum of the new grade, whichever is higher. *However, the employee will not be eligible to receive salary increases — other than across-the-board pay-level revisions or adjustments to that particular grade due to market adjustments — for one year from the date of classification.*

3.1.6 New Employees

A new employee of the County is normally paid the minimum rate of pay for the grade.

A new employee with unusual experience may be paid within the grade and commensurate with the performance capability associated with the experience.

Any rate paid to a new employee above the minimum for the classification requires written documentation and approval of the agency personnel administrator.

General Pay Adjustments Eligibility:

- New employees shall not be eligible for general pay adjustments for a period of 90 days.
- After 90 days, new employee pay will be adjusted in the same manner as adjustments made during the disqualified period.

3.1.7 Job Descriptions

All positions listed on the Position Classification and Pay Plan will have an associated job description.

Job descriptions will be reviewed by the supervisor and employee, as necessary or on an annual basis during the annual performance evaluation.

Department heads will give any suggested revisions to agency personnel administrator.

County Administration will update job descriptions and give them to the County Administrator for approval.

Job descriptions may be updated more often as duties and responsibilities change.

The employee shall be given a copy of his/her job description.

County of Clarke – Personnel Policies

County Administration will keep official copies of all job descriptions.

3.2 Pay Policies

It is the policy and practice of Clarke County to accurately compensate employees and to do so in compliance with all applicable state and federal laws.

3.2.1 Payday Frequency Requirements

Employees will be paid monthly.

3.2.2 Working Hours

Forty (40) hours shall be the normal workweek for payroll calculations.

The work week is defined as seven (7) consecutive 24-hour periods, beginning on Sunday and ending on Saturday with a day beginning at 0000 (midnight).

All County employees shall be required to observe all practices relating to hours of work, safe working requirements and lunch periods. It is therefore fair for the County to expect the time paid for to be time worked with due regard for health and safety.

Employees are granted a lunch period that needs to be scheduled through their supervisor.

Exception: Public safety personnel may be assigned different work weeks and pay periods in accordance with state and federal law.

3.2.3 Record of Time Worked

Employees are required to keep records of time worked certifying they have neither reported hours not worked nor hours worked but not reported during the specified pay period. Falsification of time records is grounds for disciplinary action, including dismissal.

At the end of the specified pay period, employees shall provide time records to their supervisors or agency personnel administrator for review, approval, processing, and retention per schedule.

3.2.4 Garnishments, Tax Liens and Court Orders

Clarke County is obligated by federal and state law to withhold money from an employee's paycheck for child support, unpaid student loans, unpaid medical bills, unpaid taxes, or any other judgment ordered by the Court. An additional fee shall be charged as provided by law.

3.2.5 Overtime and Compensatory Time

All non-exempt employees are compensated for overtime in accordance with the U.S. Fair Labor Standards Act or applicable state statutes.

Overtime and/or compensatory time will be accrued / compensated at the rate of one-and-one-half hour for every hour in excess of 40 hours or in accordance with FLSA for Public Safety personnel.

Non-exempt – Compensatory Time

Compensatory time will be accrued at the rate of one and one half hour for every hour in excess of 40 hours worked in the event unscheduled overtime is authorized.

Compensatory time is to be used or compensated within the fiscal year it is earned. The final compensatory time report will be complete at the beginning of July and compensated by the end of July. At the agency personnel administrator's discretion, accumulated compensatory hours may be paid down with greater frequency.

At the employee's written request, no more than 80 hours of compensatory time can be carried forward to the next fiscal year.

At no time shall compensatory time exceed 240 hours.

All compensatory time must be approved by the agency personnel administrator.

Non-exempt – Overtime Public Safety Personnel

Communications Specialist and Sheriff Office - Administrative Assistant will be paid at the rate of one and one half hour for every hour in excess of 40 hours worked within a work week.

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

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

All overtime must be approved by the agency personnel administrator.

Exempt

County of Clarke – Personnel Policies

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

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

3.3 Employee Transfers

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

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

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

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

3.3.1 Temporary Transfers

Temporary transfers may occur as job requirements may dictate.

Temporary transfers will usually not last longer than three (3) months, but may be extended an additional three (3) months with the approval of the agency personnel administrator.

3.3.2 Employee Transfer Request

The County encourages current employees to seek out and apply for transfers, especially when transfers result in promotions and upward mobility of employees.

The County will entertain an employee's request for transfer if such action is consistent with the requirements of the County and such a transfer does not disrupt the orderly and acceptable conduct of business.

A transfer to a new position within the same classification may occur at the request of the employee only after the employee has held his/her current position for at least six months and has performed in a satisfactory manner.

County of Clarke – Personnel Policies**3.3.3 Transfer Training Period**

During an initial training period, a transferred employee will be evaluated to determine his/her suitability to the new position.

If it is determined the employee is not suited to the new position, the employee may be subject to reassignment to another available position or terminated.

3.3.4 Compensation of Transferred Employees

Pay for transferred employees will be handled thusly:

- An employee transferred to a job within the same salary grade will continue to receive his/her existing rate of pay.
- An employee transferring at his/her request to a job at a lower grade may be paid within the lower pay grade of the new position, commencing with the start of the new job.
- An employee transferring to a job with a higher grade will earn the minimum of that grade. It will be at the County Administrator's discretion to allow the whole increase at once or to gradually increase pay over a specific period of time. This may be done if the employee is increasing several grades.

Chapter 4: Paid Time Off and Other Absences**4.1 Holidays**

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

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

Any day so appointed by the governor or the president shall be a legal holiday regarding the transaction of all business.

4.1.1 Eligibility for Holiday Pay

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

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

4.1.2 Holiday Pay

Non - Exempt - Full Time

Employees will receive eight (8) hours of Holiday pay or four (4) hours for half – day holiday.

For the legal holiday, if an employee is:

Scheduled to work:

- The employee will receive the holiday, and
- The normal scheduled hours worked on that day at the regular rate of pay.

Not scheduled to work:

- Employees will receive the holiday.
- If an employee who is regularly scheduled off on holidays is called in, they will be compensated for the time they work either by compensatory time or paid out in straight pay.

An employee who works on a holiday is not entitled to compensatory time (overtime – Public Safety Personnel) at time and a half for the hours actually worked, unless otherwise required under the FLSA.

Public Safety Personnel who work alternate work schedules (e.g., 9, 10, or 12 hour shifts) will receive compensation for the holiday equal to eight (8) hours. Employees must use accrued leave or flex their schedules (with supervisory approval) for the remainder of the work cycle to cover the entire shift.

All compensatory time will be accrued at the end of each pay period.

All overtime (public safety personnel) will be paid at each pay period.

Exempt

If an employee must work their entire shift on the legal holiday, he/she will be given an alternative day off within the calendar year.

4.2 Sick Leave

Clarke County recognizes the importance of providing quality benefits for its employees. All sick leave absences will be charged against the number of days earned the employee's accumulated sick leave balance. Additional time off for sickness will be granted in accordance with the Family and Medical Leave Act.

County of Clarke – Personnel Policies**4.2.1 Excused Absences**

Under the sick leave plan, absences for the following reasons are acceptable:

- Absence due to personal illness and/or quarantine.
- The Agency Personnel Administrator reserves the right to request a doctor's certificate in cases of excessive use of sick leave.
- "Excessive" is defined as:
 - Five [5] days or more of consecutive leave
 - Frequent intermittent use of leave
 - Questionable patterns of use.
- Absences due to illness in the immediate family requiring the attention of the employee.
- Absences due to medical or dental appointments.
- For sick leave purposes, "immediate family" includes natural parents, foster parents, step-mother, step-father, wife, husband, children, brother, sister, daughter-in-law, son-in-law, father-in-law, mother-in-law, sister-in-law, brother-in-law, grandparents, grandchildren, or any person who permanently resides on a continuing basis without interruption in the household of the employee.

4.2.2 Unexcused Absences or Abuse

In the event an employee entitled to acquire and utilize sick leave is found to have used it for purposes other than its allowed uses (identified under Excused Absences), the employee's regular salary shall be reduced by an amount equal to the full salary for time taken. Other disciplinary action deemed appropriate by the agency personnel administrator may be taken, including dismissal.

4.2.3 Donation of Sick Leave

A sick leave donation policy has been established so that County employees may donate sick leave days to another employee within the division. This policy — established in accordance with Policy GCBE Family and Medical Leave — shall pertain to situations described in that policy.

The regulations governing the program are as follows:

- Employees who want to donate sick leave must complete a "Clarke County Leave Donation Form," and submit it to their respective agency personnel administrators.

County of Clarke – Personnel Policies

- Requests for approval of the donation of sick leave shall be limited to situations in which an employee has used up all of his/her own compensated leave, and another employee or employees agree to donate sick leave.
- The maximum number of hours for any combination of donations to any one employee is 80 hours per year. If an employee returns to work prior to the use of the additional donated hours, donated hours will be retained by the receiving employee for future use.
- In the case of an extreme extenuating circumstance or hardship, the agency personnel administrator may at his/her discretion grant an exception to the 80-hour maximum.

4.2.4 Accumulation of Sick Leave

Full-time employees earn eight (8) hours of sick leave per month of employment.

Regular part-time employees working an average of 24- to 29-hours per week are eligible for sick leave at a rate of two (2) hours of sick leave per month of employment.

Leave will be posted on a monthly basis.

Sick leave days are earned and credited as long as an employee is in a paid status. Unpaid FMLA and workers' compensation are not considered paid status for the purpose of earning sick leave.

Plan 1 and 2 (See Section 2.9 VRS Plan Definitions and Section 4.11 Pay Upon Separation)

- Sick leave may accumulate from year to year with no maximum accumulation.

Hybrid (See Section 2.9 VRS Plan Definitions and Section 4.11 Pay Upon Separation)

- Sick leave may accumulate from year to year with a maximum accumulation of 90 days.

4.2.5 VRS Hybrid Employees Short-term Disability Benefits

- General
 - VRS Hybrid Retirement Plan employees are provided a short-term disability benefit (STDB).
 - Clarke County has contracted with a third-party insurer to provide this benefit. Therefore, all eligibility requirements are dictated by the insurer.
 - The insurer requires the employee must be a VRS Hybrid Retirement Plan member for

 County of Clarke – Personnel Policies

a waiting period of one year before being eligible for STDB. (The eligibility waiting period of one year is waived for work-related claims.)

- The benefit elimination period is waived for catastrophic or chronic conditions.
- STDB is provided to a hybrid employee during a sickness/disability.
- Elimination Period

Once an employee has been deemed eligible for STDB, a benefit elimination period of seven (7) calendar days must be satisfied before benefits are payable.

The required workdays during the benefit elimination period must be covered by the employee's paid sick leave (or other paid leave) or leave without pay.

Once the employee reaches Day 8 of the absence, the employee must report the absence to the insurer.

- Compensation Benefit

The compensation benefit payable during the STDB absence is based on continuous months of service and will provide partial or full income replacement for a maximum of 125 days. Compensation is directly paid to the employee by the locality.

- If an employee works more than 20 hours during the benefit elimination period, a new benefit elimination period must be met before STDB begins.

The VRS Hybrid Retirement Plan employee will be permitted to supplement his/her income of less than 100 percent compensation by utilizing his/her earned sick and other paid leave balance to offset the difference in pay.

- The amount deducted to supplement the per diem rate will not exceed the full per diem rate of the pre-disability wage.

- Long-term Disability

VRS Hybrid Retirement Plan employees are also provided a long-term disability (LTD) benefit that will begin upon the expiration of the maximum period of 125 days for which the employee receives STDB.

- Employee Status during Short-term Disability

During the STDB absence, an employee will remain "active" and all benefits will remain in force.

County of Clarke – Personnel Policies

An employee must cooperate and adhere to all guidelines and requirements during the absence.

4.3 Annual Leave

Full-time employees will accrue annual leave monthly up to the maximums shown below.

At the end of each calendar year, any unused annual leave beyond the maximum is automatically converted to sick leave unless scheduled leave has been revoked. In case of carry over, the employee must take the leave in the following year.

Annual leave balances at the time of employment termination will be dealt with thusly.

Table 1.A

<i>Employee Status</i>	<i>Years of Continuous Service</i>	<i>Monthly Accrual</i>	<i>Maximum Accrual</i>
Full-time	0-4 Years	12 hours	280 hours
	5-9 Years	14 hours	280 Hours
	10 + Years	16 hours	280 Hours
Regular Part-time Working an average 24- to 29-Hours per Week	All Years	8 hours	280 Hours

Note: Scheduled leave is taken at the employer's discretion. When granting an employee scheduled leave, department heads and supervisors are required to:

- ensure coverage of all required department activities, and,
- be fair to all persons in the department with regard to the distribution of leave.

Public Safety Addendum

Annual Leave (Public Safety Employees)

- **Essential full-time personnel** working a schedule of 192 or more hours in the 28-day cycle shall receive the following leave accruals:

Table 1.B

County of Clarke – Personnel Policies

<i>Employee Status</i>	<i>Years of Continuous Service</i>	<i>Monthly Accrual</i>	<i>Maximum Accrual</i>
Full-time	0-4 Years	14.4 hours	280 hours
	5-9 Years	16.8 hours	280 Hours
	10 + Years	19.2 hours	280 Hours

- **Essential Personnel** working a schedule of 160 hours in a 28-day cycle or 40 hours a week shall receive leave accrual per table 1.A of the Clarke County Personnel Policy.
- **Non-essential personnel** shall receive leave accrual per table 1.A of the Clarke County Personnel Policy.

4.4 Bereavement Leave

Clarke County recognizes the death of a family member can have a significant impact on an employee's ability to perform his/her duties. Bereavement leave will be authorized under the provisions of this policy in order to help employees deal with the loss of a family member.

Bereavement leave is a form of administrative leave approved by the agency personnel administrator. For approval, the employee must contact his/her agency personnel administrator. At the agency personnel administrator's discretion, the employee may be asked to provide a copy of the obituary, funeral program, or substantially similar documentation upon return. This leave is used only in conjunction with an employee's absence from work because of the death of a family member.

Bereavement leave is administrative in nature; therefore, employees do not accrue it or carry a balance.

Bereavement leave is not authorized for the death of a pet or livestock.

Eligibility for use: Only full-time employees are eligible to request and receive authorization for paid bereavement leave.

Frequency and duration: There is no limit on the number of times during a year an employee may request bereavement leave. There is a limit on the number of bereavement leave days for which an employee may receive authorization for each occurrence of a death of a family member.

An employee may use up to five (5) consecutive days for the death of the employee's spouse/partner, child, step-child, foster child, parent, or step-parent, sister, brother, grandchild, grandparent, father/mother-in-law, brother/sister-in-law, permanent member of the employee's household, or a person for whom the employee was the sole financial support. This category may also include individuals who are not related to the employee by blood or marriage.

An employee may utilize other accrued leave from his/her designated/identified personal leave account to take additional days beyond that provided for above.

4.5 Leave for Court Appearances

4.5.1 Jury Duty

Employees called for jury duty may be absent without loss of pay subject to verification of actual days served. (Verification is to be provided by the Clerk of Court.) Additionally, the employee keeps any compensation that is paid by the court system for jury duty.

4.5.2 Subpoenas

Employees subpoenaed as court witnesses in relation to employment with Clarke County may be absent without loss of pay provided a copy of the subpoena is presented to the agency personnel administrator.

If an employee is subpoenaed for any court action not related to employment with Clarke County, the employee may be absent without loss of pay provided the employee is not a party to the proceeding and provided a copy of the subpoena is presented to the agency personnel administrator.

4.6 Military Leave

Pursuant to Section 44-93 of the Code of Virginia, 1950, as amended, all County employees who are former members of the armed services or are members of the organized reserve forces of any of the armed services of the United States, National Guard or naval militia shall be entitled to military leave in accordance with U.S. regulations without loss of seniority, accrued leave or efficiency rating, on all days when they are engaged in federally funded military duty, including training duty or when called forth by the governor.

There shall be no loss of pay for up to fifteen (15) workdays during such leaves of absence. When relieved from such duty, County employees shall be restored to positions held when ordered to duty as described under the "Uniformed Services Employment and Reemployment Rights Act of 1994."

The employee will be paid the higher of the County salary or the military salary.

4.7 Leave Without Pay

Agency personnel administrator may grant regular employees leave without pay for a reasonable purpose for a period up to 15 days.

Extended Leave of Absence Without Pay:

The agency personnel administrator must approve requests for extended leaves of absence without pay exceeding 15 days (or for intermittent leaves without pay) in accordance with the Family and Medical Leave Act or other leave without pay schedule.

Employees on approved, extended leaves of absence (or intermittent leaves without pay) do not accrue annual leave and sick leave credits.

An approved leave of absence without pay is not considered a break in service.

The County may continue to pay the group insurance premiums through the Virginia Retirement System for employees on extended leaves of absence without pay (or intermittent leaves without pay) in the same manner as it does for employees in pay status.

An employee will be responsible for paying his/her portion of the group health coverage if applicable.

It shall be the responsibility of the agency personnel administrator to provide notice of leave without pay status to the payroll department.

4.8 Administrative Leave

An employee may be placed on administrative leave by his/her department head — with authorization of the agency personnel administrator — when it is in the best interest of the County to remove the employee from the workplace.

The employee may be placed on administrative leave during an investigation.

The employee will stay on administrative leave for as long as deemed necessary by the agency personnel administrator.

The employee may be paid his/her full salary for the duration of the leave.

Time designated as administrative leave with pay will not be charged to the employee's paid leave.

4.9 Volunteer Fire and Rescue Calls

With permission from their immediate supervisors, employees who volunteer members of a Clarke County fire department or rescue squad may be permitted to leave their jobsites when required to respond to emergency calls.

4.10 Voting and Elections

Clarke County encourages its employees to vote, as well as participate in the election process.

A County employee may serve as an Election Official if they:

- are a qualified voter of the Commonwealth of Virginia,
- agree to represent a recognized political party,
- do not hold an elected office,
- are not a deputy and/or employee of an elected official, and
- obtain approval from his/her supervisor.

The employee will not be required to use annual leave or compensatory time for the time missed from work.

4.11 Pay Upon Separation

4.11.1 General

Clarke County will compensate employees for annual and sick leave held in their personal accounts upon their termination of employment as described below. *For the purposes of this policy, retirement through the Virginia Retirement System is treated as termination.*

4.11.2 Full-time employees Plan 1 and 2

Accumulated sick leave days as follows:

Employees must have worked for ten (10) continuous years for Clarke County.

Employees will be compensated at a rate of \$30 per day for accumulated (unused) sick leave up to a maximum of 200 days.

A lump-sum payment will be made upon termination for employee meeting the longevity requirement above.

Accumulated annual leave days as follows:

Employees earning annual leave will receive payment for earned, accumulated, unused annual leave days up to a maximum of 280 hours.

County of Clarke – Personnel Policies

The rate of pay will be at the employee's hourly rate at the time of termination or retirement.

4.11.3 Hybrid employeesAccumulated sick leave days as follows:

Employees must have worked for ten (10) continuous years for Clarke County.

Employees will be compensated at a rate of \$30 per day for accumulated (unused) sick leave up to a maximum of 90 days.

A lump-sum payment will be made upon termination for employee meeting the longevity requirement above.

Accumulated annual leave days as follows:

Employees earning annual leave will receive payment for earned, accumulated, unused annual leave days up to a maximum of 280 hours.

The rate of pay will be at the employee's hourly rate at the time of termination or retirement.

4.11.4 Regular Part-time employees Plan 1, 2, and HybridAccumulated sick leave days as follows:

Employees must have worked for ten (10) continuous years.

Employees will be compensated at a rate of \$10 per day for accumulated (unused) sick leave up to a maximum of 200 days.

A lump-sum payment will be made upon termination.

Accumulated annual leave days as follows:

Employees earning annual leave will receive payment for earned, accumulated, unused annual leave days up to a maximum of 280 hours.

The rate of pay will be at the employee's hourly rate at the time of termination or retirement.

Chapter 5: Employee Responsibilities

5.1 Standards of Conduct and Performance

Clarke County has established Standards of Conduct, rules of personal conduct and standards of acceptable work performance for all its employees. Violation of the established rules and/or unacceptable work performance may result in the imposition of corrective action. Such actions are designed to be used as corrective measures and shall not be based on an employee's race, traits historically associated with race, color, religion, ancestry, national origin, ~~status as a veteran~~ **military status**, military service, sex, sexual orientation, gender identity, age, disability, genetic information, marital status, pregnancy, childbirth or related medical conditions, or other reasons prohibited by law.

The Standards of Conduct in this policy are intended to protect the wellbeing and rights of all employees to assure safe, efficient County operations; and to assure compliance with public law.

The standards serve to:

- establish a fair and objective process for correcting or treating unacceptable conduct or work performance,
- distinguish between less serious and more serious actions of misconduct, and provide corrective action accordingly, and
- limit corrective action to employee conduct occurring only when employees are at work or when otherwise representing the County in an official or work-related capacity, or where the conduct is otherwise work related.

The Standards of Conduct are intended to be illustrative but not all-inclusive. Accordingly, any action, even if not specifically listed in the policy, that in the judgment of the department heads or agency personnel administrator seriously undermines the effectiveness of County activities or the employee's performance shall be treated consistent with the provisions of this policy.

5.1.1 Standards of Conduct

- The effective operation of the County requires all public officials and employees be independent, impartial and responsible to County residents and visitors.
- Decisions and policy will be made through the proper channels of County government.
- County employees will maintain ethical conduct by setting forth actions that are compatible with the best interests of Clarke County.
- No employee shall grant special consideration, treatment or an advantage to a resident, visitor or employee, which is not available to any other citizen or employee.

County of Clarke – Personnel Policies

- Employees are expected to maintain timely and regular attendance at work.
- Employees are expected to meet established performance standards. Conditions or circumstances that may prevent employees from performing effectively or from completing assigned tasks should be reported to supervisors.

5.2 Secondary Employment

Employment with the County is primary.

The County discourages any secondary employment in order to minimize the potential for conflict of interest.

Any employee who seeks secondary employment shall discuss this with his/her immediate supervisor, and obtain approval prior to accepting a secondary position.

In the event secondary employment interferes with an employee's attendance or ability to do his/her County job, the employee may be asked to discontinue dual employment.

Employees who have secondary employment at the time of hire by the County must notify their immediate supervisors and the agency personnel administrator.

5.3 Conflict of Interest

As provided in the Virginia Conflict of Interests Act, Sections 2.2-1300 et seq, Code of Virginia, 1950, as amended, no County employee shall engage in any financial or other interest that might impact the performance of his/her duties.

Employees shall not — without proper authorization — disclose confidential information concerning Clarke County.

Employees shall not accept any gifts or favors from a individuals, corporations, or firms that are intended to influence the employee's decision or discharge of his/her duties. Any de minimus gift must be disclosed to the agency personnel administrator.

Employees shall not represent private interests before the interests of the County, unless they are doing so as members of civic organizations or speaking on issues of general public interest.

5.4 Attendance

Every employee is expected to be on the job during all assigned hours. Excessive absences or tardiness may lead to disciplinary action up to and including termination.

County of Clarke – Personnel Policies

In the event of a sick leave absence, all employees shall notify their immediate supervisors as soon as possible or at least two hours prior to shift time. When requesting leave or reporting an absence, an employee must contact his/her supervisor or designee. Failure to notify a sick leave absence as required may result in disciplinary action.

5.5 Use of Computer Systems, Internet and Phones

Computer and networking systems, including email, internet, and all other County resources and equipment are considered County property.

The use of these systems, networks and equipment is limited to business purposes only, except as specifically set forth below.

Infrequent and very limited use of County telephones for brief local calls or short local transmissions of faxes is generally permitted so long as it does not interfere with the employee's performance of his/her duties, is consistent with all other County policies, is not disruptive to the County, and is not potentially disruptive or offensive to others.

Use of all other County resources, such as long-distance telephone service, postal and shipping service, copiers, long-distance faxes, vehicles, equipment and/or office supplies and materials for any non-business purposes is generally not permitted, and may only be used with prior management approval as set forth below.

Use of computers and computer systems and networks for personal and/or professional development or continuing education reasons is permitted only where approved by management in advance. Note: Such approved personal use of County computers may be considered a taxable fringe benefit.

5.5.1 Incidental Use

During or after normal working hours, employees may occasionally wish to access the internet for non-work-related purposes, just as they might browse a newspaper in the building or make occasional, short, non-work-related local telephone calls. The County recognizes its employees have busy lives and long workdays, which sometimes warrants infrequent and limited personal use of County computers to access the internet for non-business purposes. Such infrequent and limited non-business use is generally permissible (subject to the restrictions below) so long as it does not interfere with the employee's performance of his/her duties, is consistent with all other County policies, is not disruptive to the County, and is not potentially disruptive or offensive to others.

If an employee has doubts about the meaning of infrequent and limited, he/she should consult an immediate supervisor or the agency personnel administrator.

County of Clarke – Personnel Policies

The County reserves the right to block and/or monitor internet access to any websites the County deems to be offensive or undesirable. Additionally, employees found to be visiting websites that are not blocked but are subsequently found to be offensive are subject to review and possible disciplinary action. These offensive sites include, but are not limited to, sites focusing on pornography, violence, hate groups, games, and similarly objectionable material.

The County strives to maintain a productive, efficient workplace free of harassment of any type. The County therefore prohibits use of its telephone systems, facsimile systems, computer systems and networks, email, or the internet that is disruptive and potentially offensive to others.

The display or transmission of sexually explicit images, messages, or cartoons is prohibited. This includes but is not limited to ethnic slurs, racial or sexual comments, off-color jokes, vulgarities, obscenities, or anything that may be construed as harassment, discrimination, or which is disrespectful of others.

Individuals should refrain from using computer systems, email and the internet for personal reasons except as permitted under this policy.

Email should be considered official County letterhead. All email messages are considered County documents and are subject to subpoena. All email correspondence should be professional, complete and accurate. Email may not be used to solicit others for commercial ventures, religious or political causes, outside organizations or other non-County business matters. County email users cannot assume privacy. Employees waive any right to privacy in email and other technology communications, and they consent to access and disclosure by authorized County employees. The County reserves the right to read and preserve email and all other computer or internet communications, including contents of all files or messages created, transmitted, or stored using County resources.

5.5.2 Use of Licensed Software

The County purchases and licenses the use of various computer software for business purposes and does not own the copyright to any software.

Employees may only use software on County networks according to the software license agreement. County policy prohibits the illegal duplication of software and its related documentation.

The County maintains and supports hardware, software, and network services for business use. Employees should only use the software and hardware provided. County policy prohibits the loading of files and software or the altering of software setup and configuration without authorization from the systems administrator.

County of Clarke – Personnel Policies

Some licenses allow for software use by an individual on the computer in his/her office and on his/her home or portable computer, provided only one copy of the software is in use at a time. Not all vendors allow such copying. Employees should use the software only in accordance with the terms of the license agreement. Before making a copy of software applications for use on a computer other than a primary work computer, employees must check with the systems administrator.

Likewise, software employees have licensed for use on home computers may not be appropriate or authorized for use on County-owned computers. Installing software not authorized by the County on work computers can cause system problems. "Shareware" or software acquired for use at home cannot be supported by the County network systems administrator and could introduce viruses into the system. Use of non- authorized software on County computers is prohibited.

Employees should notify their immediate supervisors, systems administrator, or agency personnel administrator upon learning of any violations of this policy. Employees who violate this policy will be subject to disciplinary action up to and including termination of employment.

5.6 County-Owned Vehicles

County employees are responsible for the proper use and care of County-owned vehicles used in their work.

Any defects noted by the employee should be reported to the immediate supervisor as soon as possible.

Vehicles are to be used as authorized.

5.6.1 Accidents Involving County-Owned Vehicles

Employees involved in any accident while driving a County-owned vehicle must:

- Immediately call 911 for first aid assistance if it is necessary.
- Notify the Sheriff's Office or other law enforcement agency if accident is outside of Clarke County.
- Obtain the names and addresses of the other person(s) involved in the accident.
- Obtain the names and addresses of all witnesses present.
- As soon as possible, notify department head. It is the department head's responsibility to notify the agency personnel administrator of the accident.

5.7 Keys to Buildings and Facilities

County of Clarke – Personnel Policies

Employees will be issued keys to the offices and/or buildings on an as-needed basis.

The keys are County-owned property.

Only the County maintenance department is authorized to duplicate keys, ensuring an accurate record of key holders is maintained.

Immediately report lost keys. Lost keys compromise security and replacement can be costly.

Employees shall return keys to the agency personnel administration or their immediate supervisors for reassignment upon separation.

5.8 Harassment

The County supports its Equal Employment Opportunity policy. This includes its commitment to prohibit harassment against employees because of race, traits historically associated with race, color, religion, ancestry, national origin, ~~status as a veteran, military service,~~ **military status**, sex, sexual orientation, gender identity, age, disability, genetic information, marital status, pregnancy, childbirth or related medical conditions, or other reasons prohibited by law. This prohibition covers illegal harassment by anyone in the workplace, including supervisors, co-workers, and non-employees.

The County expects its employees to treat each other with respect and courtesy.

County employees have the right to be free from inappropriate comments, unwelcome sexual advances, requests for sexual favors, any verbal or physical conduct of a sexual nature based on a person's protected class, when submission to or rejection of this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or when such conduct creates an intimidating, hostile or offensive work environment.

The County will not tolerate discrimination or harassment.

5.8.1 Procedure

The following procedure applies to any harassment complaint:

- Any employee who feels he/she has been discriminated against or harassed because of race, traits historically associated with race, color, religion, ancestry, national origin, ~~status as a veteran, military service,~~ **military status**, sex, sexual orientation, gender identity, age, disability, genetic information, marital status, pregnancy, childbirth or related medical conditions, or other reasons prohibited by law or for any other improper reason should immediately report the matter to his/her supervisor or the agency personnel administrator. The employee may inform any of these persons of the complaint. For example, if the

County of Clarke – Personnel Policies

employee prefers not to report it to his/her supervisor, the employee should report it to the agency personnel administrator.

- Employees should not assume County management knows about any particular situation. Supervisor or the agency personnel administrator must be promptly informed of the issue so it may be addressed.
- Employees should report situations before they become severe or pervasive.
- Such reports or complaints can be made without fear of retaliation.
- The County will investigate the complaint in a prompt, thorough, and impartial manner. The County will ensure as much confidentiality as is possible. The County will not retaliate against anyone who provides information during the County's investigation.
- The County will take immediate and appropriate corrective action if it determines harassment has occurred in violation of this policy. Such action may include the suspension or discharge of the offender.

Questions regarding this policy or the need for information on complaint procedures, should be directed to the employee's agency personnel administrator.

5.9 Drug Free Workplace

In compliance with the Drug Free Workplace Act of 1988, the County shall:

1. publish a policy notifying employees of the County's drug prohibitions in the workplace and specify any actions that will be taken against employees for violations of such policy,
2. notify employees who are subject to the County's drug and alcohol abuse policy, that as a condition of employment with the County the employee will:
 - a. Abide by the terms of the drug and alcohol policy, and
 - b. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction,
3. notify any contracting agency within ten (10) days after receiving notice of such conviction,
4. impose a sanction on, or require the satisfactory participation in a drug abuse assistance or rehabilitation program by any employee who is so convicted, and
5. make a good faith effort to continue to maintain a drug-free workplace through implementation of this program.

5.9.1 Inspection

Inspections and searches conducted under this policy shall be for the purpose of determining adherence to County policy, fitness for duty and appropriate discipline. Law enforcement personnel investigating criminal activity shall not conduct inspections or searches pursuant to this policy.

The County reserves the right to search County-owned property, including vehicles, structures, buildings, equipment, computer and other electronic communication systems, furniture, offices, desks, lockers, files, file cabinets, and containers at any time and for any reason.

All County employees are strongly encouraged to refrain from storing on or in County-owned property any personal article, including personal correspondence, they wish to protect from inspection by County officials.

By accepting or continuing employment, each County employee is deemed to have consented to unannounced searches of his/her own work areas upon request.

Searches of an employee's person, personal vehicle or personal containers such as purses, brief cases or lunch pails will not be conducted without the employee's consent. However, an employee's refusal to consent to reasonable searches of his/her person, vehicle or personal containers while on County property may result in disciplinary action up to and including discharge.

5.9.2 Drug Policy

Clarke County has long been committed to a safe and healthful working environment for its employees. Additionally, it has an obligation to the general public to conduct its operations safely and efficiently.

With this commitment and obligation in mind, the County is reaffirming its rules prohibiting alcohol and drug abuse. The County also reaffirms its willingness to assist employees with alcohol- or drug-related problems in order to find the appropriate treatment for rehabilitation and recovery. In accordance with a long-standing policy, this notice reemphasizes to County employees (and employees of other companies and contractors) that the abuse of drugs and alcohol poses a serious threat to the safety of all employees and the County's operations and to the public. Accordingly, the use, possession, being under the influence or having a detectable presence of drugs or alcohol in one's system (except where expressly authorized) or manufacture, distribution or sale of such substances on County premises or on-the-job or any off-the-job abuse of such substances that adversely affects an employee's job performance or other County interests is prohibited.

County of Clarke – Personnel Policies

Drugs and alcohol include any substance with the potential to produce effects of intoxication and/or the potential to produce physical, mental, emotional or behavioral changes that could adversely affect an employee's ability to safely and efficiently perform his/her job. Specifically this include marijuana, cocaine, amphetamines, barbiturates, heroin, opium and phencyclidine. The term "County premises" in this notice is used in the broadest sense and includes all land, property, buildings, structures, cars, trucks, and all means of conveyance owned or leased by the County, or otherwise being utilized for County business. The term on-the-job includes paid and unpaid meal periods during the business day and paid and unpaid overtime.

Employees who have drug and/or alcohol abuse problems are encouraged to request assistance through community agencies. The County will take no disciplinary action against employees who voluntarily seek such assistance. The existence of or employee participation in an employee assistance program does not, however, relieve any employee from compliance with the terms of this notice or other applicable standards governing performance and conduct.

Employees who violate this Drug and Alcohol Free Workplace Policy will be subject to disciplinary action up to and including discharge, and they may be allowed to participate in approved treatment as an alternative to discharge.

Employees of independent contractors and temporary agency employees who violate this policy will not be allowed to perform additional services on behalf of the County.

The County may request an employee to participate in drug or alcohol testing for justifiable reasons to further insure safe and healthy working conditions for all.

The County reserves the right to take other justifiable measures, including the inspection of all County premises and the personal property of employees on County premises, in order to insure compliance with this policy.

Participation in such testing and inspection is voluntary, but employees who refuse shall be deemed in violation of this Policy and subject to termination of employment.

Contractor employees who refuse to comply shall not be permitted to perform further work for the County.

All records and information obtained by the County regarding alcohol and drug testing and the results and treatment of employees for chemical dependency will be confidentially maintained by restricting access on a need-to-know basis to those designated by management.

Drug and Alcohol Policy and Regulations

Purpose

County of Clarke – Personnel Policies

Clarke County recognizes that drug and alcohol abuse are serious problems across America. It is, therefore, the goal of the County to establish and maintain a safe and healthy drug- and alcohol-free workplace for its employees and to protect the safety of the public by providing the highest quality of service.

The County is committed to assisting employees who may be experiencing problems with drugs or alcohol. Employees with such problems are encouraged to seek counseling or other treatment prior to disciplinary or performance action being taken. The desire to assist employees does not relieve the County of its responsibility to maintain a drug- and alcohol-free workplace. The use of alcohol, illegal drugs, or the misuse of prescription drugs is not acceptable in the County workplace. Such behavior seriously affects job performance and can create a danger to the public and co-workers. The policy and regulations pertaining to a drug- and alcohol-free workplace must be followed by all County employees.

Policy and Regulations

- Clarke County maintains a drug- and alcohol-free workplace for all its employees. "Workplace" is defined in the glossary of this Personnel Policy.
- Any drug or alcohol test that results in a "positive" reading will be subject to the County's Drug and Alcohol Policy and Regulations.
- No employee shall unlawfully manufacture, distribute, dispense, possess, or use on or in the workplace any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or any other controlled substance, as defined in Schedules I through V of Section 202 of the Controlled Substances Act (21 U.S.C. §812) and as further defined by the Code of Federal Regulation (21 CFR §§1300.11 through 1300.15).
- As a condition of employment, each employee shall notify his/her supervisor of any conviction of any criminal drug law no later than five (5) days after such conviction.
- As a condition of employment, each employee shall abide by the terms of the County's policy and regulations respecting a drug- and alcohol-free workplace.
- The possession and/or consumption of alcohol and/or illegal drugs in the workplace are prohibited. This prohibition covers the entire period between the time an employee initially reports to work to the time the employee leaves work at the end of his/her shift inclusive of all breaks and meals.
- Violation of this policy and regulations will result in appropriate disciplinary action up to and including termination.

County of Clarke – Personnel Policies

- For purposes of maintaining a workplace free of drugs and alcohol, the Clark County reserves the right to search all County workplaces, as defined in the glossary of this Personnel Policy.
 - Employees who have separated from County employment as a result of a positive drug and/or alcohol test will not be entitled to re-employment except in certain circumstances as determined by the County Administrator, Director of Social Services or Constitutional Officer.
 - All employees are subject to reasonable suspension and post-accident drug and alcohol testing.

Drug Testing

- Drug tests may be required in the following cases:
 - when an applicant for a County position, critical to the safety and security of employees or the public, has been given a conditional offer of employment subject to a negative drug test result,
 - when there is reasonable suspicion that a County employee, regardless of position, is under the influence of illegal drugs,
 - when a County employee has been authorized to return to work at the recommendation of the County's Medical Review Officer and the Agency Personnel Administrator after testing positive for drug use and after referral to appropriate counseling programs, and
 - when an employee has been referred to the Employee Assistance Program because he/she is seeking assistance due to drug use. Additionally...
 - As required by the Omnibus Transportation Employee Testing Act of 1991 and implementing regulations of the Office of Drug & Alcohol Policy & Compliance, and the Federal Highway Administration (49 CFR, Parts 40 and 382, et. al.), all employees and applicants who hold or are offered a position that requires a Commercial Driver's License (CDL) as a condition of employment and continued employment will be tested for drugs under the following conditions:
 - pre-employment
 - random
 - post-accident:
 - The employee receives a citation.
 - A fatality or injury treated away from the scene has occurred.
 - One or more vehicles are towed.
 - The employee should be promptly tested for both drugs and alcohol (within 2 hours).

County of Clarke – Personnel Policies

- Reasonable suspicion.
- Return to work after positive test and followup.

Refusal to Submit to Drug Test

Refusal by an employee to immediately submit to a drug test when requested will be considered a positive test result. A refusal is defined in 49 CFR Part 40 and includes, but is not limited to, failure to appear for testing for any reason, leaving the testing site without prior notice acceptable to the County, or failure to complete and sign an authorization and consent form.

Medical Use of Cannabis Oil

In compliance with §40.1-27.4 of the Code of Virginia, Clarke County will not discharge, discipline, or discriminate against an employee for such employee's lawful use of cannabis oil pursuant to a valid written certification issued by a practitioner for the treatment or to eliminate the symptoms of the employee's diagnosed condition or disease pursuant to §54.1-3408.3 of the Code of Virginia.

Nothing in this section shall restrict Clarke County's ability to take any adverse employment action for any work impairment caused by the use of cannabis oil or to prohibit possession during work hours, or require Clarke County to commit any act that would cause the County to be in violation of federal law or that would result in the loss of a federal contract or federal funding.

5.10 Workplace Violence

Due to the increasing incidence of violent activities in workplaces around the world, Clarke County is implementing this policy to state its strong condemnation of acts of aggression or violence in the workplace. This includes, but is not limited to, intimidating, threatening or hostile behaviors, physical abuse, vandalism, arson, sabotage, or use of weapons.

In addition, jokes or comments regarding violent events that promote violent events will not be tolerated and may result in disciplinary action.

The purpose of this policy is to minimize the risk of personal injury to employees and others at work, and damage to County property.

Through the steps outlined below, the County aims to identify stresses in the workplace and develop a risk-reducing violence prevention program. It is important for employees to be familiar with the provisions of this policy.

County of Clarke – Personnel Policies

The County does not expect any employee to become an expert in psychology or to physically subdue a threatening or violent individual. In fact, the County discourages its employees from engaging in physical confrontations with potentially violent individuals. However, employees are expected to exercise reasonable judgment in identifying potentially dangerous situations. It is essential for all employees to recognize there often are behaviors exhibited by individuals before any physical acts of violence occur. Such behaviors include:

- co-workers displaying overt resentment, anger, and hostility,
- co-workers making ominous threats such as bad things are going to happen to a particular person or a catastrophic event might occur,
- co-workers whose work performance has suddenly and/or significantly deteriorated,
- co-workers who display irresponsible, irrational or inappropriate behavior, and/or
- co-workers who brandish weapons in the workplace.

5.10.1 Prohibited Conduct

Threats, threatening language, or any other acts of aggression or violence made toward or by any County employees will not be tolerated.

For purposes of this policy, a threat includes any attempt to intimidate or instill fear in others, menacing gestures, flashing of concealed weapons, stalking, verbal or physical abuse, or other hostile, aggressive, injurious, and destructive actions undertaken for the purpose of domination or intimidation, where one may fear bodily injury.

County property covered by this policy includes, without limitation, all County-owned or leased buildings and surrounding areas such as sidewalks, walkways, driveways, and parking lots. County-owned vehicles are covered by this policy at all times regardless of where they are located.

The County reserves the right to conduct searches and inspections of employee's personal effects or County-provided materials in situations meeting the definition of "reasonable-cause" and when a supervisor and the agency personnel administrator agree on the "reasonable-cause" decision.

Illegal and/or unauthorized articles discovered or articles deemed to be dangerous weapons may be taken into custody and may be turned over to law enforcement representatives, as appropriate.

Any employee who refuses to submit to a search, or who is found in possession of prohibited or dangerous articles, will be subject to disciplinary action up to and including termination.

5.10.2 Threat Reporting Procedures

County of Clarke – Personnel Policies

All potentially dangerous situations, including threats, should be reported to a supervisor or the agency personnel administrator. Report *any* incident involving conduct prohibited by this policy. Employees who believe they have been subjected to any behaviors listed above are required to immediately report the incident to a supervisor. Complaints will be treated seriously and will be investigated.

Employees who observe or have knowledge of any violation of this policy should immediately report it to management.

All threats will be investigated. The County will take appropriate action and look to employees for support of this policy.

Based upon findings, disciplinary action may be taken against the offender.

Employees are empowered to contact the proper law enforcement authorities without first advising the agency personnel administrator if they believe an immediate safety threat exists.

5.11 Domestic Violence

In order to create a safe, productive workplace, Clarke County is committed to providing information, resources, and support for employees and management who are responding to domestic violence concerns.

Clarke County treats all employees fairly and will not discriminate against an employee in any employment actions because the employee is, or perceived to be, a victim of domestic violence.

To enable employees to seek assistance for domestic violence needs, the County will respond to employees who are victims of domestic violence in an open-minded manner. Respecting the employees' need for confidentiality whenever possible, the County reserves the right to disclose limited information and take action when it is clearly necessary to protect the safety of its employees.

5.11.1 Education and Training

Clarke County believes offering employees opportunities to increase their awareness of domestic violence helps to prevent and reduce the impact of domestic.

The County provides workplace educational and informational resources to employees whenever feasible.

5.11.2 Safety and Security

Clarke County will not tolerate any acts of threat or domestic violence against any employee while on County property or while conducting County business.

County of Clarke – Personnel Policies

Employees who threaten, harass, or abuse anyone — either at the workplace or from the workplace — may be subject to disciplinary action, up to and including termination.

Employees who become aware of threats or acts of domestic violence that may occur or have occurred in the workplace must immediately inform their supervisors. In addition, employees with Orders of Protection or restraining orders that reference the worksite, must provide their supervisors or agency personnel administrator with a copy of the order.

5.11.3 Employees Who Commit Acts of Domestic Violence

An employee who is found guilty of committing an act of domestic violence in the workplace may be subject to disciplinary action, up to and including termination.

Further, if an employee is found using any County resources such as work time, workplace phones, facsimile machines, mail, email, or any other means to commit an act of domestic violence may be subject to disciplinary action, up to and including termination.

5.12 Discipline

It is the policy of the County that all employees are expected to comply with the County's standards of behavior as set forth in these policies.

Any non-compliance with these standards must be remedied and can be subject to one or more disciplinary actions.

The supervisor or agency personnel administrator shall consider the severity of the non-compliance and shall utilize the disciplinary action available in a progressive manner.

5.12.1 Progressive Discipline

In general, the County follows a progressive discipline approach, giving most employees opportunities to correct problems before more serious disciplinary actions are taken.

In addition to the process outlined below, alternate strategies such as performance improvement plans, mediation, conflict resolution and demotions may be used on a case-by-case basis. These actions are to be utilized when it serves the County's best interest to resolve the problem in the least negative and most cost-effective manner.

In the event it becomes necessary to take disciplinary action against an employee, the supervisor shall have the following guidelines available:

- a. Discussion: Meet with and advise the employee of the nature of the problem and the action necessary to correct the situation. This action may be considered informative in nature and

County of Clarke – Personnel Policies

usually will not result in any entry in the employee's personnel file, However, the supervisor/agency personnel administrator should document the conversation for reference.

- b. Warning: A verbal reprimand of the employee followed by a written entry in the personnel files indicating the actions taken.
- c. Written Notice: Issue a written reprimand to the employee advising him/her of the facts involved and advising that such action is being recorded in the employee's personnel file.
- d. Suspension: Place the employee on leave with or without pay pending completion of any investigation, court action, or other such matter deemed to be serious enough to warrant suspension. Employees who are suspended from work will not accrue or receive any employee benefits during their suspensions. Suspension shall not exceed thirty (30) working days.
- e. Termination: Terminate the employee from his/her employment. This should be a last resort when serious misconduct remains uncorrected or when initial misconduct is so significant that the employment must be terminated. In the event a supervisor recommends dismissal, a complete review will be made by the agency personnel administrator of the facts surrounding the request. If dismissal is warranted, the employee will be given a final notification form and an opportunity to respond.

5.12.2 Resignation with Pending Charges to Terminate

An employee who wishes to resign during the termination process may do so by submitting a letter of resignation to the department head or agency personnel administrator. If the letter of resignation is accepted in lieu of termination, the letter of resignation will be placed in the employee's personnel file.

5.12.3 Appeal

Only employees subject to the grievance procedure who believe they have been improperly disciplined may use the grievance procedures set forth herein to have their views considered.

5.12.4 Notification

No disciplinary action that results in suspension or dismissal shall occur until the employee has been notified in writing by the supervisor or agency personnel administrator.

5.12.5 List of Offenses Typically Addressed Through Progressive Discipline

Listed below are some of the infractions that are typically addressed through progressive discipline, however disciplinary action is not limited to the offenses listed. Note: Clarke County

County of Clarke – Personnel Policies

reserves the right to determine the level of seriousness of the offense and what course of action will be taken.

- Rude, abusive, indecent or threatening language to employees or the public,
- Failure to attend scheduled meetings or training sessions,
- Absences without approved leave,
- Inadequate or unsatisfactory work performance,
- Disruptive behavior,
- Careless workmanship or negligence of a minor nature,
- Violation of a County policy,
- Abuse of County property,
- Violating a safety rule where there is not a threat of bodily harm,
- Failure to follow a supervisor's instructions,
- Unsatisfactory attendance or excessive tardiness, and/or
- Conviction of a moving traffic violation while using a County-owned vehicle.

5.12.6 List of Offenses Addressed Through More Serious Discipline

Listed below are some of the infractions that are typically addressed through more serious discipline, however disciplinary action is not limited to these offenses listed.

- Charged with a felony or convicted of a misdemeanor,
- Theft or misappropriation of funds or resources,
- Falsifying any official County document,
- The willful giving of false statements,
- Unsafe or illegal conduct that could result in endangering oneself, other employees or property, and/ or the public,
- Fighting and/ or other acts of physical violence,
- Absence in excess of three days without proper authorization or a satisfactory reason,
- Gambling on County property or during work hours,
- Sleeping during normal work hours for employees other than those who sleeping facilities are provided, such as fire and emergency medical services personnel,
- Insubordination,
- Sexual, racial or any other form of harassment,
- Theft or unauthorized removal of County records or property,

County of Clarke – Personnel Policies

- Participating in any kind of slow down or similar concerted interference with County operations,
- Gross negligence, and/or
- Willfully or negligently damaging or defacing County property.

5.13 Separation of Employment

The termination of an employee's service in the County may be the choice of the employee to either resign or retire, or the choice of the County to reduce the work force or to dismiss the individual. Whatever the reason for the separation, this final employee action must be documented and closes the entire personnel file.

An exit interview will be held between the employee and the agency personnel administrator. This interview is encouraged in all voluntary terminations and retirement.

During the exit interview, the employee may discuss reasons for leaving and the status of benefits and compensation. This is not a counseling or grievance session.

End of Document

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: Personnel Committee

From: Chris Boies & Alison Teetor

Re: Litter Committee

Date: July 6, 2021

At the June 15th Board of Supervisors meeting, the Board discussed reviving the Clarke County Litter Committee. Staff was asked to research the idea further and report back to the Board in July. Alison Teetor, Natural Resource Planner, has prepared the attached history of the committee as well as information on what surrounding localities are doing.

Based on our previous experience with the committee, and the work being done in other localities, we propose the following tasks be assigned to the committee (understanding that flexibility is key as committee members may have ideas that should be explored further):

Volunteer Coordination- A number of neighborhoods in our community already have home-grown, organized litter pick up events throughout the year. The Committee would provide support to these groups, encourage new groups to form, and otherwise promote citizen involvement. This coordination effort would also include working with the courts on community service volunteers as well as the jails on inmate clean-up efforts. Part of this effort would be identifying areas of need and assigning resources as available.

Education- The Committee would continue previous efforts of educating the general public concerning litter prevention as well as working in the schools on the same topic. Working with the County Public Information Officer, the Committee could engage the public through social media on topics related to litter prevention, clean-up, and raise overall awareness of the issue.

Grants- The Committee could provide the Natural Resource Planner input on how to spend existing grant funds and also work to acquire new funding for litter efforts.

Recycling- The Committee could work to encourage recycling in the County and help expand recycling opportunities, including working with Parks & Recreation to promote recycling at their events.

Events- Events could be held which promote volunteer participation, raise awareness and education of the issue, and recognize those who are making a difference in our community.

MEMORANDUM

TO: Chris Boies, Board of Supervisors
FROM: Alison Teetor
DATE: June 24, 2021
SUBJECT: History of the Litter Committee

Clarke County has long been involved in litter control and recycling efforts. Beginning in the 1980's an Ad Hoc committee was formed working with Parks and Recreation. Initial efforts were aimed at establishing a recycling center in the County and providing educational programs on litter and recycling to the schools.

In the late 1980's the committee was successful in having a recycling center established at the Park. Two eight-yard bins were located behind the Park office. Funding for the bins was provided through the Virginia Department of Environmental Quality grants. Each community in the Commonwealth is eligible to apply for these non-competitive grants either as a region or individual. The grant amounts are based on population and the County has received from \$4,500 to \$6,500 per year (higher amounts in more recent years). The facility was open to the public and staffed by the Park personnel. Glass, paper, and plastic were accepted. These bins were in use for several years, but problems began when people began dumping trash at the site. Finally the Park could not continue the oversight and clean up of the facility and the bins were removed.

The litter committee worked on Adopt-A-Highway efforts and was low profile for several years until 1999. A renewed interest in the committee was started in 1999 when then Board of Supervisor member, Jack Lillis, agreed to work on and formally appointed committee. Backed by the Board of Supervisors the committee continued with educational programs, supporting the bottle bill, supporting adopt-a-highway efforts, public education within the community, and further attempts at reestablishing the recycling center. In 2018 a convenience center with recycling was opened off of Quarry Road in Clarke County. <https://www.clarkecounty.gov/residents/trash-recycling>

In 2008 the County established a Conservation Committee that was responsible in part for developing an energy management plan, that was ultimately adopted in 2010. The Conservation Committee appears to have replaced the litter committee and once the energy management plan was completed the Conservation Committee disbanded as well. Currently the litter grant is used to pay for recycling bins at the County and Schools and purchasing bags and other materials for Parks and Recreation events. The Natural Resource Planner applies for and administers the grant.

The following page describes in more detail some of the past efforts and activities of the Litter and Recycling Committee.

Activities – Clarke County Litter & Recycling Committee

Road Cleanup

- Work with the Sheriffs Department, VDOT and the Camp 7 Virginia Minimum Security Prison to permit inmates to pick up litter on highways. Coordination involved getting all agencies to the table, setting up a work schedule with the prison, and getting the prison to work with VDOT. The Prison now gives the local VDOT office a copy of which roads are scheduled for pickup on any given day. VDOT agrees to pick up the trash collected by the inmates and take it to the landfill. Records of the number of bags collected on each stretch of road and the weight of each bag are maintained by VDOT and provided to the Litter Committee. The program has been extremely successful in cleaning up Clarke County roads.
- Arranged with the Frederick County Court Services Coordinator of the Old Dominion Community Corrections Program to have persons sentenced to community service work doing litter cleanup whenever possible.

Regulatory

- The committee reviewed the County and State anti littering ordinances to determine if illegally placed signs could be considered litter. If it is determined to be litter then people or companies placing the signs could be prosecuted.
- Established petitions promoting a Bottle Bill for Virginia. Went to Richmond to discuss the bottle bill with legislatures.
- Effectively prosecuted a repeat litterer. Continued to encourage the prosecution of litterers. Encouraged local adopt a highway contacts to attend court hearings to show public interest in the prevention of littering.
- Worked eliminating temporary roadside advertisement signs located within the VDOT right-of-way. Contacted companies using signs to discuss eliminating their use in Clarke County.

Education – General Population

- Generated a flyer that was describing littering as a crime and encouraging people to turn in offenders and receive a \$500 reward if criminal is successfully prosecuted. The flyer was distributed to persons attending the County Fair and Steam Show.
- Prepared a 10 minute presentation discussing litter and recycling to be presented to area civic organizations.
- Authored series of articles in local paper on recycling issues

- Funded and posted “Do Not Litter” signs in various locations around county
- Sponsored Litter Prevention Month in April which included public awareness programs and display in local storefront

Education - Schools

- Worked with the County Parks and Recreation Department to invite the Wildlife Center of Virginia to present the “Critters Don’t Litter Program” to the public and private schools in the community. Arranged with the Frederick County Recycling Coordinator to present talks to the middle school. Also the Park coordinated the presentation of “Kids for Parks” in the County Schools. In addition, The Timothy Wink Magic Show (on recycling/anti-littering subjects) was presented to the Elementary schools.
- Continued to operate recycling program in all public county schools, funding recycling roll-off containers at middle and high schools
- Assisted in the making of video for middle school on environmental issues
- Participated in United Way “Day of Caring” leading students in roadside litter pickup
- Acted as advisor for high school environmental club

Events

- Operated recycling program for Clarke County Fair
- Gave “Citizen of the Year” award to local resident for litter pickup activities
- Provided recycling containers for Virginia Arboretum events
- Working with Barns Festival to make festival a Zero Waste Festival for 2nd year (first in Virginia)

Front Royal/Warren County Anti-Litter Council

The mission of the Front Royal/Warren County Anti-Litter Council is to educate, motivate and participate in the prevention of litter and assist the citizens of Front Royal and Warren County to become better stewards of our environment.

The Front Royal/Warren County Anti-Litter Council meets at 4:00 PM on the 4th Thursday of the month at the Warren County Government Center: Planning Department (220 North Commerce Avenue, Suite 400, Front Royal, Virginia). For more information contact Joe Petty or Matt Wendling at the Office of Planning and Zoning in the Warren County Government Center at (540) 636-3354, or follow us on Facebook - <https://www.facebook.com/FRWCAntiLitter/>

By contributing at a local level you can:

- Help maintain the beauty of the Shenandoah Valley
- Improve property values in your neighborhood
- Contribute to cleaner roadsides and waterways
- Meet others who share your support of anti-litter initiatives

Your participation helps promote anti-litter education in our community.

Clean-Up Days

The Council regularly hosts weekday clean-up events in an effort to address some of our local litter problem areas. These events are scheduled during the monthly meetings.

Cargo Nets for Pick-up Trucks and Trailers

In order to assist residents to meet Warren County Code §102-2 “Covering of Vehicles Transporting Garbage or Trash” which requires that no vehicle shall be operated or moved on any highway unless it is constructed, maintained and loaded as to prevent its contents from dropping, sifting, leaking or otherwise escaping. The Anti-Litter Council provides Town and County residents cargo nets at no cost that can be picked up at the Warren County Government Center in the Planning Department, Suite 400. Each household is limited to one cargo net.

Community Clean-Up Supplies to Loan

To support local organizations or citizens who want to make a difference in their community. The Council loan out supplies such as bags, gloves, grabbers, safety vests and signage to make clean-up programs a successful and safe event. Contact the ALC if you would like to reserves some supplies for your next clean-up.

Youth Education Materials

The Anti-Litter Council gives out backpacks, coloring books, and stickers to school age children during various events throughout the year. These promote recycling, keeping the earth litter free, and clean water habits.

Annual Awards Program for Community and Youth Groups and School Projects

The Council has held this event for a number of years to recognize Community & Youth Service Organizations and classroom projects for Elementary, Middle and High School Students. The award winners may receive cash awards and prizes.

Parks and Recreation Trash Bins, Recycle Bins and Dog Waste Receptacles

In order to assist in keeping our local parks litter free, the Council approves grant funding towards the purchase of new receptacles. These items meet the design criteria that are required for uniformity throughout the park system.

Educational Outreach

Members of our organization are available for giving talks and presentations on recycling and litter control in the Town and County, and giving ideas on just what you can do to be a good steward of the places you live, work and play.

Additional Resources:

Warren County Solid Waste

<https://www.warrencountyva.net/solid-waste-department>

Virginia Department of Environmental Quality (DEQ)

<https://www.deq.virginia.gov/Programs/LandProtectionRevitalization/RecyclingandLitterPreventionPrograms/LitterPreventionandRecyclingGrantPrograms.aspx>

Town of Front Royal - Adopt a Street

<https://frontroyalva.com/DocumentCenter/View/82/Adopt-A-Street-PDF?bidId=>

Virginia Department of Transportation - Adopt a Highway

https://keepvirginiabeautiful.org/programs/adopt-a-highway/?utm_source=Keep+Virginia+Beautiful&utm_campaign=cdd28ff98d-EMAIL_CAMPAIGN_2017_09_14&utm_medium=email&utm_term=0_9585a81e72-cdd28ff98d-399067705

United States Environmental Protection Agency (EPA)

<https://www.epa.gov/recycle>

Keep Virginia Beautiful

<https://keepvirginiabeautiful.org/>

Fauquier County Litter Control Program:

The Litter Control Program, a component of the Office of Adult Court Services, is looking for your help to “**take a bite out of grime**” in Fauquier County. We need you, the citizens of Fauquier County, to report the litter concerns you encounter. We need your help to ensure that Fauquier County continues to be one of the cleanest and most beautiful counties in the Commonwealth of Virginia!

The Litter Control Program implements this needed effort with the benefit of court-ordered community service workers to provide this valuable and free service to aid the residents of Fauquier County. In FY 2018, the Litter Control Program collected and disposed of more than **44 tons** of debris from county roads and illegal dumping sites.

If you would like to report a trash concern on a state-maintained road, please call our **Litter Control Hotline at 540-422-8076**, complete the [Litter Pick-Up Request Form](#).

Adopt-A-Highway:

Interested in helping to keep our roadsides clean and litter-free? Call Adopt-A-Highway at 1-800-PRIDE-VA (774-3382) or [e-mail](#) and sign up today.

Local contact: [Kim Yeatman](#) - 540-347-6441

Frederick County, VA

Frederick County Clean Sweep partners with the Community Inmate Workforce and the Virginia Department of Transportation, Stephens City Office, to perform litter cleanup efforts along county roads. During the past year, the CIWF contributed services valued at \$24,441, collecting 14.5 tons of unsightly litter. This does not include the removal of illegally dumped tires. The crew's effort are in addition to pickup programs by VDOT and Adopt-a-Highway volunteers.

Keep A Lid On It! Prevent Litter.

Prevention is the very best way to keep our community clean and green:

- Set an example. Keep your property litter-free.
- Secure all trash can lids and loads before heading to the landfill or convenience site.
- Carry a litter bag in your car.
- Never toss debris or food out of the car window.
- Businesses -- provide ash and trash receptacles and all entrances and exits. Secure dumpsters.
- Organize a community cleanup.

Plant Pride, Not Litter

Community volunteers are encouraged to join the hundreds of Adopt-A-Highway volunteers already cleaning up roadways and waterways across the Commonwealth. For those coordinating a one-time effort, supplies (bags, litter grabbers, vests) are available on a loan basis by contacting the Clean Sweep office. Find out more about national litter, recycling, waste reduction, beautification, and graffiti abatement at www.kab.org.



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

July 12, 2021, 10:00 AM, Meeting Room AB

<i>Item No.</i>	<i>Description</i>	<i>Page</i>
A.	Zoning & Subdivision Ordinance Update Project-Brandon Stidham	102
B.	Closed Session Pursuant to §2.2-3711-A29 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.	109



Clarke County Planning Department

101 Chalmers Court, Suite B

Berryville, Virginia 22611

(540) 955-5132

www.clarkecounty.gov

TO: Board of Supervisors

FROM: Brandon Stidham, Planning Director

RE: Zoning and Subdivision Ordinance Update Project (TA-21-02)

DATE: July 6, 2021

Enclosed for your review and discussion are the final drafts of the revised Zoning Ordinance (Article I), Subdivision Ordinance (Article II), and Definitions Article (Article III) as recommended by the Planning Commission and Staff. This memo will provide an update on the work completed to date, the current status of the revision project, and the next steps for the Board to consider.

Background

The Board's last formal review of the Ordinance Update Project was in Fall 2019 when a series of four joint workshops with the Planning Commission were held to review initial drafts of the Zoning Ordinance and Definitions Article. Staff presented the revised Subdivision Ordinance conceptually as the initial draft was still under legal review at that time. The joint workshops provided an orientation on the process and changes, and discussions among Commissioners and Supervisors identified a list of issues to be addressed in developing the final drafts.

Since the 2019 joint workshops, legal review on the revised Subdivision Ordinance was completed and an initial draft was developed for the Commission's review. Staff also worked with the Commission's Ordinances Committee to address the issues that were identified during the joint workshops. Final drafts of the Zoning Ordinance (Article I), Subdivision Ordinance (Article II), and Definitions (Article III) were presented to the full Commission in April of this year. The Commission accepted the drafts and conducted their formal Public Hearing in June. Details on the Commission's Public Hearing and Staff's outreach methods are outlined later in this memo.

Staff also completed the initial draft of the Guidance Manual to the Clarke County Zoning and Subdivision Ordinances. As a reminder, the Guidance Manual is a companion document to the Ordinances and is intended to address common topics in a customer-friendly, narrative format. The Guidance Manual is not part of the Ordinances and does not require adoption by the Board. It is an evolving document that will be maintained over time by Planning Department Staff and can be used in numerous ways to educate residents, business owners, design professionals, and other stakeholders about our planning and zoning processes.

Format

The current Zoning and Subdivision Ordinances are part of the Code of Clarke County as Chapters 188 and 161 respectively. The revised Ordinances and shared Definitions article are proposed to be adopted as a new County Code Chapter 200. As part of this adoption process, current Chapters 188 and 161 would be repealed and replaced by Chapter 200.

Planning Commission Public Hearing and Outreach

The Planning Commission held their formal Public Hearing as required by the Code of Virginia in a special meeting on Wednesday, June 9. Two people provided comments. Evan McCarthy representing Piedmont Environmental Council (PEC) spoke in favor of the revised Ordinances. David Moore (18623 Blue Ridge Mountain Road) spoke in favor of the agritourism additions to the Zoning Ordinance. He also expressed concern with a change to the home occupation regulations that would reduce the maximum number of clients and customers that can come onsite to a public assembly home occupation from a maximum of 24 to a maximum of 12 at any one time. A copy of a Staff email to the Commission explaining Mr. Moore's situation and the reason for the proposed change is included for your reference.

In order to provide an additional opportunity for public comment, the Commission continued the Public Hearing to the July 2 Business Meeting. Mr. Moore spoke again at the continued Public Hearing to ask questions about whether any changes were proposed to the subdivision regulations for properties on the mountain above the 800-foot elevation. Staff responded that there are no significant changes proposed to these regulations. There were no other speakers at the continued Public Hearing and the Commission passed the following motion 7-0-4 (Caldwell, Glover, Kreider, and Kruhm absent):

Move that the Planning Commission recommend to the Board of Supervisors that it repeal current Chapter 188 (Zoning) and Chapter 161 (Subdivision of Land) of the Code of Clarke County, and replace with the adoption of proposed Chapter 200 (Clarke County Zoning and Subdivision Ordinances, text amendment TA-21-02) containing the following articles:

- *Article I, Zoning Ordinance (Draft Version 6) including minor edits to Section 6.2.4 (Administrative Site Development Plan) as presented by Staff.*
- *Article II, Subdivision Ordinance (Draft Version 4).*
- *Article III, Definitions (Draft Version 6).*

The draft versions provided to the Board have been updated to reflect the Commission's recommendations – Zoning Ordinance Version 7, Subdivision Ordinance Version 5, and Definitions Article Version 7. A copy of the Commission's Public Hearing notice is also included for your reference.

Regarding public outreach, several additional methods were employed to maximize notification of the project to the public in addition to the required Public Hearing advertisement:

- Project webpage. A page on the County website was developed to provide detailed information on the Ordinance Update Project:
<https://www.clarkecounty.gov/ordinanceupdateproject>

This webpage includes background information on the Project; a description of the Public Hearing, Input, and Adoption Process; links to download current and proposed versions of the Ordinances and Guidance Manual; links to download various descriptive summaries of the proposed changes to the Ordinances; and Staff contact information for questions and concerns. The descriptive summaries were not developed to be an all-inclusive, detailed accounting of all changes made to the current Ordinances. The purpose is to inform interested stakeholders of the nature of the changes and issues being addressed to encourage and facilitate further review and questions to Staff. The project webpage went live on May 17 and will remain active until completion of the project.

- Facebook messages. Staff also worked with the public information officer to develop outreach messages that were posted at various times to the County's Facebook page to inform the public of the upcoming Commission Public Hearing dates. Additional messages will be posted at similar intervals when the Board schedules its Public Hearing.
- Hard copies for the public. In consideration of residents that may not have internet access or prefer to review hard copies of the draft, copies of all materials posted to the project webpage were placed on reserve in the County library and kept at the Planning Department front counter. These reserve materials were also noted in the Commission's Public Hearing notice.

Aside from the comments received at the Commission's Public Hearing, Staff received no additional comments on the Ordinance Update Project.

Action Items

At the Board's July 12 work session, Staff will make a presentation on the Ordinance Update Project including major changes made to the drafts since the 2019 joint workshops, an overview of the revised Subdivision Ordinance (Article II) and Guidance Manual, and next steps in the review process. Staff will be looking for the Board to take the following actions at the work session or an upcoming meeting:

- Discuss the Planning Commission's recommended drafts and provide Staff with any questions or concerns that you may have.
- Determine whether the Board wants additional time to review the drafts and discuss specific issues before scheduling Public Hearing.
- Decide when to schedule the Public Hearing.

Hard copies of proposed Chapter 200 are provided for your reference along with the initial draft of the Guidance Manual. Please let me know if you have questions or concerns.

Zimbra**bstidham@clarkecounty.gov**

Follow-up from 6/9 Public Hearing

From : Brandon Stidham <bstidham@clarkecounty.gov>

Thu, Jun 10, 2021 11:22 AM

Subject : Follow-up from 6/9 Public Hearing**To :** Bass, Matthew <matthew.bass@clarkecounty.gov>, Caldwell, Anne <rvfllc@gmail.com>, Glover, Bob <gloverbob@yahoo.com>, Kruhm, Doug <dmkruhm@gmail.com>, Lee, Frank <frlee1@verizon.net>, Malone, Gwendolyn <gwen.malone@rocketmail.com>, Ohrstrom, II, George <glo2@me.com>, Buster Dunning <buster.dunning@clarkecounty.gov>, Doug Lawrence <dlawrence@clarkecounty.gov>, Pearce Hunt <pearce.hunt@clarkecounty.gov>, Randy Buckley <randy.buckley@clarkecounty.gov>, Scott Kreider <scott.kreider@clarkecounty.gov>**Cc :** Jeremy Camp <jcamp@clarkecounty.gov>, Kristina Maddox <kmaddox@clarkecounty.gov>

Good Morning,

Following up with some additional information regarding public hearing speaker David Moore's comments last night regarding our home occupation regulations.

To recap, Mr. Moore has a home occupation permit for a photography business (18623 Blue Ridge Mountain Road, zoned FOC) with customers coming to his property for photography sessions. Under current Zoning Ordinance Section 3-C-2-n-7 and based on the size and zoning of his property, Mr. Moore is currently allowed to have a maximum of 24 clients onsite at any one time but can only have more than 6 clients at a time a maximum of two days per month. He is concerned about the change proposed in the revised Zoning Ordinance (see Home Occupation use regulation #5, p. 5-17) that would lower the maximum number of onsite clients/customers at any one time to 12 in the FOC District but would remove the limitation that more than 6 clients/customers onsite can occur only two days per month. If the proposed change is adopted in its current format, Mr. Moore's home occupation permit would become nonconforming but he would be allowed to continue hosting up to 24 clients at a time no more than twice per month. Mr. Moore indicated last night that he plans to construct a new home on an adjacent lot in the future and move the home occupation to that residence which would require a new home occupation permit to be issued under the new regulations with the maximum cap at 12 clients onsite at any one time. He would, however, not be limited to having more than 6 clients onsite only two times per month. He also would not be limited to conducting offsite photo sessions on properties where such activities are allowed to take place such Blandy, Bear's Den, etc. Mr. Moore did indicate that this would reduce his business because he has client groups for reunion photos of up to 24 people and also uses his property as the backdrop for the photo sessions.

As we noted, the Ordinances Committee and Staff have recommended this change to reduce the potential impact of clients/customers making an onsite visit to a home occupation. The current rule sets the maximum at 24 customers/clients onsite at any one time but does not establish a maximum total number of customers/clients that can be onsite in a single event day. While home occupations with large numbers of onsite visits are very rare (Mr. Moore's business is the only such home occupation permit issued in recent years), allowing onsite customers at that maximum level could have potential adverse impacts on surrounding properties. As a maximum intensity example, a permit holder offering eight instructional classes in one day to a maximum of 24 students per class, with each student arriving in a separate vehicle, would generate 384 vehicle trips for the day (with a "trip" being one arrival to or one departure from the property). Even a permit holder offering four classes in a day to a maximum of 12 students per class would generate 96 vehicle trips for the day. The standard metric for an average household's traffic is 10 trips per day.

Generally speaking, the County's by-right allowance of limited commercial assembly activities as a home occupation, both the current and proposed regulations, is relatively lenient compared to most localities. As a rule of thumb, home occupation regulations are designed to allow limited business uses to operate from home that do not exceed typical single-family residential activity or alter the appearance of the residence -- neighboring property owners and passersby should not be able to discern that a business activity is occurring at the residence. While there have not been complaints regarding the intensity of customer visits to home occupations in recent years, the concern remains that the generous allowance of onsite customer activities is inconsistent with the objective of home occupation regulations and the proposed change in the referenced rule is an attempt to improve upon such consistency.

Please let staff know if you have additional questions or concerns with a reminder to not "reply all." We can also discuss this issue as a group at the June 29 Commission work session.

Thanks much,
~Brandon

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Brandon Stidham
Director of Planning
Clarke County
101 Chalmers Court, Suite B
Berryville, VA 22611
(540) 955-5130

PUBLIC HEARING NOTICE
PROPOSED AMENDMENTS TO THE CLARKE COUNTY ZONING ORDINANCE
AND CLARKE COUNTY SUBDIVISION ORDINANCE (TA-21-02)

The Clarke County Planning Commission will hold a Public Hearing on **Wednesday, June 9, 2021 at 7:00PM**, which Public Hearing will be continued to **Friday, July 2, 2021 at 9:00AM**, in the Main Meeting Room, 2nd floor, Berryville-Clarke County Government Center, 101 Chalmers Court, Berryville, Virginia to consider proposed amendments to Code of Clarke County Chapters 161 (Subdivision of Land) and 188 (Zoning). Current Chapters 161 and 188 would be repealed and replaced with new Chapter 200 (Clarke County Zoning and Subdivision Ordinances) consisting of three Articles:

Article I – Zoning Ordinance

Article II – Subdivision Ordinance

Article III – Definitions

New Chapter 200 was developed in a multi-year project to review, clarify, organize, and modernize the County’s current Zoning and Subdivision Ordinances and to ensure compliance with Code of Virginia requirements. No changes are proposed to lot sizes, residential density, or scale of development; no substantive changes are proposed to the rules for allocating dwelling unit rights (DURs); and no new zoning districts or changes to the County Zoning Map are proposed. All proposed changes are consistent with the 2013 Clarke County Comprehensive Plan and implementing component plans. Major changes include but are not limited to:

- Creation of a combined definitions section (Article III) for the Zoning and Subdivision Ordinances containing terms from both current Ordinances with amendments, additions, and deletions where necessary.
- Reorganization of the Ordinances in a customer-friendly format including grouping of related provisions, use of a new section numbering system, and expanded descriptions of review processes and regulations.
- Comprehensive update of uses including changes to use terms, use regulations and definitions, and deletion of some outdated and inconsistent uses. Specific examples include modifications to the regulations for home occupations and accessory dwellings, and creation of new regulations for temporary uses including agritourism activities.
- Clarification and modernization of zoning and subdivision review processes including creation of new processes to reflect current application practices, updates to the review factors for rezoning and special use permit applications, and elimination of the preliminary plat process.
- Revisions to design criteria and development regulations including substantive changes to sign regulations, landscaping standards, and private access easement and private driveway requirements and standards.
- Mandatory revisions to the Flood Plain Overlay District regulations to comply with the requirements of the Federal Emergency Management Agency’s (FEMA) National Flood Insurance Program (NFIP).

The following documents are available for review on the Clarke County website at <http://www.clarkecounty.gov/ordinanceupdateproject> and in the Department of Planning and Clarke County Library during regular business hours:

- Current Zoning and Subdivision Ordinances
- Proposed new Chapter 200 (Clarke County Zoning and Subdivision Ordinances)
- Proposed Revision of the Clarke County Zoning and Subdivision Ordinances – Narrative Summary
- Summary of Proposed Changes to Current Zoning Ordinance Articles
- Changes to Zoning Ordinance Uses – County Zoning Districts
- Summary of Proposed Changes to Current Subdivision Ordinance Articles
- Summary of Proposed Changes to Current Zoning and Subdivision Ordinance Definitions
- Working Draft – Guidance Manual to Clarke County Zoning and Subdivision Ordinances

A presentation on the proposed amendments will be held at 6:00PM on Wednesday, June 9 prior to the scheduled Public Hearing. Any person desiring to speak on the above matter should appear at the Public Hearing on June 9 or July 2. Written copies of statements and questions are requested but not required. Clarke County does not discriminate on the basis of handicapped status in admission to its programs and activities. Accommodations will be made for handicapped persons upon prior request. For more information, contact the Department of Planning (2nd floor, Berryville-Clarke County Government Center) weekdays from 8:30AM-5:00PM at (540) 955-5132.

Brandon Stidham
Director of Planning



Board of Supervisors Work Session

Closed Session Pursuant to §2.2-3711-A29

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.



Finance Committee Items

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

Monday, July 12, 2021, immediately following work session

<u>Item No.</u>	<u>Description</u>	<u>Page</u>
A.	<p><u>FY22 Social Services supplemental appropriation request:</u> The Finance Committee has received a request from the Clarke County Department of Social Services for a supplemental appropriation in the amount of \$4,309 for additional federal funding (see attached memo). No County funds are required. The Finance Committee should consider recommending to the Board of Supervisors approval of the following:</p> <p><i>“Be it resolved that FY22 Social Services budgeted expenditure and appropriation be increased \$4,309 and that revenue of \$4,309 from the federal government be recognized, for the purpose of receiving additional adoption incentive funds.”</i></p>	113
B.	<p><u>FY22 Registrar supplemental appropriation request:</u> The Virginia Department of Elections has authorized/required an increase to the General Registrar’s salary (see attached memo). The Finance Committee should consider recommending to the Board of Supervisors approval of the following:</p> <p><i>“Be it resolved that the FY22 Registrar budgeted expenditure be increased \$18,177, and revenue from the Commonwealth be increased \$10,482, and General Government Savings be decreased \$7,695, for the purpose of increasing the General Registrar’s salary amount as required by the Virginia Department of Elections.”</i></p>	114
C.	<p><u>FY22 Conservation Easement supplemental appropriation request:</u> The RSP Enterprises, LLC (Smithfield Farm) easement previously approved by the Board of Supervisors did not close in FY21 so these funds must now be appropriated in the FY22 budget (see attached memo). A public hearing has been scheduled the evening of July 20, 2021 to hear public comments on a budget amendment on this matter. The Finance Committee should consider recommending to the Board of Supervisors, following their public hearing, approval of the following:</p> <p><i>“Be it resolved that FY22 budgeted expenditure and appropriations to the Conservation Easement fund be increased \$566,125, that revenue from the Federal government be recognized in the amount of \$292,250, and revenue from the Commonwealth be recognized in the amount of</i></p>	117

Item No.	Description	Page
	<i>\$197,875, and that the fund balance designation for Conservation Easement purchases be decreased by \$76,000 all for the purpose of purchasing Conservation Easements on the land of the Opequon Cattle Company.”</i>	
D.	<p><u>FY22 Conservation Easement supplemental appropriation request:</u> The Conservation Easement Authority is requesting a supplemental appropriation for an application filed by Lizzie Moon for DUR easement purchase (see attached memo). The Finance Committee should consider recommending to the Board of Supervisors approval of the following:</p> <p><i>“Be it resolved that FY22 budgeted expenditure and appropriations to the Conservation Easement fund be increased \$80,713, that revenue from the Commonwealth be recognized in the amount of \$40,356.50 and that the fund balance designation for Conservation Easement purchases be decreased by \$40,356.50 all for the purpose of purchasing Conservation Easement on the land of Lizzie Moon.”</i></p>	119
E.	<p><u>FY22 Barns of Rose Hill supplemental appropriation:</u> The Finance Committee received a request to contribute \$5,000 to the Barns of Rose Hill endowment fund as a matching grant for the Eugene B. Casey Foundation. The Finance Committee should consider recommending to the Board of Supervisors approval of the following:</p> <p><i>“Be it resolved that FY22 Barns of Rose Hill budgeted expenditure and appropriation be increased \$5,000 and that the designation for Government Savings be reduced in the same amount, all for the purpose of making a contribution to the Barns of Rose Hill Endowment Fund to be matched by the Case Foundation.”</i></p>	121
F.	<p><u>FY22 Coronavirus State and Local Fiscal Recovery Fund appropriation request:</u> The Board of Supervisors has previously authorized the acceptance of federal COVID-19 relief funds in the amount of \$2,839,569. A public hearing has been scheduled the evening of July 20, 2021 to hear public comments on a budget amendment accepting these funds. The Finance Committee should consider recommending to the Board of Supervisors, following their scheduled public hearing, approval of the following:</p> <p><i>“Be it resolved that FY22 General Fund budgeted revenue, expenditure, and appropriation be increased \$2,839,569, all for the purpose of receiving federal Coronavirus State and Local Fiscal Recovery Funds and expending those funds in accordance with federal guidelines.”</i></p>	124

<i>Item No.</i>	<i>Description</i>	<i>Page</i>
G.	<p><u>FY22 Clarke County Public Schools federal Elementary and Secondary School Emergency Relief funds appropriation request:</u> Clarke County Public Schools has been notified they will be receiving \$1,270,045 in federal relief funds. A public hearing has been scheduled the evening of July 20, 2021 to hear public comments on a budget amendment accepting these funds. The Finance Committee should consider recommending to the Board of Supervisors, following their scheduled public hearing, approval of the following:</p> <p><i>“Be it resolved that FY22 budgeted revenue, expenditure, and appropriation be increased \$1,270,045 in the School Operating Fund, all for the purpose of receiving federal Elementary and Secondary School Emergency Relief funds and expending those funds in accordance with federal guidelines.”</i></p>	133
H.	<p><u>Bills and Claims:</u> (see attached) The Finance Committee should consider approval.</p>	142
I.	<p><u>Standing Reports:</u></p> <ul style="list-style-type: none"> – Year to Date Budget Report 	154



**Clarke County
DEPARTMENT OF SOCIAL SERVICES**

311 E. Main St.
Berryville, VA 22611
540-955-3700
Fax: 540-955-3958

May 6, 2021

TO: Brenda Bennet-Joint Administrative Services Finance Director

From: Jennifer Parker-Clarke County Dept. of Social Services Director

RE: FY22 Social Services Revenue-Adoption Incentive Funds

Social Services will receive revenue as part of the FY 22 budget that was not reported on the initial FY22 budget as award amounts has not yet been determined. The amount of \$4,309.00 will be received for adoption incentive funds. These funds have no local match are a 100% federally funded. I am requesting the additional revenue be added to cover additional expenditures appropriately in FY22.

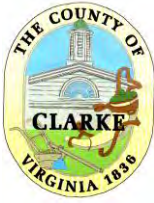
If you should need anything additional, please contact me at extension 5192 or at Jennifer.l.parker@dss.virginia.gov.

Sincerely,

Jennifer Parker

A handwritten signature in cursive script that reads "Jennifer Parker".

Jennifer Parker, M.P.A.
Director, Clarke County Dept. of Social Services



County of Clarke, Virginia
Department of Joint Administrative Services

To: Clarke County Finance Committee

From: Brenda Bennett

Re: General Registrar Salaries for FY22

Date: 07/12/2021

The Virginia Department of Elections has issued the Authorized Salaries Memo (attached) for the General Registrar for FY22, for \$75,135. Because of the increased authorized salary amount, the total FY22 Registrar's salary and benefits amount will increase to an estimated amount of \$97,674. The FY22 adopted budget includes a salary and benefits amount of \$79,497. The adopted FY22 budget also includes an estimated revenue amount of \$39,594 to be reimbursed by the Department of Elections for a portion of the Registrar's salary. The increased salary and benefits, offset by the additional revenue from the Dept. of Elections, will result in an increased cost to the County of approximately \$7,695 for FY22.

Emily Johnson, Accountant (540) 955-6156
Dayle Cooley, Accounts Payable Specialist (540) 955-6171

Nancy Warczyglowa, Accountant (540) 955-6170
Sally Sheckels, Payroll Coordinator (540) 955-6173

Brenda Bennett, Director (540) 955-6172
Fax (540) 955-6174
317 W. Main St, Suite B, Berryville, VA 22611



★ VIRGINIA ★
DEPARTMENT *of* ELECTIONS

TO: Thomas Judge, Fiscal Contact, Clarke County

FROM: Kevin A. Hill 
Business Manager
Department of Elections (ELECT)

DATE: May 11, 2021

SUBJECT: 2021-2022 Authorized Salaries of General Registrar and Local Electoral Board Members

The Code of Virginia (§ 24.2-108 and § 24.2-111) mandates the governing body of each county or city to pay compensation to their general registrar and electoral board members in accordance with the compensation expense plan established in the *2021 Virginia Acts of Assembly (Chapter 552)*. This correspondence sets the authorized state compensation to be paid to your general registrar and electoral board members effective July 1, 2021 through June 30, 2022 as shown in tables 1 and 2. The tables include the amount authorized for the period of March 1, 2021 through June 30, 2021 to help with your 2022 reimbursement request. The authorized salary rates for General Registrars and Electoral Boards were computed using the latest (Published January 29, 2021) population estimates from the University of Virginia’s Weldon Cooper Center for Public Service, Demographics & Workforce.

Important Note

2021 Virginia Acts of Assembly Chapter 552 makes several major changes in the authorized state supported salary for General Registrars and members of local electoral boards, per the *2021 Appropriation Act*.

Compensation for General Registrar

Table 1 sets forth the authorized salary rates for your local general registrar from July 1, 2021 through June 30, 2022. Your local governing body will be reimbursed by the Department of Elections for state authorized salary payments to the extent of funds provided in the *2021 Virginia Acts of Assembly (Chapter 552)*. The authorized salary takes into account changes made by the General Assembly and Governor to *adjust General Registrar salaries to equal the salaries for Local Treasurers as established under Item 74 of the appropriation act which include population ranges*. Table 1 shows only the annual salary as locality’s process payrolls differently.

	Annual Amount 3/1/2021 - 6/30/2021	Annual Amount 7/1/2021 - 6/30/2022	Reimbursement Period Amount 3/1/2021-2/28/2022
General Registrar	\$49,256	\$75,135	\$66,509

Table 1: Authorized Salaries - General Registrar

Your local governing body is also required to provide benefits to the general registrar, assistant registrars and the registrar’s staff as provided to other employees of your locality. Local governments are also required to pay the reasonable expenses of the general registrar, including reimbursement for mileage at the rate payable to members of the General Assembly. Reasonable expenses include, but are not limited to, costs for: (i) an adequately trained registrar's staff, including training in the use of computers and technology to the extent provided to other local employees with similar job responsibilities, and reasonable costs for the

Clarke County

general registrar to attend annual training offered by the Department of Elections; (ii) adequate training for officers of election; (iii) conducting elections as required; and (iv) voter education. Local governing bodies may supplement the annual salary of the general registrar. However, the supplement, expenses, and mileage of the general registrar, are not reimbursable from the State Treasury.

Electoral Board Authorized Compensation

Table 2 shows the authorized state annual salary rates for your Electoral Board (EB) members. These amounts are to be paid by your local government during the period of July 1, 2021 through June 30, 2022. Also included in the table is the amount authorized for the period of March 1, 2021 through June 30, 2021 to help with your 2022 reimbursement request. As shown in table 2, the authorized salaries **include** a five-percent salary increase for fiscal year 2022 effective July 1, 2021.

EB	Annual Amount 3/1/2021 - 6/30/2021	Annual Amount 7/1/2021 - 6/30/2022	Reimbursement Period-Amount for EBs 3/1/2021-2/28/2022
Secretary	\$3,319	\$3,485	\$6,859
Chairman	\$1,659	\$1,742	
Vice-Chair	\$1,659	\$1,742	

Table 2: Authorized Salaries - Electoral Board Members

Mileage & Expenses

The governing body of any county or city may pay the secretary of its electoral board additional allowance for expenses as it deems appropriate but there shall be no reimbursement out of the State Treasury for such expenses.

The authorized mileage rate for general registrars, their staff and local electoral board members is to be paid at the rate listed by the federal government at the IRS website (<http://www.irs.gov/Tax-Professionals/Standard-Mileage-Rates/>) at the time of travel, counties and cities shall not be reimbursed from State Treasury for mileage paid to general registrars or members of electoral boards.

Reimbursements from State Treasury

Annually, the Department of Elections reimburses your local government for the state authorized salaries based on population paid to the general registrar and your local electoral board members. As stated, the reimbursements will not include local supplements, mileage and expenses of the general registrar or local electoral board only the state authorized amount contingent to the extent of funds provided.

The Appropriations Act permits the governing body of any county or city to pay the secretary of its electoral board additional allowance for expenses as it deems appropriate. However, the Department of Elections will not reimburse the additional allowances.

If you have any questions regarding the above information, please contact the Department of Elections Fiscal staff at (804) 864-8950 or send an email to fiscal@elections.virginia.gov.

cc: General Registrar

MEMORANDUM

TO: Finance Committee
 FROM: Clarke County Conservation Easement Authority
 DATE: July 2, 2021
 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. An appropriation was approved by the Board of Supervisors at the public hearing in January, 2021. This is shown as the Original Appraised value in the following chart. Since that time a survey was required by the Virginia Land Conservation Fund (VLCF). The acreage changed from 214 to 194.83, resulting in a reduced appraised value (revised appraised value).

RSP Enterprises, LLC - appraised easement value		
Funding Sources	Original Appraised value	Revised Appraised value
	\$ 647,000.00	\$ 584,500.00
ALE	\$ 323,500.00	\$ 292,250.00
VLCF	\$ 121,875.00	\$ 121,875.00
County	\$ 60,375.00	\$ 76,000.00
VDACS	\$ 60,375.00	\$ 76,000.00
Landowner	\$ 80,875.00	\$ 18,375.00

Based on the lower value the Pritchard’s withdrew their \$80,875 donation towards the purchase, increasing the amount the County would be required to contribute. The Easement Authority met in June to discuss the Pritchards request and voted to approve a reduction in the amount to be donated by the Pritchard family to \$18,375.

Since the June meeting the Pritchard’s have requested an additional change as shown on the attached plat of merger. A 0.399 parcels will be merged into the 194 acres adding 1 DUR to the eased property. This may impact the appraised value but the amount should not be significant enough to require any additional public hearings.

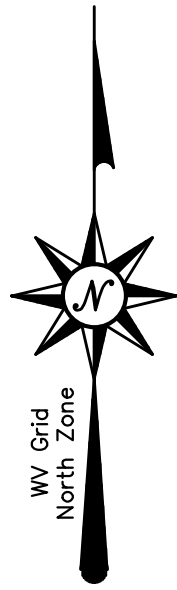
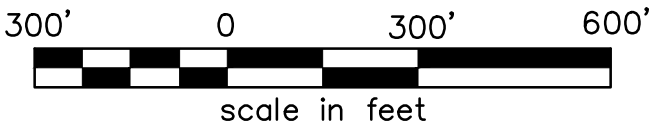
Total funding amount requested is \$566,125.

Recommendation

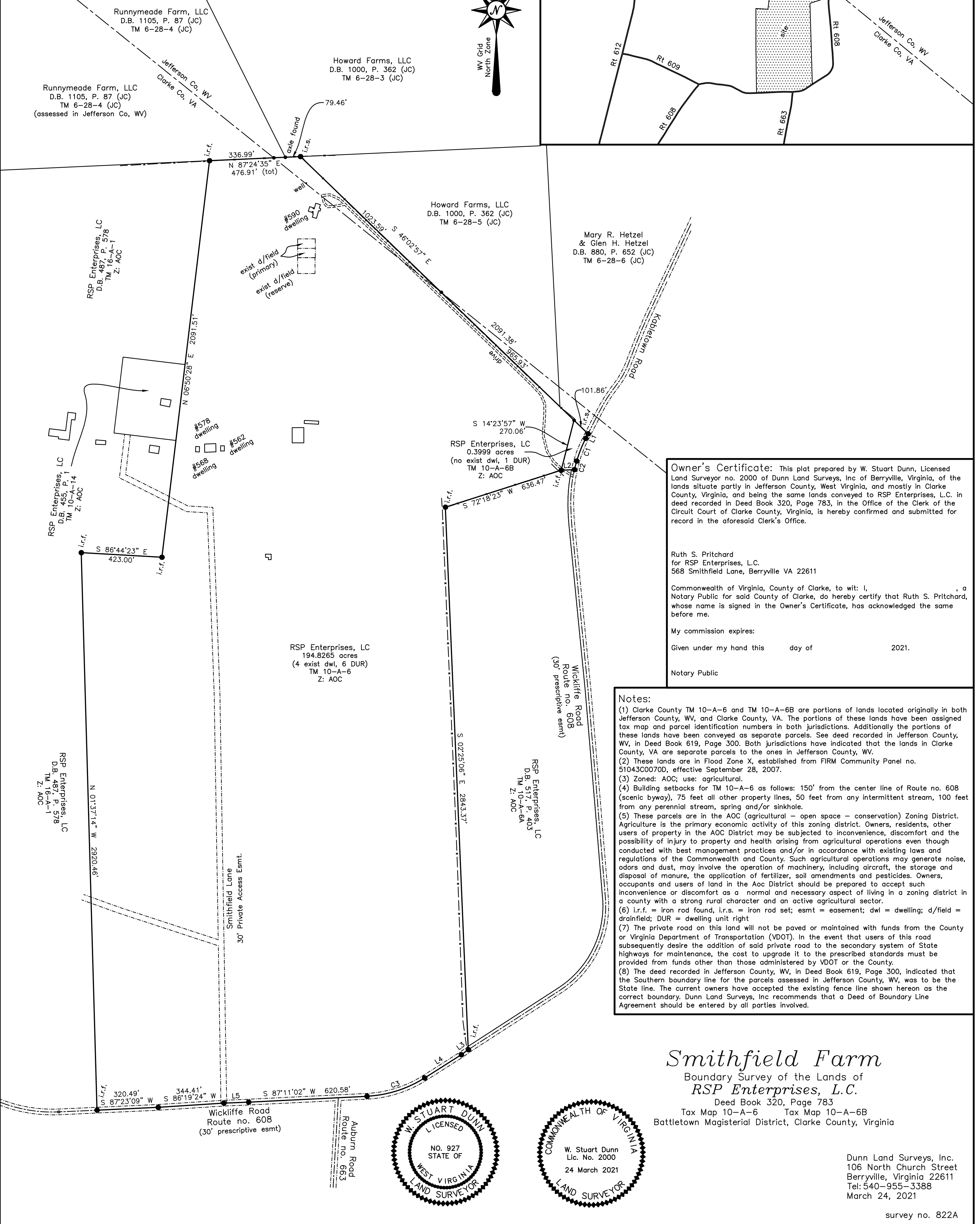
Approve the grant purchase of Smithfield Farm – RSP Enterprises, LLC

CURVE	RADIUS	ARC LENGTH	CHORD LENGTH	CHORD BEARING	DELTA ANGLE
C1	667.00'	127.55'	127.36'	S 21°39'18" W	10°57'25"
C2	778.86'	46.39'	46.38'	S 14°28'12" W	3°24'45"
C3	620.00'	320.43'	316.87'	S 72°22'42" W	29°36'41"

LINE	BEARING	DISTANCE
L1	S 27°08'03" W	27.55'
L2	S 87°27'32" W	69.40'
L3	S 54°19'44" W	45.27'
L4	S 57°34'22" W	227.19'
L5	S 87°37'07" W	129.93'



Vicinity Map
1" = 2,000'



Owner's Certificate: This plat prepared by W. Stuart Dunn, Licensed Land Surveyor no. 2000 of Dunn Land Surveys, Inc of Berryville, Virginia, of the lands situate partly in Jefferson County, West Virginia, and mostly in Clarke County, Virginia, and being the same lands conveyed to RSP Enterprises, L.C. in deed recorded in Deed Book 320, Page 783, in the Office of the Clerk of the Circuit Court of Clarke County, Virginia, is hereby confirmed and submitted for record in the aforesaid Clerk's Office.

Ruth S. Pritchard
for RSP Enterprises, L.C.
568 Smithfield Lane, Berryville VA 22611

Commonwealth of Virginia, County of Clarke, to wit: I, _____, a Notary Public for said County of Clarke, do hereby certify that Ruth S. Pritchard, whose name is signed in the Owner's Certificate, has acknowledged the same before me.

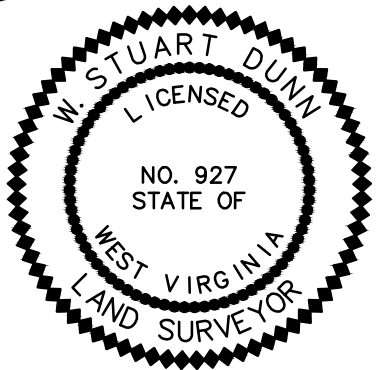
My commission expires: _____ day of _____ 2021.

Notary Public

- Notes:**
- (1) Clarke County TM 10-A-6 and TM 10-A-6B are portions of lands located originally in both Jefferson County, WV, and Clarke County, VA. The portions of these lands have been assigned tax map and parcel identification numbers in both jurisdictions. Additionally the portions of these lands have been conveyed as separate parcels. See deed recorded in Jefferson County, WV, in Deed Book 619, Page 300. Both jurisdictions have indicated that the lands in Clarke County, VA are separate parcels to the ones in Jefferson County, WV.
 - (2) These lands are in Flood Zone X, established from FIRM Community Panel no. 51043C0070D, effective September 28, 2007.
 - (3) Zoned: AOC; use: agricultural.
 - (4) Building setbacks for TM 10-A-6 as follows: 150' from the center line of Route no. 608 (scenic byway), 75 feet all other property lines, 50 feet from any intermittent stream, 100 feet from any perennial stream, spring and/or sinkhole.
 - (5) These parcels are in the AOC (agricultural - open space - conservation) Zoning District. Agriculture is the primary economic activity of this zoning district. Owners, residents, other users of property in the AOC District may be subjected to inconvenience, discomfort and the possibility of injury to property and health arising from agricultural operations even though conducted with best management practices and/or in accordance with existing laws and regulations of the Commonwealth and County. Such agricultural operations may generate noise, odors and dust, may involve the operation of machinery, including aircraft, the storage and disposal of manure, the application of fertilizer, soil amendments and pesticides. Owners, occupants and users of land in the AOC District should be prepared to accept such inconvenience or discomfort as a normal and necessary aspect of living in a zoning district in a county with a strong rural character and an active agricultural sector.
 - (6) i.r.f. = iron rod found; i.r.s. = iron rod set; esmt = easement; dwl = dwelling; d/field = drainfield; DUR = dwelling unit right
 - (7) The private road on this land will not be paved or maintained with funds from the County or Virginia Department of Transportation (VDOT). In the event that users of this road subsequently desire the addition of said private road to the secondary system of State highways for maintenance, the cost to upgrade it to the prescribed standards must be provided from funds other than those administered by VDOT or the County.
 - (8) The deed recorded in Jefferson County, WV, in Deed Book 619, Page 300, indicated that the Southern boundary line for the parcels assessed in Jefferson County, WV, was to be the State line. The current owners have accepted the existing fence line shown hereon as the correct boundary. Dunn Land Surveys, Inc recommends that a Deed of Boundary Line Agreement should be entered by all parties involved.

Smithfield Farm

Boundary Survey of the Lands of
RSP Enterprises, L.C.
Deed Book 320, Page 783
Tax Map 10-A-6 Tax Map 10-A-6B
Battletown Magisterial District, Clarke County, Virginia



Dunn Land Surveys, Inc.
106 North Church Street
Berryville, Virginia 22611
Tel: 540-955-3388
March 24, 2021

MEMORANDUM

TO: Finance Committee
FROM: Conservation Easement Authority, Alison Teetor
DATE: June 28, 2021
SUBJECT: Application for DUR purchase – Lizzie Moon – TM# 21-A-78

Lizzie Moon has applied to the easement authority and been approved for an easement DUR purchase. The property consists of 15.44 acres and is located at 773 Old Winchester Road approximately .4 miles west of Boyce. The parcel has an existing house built in 1958 and 2 remaining DURs. The applicant would like to retire the remaining DURs.

The parcel is zoned AOC and is in land use. Therefore the following guidelines for accepting properties for easement purchase are used:

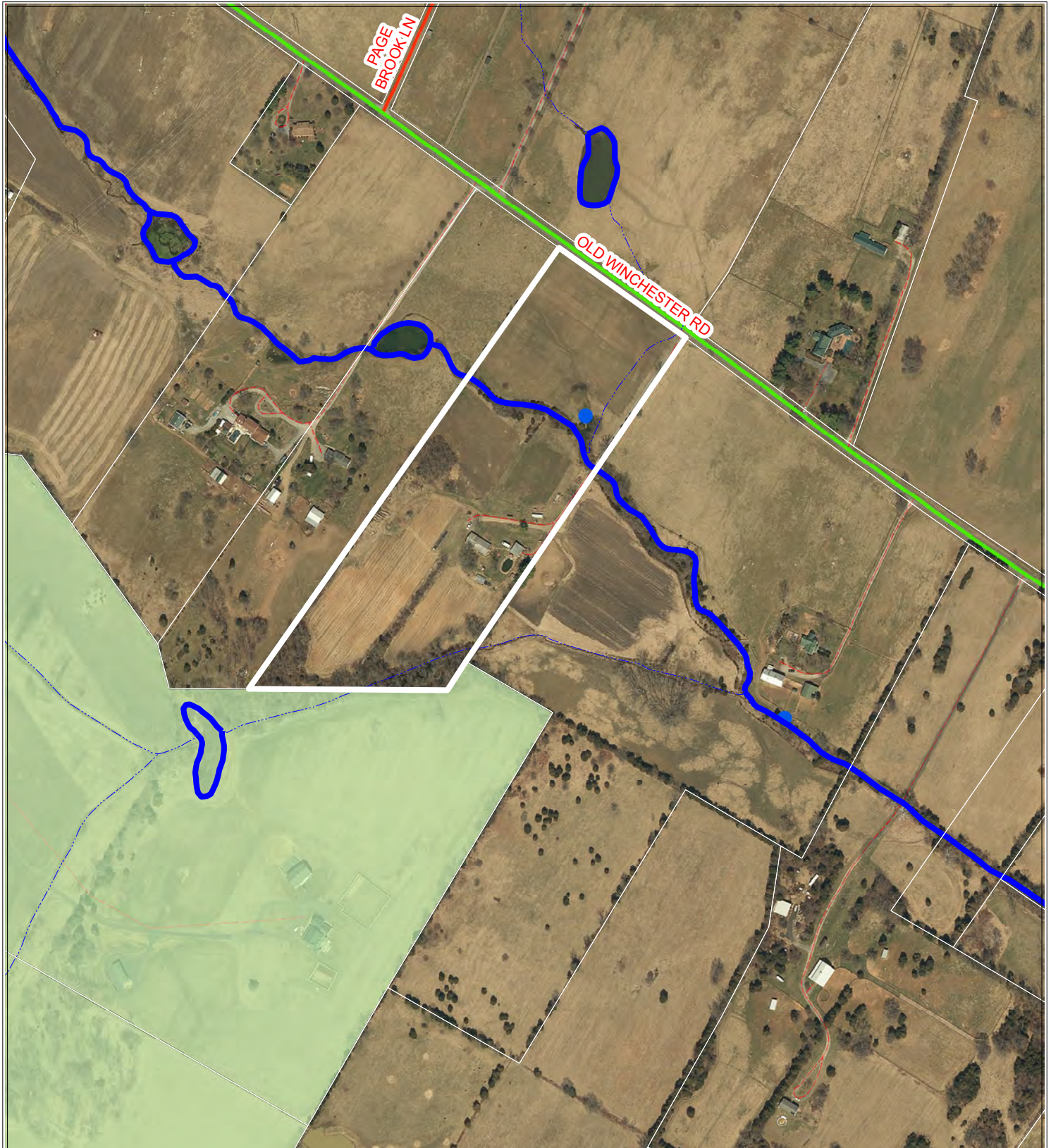
- 1) the parcel's Property Resource Score is at least 35;
- 2) at least one dwelling unit right is extinguished by the conservation easement;
- 3) the parcel is adjacent to a parcel already under permanent conservation easement;
- 4) the property has a minimum area of 40 acres.

The Authority requires that a property meet at least two of the four guidelines for acceptance.

The property meets 3 of the 4 criteria by scoring over 35, being next to an adjacent easement, and giving up 1 DUR. The parcel is less than 40 acres. The property resource score is 58.28, points were given for retiring 2 DURs, being next to an existing easement (Dimmel), having a perennial spring and stream (Roseville Run), and having frontage on a scenic byway.

An easement purchase price of \$80,000 was approved by the easement authority at their April meeting. The Authority requests appropriation of \$80,000, \$40,000 from the County's local fund balance and \$40,000 from VDACS. Closing costs are \$713, which cover the cost of the title insurance.

Recommendation: Appropriate \$80,713 in funds for the DUR easement purchase for Lizzie Moon.



New Moon Construction, LLC
 TM# 21-A-78
 15.46 acres, 1 ext. dwl., 2 DURs



Clarke County GIS
 March 17, 2021

300 150 0 300 Feet



- · — · — · Intermittent Stream
- — — — — Perennial Stream
- — — — — Scenic Byway
- + + + + + Railroad
- — — — — Public Road
- - - - - Private Road

Location Map



Aerial Imagery 2015 Commonwealth of Virginia



Barns of Rose Hill

95 Chalmers Court
P.O. Box 738, Berryville, VA 22611
(540) 955-2004 - www.barnsofrosehills.org

Board of Directors

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Michael Hobert

Vice Chair
Lucy Dorick

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Pat Robinson

Treasurer
Kelli Patterson

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Allen Kitselman

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Roma Sherman

Staff
Executive Director

Sarah Ames

Program Director
Morgan Morrison

Director of Operations
Nathan Borger

Office Manager
Tiwana Brooks

January 15, 2021

Ms. Brenda Bennett, Director
Clarke County Dept. of Joint Administrative Services
317 West Main Street
Berryville, VA 22611

Dear Ms. Bennett,

Thank you for considering Barns of Rose Hill's request for funding. Your continued support will help us realize our mission of enriching lives through the arts, education, and community.

This request assumes that the county intends to apply for the Virginia Commission for the Arts Creative Community Partnership Grant again this year. The VCA will match up to \$4,500 of the county's funding for Barns of Rose Hill. This grant request is due April 1st, and we're happy to assist in any way.

If you have any questions about our request, please contact me at (540) 955-2004 or at sarah.ames@borh.org.

Sincerely,

Sarah Ames
Executive Director

CC- Stephanie N. Brooks

Barns of Rose Hill is a 501(c)(3) non-profit organization.
Tax Identification # 27-0103521
Donations are tax deductible as allowed by law.

1. Your most recent audited financial statements, including income/expense and balance sheet.

**See attached*

2. A copy of your most recent federal form 990 or a signed letter stating you are not required to file this form.

**See attached*

3. If your funding request is based on a formula, a statement of the method and data sources for this formula.

Barns of Rose Hill's request is based on our historical ask amount. It is not based on a formula.

4. A listing of approved contribution amounts from all local governments for the current year, as well as amounts requested for the upcoming year from all local governments, including Clarke County.

Barns of Rose Hill received \$17,000 as part of Clarke County's FY21 budget cycle. We are again requesting \$17,000 from the county for the FY22 budget cycle.

Barns of Rose Hill received \$4,500 from the Town of Berryville for FY21.

5. Information that helps the Board of Supervisors understand the volume of services provided to the citizens of Clarke County.

In 2020, Barns of Rose Hill presented 40 events which attracted 2,354 attendees. We estimate that 25% of those attendees- or approximately 588 people- are residents of Clarke County.

6. A history of salary and benefit increases granted to your agency staff for each of the last three years.

January 1, 2018 – December 31, 2018:

- hourly full-time employee- no raise
- hourly part time employee- no raise
- hourly part time employee- no raise

January 1, 2019- December 31, 2019

- hourly full-time employee- no raise
- hourly part time employee- converted to full-time in February with a 10% raise
- hourly part time employee- 10% raise

January 1, 2020 – December 31, 2020

- hourly full-time employee- no raise
- hourly full-time employee- no raise
- hourly part time employee- no raise

7. An e-mail address for future budget correspondence.

Sarah Ames, Executive Director
sarah.ames@borh.org

Use this form to request a cash grant from the Board of Supervisors for the next fiscal year. Attach additional information as you wish. Call Brenda Bennett @ 540-955-6172 with questions.

Agency Name: Barns of Rose Hill

Contact (name, phone, and fax if any): Sarah Ames, (540) 955-2004, sarah.ames@borh.org

1. CASH GRANT:

Amount Requested FY 22:	<u>\$17,000</u>
Total clients served in FY 20:	<u>2,354</u>
Number from Clarke:	<u>588</u>

Please attach a copy of your most recent audited financial statements, including balance sheet and income/expense statement, as well as your most recent form 990. In addition, please provide a history of salary increases for the most recent three years.

JUSTIFICATION Please justify your request as succinctly, factually, and legibly as possible.

The effects of COVID have been especially challenging for Barns of Rose Hill. The ongoing pandemic has forced our organization to cancel over 50 scheduled programs, resulting in \$49,000 of lost revenue. With the easing of state restrictions, we have started in-person events once again, but with a greatly reduced audience capacity of 30 persons, compared to a max capacity of 175 persons before the pandemic.

Despite the challenges of the pandemic, Barns of Rose Hill presented 40 events in 2020, which attracted 2,354 attendees. We estimate that 25% of those attendees- or approximately 588 people- are residents of Clarke County.

We ask for the Clarke County Board of Supervisors’ continued support in helping us achieve our mission of enriching lives through the arts, education, and community. For FY2021, Barns of Rose Hill is requesting \$17,000. The breakdown of our request is as follows:

\$9,500 Civic Contribution- This will be used to help support Barns of Rose Hill programs for 2021 and 2022.

\$2,500 for Visitor Center Development- Barns of Rose Hill serves as the official Town of Berryville/Clarke County Visitor Center and is a Virginia Certified Tourist Information Center. These funds will help ensure that the visitor center remains stocked with tourism brochures, as well as allow the Barns to distribute its own promotional material to other Virginia Tourist Information Centers.

\$5,000 Endowment Fund Donation- 2021 marks the fifth and final year of Barns of Rose Hill’s \$1 million endowment fund challenge. The endowment fund will help guarantee the long-term viability of our organization. Barns of Rose Hill has met each yearly goal, and we hope to do so again in 2021.

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: FY22 Coronavirus State and Local Fiscal Recovery Fund appropriation request

Date: July 6, 2021

The Board of Supervisors at their June 7, 2021 work session instructed staff to complete the necessary steps to accept federal funds and schedule a public hearing for July 20, 2021 to amend the approved FY22 budget to include the receipt and expenditure of \$2,839,569 of Coronavirus State and Local Fiscal Recovery Funds. The public hearing has been scheduled and paperwork was completed to accept the funds. The Treasurer has confirmed receipt of the first half of the \$2.8 million.

The purpose of the public hearing is to receive citizen comments on how the funds should be allocated. The Board has previously been provided guidance from the U.S. Department of Treasury on how the funds can be spent. Attached to this document are some notes staff are keeping to track the possible use of funds. Also attached is a completed revenue loss calculation sheet completed by Nancy Warczyglowa at JAS should the Board decide to use some of the federal funding to replace lost revenue due to COVID-19.

Following the public hearing, the Board can amend the budget to accept and appropriate the federal funding. Once the funds are appropriated, the Board can approve specific expenditures using these funds as long as they comply with federal guidelines.

American Rescue Funds for Clarke County \$2,839,569

Unsolicited Requests Received:

Blue Ridge Legal Services through letter dated May 24, 2021-no specific amount requested.

Laurel Center through letter dated June 16, 2021-no specific amount requested.

Discussion with County Department Heads and Constitutional Officers

\$7,343 Fresh Air Unit for Emergency Communications Center

Employee Sick Leave

Childcare program

Cybersecurity

County Administrator Suggested Allocations based on Work Session Discussion

\$150,000 to Support Public Health Response

 Paid sick and paid family medical leave

 Ventilation improvements

 Extra cleaning for childcare operation

 Enhance behavioral and mental health

 Water bottle filling stations/glass barriers/other safety improvements

\$100,000 to Address Negative Economic Impact

 Exact needs are still being determined-childcare noted as issue with people returning to work

\$89,569 to Replace Public Sector Revenue Loss

 Would be used for cybersecurity efforts

\$2,500,000 for Water/Sewer and Broadband Infrastructure

 Broadband project(s)

 Water/Sewer project(s)



ARPA Revenue Replacement Calculator

Background Information

1) Fiscal Year End	<input type="text" value="June"/>	<u>Notes:</u>
Base Year Revenue Period	<input type="text" value="6/30/2019"/>	FY used for base year calculation
2) Calculation Date	<input type="text" value="12/31/2020"/>	
Number of Months	<input type="text" value="18"/>	Months between Base Year and Calculation Date

Estimate Revenue

3) Base Year Revenue	<input type="text" value="\$ 39,819,649"/>	Use Worksheet to Calculate
4) Growth Rate	<input type="text" value="4.1%"/>	Use Worksheet to Calculate
Counterfactual Revenue	<input type="text" value="\$ 42,293,490"/>	Estimated Revenue Without Pandemic
5) Actual Revenue	<input type="text" value="\$ 39,603,509"/>	Use Worksheet to Calculate

Reduction in Revenue

Fiscal Year Ended 12/31/2020

Revenue Reduction

Base Year Revenue Worksheet



Fiscal Year Ended **6/30/2019**

Revenue Source	Base Revenue (Y/N)	Amount
Taxes Amount of tax collections for all taxes imposed by the government.		
Property Tax		
Property Tax	Y	\$ 20,795,449
Sales and Gross Receipts Tax		
General Sales and Use Tax	Y	\$ 957,003
Selective Sales Tax		
Alcoholic Beverage	Y	\$ -
Amusements Sales Tax	Y	\$ -
Motor Fuels Sales Tax	Y	\$ -
Parimutuels Tax	Y	\$ -
Public Utilities Sales Tax	Y	\$ 357,654
Tobacco Products Tax	Y	\$ -
Other Sales Tax	Y	\$ 690,611
Licensing and Permit Taxes		
Alcoholic Beverage Licensing and Permits	Y	\$ -
Building/Construction Permits	Y	\$ 274,789
Amusements Licensing and Permits	Y	\$ -
Motor Vehicles Licensing and Permits	Y	\$ -
Public Utilities Licensing and Permits	Y	\$ -
Occupation and Business Licensing and Permits	Y	\$ -
Other Licensing and Permits	Y	\$ 110,259
Income Tax		
Individual Income Tax	Y	\$ -
Corporate Income Tax	Y	\$ -
License and Permit Tax		
Alcoholic Beverage	Y	\$ -
Amusements	Y	\$ -
Motor Vehicles	Y	\$ -
Public Utilities	Y	\$ -
Occupational and Business Licenses	Y	\$ -
Other Selective Sales	Y	\$ -
Other Taxes		
Death and Gift Tax	Y	\$ -
Documentary and Stock Transfer Tax	Y	\$ -
Severance Tax	Y	\$ -
Other	Y	\$ -
Intergovernmental Revenue Amount of revenue in form of grants, share of taxes imposed by others, PILOTs, or reimbursement for		
Intergovernmental Revenue		
From Other Local Governments	Y	\$ 2,500
From the State	Y	\$ 14,110,519
From the Federal Government	N	\$ -
From the State and Financed from Federal Grants	N	\$ -
Other Revenue Amount of other revenue excluding any refunds or transfers between funds		
Utility Sales Revenue		
Water Supply System	N	\$ -
Electric Power System	N	\$ -
Gas Supply System	N	\$ -
Transit or Bus System	N	\$ -
User Charges and Fees		
Sewerage Charges	Y	\$ -
Refuse Collection, Disposal, and Recycling Charges	Y	\$ -
Parks and Recreation Charges	Y	\$ -
Airports	Y	\$ -

Hospital Charges	Y	\$	-
Parking Facilities	Y	\$	-
Housing Project Rentals	Y	\$	-
Highways and Other Roads	Y	\$	-
Sea and Inland Port Facilities	Y	\$	-
Miscellaneous Commercial Activities Operated	Y	\$	-
Other	Y	\$	1,066,554
Other Revenue			
Special Assessments	Y	\$	-
Receipts from Sale of Property and Other Capital Assets	Y	\$	5,649
Proceeds from Issuance of Debt	N	\$	-
Interest Earnings	Y	\$	101,068
Fines and Forfeitures	Y	\$	320,568
Rents	Y	\$	114,554
Royalties	Y	\$	-
Private Donations	Y	\$	149,133
Sale of Retail or Wholesale Liquor	N	\$	-
Trust Revenue	N	\$	-
Refunds and Other Correcting Transactions	N	\$	-
Miscellaneous Other Revenue	Y	\$	763,339
Total		\$	39,819,649
Total Included in Base Revenue		\$	39,819,649

Growth Rate Calculation



NOTE: This form is only required if annual revenue growth prior to the pandemic exceeds 4.1%. If not, 4.1% rate of growth will be used

Revenue Source	Base Revenue (Y/N)	FY Ended 6/30/2017	FY Ended 6/30/2018	FY Ended 6/30/2019
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Taxes

Amount of tax collections for all taxes imposed by the government.

Property Tax

Property Tax	Y	\$ 19,981,515	\$ 20,774,033	\$ 20,795,449
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Sales and Gross Receipts Tax

General Sales and Use Tax	Y	\$ 898,361	\$ 899,776	\$ 957,003
Selective Sales Tax				
Alcoholic Beverage	Y			\$ -
Amusements Sales Tax	Y			\$ -
Motor Fuels Sales Tax	Y			\$ -
Parimutuels Tax	Y			\$ -
Public Utilities Sales Tax	Y	\$ 346,094	\$ 352,974	\$ 357,654
Tobacco Products Tax	Y			\$ -
Other Sales Tax	Y	\$ 724,653	\$ 696,467	\$ 690,611

Licensing and Permit Taxes

Alcoholic Beverage Licensing and Permits	Y			\$ -
Building/Construction Permits	Y	\$ 242,160	\$ 191,084	\$ 274,789
Amusements Licensing and Permits	Y			\$ -
Motor Vehicles Licensing and Permits	Y			\$ -
Public Utilities Licensing and Permits	Y			\$ -
Occupation and Business Licensing and Permits	Y			\$ -
Other Licensing and Permits	Y	\$ 151,731	\$ 137,307	\$ 110,259

Income Tax

Individual Income Tax	Y			\$ -
Corporate Income Tax	Y			\$ -

License and Permit Tax

Alcoholic Beverage	Y			\$ -
Amusements	Y			\$ -
Motor Vehicles	Y			\$ -
Public Utilities	Y			\$ -
Occupational and Business Licenses	Y			\$ -
Other Selective Sales	Y			\$ -

Other Taxes

Death and Gift Tax	Y			\$ -
Documentary and Stock Transfer Tax	Y			\$ -
Severance Tax	Y			\$ -
Other	Y			\$ -

Intergovernmental Revenue

Amount of revenue in form of grants, share of taxes imposed by others, PILOTs, or reimbursement for services

From Other Local Governments	Y	\$ 2,500		\$ 2,500
From the State	Y	\$ 14,359,889	\$ 14,065,148	\$ 14,110,519
From the Federal Government	N			\$ -
From the State and Financed from Federal Grants	N			\$ -

Other Revenue

Amount of other revenue excluding any refunds or transfers between funds

Water Supply System	N			\$ -
Electric Power System	N			\$ -
Gas Supply System	N			\$ -
Transit or Bus System	N			\$ -

User Charges and Fees

Sewerage Charges	Y			\$ -
Refuse Collection, Disposal, and Recycling Charges	Y			\$ -
Parks and Recreation Charges	Y			\$ -
Airports	Y			\$ -
Hospital Charges	Y			\$ -

Parking Facilities	Y			\$	-
Housing Project Rentals	Y			\$	-
Highways and Other Roads	Y			\$	-
Sea and Inland Port Facilities	Y			\$	-
Miscellaneous Commercial Activities Operated	Y			\$	-
Other	Y	\$	1,073,610	\$	1,009,397
Other Revenue					
Special Assessments	Y			\$	-
Receipts from Sale of Property and Other Capital Assets	Y	\$	14,223	\$	2,477
Proceeds from Issuance of Debt	N			\$	-
Interest Earnings	Y	\$	64,232	\$	42,404
Fines and Forfeitures	Y	\$	352,279	\$	357,453
Rents	Y	\$	121,915	\$	116,526
Royalties	Y			\$	-
Private Donations	Y	\$	214,630	\$	122,282
Sale of Retail or Wholesale Liquor	N			\$	-
Trust Revenue	N			\$	-
Refunds and Other Correcting Transactions	N			\$	-
Miscellaneous Other Revenue	Y	\$	720,386	\$	765,705
Total		\$	39,268,178	\$	39,533,033
Total Included in Base Revenue		\$	39,268,178	\$	39,533,033

Growth Rate	0.7%	0.7%
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Average Growth Rate	0.7%
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Growth Rate Used for Calculation	4.1%
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Actual Revenue Worksheet



12 Months Period Prior to **12/31/2020**

Revenue Source	Base Revenue (Y/N)	Amount
Taxes		
Amount of tax collections for all taxes imposed by the government.		
Property Tax		
Property Tax	Y	\$ 21,100,918
Sales and Gross Receipts Tax		
General Sales and Use Tax	Y	\$ 1,340,707
Selective Sales Tax		
Alcoholic Beverage	Y	\$ -
Amusements Sales Tax	Y	\$ -
Motor Fuels Sales Tax	Y	\$ -
Parimutuels Tax	Y	\$ -
Public Utilities Sales Tax	Y	\$ 367,910
Tobacco Products Tax	Y	\$ -
Other Sales Tax	Y	\$ 794,634
Licensing and Permit Taxes		
Alcoholic Beverage Licensing and Permits	Y	\$ -
Building/Construction Permits	Y	\$ 189,708
Amusements Licensing and Permits	Y	\$ -
Motor Vehicles Licensing and Permits	Y	\$ -
Public Utilities Licensing and Permits	Y	\$ -
Occupation and Business Licensing and Permits	Y	\$ -
Other Licensing and Permits	Y	\$ 104,775
Income Tax		
Individual Income Tax	Y	\$ -
Corporate Income Tax	Y	\$ -
License and Permit Tax		
Alcoholic Beverage	Y	\$ -
Amusements	Y	\$ -
Motor Vehicles	Y	\$ -
Public Utilities	Y	\$ -
Occupational and Business Licenses	Y	\$ -
Other Selective Sales	Y	\$ -
Other Taxes		
Death and Gift Tax	Y	\$ -
Documentary and Stock Transfer Tax	Y	\$ -
Severance Tax	Y	\$ -
Other	Y	\$ -
Intergovernmental Revenue		
Amount of revenue in form of grants, share of taxes imposed by others, PILOTs, or reimbursement for		
Intergovernmental Revenue		
From Other Local Governments	Y	\$ 2,500
From the State	Y	\$ 13,903,671
From the Federal Government	N	\$ -
From the State and Financed from Federal Grants	N	\$ -
Other Revenue		
Amount of other revenue excluding any refunds or transfers between funds		
Utility Sales Revenue		
Water Supply System	N	\$ -
Electric Power System	N	\$ -
Gas Supply System	N	\$ -
Transit or Bus System	N	\$ -
User Charges and Fees		
Sewerage Charges	Y	\$ -
Refuse Collection, Disposal, and Recycling Charges	Y	\$ -
Parks and Recreation Charges	Y	\$ -
Airports	Y	\$ -

Hospital Charges	Y	\$	-
Parking Facilities	Y	\$	-
Housing Project Rentals	Y	\$	-
Highways and Other Roads	Y	\$	-
Sea and Inland Port Facilities	Y	\$	-
Miscellaneous Commercial Activities Operated	Y	\$	-
Other	Y	\$	848,105
Other Revenue			
Special Assessments	Y	\$	-
Receipts from Sale of Property and Other Capital Assets	Y	\$	2,724
Proceeds from Issuance of Debt	N	\$	-
Interest Earnings	Y	\$	114,558
Fines and Forfeitures	Y	\$	222,426
Rents	Y	\$	103,914
Royalties	Y	\$	-
Private Donations	Y	\$	168,717
Sale of Retail or Wholesale Liquor	N	\$	-
Trust Revenue	N	\$	-
Refunds and Other Correcting Transactions	N	\$	-
Miscellaneous Other Revenue	Y	\$	338,242
Total		\$	39,603,509
Total Actual Base Revenue		\$	39,603,509



#110-21

**Commonwealth of Virginia
Virginia Department of Education
Superintendent's Memo #110-21**

DATE: April 30, 2021
TO: Division Superintendents
FROM: James F. Lane, Ed.D., Superintendent of Public Instruction
SUBJECT: **American Rescue Plan Act - ESSER III 90 Percent LEA Awards**

The American Rescue Plan (ARP) Act Elementary and Secondary School Emergency Relief (ESSER) III Fund allocations for each school division are attached (**Attachment B**). The allocations are based on each school division's relative share of Title I, Part A, Federal Fiscal Year 2020 funds. Two thirds of the total award is available as of April 30, 2021; the remaining third will be available this summer at the conclusion of a state application process.

Attachment A contains the Additional Required Special Terms and Conditions for Grant Awards or Cooperative Agreements. The terms of the grant award are provided in **Attachment C**.

The ARP Act ESSER III Fund instructions for accessing the funding application and supporting documents were provided to school division federal pandemic relief programs contacts via email. Applications will be due on September 1, 2021. The period of performance for the award is March 13, 2020 through September 30, 2024.

The Office of Pandemic Relief Programs will host a webinar on the ESSER III application process on Thursday, May 13, 2021. The webinar will be presented at 10:00 a.m. and repeated at 2:00 p.m., and will include an overview of the application as well as the additional division requirements outlined below. The link to join the webinar will be provided to school divisions via Superintendent's Email.

[Section 2001\(e\) of the ARP Act](#) includes all allowable uses of funds under ESSER I and ESSER II, and requires that **twenty percent** of divisions' formula funds be reserved to address learning loss (see **Attachment D**). As with ESSER I and ESSER II, a description of how each expenditure addresses COVID-19 impacts must be provided in the program application. Regarding construction and capital projects, the following allowable uses are specified:

- School facility repairs and improvements to enable operation of schools to reduce risk of virus transmission and exposure to environmental health hazards, and to support student health needs; and
- Inspection, testing, maintenance, repair, replacement, and upgrade projects to improve the indoor air quality in school facilities, including mechanical and non-mechanical heating, ventilation, and air conditioning systems, filtering, purification and other air cleaning, fans, control systems, and window and door repair and replacement.

The Virginia Department of Education is anticipating guidance from the U.S. Department of Education (USED) on capital projects, including requests to use funds for pre-existing projects and for new facilities. Until additional guidance is received, school divisions should continue to follow the guidelines provided in the [School Reopening FAQs](#) on the use of LEA formula funds for construction.

Within **30 days** of receiving ESSER III formula funds, each school division must make publicly available on its website a plan for the safe return to in-person instruction and continuity of services. Before making the plan publicly available, the school division must seek public comment on the plan and take such comment into account. A school division's COVID-19 mitigation health plan may meet this requirement provided that the plan addresses the requirements specified by the USED in the [ARP ESSER Interim Final Rule \(IFR\) released on April 21, 2021](#).

Within **90 days** of receiving ESSER III formula funds, each school division must make publicly available on its website a plan for its use of funds. The plan must be developed in consultation with stakeholders and must take into account public comment provided. The requirements for the plan are specified in the IFR referenced above.

As with ESSER II, equitable services provisions are not included under the ESSER III Fund. Instead, a separate Emergency Assistance for Non-Public Schools program is specified and will be administered by the Virginia Department of Education.

The ARP Act includes local educational agency maintenance of equity requirements for fiscal year (FY) 2022 and FY 2023. As a condition of receiving ESSER III formula funds, a school division may not reduce per-pupil funding (from combined state and local funding) in FY 2022 or FY 2023 for any high-poverty school by an amount that exceeds the total reduction in funding for all schools served by the school division divided by the number of children enrolled in all schools served or reduce per-pupil, full-time equivalent staff in any high-poverty school by an amount that exceeds the total reduction in full-time equivalent staff in all schools divided by the number of children enrolled in all schools. The USED has indicated that it will provide additional guidance on these requirements in the near future.

ESSER III formula funds may be reimbursed concurrently with ESSER I and ESSER II funds. School divisions should reference [Superintendent's Memorandum #090-21](#) for information on the requirement to expend and request reimbursement for ESSER I formula funds prior to requesting reimbursement for ESSER II formula funds.

For more information

Questions about the allocations or application process should be directed to VDOEfederalrelief@doe.virginia.gov.

JFL/LS

- A. Attachment: [Additional Required Special Terms and Conditions for Grant Awards or Cooperative Agreements](#) (DOCX)
- B. Attachment: [ARP Act ESSER III Fund 90 Percent LEA Allocations](#) (XLSX)
- C. Attachment: [ARP Act ESSER III Fund Terms of Grant Award](#) (DOCX)
- D. Attachment: [ARP Act ESSER III Fund Allowable Uses of Funds](#) (DOCX)

**VIRGINIA DEPARTMENT OF EDUCATION
 AMERICAN RESCUE PLAN (ARP) ACT
 ELEMENTARY & SECONDARY SCHOOL EMERGENCY RELIEF (ESSER) III FUND - 90% LEA ALLOCATIONS
 APRIL 2021**

DIVISION NO	SCHOOL DIVISION	ARP ESSER III 90% LEA ALLOCATIONS	AMOUNT AVAILABLE AS OF APRIL 30, 2021
001	ACCOMACK COUNTY PUBLIC SCHOOLS	\$ 13,377,017.37	\$ 8,918,011.58
002	ALBEMARLE COUNTY PUBLIC SCHOOLS	\$ 11,475,395.21	\$ 7,650,263.47
003	ALLEGHANY COUNTY PUBLIC SCHOOLS	\$ 4,413,298.73	\$ 2,942,199.15
004	AMELIA COUNTY PUBLIC SCHOOLS	\$ 2,146,282.12	\$ 1,430,854.75
005	AMHERST COUNTY PUBLIC SCHOOLS	\$ 7,301,689.84	\$ 4,867,793.23
006	APPOMATTOX COUNTY PUBLIC SCHOOLS	\$ 3,878,287.40	\$ 2,585,524.93
007	ARLINGTON COUNTY PUBLIC SCHOOLS	\$ 18,855,117.73	\$ 12,570,078.48
008	AUGUSTA COUNTY PUBLIC SCHOOLS	\$ 9,960,309.37	\$ 6,640,206.25
009	BATH COUNTY PUBLIC SCHOOLS	\$ 609,669.98	\$ 406,446.65
010	BEDFORD COUNTY PUBLIC SCHOOLS	\$ 12,079,331.57	\$ 8,052,887.71
011	BLAND COUNTY PUBLIC SCHOOLS	\$ 965,628.97	\$ 643,752.65
012	BOTETOURT COUNTY PUBLIC SCHOOLS	\$ 3,007,802.93	\$ 2,005,201.95
013	BRUNSWICK COUNTY PUBLIC SCHOOLS	\$ 5,404,577.53	\$ 3,603,051.69
014	BUCHANAN COUNTY PUBLIC SCHOOLS	\$ 10,200,441.30	\$ 6,800,294.20
015	BUCKINGHAM COUNTY PUBLIC SCHOOLS	\$ 4,919,252.04	\$ 3,279,501.36
016	CAMPBELL COUNTY PUBLIC SCHOOLS	\$ 11,654,523.94	\$ 7,769,682.62
017	CAROLINE COUNTY PUBLIC SCHOOLS	\$ 6,369,208.62	\$ 4,246,139.08
018	CARROLL COUNTY PUBLIC SCHOOLS	\$ 8,333,139.75	\$ 5,555,426.50
019	CHARLES CITY COUNTY PUBLIC SCHOOLS	\$ 1,275,749.89	\$ 850,499.93
020	CHARLOTTE COUNTY PUBLIC SCHOOLS	\$ 5,295,733.98	\$ 3,530,489.32
021	CHESTERFIELD COUNTY PUBLIC SCHOOLS	\$ 51,416,106.23	\$ 34,277,404.15
022	CLARKE COUNTY PUBLIC SCHOOLS	\$ 1,270,045.83	\$ 846,697.22
023	CRAIG COUNTY PUBLIC SCHOOLS	\$ 1,292,385.59	\$ 861,590.39
024	CULPEPER COUNTY PUBLIC SCHOOLS	\$ 10,243,226.48	\$ 6,828,817.65
025	CUMBERLAND COUNTY PUBLIC SCHOOLS	\$ 3,312,211.59	\$ 2,208,141.06
026	DICKENSON COUNTY PUBLIC SCHOOLS	\$ 6,446,026.58	\$ 4,297,351.05
027	DINWIDDIE COUNTY PUBLIC SCHOOLS	\$ 5,988,524.67	\$ 3,992,349.78
028	ESSEX COUNTY PUBLIC SCHOOLS	\$ 3,229,471.87	\$ 2,152,981.25
029	FAIRFAX COUNTY PUBLIC SCHOOLS	\$ 186,367,298.16	\$ 124,244,865.41
030	FAUQUIER COUNTY PUBLIC SCHOOLS	\$ 5,899,549.94	\$ 3,933,033.29
031	FLOYD COUNTY PUBLIC SCHOOLS	\$ 3,690,232.85	\$ 2,460,155.23
032	FLUVANNA COUNTY PUBLIC SCHOOLS	\$ 2,719,053.81	\$ 1,812,702.54
033	FRANKLIN COUNTY PUBLIC SCHOOLS	\$ 14,724,334.56	\$ 9,816,223.04
034	FREDERICK COUNTY PUBLIC SCHOOLS	\$ 10,793,768.89	\$ 7,195,845.92
035	GILES COUNTY PUBLIC SCHOOLS	\$ 3,628,017.24	\$ 2,418,678.16
036	GLOUCESTER COUNTY PUBLIC SCHOOLS	\$ 5,497,961.48	\$ 3,665,307.65
037	GOOCHLAND COUNTY PUBLIC SCHOOLS	\$ 2,358,145.60	\$ 1,572,097.07
038	GRAYSON COUNTY PUBLIC SCHOOLS	\$ 5,387,052.71	\$ 3,591,368.47
039	GREENE COUNTY PUBLIC SCHOOLS	\$ 3,350,581.37	\$ 2,233,720.91
040	GREENSVILLE COUNTY PUBLIC SCHOOLS	\$ 3,678,653.12	\$ 2,452,435.41
041	HALIFAX COUNTY PUBLIC SCHOOLS	\$ 11,170,273.35	\$ 7,446,848.90
042	HANOVER COUNTY PUBLIC SCHOOLS	\$ 8,341,832.75	\$ 5,561,221.83
043	HENRICO COUNTY PUBLIC SCHOOLS	\$ 78,318,248.87	\$ 52,212,165.90
044	HENRY COUNTY PUBLIC SCHOOLS	\$ 18,051,093.61	\$ 12,034,062.40

045	HIGHLAND COUNTY PUBLIC SCHOOLS	\$	359,099.68	\$	239,399.79
046	ISLE OF WIGHT COUNTY PUBLIC SCHOOLS	\$	4,748,318.17	\$	3,165,545.45
047	JAMES CITY COUNTY	\$	8,379,709.28	\$	5,586,472.85
048	KING GEORGE COUNTY PUBLIC SCHOOLS	\$	3,079,990.14	\$	2,053,326.76
049	KING AND QUEEN COUNTY PUBLIC SCHOOLS	\$	1,535,292.69	\$	1,023,528.46
050	KING WILLIAM COUNTY PUBLIC SCHOOLS	\$	1,780,619.31	\$	1,187,079.54
051	LANCASTER COUNTY PUBLIC SCHOOLS	\$	2,900,526.18	\$	1,933,684.12
052	LEE COUNTY PUBLIC SCHOOLS	\$	12,089,584.89	\$	8,059,723.26
053	LOUDOUN COUNTY PUBLIC SCHOOLS	\$	10,871,858.75	\$	7,247,905.83
054	LOUISA COUNTY PUBLIC SCHOOLS	\$	6,768,601.40	\$	4,512,400.93
055	LUNENBURG COUNTY PUBLIC SCHOOLS	\$	3,981,786.14	\$	2,654,524.09
056	MADISON COUNTY PUBLIC SCHOOLS	\$	2,711,550.00	\$	1,807,700.00
057	MATHEWS COUNTY PUBLIC SCHOOLS	\$	1,516,652.41	\$	1,011,101.61
058	MECKLENBURG COUNTY PUBLIC SCHOOLS	\$	11,572,580.84	\$	7,715,053.89
059	MIDDLESEX COUNTY PUBLIC SCHOOLS	\$	2,713,879.97	\$	1,809,253.31
060	MONTGOMERY COUNTY PUBLIC SCHOOLS	\$	13,581,597.49	\$	9,054,398.32
062	NELSON COUNTY PUBLIC SCHOOLS	\$	3,698,763.09	\$	2,465,842.06
063	NEW KENT COUNTY PUBLIC SCHOOLS	\$	1,844,821.39	\$	1,229,880.93
065	NORTHAMPTON COUNTY PUBLIC SCHOOLS	\$	5,048,327.18	\$	3,365,551.45
066	NORTHUMBERLAND COUNTY PUBLIC SCHOOLS	\$	3,481,495.25	\$	2,320,996.83
067	NOTTOWAY COUNTY PUBLIC SCHOOLS	\$	6,119,594.77	\$	4,079,729.85
068	ORANGE COUNTY PUBLIC SCHOOLS	\$	5,285,712.33	\$	3,523,808.22
069	PAGE COUNTY PUBLIC SCHOOLS	\$	6,314,510.99	\$	4,209,673.99
070	PATRICK COUNTY PUBLIC SCHOOLS	\$	4,813,292.57	\$	3,208,861.71
071	PITTSYLVANIA COUNTY PUBLIC SCHOOLS	\$	15,397,558.08	\$	10,265,038.72
072	POWHATAN COUNTY PUBLIC SCHOOLS	\$	2,005,201.95	\$	1,336,801.30
073	PRINCE EDWARD COUNTY PUBLIC SCHOOLS	\$	7,059,250.31	\$	4,706,166.87
074	PRINCE GEORGE COUNTY PUBLIC SCHOOLS	\$	4,988,272.08	\$	3,325,514.72
075	PRINCE WILLIAM COUNTY PUBLIC SCHOOLS	\$	87,868,215.36	\$	58,578,810.23
077	PULASKI COUNTY PUBLIC SCHOOLS	\$	8,126,734.49	\$	5,417,822.99
078	RAPPAHANNOCK COUNTY PUBLIC SCHOOLS	\$	1,131,090.59	\$	754,060.39
079	RICHMOND COUNTY PUBLIC SCHOOLS	\$	2,321,453.31	\$	1,547,635.54
080	ROANOKE COUNTY PUBLIC SCHOOLS	\$	9,748,627.28	\$	6,499,084.85
081	ROCKBRIDGE COUNTY PUBLIC SCHOOLS	\$	4,131,544.27	\$	2,754,362.85
082	ROCKINGHAM COUNTY PUBLIC SCHOOLS	\$	10,865,074.68	\$	7,243,383.12
083	RUSSELL COUNTY PUBLIC SCHOOLS	\$	8,180,627.66	\$	5,453,751.77
084	SCOTT COUNTY PUBLIC SCHOOLS	\$	6,277,176.41	\$	4,184,784.27
085	SHENANDOAH COUNTY PUBLIC SCHOOLS	\$	8,183,015.03	\$	5,455,343.35
086	SMYTH COUNTY PUBLIC SCHOOLS	\$	9,602,996.35	\$	6,401,997.57
087	SOUTHAMPTON COUNTY PUBLIC SCHOOLS	\$	4,324,480.57	\$	2,882,987.05
088	SPOTSYLVANIA COUNTY PUBLIC SCHOOLS	\$	22,682,023.03	\$	15,121,348.68
089	STAFFORD COUNTY PUBLIC SCHOOLS	\$	14,228,831.92	\$	9,485,887.94
090	SURRY COUNTY PUBLIC SCHOOLS	\$	1,545,749.91	\$	1,030,499.94
091	SUSSEX COUNTY PUBLIC SCHOOLS	\$	4,032,963.61	\$	2,688,642.41
092	TAZEWELL COUNTY PUBLIC SCHOOLS	\$	13,744,732.66	\$	9,163,155.10
093	WARREN COUNTY PUBLIC SCHOOLS	\$	6,929,670.27	\$	4,619,780.18
094	WASHINGTON COUNTY PUBLIC SCHOOLS	\$	13,302,282.26	\$	8,868,188.17
095	WESTMORELAND COUNTY PUBLIC SCHOOLS	\$	4,489,619.54	\$	2,993,079.69
096	WISE COUNTY PUBLIC SCHOOLS	\$	17,219,289.63	\$	11,479,526.42
097	WYTHE COUNTY PUBLIC SCHOOLS	\$	7,892,554.91	\$	5,261,703.27
098	YORK COUNTY PUBLIC SCHOOLS	\$	5,213,525.05	\$	3,475,683.37
101	ALEXANDRIA CITY PUBLIC SCHOOLS	\$	34,792,780.78	\$	23,195,187.18
102	BRISTOL CITY PUBLIC SCHOOLS	\$	9,253,483.18	\$	6,168,988.79

103	BUENA VISTA CITY PUBLIC SCHOOLS	\$	1,597,925.97	\$	1,065,283.98
104	CHARLOTTESVILLE CITY PUBLIC SCHOOLS	\$	10,065,919.08	\$	6,710,612.72
106	COLONIAL HEIGHTS CITY PUBLIC SCHOOLS	\$	4,727,020.59	\$	3,151,347.06
107	COVINGTON CITY PUBLIC SCHOOLS	\$	1,716,698.31	\$	1,144,465.54
108	DANVILLE CITY PUBLIC SCHOOLS	\$	29,674,337.01	\$	19,782,891.34
109	FALLS CHURCH CITY PUBLIC SCHOOLS	\$	323,465.60	\$	215,643.73
110	FREDERICKSBURG CITY PUBLIC SCHOOLS	\$	7,843,924.27	\$	5,229,282.85
111	GALAX CITY PUBLIC SCHOOLS	\$	4,630,846.79	\$	3,087,231.19
112	HAMPTON CITY PUBLIC SCHOOLS	\$	54,800,634.28	\$	36,533,756.18
113	HARRISONBURG CITY PUBLIC SCHOOLS	\$	11,822,224.11	\$	7,881,482.74
114	HOPEWELL CITY PUBLIC SCHOOLS	\$	12,531,042.81	\$	8,354,028.54
115	LYNCHBURG CITY PUBLIC SCHOOLS	\$	28,413,544.25	\$	18,942,362.83
116	MARTINSVILLE CITY PUBLIC SCHOOLS	\$	8,801,781.72	\$	5,867,854.48
117	NEWPORT NEWS CITY PUBLIC SCHOOLS	\$	82,142,456.03	\$	54,761,637.34
118	NORFOLK CITY PUBLIC SCHOOLS	\$	113,301,572.62	\$	75,534,381.73
119	NORTON CITY PUBLIC SCHOOLS	\$	1,890,141.75	\$	1,260,094.50
120	PETERSBURG CITY PUBLIC SCHOOLS	\$	22,608,275.29	\$	15,072,183.52
121	PORTSMOUTH CITY PUBLIC SCHOOLS	\$	46,708,351.30	\$	31,138,900.86
122	RADFORD CITY PUBLIC SCHOOLS	\$	2,379,093.13	\$	1,586,062.09
123	RICHMOND CITY PUBLIC SCHOOLS	\$	122,811,024.85	\$	81,874,016.55
124	ROANOKE CITY PUBLIC SCHOOLS	\$	51,744,235.88	\$	34,496,157.25
126	STAUNTON CITY PUBLIC SCHOOLS	\$	6,258,501.53	\$	4,172,334.35
127	SUFFOLK CITY PUBLIC SCHOOLS	\$	27,355,556.75	\$	18,237,037.83
128	VIRGINIA BEACH CITY PUBLIC SCHOOLS	\$	82,443,643.30	\$	54,962,428.85
130	WAYNESBORO CITY PUBLIC SCHOOLS	\$	7,307,729.36	\$	4,871,819.57
131	WILLIAMSBURG CITY	\$	2,703,488.42	\$	1,802,325.61
132	WINCHESTER CITY PUBLIC SCHOOLS	\$	8,188,761.53	\$	5,459,174.35
134	FAIRFAX CITY PUBLIC SCHOOLS	\$	2,261,867.80	\$	1,507,911.87
135	FRANKLIN CITY PUBLIC SCHOOLS	\$	5,732,216.87	\$	3,821,477.91
136	CHESAPEAKE CITY PUBLIC SCHOOLS	\$	51,097,732.26	\$	34,065,154.83
137	LEXINGTON CITY PUBLIC SCHOOLS	\$	441,286.17	\$	294,190.78
138	EMPORIA CITY PUBLIC SCHOOLS	\$	3,756,951.48	\$	2,504,634.32
139	SALEM CITY PUBLIC SCHOOLS	\$	3,760,004.07	\$	2,506,669.38
142	POQUOSON CITY PUBLIC SCHOOLS	\$	464,283.53	\$	309,522.35
143	MANASSAS CITY PUBLIC SCHOOLS	\$	9,767,423.63	\$	6,511,615.75
144	MANASSAS PARK CITY PUBLIC SCHOOLS	\$	2,526,580.77	\$	1,684,387.18
202	TOWN OF COLONIAL BEACH PUBLIC SCHOOLS	\$	2,299,308.82	\$	1,532,872.55
207	TOWN OF WEST POINT PUBLIC SCHOOLS	\$	321,296.30	\$	214,197.53
218	VIRGINIA SCHOOL FOR THE DEAF AND THE BLIND	\$	674,624.17	\$	449,749.45
917	DEPARTMENT OF JUVENILE JUSTICE	\$	1,212,358.10	\$	808,238.73
	Total	\$	1,898,541,676.00	\$	1,265,694,450.37

END OF WORKSHEET

**Virginia Department of Education
Office of Federal Pandemic Relief Programs**

**American Rescue Plan (ARP) Act
Elementary and Secondary School Emergency Relief (ESSER) III Formula Fund
Terms of Grant Award**

Grant Details

- **Authorized by:** Virginia Department of Education (VDOE)
- **Recipient and Grant Award Amount:** The recipients and grant award amounts for the ARP ESSER III Fund are specified in Superintendent's Memorandum #110-21, April 30, 2021.
- **Grant Authority:** This grant is authorized under the American Rescue Plan (ARP) Act of 2021.
- **Fund Source:** Federal
- **Grant Award Number:** S425U210008
- **Project Code:** APE50193
- **Grant Award Type:** Federal Fiscal Year 2021
- **Catalog of Federal Domestic Assistance (CFDA) Number:** 84.425U

Award Period

Regulatory provisions for projects funded under the ARP Act ESSER III Fund allow for the expenditure of funds from March 13, 2020 – September 30, 2024. Reimbursements requests must be submitted to VDOE by November 15, 2024.

Terms and Conditions

Grant recipients are responsible for: 1) adhering to the ESSER III Fund provisions outlined in the ARP Act; 2) adhering to the regulations in the United States Department of Education's General Administrative Regulations (EDGAR) in 34 of the Code of the Federal Regulations (CFR); and 3) adhering to the regulations in 2 CFR 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards. Please refer to [EDGAR](#) and [CFR](#) documents for additional information.

Additional Information

Reimbursements may be processed once funds are distributed from Object Code 0000 to the other object codes in OMEGA. To distribute amounts from Object Code 0000, the OMEGA budget originator needs to submit a budget transfer request by selecting "Change my object code budget:" from the "I want to..." list. Funds will be available for reimbursement when the budget transfer has been approved by all required reviewer levels and the transfer has the status "Transfer Completed." For assistance with OMEGA, please contact OMEGA Support at (804) 371-0993 or OMEGA.support@doe.virginia.gov.

American Rescue Plan Act
Elementary and Secondary School Emergency Relief III Fund
Uses of Funds

The American Rescue Plan (ARP) Act was signed into law in March 2021. ARP Act Elementary and Secondary School Emergency Relief (ESSER) III uses of funds include all allowable uses of funds specified under ESSER I and ESSER II. In addition, the ARP Act requires that twenty percent of a division's formula funds be reserved to address learning loss. The full list of required and allowable uses of funds specified under Section 2001(e) of the ARP Act is below.

- Not less than 20 percent of each division's formula funds must be reserved to address learning loss through the implementation of evidence-based interventions, such as summer learning or summer enrichment, extended day, comprehensive afterschool programs, or extended school year programs, ensuring that such interventions respond to students' academic, social, and emotional needs and address the disproportionate impact of the coronavirus on the student subgroups described in section 1111(b)(2)(B)(xi) of the [Elementary and Secondary Education Act of 1965](#), students experiencing homelessness, and children and youth in foster care;
- Activities authorized by the Elementary and Secondary Education Act (ESEA), the Individuals with Disabilities Education Act (IDEA), the Adult Education and Family Literacy Act (AEFLA), and the Carl D. Perkins Career and Technical Education Act (Perkins);
- Coordination of LEA preparedness and response efforts to improve coordinated responses with other agencies to prevent, prepare for, and respond to coronavirus;
- Providing principals and other school leaders with the resources necessary to address school needs;
- Activities to address the unique needs of low-income children or students, children with disabilities, English learners, racial and ethnic minorities, students experiencing homelessness, and foster care youth, including how outreach and service delivery will meet the needs of each population;
- Developing and implementing procedures and systems to improve LEA preparedness and response efforts;
- Training and professional development for LEA staff on sanitation and minimizing the spread of infectious diseases;
- Purchasing supplies to sanitize and clean LEA facilities;
- Planning for and coordinating during long-term closures, including providing meals to eligible students, providing technology for online learning to all students, providing guidance on IDEA requirements, and ensuring other educational services can continue to be provided consistent with all applicable requirements;
- Purchasing educational technology (including hardware, software, and connectivity) for students served by the LEA that aids in regular and substantive educational interactions between students and their classroom teachers, including low-income students and children with disabilities, which may include assistive technology or adaptive equipment;

- Providing mental health services and supports, including through the implementation of evidence-based full-service community schools;
- Planning and implementing activities related to summer learning and supplemental afterschool programs, including providing classroom instruction or online learning during the summer months and addressing the needs of low-income students, children with disabilities, English learners, migrant students, students experiencing homelessness, and children in foster care;
- Addressing learning loss among students, including low-income students, children with disabilities, English learners, racial and ethnic minorities, students experiencing homelessness, and children and youth in foster care, of the local educational agency, including by:
 - Administering and using high-quality assessments that are valid and reliable, to accurately assess students' academic progress and assist educators in meeting students' academic needs, including through differentiated instruction;
 - Implementing evidence-based activities to meet the comprehensive needs of students;
 - Providing information and assistance to parents and families on how they can effectively support students, including in a distance learning environment; and
 - Tracking student attendance and improving student engagement in distance education;
- School facility repairs and improvements to enable operation of schools to reduce risk of virus transmission and exposure to environmental health hazards, and to support student health needs;
- Inspection, testing, maintenance, repair, replacement, and upgrade projects to improve the indoor air quality in school facilities, including mechanical and non-mechanical heating, ventilation, and air conditioning systems, filtering, purification and other air cleaning, fans, control systems, and window and door repair and replacement; and
- Other activities that are necessary to maintain operations and continuity of services and continuing to employ existing staff.

Clarke County
Invoice History Report
June 30, 2021

VENDOR NAME	ACCOUNT DESC	FULL DESC	INVOICE DATE	AMOUNT
ALLEN DANDRIDGE B &	Real Property Tax Current		06/07/2021	475.09
ALLEN DANDRIDGE B & Total				475.09
Allison, Loretta	Electoral Board Member Fees	OOE 06082021	06/08/2021	58.02
Allison, Loretta Total				58.02
Amazon Acct	Electoral Mat & Sup	PO #20210803 CREDIT MEMO	05/19/2021	-65.11
Amazon Acct	Clk of CC Mat & Sup	OFFICE SUPPLIES: ERASERS, INKS	05/21/2021	26.99
Amazon Acct	Clk of CC Mat & Sup	OFFICE SUPPLIES, GENERAL, exp	06/01/2021	57.54
Amazon Acct	Clk of CC Mat & Sup	OFFICE SUPPLIES: ERASERS, INKS	05/21/2021	24.25
Amazon Acct	Clk of CC Mat & Sup	OFFICE SUPPLIES: ERASERS, INKS	05/26/2021	217.19
Amazon Acct	Clk of CC Mat & Sup	OFFICE SUPPLIES: ERASERS, INKS	05/21/2021	7.82
Amazon Acct	Clk of CC Mat & Sup	OFFICE SUPPLIES, GENERAL, exp	05/28/2021	405.19
Amazon Acct	Clk of CC Mat & Sup	OFFICE SUPPLIES, GENERAL, exp	05/28/2021	18.00
Amazon Acct	Clk of CC Mat & Sup	OFFICE SUPPLIES: ERASERS, INKS	05/21/2021	6.00
Amazon Acct	Comm Atty Mat & Sup	Two Desks	05/26/2021	565.98
Amazon Acct	Comm Atty Mat & Sup	Two Desks	05/26/2021	549.74
Amazon Acct	Comm Atty Mat & Sup	WEEKLY PLANNER	06/06/2021	24.95
Amazon Acct	Comm Atty Mat & Sup	WEEKLY PLANNER	06/08/2021	29.23
Amazon Acct	Comm Atty Mat & Sup	Two Desks	05/26/2021	811.98
Amazon Acct	Comm Atty Mat & Sup	office supplies	05/25/2021	32.68
Amazon Acct	Sheriff ETK Mat & Sup	Supplies	05/24/2021	119.19
Amazon Acct	Sheriff ETK Mat & Sup	Supplies	05/24/2021	392.54
Amazon Acct	Sheriff PSU Mat & Sup	Supplies	05/24/2021	46.57
Amazon Acct	EMS Mat & Sup	LOGITECH LA	06/01/2021	26.99
Amazon Acct	EMS Mat & Sup	Powerex	05/17/2021	23.89
Amazon Acct	EMS Mat & Sup	Dexboard	05/06/2021	99.59
Amazon Acct	EMS Mat & Sup	office supplies	05/19/2021	56.24
Amazon Acct	Rec Center Mat & Sup	Freeze Pops	05/30/2021	114.72
Amazon Acct	Programs Mat & Sup	Envelopes for Letters from San	06/01/2021	25.98
Amazon Acct	VictimWit Mat & Sup	office supplies	06/06/2021	73.30
Amazon Acct Total				3,691.44
American Red Cross	Pool Pur Svcs	lifeguarding review	06/11/2021	320.00
American Red Cross Total				320.00
American Tower	Sheriff Leases & Rentals	Tower, Transmittal, Antennae L	06/01/2021	2,380.50
American Tower Total				2,380.50
Anne Pitcock	Programs Refunds	refund	06/23/2021	26.00
Anne Pitcock Total				26.00
Apple Valley Waste	SWC Pur Svcs	rm Apple Valley W CCCC Recycling Fee	05/16/2021	26.00
Apple Valley Waste	SWC Pur Svcs	rm Apple Valley Waste CCCC recycling fee	05/23/2021	1.00
Apple Valley Waste	SWC Pur Svcs	rm Apple Waste CCCC Recycling Fee	05/31/2021	51.60
Apple Valley Waste	SWC Pur Svcs	rm AppleValley W CCCC Recycling Fee	06/06/2021	50.75
Apple Valley Waste	SWC Pur Svcs	rm Apple Valley Waste CCCC Recycling fee	06/13/2021	1.00
Apple Valley Waste Total				130.35
Arnett, Betsy	HstPrvCom Board Member Fees	Historic Preservation Commission 5/19/2021	06/02/2021	25.00
Arnett, Betsy Total				25.00
At&t	County Adm Telephone	Acct 287286630233 School/Gov c	06/18/2021	46.71
At&t	IT Telephone	Acct 287286630233 School/Gov c	06/18/2021	103.95
At&t	Registrar Telephone	Acct 287286630233 School/Gov c	06/18/2021	46.71
At&t	Comm Atty Telephone	Acct 287286630233 School/Gov c	06/18/2021	167.12
At&t	Sheriff Telephone	Monthly 911 Wireless Statement	06/01/2021	19.88
At&t	Sheriff Telephone	Acct 287286630233 School/Gov c	06/18/2021	1,817.12
At&t	Bldg Insp Telephone	Acct 287286630233 School/Gov c	06/18/2021	632.73
At&t	SWC Telephone	Acct 287286630233 School/Gov c	06/18/2021	41.88
At&t	Maintenanc Telephone	Acct 287286630233 School/Gov c	06/18/2021	57.74
At&t	Econ Dev Telephone	Acct 287286630233 School/Gov c	06/18/2021	41.68
At&t	VictimWit Telephone	Acct 287286630233 School/Gov c	06/18/2021	41.68
At&t	EMS LEMPG Grant-Telephone	Acct 287286630233 School/Gov c	06/18/2021	539.00
At&t Total				3,556.20
Atlantic Emergency	Vol Fire Pur Svcs	Fire-EMS scba cylinder testing	05/27/2021	408.12
Atlantic Emergency Total				408.12
Atlantic Tactical	Sheriff Ammunition	Yearly Ammo Order	06/16/2021	5,370.85
Atlantic Tactical	Sheriff Ammunition	Yearly Ammo Order	06/02/2021	1,065.46
Atlantic Tactical	Sheriff Ammunition	Yearly Ammo Order	06/22/2021	1,238.30
Atlantic Tactical Total				7,674.61
Bank of America	VictimWit Mat & Sup	Shredder	05/31/2021	89.75

**Clarke County
Invoice History Report
June 30, 2021**

VENDOR NAME	ACCOUNT DESC	FULL DESC	INVOICE DATE	AMOUNT
Bank of America	JAS Inventory -Mtls & Supplies	Flash Drives for Central Store	05/31/2021	239.50
Bank of America Total				329.25
Barns of Rose Hill	Barns of Rose Hill Contr	Balance due for FY21 Contribution	06/28/2021	5,000.00
Barns of Rose Hill Total				5,000.00
BB&T	County Adm Miscellaneous Expen	TRK BBT 0024 May 2021	06/23/2021	170.49
BB&T	County Adm Mat & Sup	TRK BBT 0024 May 2021	06/23/2021	472.57
BB&T	IT Tech SW/OL	TRK BBT 0024 May 2021	06/23/2021	55.13
BB&T	IT Noncap Technology Hardware	TRK BBT 0024 May 2021	06/23/2021	654.54
BB&T	Sheriff Pur Svcs	Monthly Statement	06/09/2021	16.00
BB&T	Sheriff Travel - Sworn Staff	MONTHLY STATEMENT	06/09/2021	214.24
BB&T	Sheriff Travel - Sworn Staff	Monthly Statement	06/09/2021	32.46
BB&T	Sheriff Dues & Memb	MONTHLY STATEMENT	06/09/2021	66.00
BB&T	Sheriff Dues & Memb	Monthly Statement	06/09/2021	13.98
BB&T	Sheriff PSU Mat & Sup	Monthly Statement	06/09/2021	444.20
BB&T	Sheriff SOS Mat & Sup	Monthly Statement	06/09/2021	113.68
BB&T	Sheriff Vehicle Fuel	MONTHLY STATEMENT	06/09/2021	50.11
BB&T	Sheriff Uniform Sworn Staff	Monthly Statement	06/09/2021	33.73
BB&T	AnimalCtrl Mat & Sup	rm BB&T Credit Card 5/12 to 06/07/2021	06/09/2021	600.84
BB&T	Maintenanc Mat & Sup	rm BB&T Credit Card 5/12 to 06/07/2021	06/09/2021	76.16
BB&T	Maintenanc Vehicle Fuel	rm BB&T Credit Card 5/12 to 06/07/2021	06/09/2021	134.74
BB&T	Pool Mat & Sup	6723	06/06/2021	449.17
BB&T	Programs Mat & Sup	6723	06/06/2021	274.00
		VAZO Membership & Exam Fees, CEA Photo		
BB&T	Plan Adm Dues & Memb	Contest	06/09/2021	300.00
BB&T	ChurchSt Maint Mat & Sup	rm BB&T Credit Card 5/12 to 06/07/2021	06/09/2021	273.95
BB&T	225Rams Maint Mat & Sup	rm BB&T Credit Card 5/12 to 06/07/2021	06/09/2021	778.60
BB&T	Sheriff Travel	Monthly Statement	06/09/2021	14.93
BB&T	Sheriff Mat & Sup	Monthly Statement	06/09/2021	383.93
		VAZO Membership & Exam Fees, CEA Photo		
BB&T	Cnsrv Esmt Donation Mat & Sup	Contest	06/09/2021	102.81
BB&T Total				5,726.26
Benjamin Adams	Programs Refunds	refund	06/14/2021	100.00
Benjamin Adams Total				100.00
Berger, Katherine	HstPrvCom Board Member Fees	Historic Planning Commission 5/19/2021	06/02/2021	25.00
Berger, Katherine Total				25.00
Berkeley Club Bevera	County Adm Miscellaneous Expen	TRK 2nd Floor Cooler Water Rental	06/15/2021	22.00
Berkeley Club Bevera	County Adm Miscellaneous Expen	TRK 2nd Floor Water Jug Delivery	06/21/2021	63.55
Berkeley Club Bevera	Comm Atty Mat & Sup	June 2021	06/21/2021	13.90
Berkeley Club Bevera	Sheriff COS Mat & Sup	Water Cooler Rental	06/15/2021	9.00
Berkeley Club Bevera	Sheriff SOS Mat & Sup	Water Cooler Rental	06/15/2021	9.00
Berkeley Club Bevera	Maintenanc Water & Sewer	rm Berkeley Club Rent for water cooler	06/15/2021	11.00
Berkeley Club Bevera Total				128.45
Bernstein, Laura	Electoral Board Member Fees	OOE 06082021	06/08/2021	93.70
Bernstein, Laura Total				93.70
Berryville Auto Part	Sheriff Pur Svcs	Sheriff's Office Vehicle Repair	05/25/2021	17.00
Berryville Auto Part	Sheriff Pur Svcs	Sheriff's Office Vehicle Repair - 1903	05/27/2021	60.00
Berryville Auto Part	Sheriff Pur Svcs	Sheriff's Office Vehicle Repair - 1701	06/02/2021	101.00
Berryville Auto Part	Sheriff VRP Mat & Sup	Sheriff's Office Vehicle Repair	05/25/2021	39.40
Berryville Auto Part	Sheriff VRP Mat & Sup	Sheriff's Office Vehicle Repair - 1903	05/27/2021	211.92
Berryville Auto Part	Sheriff VRP Mat & Sup	Sheriff's Office Vehicle Repair - 1701	06/02/2021	128.16
Berryville Auto Part	Sheriff Pur Svcs	Sheriff's Office Vehicle Repair - 1503	06/08/2021	41.00
Berryville Auto Part	Sheriff Pur Svcs	Sheriff's Office Vehicle Repair - 1404	06/18/2021	161.00
Berryville Auto Part	Sheriff Pur Svcs	Sheriff's Office Vehilce Repair	06/21/2021	41.00
Berryville Auto Part	Sheriff VRP Mat & Sup	Sheriff's Office Vehicle Repair - 1503	06/08/2021	22.12
Berryville Auto Part	Sheriff VRP Mat & Sup	Sheriff's Office Vehicle Repair	06/10/2021	4.72
Berryville Auto Part	Sheriff VRP Mat & Sup	Sheriff's Office Vehicle Repair	06/14/2021	4.72
Berryville Auto Part	Sheriff VRP Mat & Sup	Sheriff's Office Vehicle Repair - 1404	06/18/2021	248.13
Berryville Auto Part	Sheriff VRP Mat & Sup	Sheriff's Office Vehilce Repair	06/21/2021	42.71
Berryville Auto Part Total				1,122.88
Berryville True Valu	Maintenanc Mat & Sup	rm BH Maint LED Flash Light , pastel base paint	05/27/2021	109.97
Berryville True Valu	Maintenanc Mat & Sup	rm BH Maint roller covers	05/27/2021	9.99
Berryville True Valu	Maintenanc Mat & Sup	rm BH Maint bit set	06/02/2021	28.99
Berryville True Valu	Maintenanc Mat & Sup	rm BH Maint strip cutter	06/16/2021	24.99
Berryville True Valu	Maintenanc Mat & Sup	rm BH Maint steel sprayer	06/24/2021	47.99

**Clarke County
Invoice History Report
June 30, 2021**

VENDOR NAME	ACCOUNT DESC	FULL DESC	INVOICE DATE	AMOUNT
Berryville True Valu	Parks Adm Mat & Sup	supplies	06/25/2021	4.49
Berryville True Valu	Rec Center Mat & Sup	supplies	06/10/2021	13.48
Berryville True Valu	Pool Mat & Sup	supplies	05/28/2021	18.04
Berryville True Valu	JGC Maintenance Mat & Sup	rm BH 101 Chalmers nut and washers	06/21/2021	7.32
Berryville True Valu	ChurchSt Maint Mat & Sup	rm BH 102 N. Church Roof Sealant	05/25/2021	23.99
Berryville True Valu	ChurchSt Maint Mat & Sup	Frame	05/25/2021	15.48
Berryville True Valu	ChurchSt Maint Mat & Sup	rm BH 102 N. Church Screws and Utility Knife	05/26/2021	14.97
Berryville True Valu	ChurchSt Maint Mat & Sup	rm BH 102 N. Chruch St plumbing supplies	05/26/2021	45.08
Berryville True Valu	ChurchSt Maint Mat & Sup	rm BH 102 N.church telephone wall plate	06/04/2021	2.28
Berryville True Valu	ChurchSt Maint Mat & Sup	rm BH 102 N. Church shelf peg	06/21/2021	4.29
Berryville True Valu	ChurchSt Maint Mat & Sup	rm BH 102 N. Church flapper	06/24/2021	8.99
Berryville True Valu	104Church Maint Mat & Sup	rm BH 104 N. Church hose cap brass	06/10/2021	4.29
Berryville True Valu	104Church Maint Mat & Sup	rm BH 104 N. Church constru adhesive flex brad	06/14/2021	13.77
Berryville True Valu	AlRec Maint Mat & Sup	rm BH Recreation Center tubing	05/28/2021	1.78
Berryville True Valu	AlRec Maint Mat & Sup	rm BH Rec Center light control	06/15/2021	13.99
Berryville True Valu	AlRec Maint Mat & Sup	rm BH Rec patio light	06/15/2021	26.99
Berryville True Valu	AlPool Maint Mat & Sup	rm BH Pool mortar patch	06/09/2021	9.49
Berryville True Valu	AlPool Maint Mat & Sup	rm BH Pool cement	06/10/2021	11.99
Berryville True Valu	AlPool Maint Mat & Sup	rm BH Pool flex tape	06/14/2021	21.99
Berryville True Valu	AlPool Maint Mat & Sup	rm BH Pool general fastners	06/24/2021	3.87
Berryville True Valu	Maintenanc Mat & Sup	rm BH 101 Chalmers nut and washers	06/21/2021	4.36
Berryville True Valu Total				492.86
Bigelow, William	Electoral Board Member Fees	OOE 06082021	06/08/2021	185.00
Bigelow, William Total				185.00
BKT Uniforms	Sheriff Uniform Sworn Staff	SS Shirt	05/24/2021	71.50
BKT Uniforms	Sheriff Uniform Sworn Staff	Trousers and Shirts	06/07/2021	332.00
BKT Uniforms Total				403.50
Blauch Brother Inc	Capital Outlay Replacement	New Air Handler at Social Serv	06/03/2021	7,385.00
Blauch Brother Inc Total				7,385.00
Blue Ridge Volunteer	Electoral Leases & Rentals	06082021 Facility Use	06/08/2021	200.00
Blue Ridge Volunteer	EMS Vehicle Fuel	Fuel Reimbursment FY21	06/04/2021	1,056.85
Blue Ridge Volunteer Total				1,256.85
BMS Direct	Treasurer Printing & Binding	Real Estate 2nd Half 2021 bills	05/26/2021	2,834.67
BMS Direct	Treasurer Printing & Binding	Personal Property 1st half 2020 bills	05/13/2021	2,395.12
BMS Direct Total				5,229.79
Boswell,Jeremy Shane	Electoral Board Member Fees	OOE 06082021	06/08/2021	185.00
Boswell,Jeremy Shane Total				185.00
Boyce Volunteer Fire	Electoral Leases & Rentals	06082021 Facility Use	06/08/2021	100.00
Boyce Volunteer Fire	EMS Vehicle Fuel	Fuel Reimbursement FY21	06/04/2021	1,552.06
Boyce Volunteer Fire Total				1,652.06
Brondstater,Bette	Electoral Board Member Fees	OOE 06082021	06/08/2021	52.02
Brondstater,Bette Total				52.02
Brown,Melissa	Electoral Board Member Fees	OOE 06082021	06/08/2021	290.00
Brown,Melissa Total				290.00
Broy & Son Pump	JGC Maintenanc Pur Svcs	rm Broy& Son 101 Chalmers unstop sewer	05/20/2021	216.32
Broy & Son Pump	Maintenanc Pur Svcs	rm Broy& Son 101 Chalmers unstop sewer	05/20/2021	128.68
Broy & Son Pump Total				345.00
Buckley, Randy	Plan Com Board Member Fees	Planning Commission Meeting 6/1/2021	06/02/2021	50.00
Buckley, Randy Total				50.00
Burgess, Stephanie	Electoral Board Member Fees	OOE 06082021	06/08/2021	165.00
Burgess, Stephanie Total				165.00
Burns,Connie	Electoral Board Member Fees	OOE 06082021	06/08/2021	155.00
Burns,Connie Total				155.00
Cabinet & Appliance	Courthouse Complex Repairs	CA	05/27/2021	580.00
Cabinet & Appliance	Courthouse Complex Repairs	top	06/15/2021	525.00
Cabinet & Appliance Total				1,105.00
Caldwell, Anne	Plan Com Board Member Fees	Planning Commission Meeting 6/1/2021	06/04/2021	50.00
Caldwell, Anne Total				50.00
Camp, Jeremy	Plan Adm Local Mileage	mileage for various site visits	06/02/2021	31.70
Camp, Jeremy Total				31.70
Cardillo, Robin Couc	Cnsrv Esmt Donation Pur Svcs	meeting	06/09/2021	320.00
Cardillo, Robin Couc Total				320.00
Carol Garrett	Programs Refunds	refund	06/03/2021	45.00
Carol Garrett Total				45.00

**Clarke County
Invoice History Report
June 30, 2021**

VENDOR NAME	ACCOUNT DESC	FULL DESC	INVOICE DATE	AMOUNT
Carter, Page	HstPrvCom Board Member Fees	Historic Preservation Commission 5/19/2021	06/01/2021	25.00
Carter, Page Total				25.00
CCAP AUTO LEASE LTD	Personal Property Tax Current		06/21/2021	391.15
CCAP AUTO LEASE LTD Total				391.15
CDW Government	JAS IT Mat & Sup	JAS LAPTOPS - CDW	06/15/2021	2,148.64
CDW Government Total				2,148.64
Christine Kestner	Electoral Board Member Fees	OOE 06082021	06/08/2021	92.00
Christine Kestner Total				92.00
City of Winchester	Juv Det Ctr Intergov Svc Agree	TRK 4th QTR JDC Operations	06/07/2021	9,118.00
City of Winchester Total				9,118.00
Clarke County Fair	Cnsrv Esmt Donations	Sponsorship for the 2021 Clarke County Fair	06/23/2021	500.00
Clarke County Fair Total				500.00
Clarke County Parks	Electoral Leases & Rentals	06082021 Facility Use	06/08/2021	100.00
Clarke County Parks Total				100.00
Clarke County Sanita	COVWS Utilities	CARES - Utility Relief	05/18/2021	339.33
Clarke County Sanita	COVWS Utilities	CARES - Utility Relief	05/18/2021	424.92
Clarke County Sanita	COVWS Utilities	CARES - Utility Relief	05/18/2021	590.18
Clarke County Sanita	COVWS Utilities	CARES - Utility Relief	05/18/2021	197.50
Clarke County Sanita Total				1,551.93
Clarke,David	Electoral Board Member Fees	OOE 06082021	06/08/2021	270.00
Clarke,David Total				270.00
Clean Water Pool	Pool Chemicals	rm Clean Water Pool chemicals for pool	05/27/2021	89.41
Clean Water Pool	Pool Chemicals	rm Clean Water Pool chemicals	06/03/2021	93.57
Clean Water Pool	Pool Mat & Sup	supplies	06/25/2021	5.06
Clean Water Pool Total				188.04
Combs Wastewater Man	AIOff Maint Mat & Sup	rm Combs Wastewater Park Porti Potties 3	06/01/2021	210.00
Combs Wastewater Man Total				210.00
Commercial Press	Com of Rev Printing & Binding	Bsns cards Chandra drew	06/18/2021	44.50
Commercial Press	Clk of CC Mat & Sup	envelopes	06/18/2021	142.38
Commercial Press	Plan Adm Mat & Sup	Box of 500 Redi-Seal Envelopes	06/18/2021	90.25
Commercial Press Total				277.13
Commonwealth Industr	Sheriff PSU Mat & Sup	Road Flares	06/23/2021	722.41
Commonwealth Industr Total				722.41
Costco	Pool Mat & Sup	food supplies	06/03/2021	47.94
Costco	Programs Mat & Sup	food supplies	06/03/2021	251.34
Costco Total				299.28
		COUNTY RESIDENCE REFUSE ACCOUNT		
County of Frederick	RefuseDisp Intergov Svc Agree	05/2021	06/03/2021	1,364.90
County of Frederick	RefuseDisp Intergov Svc Agree	NEW CITIZENS CENTER 05312021	06/03/2021	1,119.60
County of Frederick	RefuseDisp Intergov Svc Agree	VDOT - CLARKE 05/31/2021	06/03/2021	75.80
County of Frederick	RefuseDisp Intergov Svc Agree	June Refuse -Big Shared Citizen Site	06/22/2021	9,763.95
County of Frederick Total				12,324.25
CRUZ LEON RAMIRO	Personal Property Tax Current		06/02/2021	242.06
CRUZ LEON RAMIRO	Personal Property Tax Current		06/02/2021	222.82
CRUZ LEON RAMIRO	Personal Property Tax Delinq		06/02/2021	259.73
CRUZ LEON RAMIRO	Motor Vehicle Licenses		06/02/2021	25.00
CRUZ LEON RAMIRO	Motor Vehicle Licenses		06/02/2021	25.00
CRUZ LEON RAMIRO Total				774.61
Crystal Springs	Parks Adm Leases & Rentals	water	06/15/2021	149.98
Crystal Springs Total				149.98
CW Warthen	Clk of CC Printing & Binding	2021 Land Book	06/24/2021	896.00
CW Warthen Total				896.00
Daly Computers	IT Noncap Technology Hardware	Wallmount brackets for phones	05/25/2021	10.00
Daly Computers Total				10.00
Danielle Madigan	Pool Refunds	refund	06/22/2021	50.00
Danielle Madigan Total				50.00
Danu Aquatics Llc	Programs Travel	online class	05/26/2021	49.50
Danu Aquatics Llc Total				49.50
Davis, Donna	Electoral Board Member Fees	OOE 06082021	06/08/2021	290.00
Davis, Donna Total				290.00
DDL Business Sys	Clk of CC Maint Contracts	Copier Maint.-SN:7940-Circuit	05/25/2021	30.09
DDL Business Sys	Parks Adm Maint Contracts	Copier Maint.-SN:3807-CCPRD	05/25/2021	225.68
DDL Business Sys	JAS IT Maint Contracts	Copier Maint.-SN:9490-JAS	05/25/2021	80.50
DDL Business Sys Total				336.27

**Clarke County
Invoice History Report
June 30, 2021**

VENDOR NAME	ACCOUNT DESC	FULL DESC	INVOICE DATE	AMOUNT
DMV	Treasurer DMV Stop	May 2021 DMV Stops	05/31/2021	925.00
DMV Total				925.00
DOERR KRISTI LYNN	Personal Property Tax Current		06/07/2021	35.15
DOERR KRISTI LYNN Total				35.15
Doing Better Busines	Com of Rev Maint Contracts	Copier Maint.SN:0015-Treasurer	06/08/2021	12.50
Doing Better Busines	Treasurer Maint Contracts	Copier Maint.SN:0015-Treasurer	06/08/2021	12.50
Doing Better Busines	EMS Mat & Sup	Copier Maint.SN:0015-Treasurer	06/08/2021	12.50
Doing Better Busines Total				37.50
eCore Software Inc	EMS Tech SW/OL	Fire-EMS ePro scheduling software lease	06/01/2021	187.00
eCore Software Inc Total				187.00
Eileen Chamerlain	Rec Center Refunds	refund	06/02/2021	35.00
Eileen Chamerlain Total				35.00
Emily Beamer	Pool Refunds	Refund	06/22/2021	100.00
Emily Beamer Total				100.00
EW Armstrong Compan	311EMain Maint Pur Svcs	311 E. Main St Furnish and ins	06/23/2021	4,233.06
EW Armstrong Compan Total				4,233.06
Fraser, Michael	Electoral Board Member Fees	OOE 06082021	06/08/2021	185.00
Fraser, Michael Total				185.00
Frederick-Winchester	Sanitation Intergov Svc Agreem	O&M RECRV COST MAY 2021 SERVICES	06/16/2021	2,616.49
Frederick-Winchester Total				2,616.49
Gallagher, James	Electoral Board Member Fees	OOE 06082021	06/08/2021	92.00
Gallagher, James Total				92.00
Galls/Best Uniforms	Sheriff Uniform Sworn Staff	safety vest and boots	05/27/2021	403.46
Galls/Best Uniforms	EMS Clothing	Fire-EMS uniforms	06/04/2021	119.60
Galls/Best Uniforms	EMS Clothing	Fire-EMS uniforms	06/10/2021	97.96
Galls/Best Uniforms Total				621.02
Garvis Patricia	Programs Clothing	playcamp shirts	06/06/2021	570.00
Garvis Patricia	Programs Clothing	playcamp shirts	06/06/2021	349.25
Garvis Patricia Total				919.25
GCA Education Servie	Maintenanc Custodial Contracts	rm ABM Cleaning Service for June 2021	06/01/2021	4,530.07
GCA Education Servie	JGC Maintenanc Custodial Contr	rm ABM Cleaning Service for June 2021	06/01/2021	1,187.75
GCA Education Servie	311EMain Maint Cus Contracts	rm ABM Cleaning Service for June 2021	06/01/2021	461.25
GCA Education Servie	Maintenanc Custodial Contracts	rm ABM Cleaning Service for June 2021	06/01/2021	706.59
GCA Education Servie Total				6,885.66
GeoConcepts Eng	Plan Adm Engineer & Architect	Resistivity Testing	05/04/2021	550.00
GeoConcepts Eng	Plan Adm Engineer & Architect	25	06/08/2021	275.00
GeoConcepts Eng Total				825.00
Global Industrial In	Pool Mat & Sup	supplies	06/04/2021	311.15
Global Industrial In Total				311.15
Gnosis Solutions, In	Sheriff Pur Svcs	Advanced Instructor Development Class	06/09/2021	9,234.51
Gnosis Solutions, In Total				9,234.51
Gordon, Teresa	Electoral Board Member Fees		06/08/2021	155.00
Gordon, Teresa Total				155.00
Grainger Inc	EMS Mat & Sup	Fire Extinguisher	05/14/2021	68.53
Grainger Inc	Maintenanc Mat & Sup	rm Graingers Maint extension cords	05/20/2021	180.30
Grainger Inc	Maintenanc Mat & Sup	rm Graingers Maint batteries 3.3 ah ni-cd	05/24/2021	111.64
Grainger Inc	Fencing Capital Outlay Replace	rm Graingers Park Fence	05/26/2021	833.86
Grainger Inc	Fencing Capital Outlay Replace	rm Graingers Park Fence Parts	05/27/2021	259.74
Grainger Inc	Fencing Capital Outlay Replace	rm Grainger Park Fence top rails	06/01/2021	52.80
Grainger Inc Total				1,506.87
Grand Rental	Maintenanc Mat & Sup	rm Grand Rejntal Maint pull start for weedeater	06/07/2021	19.99
Grand Rental	Maintenanc Mat & Sup	rm Grand Rental Trimmer and edger	06/16/2021	550.40
Grand Rental Total				570.39
Grubb, Kristen	Programs Pur Svcs	CCPRD Contracted Employee-FY21	06/15/2021	54.60
Grubb, Kristen Total				54.60
Habitat for Humanity	Help with Housing Contrib	FY21 Contribution	05/24/2021	5,000.00
Habitat for Humanity Total				5,000.00
Hagarty, Lora	Electoral Board Member Fees	OOE 06082021	06/08/2021	92.00
Hagarty, Lora Total				92.00
Hall, Monahan	Legal Svc Pur Svcs	TRK Legal BOS & PA May 2021	06/04/2021	1,030.00
Hall, Monahan	Plan Adm Pur Svcs	TRK Legal BOS & PA May 2021	06/04/2021	1,490.00
Hall, Monahan	Dev Rights Pur Svcs	CCCEA Legal Services May 2021	06/01/2021	410.00
Hall, Monahan Total				2,930.00
Handley Regional	Handley Regional Library Contr	Did not request at FY21 amount	05/24/2021	38,088.00

**Clarke County
Invoice History Report
June 30, 2021**

VENDOR NAME	ACCOUNT DESC	FULL DESC	INVOICE DATE	AMOUNT
Handley Regional Total				38,088.00
Hardesty, Larry	Electoral Board Member Fees	OOE 06082021	06/08/2021	150.00
Hardesty, Larry Total				150.00
HART TRACEY LYNN	Personal Property Tax Current		06/01/2021	10.15
HART TRACEY LYNN Total				10.15
Hershey Creamery	Concession Merch for Resale	resale icecream	06/10/2021	439.80
Hershey Creamery	Concession Merch for Resale	food concession	06/25/2021	402.30
Hershey Creamery Total				842.10
Hess, Jean	Electoral Board Member Fees	OOE 06082021	06/08/2021	290.00
Hess, Jean Total				290.00
Holcomb, Kathy	Electoral Board Member Fees	OOE 06082021	06/08/2021	290.00
Holcomb, Kathy Total				290.00
Hope Lives Ministry	Programs Refunds	refund	05/26/2021	68.00
Hope Lives Ministry Total				68.00
Hunt, Pearce W	Plan Com Board Member Fees	6/1/2021	06/02/2021	50.00
Hunt, Pearce W Total				50.00
HVT INC AS TRUSTEE F	Personal Property Tax Current		06/09/2021	738.46
HVT INC AS TRUSTEE F Total				738.46
iHeartMEDIA	Programs Advertising	craft show	06/22/2021	384.00
iHeartMEDIA Total				384.00
Innovative Access Te	225Rams Maint Pur Svcs	rm Innovateive Tech ACO hook camera back up	06/18/2021	246.50
Innovative Access Te Total				246.50
Inova Occupational H	Vol Fire Pur Svcs	Fire-EMS NFPA physical May 2021	06/03/2021	1,172.79
Inova Occupational H Total				1,172.79
Jackson, Geneva	Electoral Board Member Fees	OOE 06082021	06/08/2021	43.35
Jackson, Geneva Total				43.35
James River Equipmen	Maintenanc Mat & Sup	Blue Diamond Brush 60" HD Blad	05/22/2021	6,475.00
James River Equipmen Total				6,475.00
Jean Lee	Electoral Board Member Fees	OOE 06082021	06/08/2021	84.00
Jean Lee Total				84.00
Jessica Bodoh	Programs Refunds	refund	06/25/2021	108.00
Jessica Bodoh Total				108.00
John H Enders Fire	Electoral Leases & Rentals	06082021 Facility Use	06/08/2021	100.00
John H Enders Fire	EMS Vehicle Fuel	Fuel Reimbursement FY21	06/04/2021	1,655.29
John H Enders Fire	EMS Noncap Office Equip	Kitchen Renovation	06/30/2021	2,000.00
John H Enders Fire Total				3,755.29
Johnson, Kelly Jean	Electoral Board Member Fees	OOE 06082021	06/08/2021	185.00
Johnson, Kelly Jean Total				185.00
Jones, Brenda	Electoral Board Member Fees	OOE 06082021	06/08/2021	92.00
Jones, Brenda Total				92.00
Kalbiam, Maral	HstPrvCom Pur Svcs	10 hours of consulting for HPC April/May 2021	06/02/2021	1,300.00
Kalbiam, Maral Total				1,300.00
Knight, Wendy	Electoral Board Member Fees	OOE 06082021	06/08/2021	89.36
Knight, Wendy Total				89.36
KNS Technologies	Econ Dev Maint Svc Contracts	TRK Website Development (Tourism,	06/04/2021	150.00
KNS Technologies Total				150.00
Kruhm, Douglas	Plan Com Board Member Fees	6/1/2021	06/02/2021	50.00
Kruhm, Douglas Total				50.00
Kustom Signals Inc	Sheriff Pur Svcs	Tuning Fork Certification	02/25/2021	748.00
Kustom Signals Inc	DCJS Body Worn Cameras	Grant funded Body Worn Cameras	05/21/2021	28,055.50
Kustom Signals Inc Total				28,803.50
Lamishia Allen	Programs Refunds	refund	06/08/2021	26.00
Lamishia Allen Total				26.00
Language Line Servic	Sheriff Pur Svcs	Interpretation services	05/31/2021	51.87
Language Line Servic Total				51.87
Lantz Construction	Courthouse Complex Repairs	102 N. Church Install new wall	05/25/2021	9,250.00
Lantz Construction Total				9,250.00
LaserTag2You	Programs Pur Svcs	laser tag	05/04/2021	475.00
LaserTag2You	Programs Pur Svcs	playcamp	06/12/2021	475.00
LaserTag2You Total				950.00
Laurel Center, The	Laurel Center Contribution	FY21 annual contribution	05/21/2021	6,000.00
Laurel Center, The Total				6,000.00
Lawson, Terry	Electoral Board Member Fees	OOE 06082021	06/08/2021	92.00
Lawson, Terry Total				92.00
LEACH ROBIN L	Personal Property Tax Current		06/21/2021	31.16

**Clarke County
Invoice History Report
June 30, 2021**

VENDOR NAME	ACCOUNT DESC	FULL DESC	INVOICE DATE	AMOUNT
LEACH ROBIN L	Personal Property Tax Current		06/21/2021	83.29
LEACH ROBIN L	Motor Vehicle Licenses		06/21/2021	25.00
LEACH ROBIN L Total				139.45
Lee, Frank	Plan Com Board Member Fees	6/1/2021	06/02/2021	50.00
Lee, Frank Total				50.00
Levi, Ann	Electoral Board Member Fees	OOE 06082021	06/08/2021	185.00
Levi, Ann Total				185.00
LexisNexis	Sheriff Pur Svcs	Monthly Service	05/31/2021	150.00
LexisNexis Total				150.00
Logan Systems Inc	Clk of CC Microfilming	indexing & paper	06/15/2021	1,253.23
Logan Systems Inc Total				1,253.23
Lord Fairfax Health	Programs Pur Svcs	TB tests	05/21/2021	32.46
Lord Fairfax Health Total				32.46
Lord Fairfax Soil &	Lord Fairfax S&W Contr	FY21 annual contribution	05/24/2021	5,000.00
Lord Fairfax Soil & Total				5,000.00
Lowes	Maintenanc Mat & Sup	rm Lowes Maint tools	06/16/2021	43.65
Lowes	ChurchSt Maint Mat & Sup	rm Lowes 102 N. Church Shelf	05/27/2021	6.26
Lowes	ChurchSt Maint Mat & Sup	rm Lowes 102 N. Church pfister shelton	06/10/2021	89.03
Lowes	ChurchSt Maint Mat & Sup	rm Lowers 102 N. Church tax refund	06/10/2021	-4.48
Lowes Total				134.46
MacMurtrie, Gwyneth	Electoral Board Member Fees	OOE 06082021	06/08/2021	155.00
MacMurtrie, Gwyneth Total				155.00
Maddox, Kristina	Plan Adm Travel	(Omni)	06/25/2021	407.60
Maddox, Kristina Total				407.60
Malone, Gwendolyn	Plan Com Board Member Fees	6/1/2021	06/02/2021	50.00
Malone, Gwendolyn Total				50.00
Mansfield Oil Co	County Adm Vehicle Fuel	rm Mansfield Oil Fuel for 5/16/21-5/31/21	05/31/2021	92.02
Mansfield Oil Co	Sheriff Vehicle Fuel	Fuel for 5/16 - 5/31/2021	05/31/2021	2,179.51
Mansfield Oil Co	EMS Vehicle Fuel	rm Mansfield Oil Fuel for 5/16/21-5/31/21	05/31/2021	786.04
Mansfield Oil Co	Bldg Insp Vehicle Fuel	rm Mansfield Oil Fuel for 5/16/21-5/31/21	05/31/2021	66.02
Mansfield Oil Co	AnimalCtrl Vehicle Fuel	rm Mansfield Oil Fuel for 5/16/21-5/31/21	05/31/2021	44.76
Mansfield Oil Co	Maintenanc Vehicle Fuel	rm Mansfield Oil Fuel for 5/16/21-5/31/21	05/31/2021	144.10
Mansfield Oil Co	Parks Adm Vehicle Fuel	rm Mansfield Oil Fuel for 5/16/21-5/31/21	05/31/2021	30.34
Mansfield Oil Co Total				3,342.79
McCormick Paint Work	AlSoc Maint Mat & Sup	rm McCormick Paint Soccer Field Paint	05/26/2021	1,442.52
McCormick Paint Work Total				1,442.52
McDonald, Rebecca	Electoral Board Member Fees	OOE 06082021	06/08/2021	69.36
McDonald, Rebecca Total				69.36
Melgaard, Thomas	Electoral Board Member Fees	OOE 06082021	06/08/2021	89.36
Melgaard, Thomas Total				89.36
Mike Brown	Pool Refunds	refund	06/08/2021	25.00
Mike Brown Total				25.00
Miller, Sue	Programs Pur Svcs	CCPRD Contracted Employee-FY21	06/15/2021	45.50
Miller, Sue Total				45.50
Miller, Teresa	Electoral Board Member Fees	OOE 06082021	06/08/2021	165.00
Miller, Teresa Total				165.00
Moore, Ronald	Electoral Board Member Fees	OOE 06082021	06/08/2021	89.36
Moore, Ronald Total				89.36
Morris, Barbara	Electoral Board Member Fees	OOE 06082021	06/08/2021	150.00
Morris, Barbara Total				150.00
National Pools	AlPool Maint Mat & Sup	valve	06/07/2021	235.00
National Pools Total				235.00
Nelson, Willis	Electoral Board Member Fees	OOE 06082021	06/08/2021	185.00
Nelson, Willis Total				185.00
Nolan, Susan	Electoral Board Member Fees	OOE 06082021	06/08/2021	155.00
Nolan, Susan Total				155.00
Northwestern Communi	NW Community Svc Entity Gift	FY21 4th Quarter allocation	05/24/2021	28,200.00
Northwestern Communi Total				28,200.00
NSVSAC	N Shen Vally Sub Abuse Coal Co	4th quarter allocation	04/01/2021	3,750.00
NSVSAC Total				3,750.00
NW Works Inc	NW Works Entity Gift	FY21 annual contribution	05/24/2021	5,000.00
NW Works Inc Total				5,000.00
Office Depot	JAS Inventory -Mtls & Supplies	Central Store Supplies	06/17/2021	454.10
Office Depot	JAS Inventory -Mtls & Supplies	Central Store Supplies	06/15/2021	126.03

**Clarke County
Invoice History Report
June 30, 2021**

VENDOR NAME	ACCOUNT DESC	FULL DESC	INVOICE DATE	AMOUNT
Office Depot	JAS Inventory -Mtls & Supplies	Central Store Supplies	06/14/2021	99.78
Office Depot	JAS Inventory -Mtls & Supplies	Central Store Supplies	06/12/2021	61.56
Office Depot Total				741.47
Ohrstrom, George II	Plan Com Board Member Fees	Planning Commission Meeting 6/1/2021	06/04/2021	50.00
Ohrstrom, George II	BryDevAuth Board Member Fees	BADA Meeting 5/26/2021	06/01/2021	25.00
Ohrstrom, George II Total				75.00
Omnicom Consulting	Radio System Study Pur Svcs	Consulting Services for Phase	06/01/2021	3,703.00
Omnicom Consulting Total				3,703.00
Our Health Inc	Our Health Entity Gift	3rd & 4th quarter contributions	05/25/2021	3,250.00
Our Health Inc Total				3,250.00
Patriot Fire LLC	Vol Fire Co Insurance	Fire-EMS repair-insurance claim VATR21010729-00001	05/03/2021	7,193.79
Patriot Fire LLC Total				7,193.79
Pitney Bowes	IT Leases & Rentals	Postage Machine-Treasurer Leas	05/27/2021	1,040.04
Pitney Bowes	District C Postal Svcs	New Postage Machine for 104 N.	05/27/2021	145.29
Pitney Bowes	J&D Court Maint Contracts	JDR court Meter	05/27/2021	94.92
Pitney Bowes Total				1,280.25
Police and Sheriffs	Sheriff Uniform Sworn Staff	ID Card	06/09/2021	17.55
Police and Sheriffs Total				17.55
Post 41 American Leg	Programs Refunds	refund	06/22/2021	20.00
Post 41 American Leg Total				20.00
PowerPhone Inc	Sheriff Travel - Communication	new hire emd training	05/26/2021	729.00
PowerPhone Inc	Sheriff Travel - Communication	Annual continuing ed all staff	05/28/2021	1,068.00
PowerPhone Inc Total				1,797.00
Premier Accounts Rec	EMS Pur Svcs	Fire-EMS billing invoice May 2021	06/03/2021	2,031.25
Premier Accounts Rec Total				2,031.25
Pritchard, Elizabeth	Electoral Board Member Fees	OOE 06082021	06/08/2021	130.00
Pritchard, Elizabeth Total				130.00
Protect the Kids	Programs Travel	afterschool staff	06/17/2021	120.00
Protect the Kids Total				120.00
Purchase Power	BoS Postal Services	Postage thru 05/31/21	06/03/2021	40.94
Purchase Power	County Adm Postal Svcs	Postage thru 05/31/21	06/03/2021	4.08
Purchase Power	Com of Rev Postal Svcs	Postage thru 05/31/21	06/03/2021	303.96
Purchase Power	Treasurer Postal Svcs	Postage thru 05/31/21	06/03/2021	1,296.29
Purchase Power	Electoral Postal Svcs	Postage thru 05/31/21	06/03/2021	221.15
Purchase Power	Registrar Postal Svcs	Postage thru 05/31/21	06/03/2021	175.73
Purchase Power	Bldg Insp Postal Svcs	Postage thru 05/31/21	06/03/2021	27.24
Purchase Power	Plan Adm Postal Svcs	Postage thru 05/31/21	06/03/2021	55.91
Purchase Power Total				2,125.30
Ramirez Landscape LI	SWC Pur Svcs	rm Ramirez County, School and CCCC Mowing May 2021	06/02/2021	140.00
Ramirez Landscape LI	Maintenanc Pur Svcs	rm Ramirez County, School and CCCC Mowing May 2021	06/02/2021	10,990.00
Ramirez Landscape LI Total				11,130.00
Randy Carter Paintin	AlPool Maint Pur Svcs	louvers	06/26/2021	625.00
Randy Carter Paintin	Roofing Capital Outlay Replace	Prepare and Paint East Side of	06/02/2021	11,520.00
Randy Carter Paintin	Roofing Capital Outlay Replace	Painting: Circuit Courthouse R	06/20/2021	7,895.00
Randy Carter Paintin	Roofing Capital Outlay Replace	Painting: Circuit Courthouse-S	06/20/2021	5,070.00
Randy Carter Paintin	Roofing Capital Outlay Replace	Painting: Circuit Courthouse-N	06/20/2021	5,558.00
Randy Carter Paintin Total				30,668.00
Rappahannock Electri	SWC Electrical Services	21	06/04/2021	100.92
Rappahannock Electri	JGC Maintenanc Electric	21	06/04/2021	2,449.32
Rappahannock Electri	RT Maintenanc Electric	21	06/04/2021	974.82
Rappahannock Electri	ChurchSt Maint Electric	21	06/04/2021	1,400.93
Rappahannock Electri	104Church Maint Electric	21	06/04/2021	614.94
Rappahannock Electri	225Rams Maint Electric	21	06/04/2021	472.28
Rappahannock Electri	524West Maint Electric	21	06/04/2021	108.15
Rappahannock Electri	AlRec Maint Electric	21	06/04/2021	1,616.26
Rappahannock Electri	AlOff Maint Electric	21	06/04/2021	492.66
Rappahannock Electri	AlPool Maint Electric	21	06/04/2021	967.16
Rappahannock Electri	AlBase Maint Electric	21	06/04/2021	46.81
Rappahannock Electri	AlSoc Maint Electric	21	06/04/2021	51.88
Rappahannock Electri	309WMain Maint Electrical Svcs	21	06/04/2021	38.85
Rappahannock Electri	311EMain Maint Electric	21	06/04/2021	520.67

**Clarke County
Invoice History Report
June 30, 2021**

VENDOR NAME	ACCOUNT DESC	FULL DESC	INVOICE DATE	AMOUNT
Rappahannock Electri	129Rams Maint Electric	21	06/04/2021	213.89
Rappahannock Electri	Maintenanc Electric	21	06/04/2021	1,457.08
Rappahannock Electri Total				11,526.62
Republic Services	SWC Pur Svcs	Acct 3-0976-4820460 Schools Du	05/31/2021	5,264.21
Republic Services	LitterCtrl Pur Svcs	Gov't Dumpster Acct. 3-0976-00	05/31/2021	79.95
Republic Services	LitterCtrl Pur Svcs	Acct 3-0976-4784245 Litter Bin	05/31/2021	110.00
Republic Services	Maintenanc Maint Contracts	Gov't Dumpster Acct. 3-0976-00	05/31/2021	858.53
Republic Services	JGC Maint Contracts	Gov't Dumpster Acct. 3-0976-00	05/31/2021	81.04
Republic Services	Maintenanc Maint Contracts	Gov't Dumpster Acct. 3-0976-00	05/31/2021	48.21
Republic Services Total				6,441.94
Richard Grubb & Asso	HPC Battle Bound Stdy Pur Svcs	Historical Consulting Svcs; Battle of Berryville	06/07/2021	3,968.01
Richard Grubb & Asso Total				3,968.01
Ricoh Usa	Comm Atty Maint Contracts	Copier Maint.-SN:3777-Comm. At	06/21/2021	149.76
Ricoh Usa	Sheriff Maint Contracts	Copier Maint.-SN:9288-Sheriff	06/01/2021	28.40
Ricoh Usa	Bldg Insp Maint Contracts	SN 4662 Copier Maintenance-Bui	05/13/2021	360.20
Ricoh Usa	AnimalCtrl Maint Svc Contracts	Copier Maint.-SN6454-Animal Co	06/01/2021	7.01
Ricoh Usa	Parks Adm Maint Contracts	Copier Maint.-SN2158-CCPRD	06/24/2021	-103.23
Ricoh Usa Total				442.14
Riddleberger Bros	RT Maintenanc Pur Svcs	rm RBI 100 N Church unit blowing fuses	06/10/2021	513.05
Riddleberger Bros	225Rams Maint Pur Svcs	rm RBI ACO No A/C in cat room	06/21/2021	802.30
Riddleberger Bros Total				1,315.35
Roberts, Elizabeth	Electoral Board Member Fees	OOE 06082021	06/08/2021	105.50
Roberts, Elizabeth Total				105.50
Robinson, Farmer, Co	JAS Finance Finance & Auditing	SCHOOL ACTIVITY FUNDS AUDIT FY YEAR END 6/30/21	06/08/2021	5,100.00
Robinson, Farmer, Co Total				5,100.00
Roper, Tony	Sheriff Travel - Sworn Staff	VSI Conference Meals	06/17/2021	59.50
Roper, Tony Total				59.50
Roseville & Plaza Pe	AnimalCtrl Pur Svcs	medi	06/23/2021	635.85
Roseville & Plaza Pe Total				635.85
Row, Lisa	Electoral Board Member Fees	OOE 06082021	06/08/2021	89.36
Row, Lisa Total				89.36
Ryder Truck Rental	Electoral Leases & Rentals	06082021 TRUCK RENTAL	06/09/2021	340.95
Ryder Truck Rental Total				340.95
S&S Worldwide	Pool Mat & Sup	supplies	06/09/2021	59.00
S&S Worldwide Total				59.00
Schenck Foods Compan	Programs Mat & Sup	afterschool food	05/26/2021	455.84
Schenck Foods Compan	Programs Mat & Sup	play camp food	06/21/2021	675.43
Schenck Foods Compan	Concession Merch for Resale	concession snacks	05/25/2021	368.37
Schenck Foods Compan	Concession Merch for Resale	resale snacks	06/10/2021	350.84
Schenck Foods Compan	Concession Merch for Resale	concession food	06/24/2021	200.94
Schenck Foods Compan Total				2,051.42
Secure Shred	Sheriff Pur Svcs	Monthly Shred Service	06/01/2021	50.00
Secure Shred Total				50.00
Sharon W. Warner	Electoral Board Member Fees	OOE 06082021	06/08/2021	150.00
Sharon W. Warner Total				150.00
Sheehy Ford	Sher Veh Capital Outlay Replac	New Cruiser	06/04/2021	34,626.40
Sheehy Ford	Sher Veh Capital Outlay Replac	New Cruiser	06/04/2021	34,626.40
Sheehy Ford Total				69,252.80
Shenandoah Area Agen	SAAA EntityGift	4th quarter allocation	05/21/2021	10,000.00
Shenandoah Area Agen Total				10,000.00
Shenandoah Shed	New Park Shelter-Construction	Parks and Rec 12x24 Barn Shed	06/16/2021	11,650.00
Shenandoah Shed Total				11,650.00
Shentel	IT Telecomm Online Tech	Government Shentel Dark Fiber	06/01/2021	2,323.25
Shentel	IT Leases & Rentals	Government Shentel Dark Fiber	06/01/2021	690.00
Shentel	Maintenanc Telephone	Government Shentel Dark Fiber	06/01/2021	122.37
Shentel Total				3,135.62
Shiley, Robert	Programs Pur Svcs	Free concert	06/15/2021	2,700.00
Shiley, Robert Total				2,700.00
Shred-It	Com of Rev Pur Svcs	shredding	06/07/2021	26.54
Shred-It	Treasurer Pur Svcs	Shred Services - Purge	05/22/2021	354.31
Shred-It Total				380.85
Signet Screen Printi	Parks Adm Clothing	employee shirts	06/02/2021	245.57
Signet Screen Printi	Parks Adm Clothing	staff shirt	06/24/2021	35.01

**Clarke County
Invoice History Report
June 30, 2021**

VENDOR NAME	ACCOUNT DESC	FULL DESC	INVOICE DATE	AMOUNT
Signet Screen Printi	Programs Printing & Binding	banner	06/02/2021	78.20
Signet Screen Printi	Programs Printing & Binding	banner	06/03/2021	45.00
Signet Screen Printi Total				403.78
Smart, Kathy	BryDevAuth Board Member Fees	5/26/2021	06/02/2021	25.00
Smart, Kathy Total				25.00
Smith,James	Electoral Board Member Fees	OOE 06082021	06/08/2021	150.00
Smith,James Total				150.00
Spano, Joanne	Electoral Board Member Fees	OOE 06082021	06/08/2021	290.00
Spano, Joanne Total				290.00
SRFAX	IT Tech SW/OL	Fax Service SRFAX	06/06/2021	120.20
SRFAX Total				120.20
Staples Technology S	Com of Rev Mat & Sup	HP 58A Cartridge	05/31/2021	98.88
Staples Technology S	JAS Inventory -Mtls & Supplies	HP 55X Toner-Central Store	05/29/2021	140.11
Staples Technology S	GovCap Furniture Replacement	Chairs for Circuit Courtroom	05/31/2021	2,569.90
Staples Technology S Total				2,808.89
Station Automation	EMS Tech SW/OL	Addition of SCBA module to current program	06/04/2021	812.50
Station Automation Total				812.50
Stidham, Brandon	Plan Adm Local Mileage	Travel to/from NSVRC Office on 5/17 and 6/17	06/21/2021	49.62
Stidham, Brandon Total				49.62
Stieg, Bob	HstPrvCom Board Member Fees	Historic Preservation Commission 5/19/2021	06/02/2021	25.00
Stieg, Bob Total				25.00
Stryker Medical	Vol Fire Pur Svcs	Fire-EMS AED for courts	06/08/2021	1,968.75
Stryker Medical Total				1,968.75
Supply Room, The	District C Mat & Sup	facial tissue	05/17/2021	9.55
Supply Room, The	JAS Inventory -Mtls & Supplies	Central Store Supplies	06/17/2021	78.60
Supply Room, The Total				88.15
TeamCraft Roofing	AIRec Maint Pur Svcs	rm Teamcraft Roof Rec Center roof repair	06/14/2021	168.75
TeamCraft Roofing Total				168.75
Thomson Reuters	Comm Atty Dues & Memb	June 2021	06/01/2021	44.00
Thomson Reuters Total				44.00
Town of Berryville	JGC Maintenanc Water & Sewer	rm TOB Water and Sewer 101 Charlmer Ct	05/20/2021	122.20
Town of Berryville	RT Maintenanc Water & Sewer	rm TOB Water and Sewer 100 N. Church St	05/20/2021	698.29
Town of Berryville	104Church Maint Water & Sewer	rm TOB Water and Sewer 104 N. Church	05/20/2021	93.21
Town of Berryville	AIRec Maint Water & Sewer	rm TOB Water and Sewer Rec Center	05/20/2021	91.14
Town of Berryville	AIOff Maint Water & Sewer	rm TOB Water and Sewer Park LL	05/20/2021	23.57
Town of Berryville	AIOff Maint Water & Sewer	rm TOB Water and Sewer Park Grounds	05/20/2021	363.43
Town of Berryville	AIPool Maint Water & Sewer	rm TOB Water and Sewer Pool	05/20/2021	678.91
Town of Berryville	309WMain Maint Water & Sewer	rm TOB Water and Sewer 309 W. Main St	05/20/2021	37.37
Town of Berryville	311EMain Maint Water & Sewer	rm TOB Water and Sewer 313 E.Main St	05/20/2021	37.37
Town of Berryville	311EMain Maint Water & Sewer	rm TOB Water and Sewer 311 E. Main	05/20/2021	31.95
Town of Berryville	Court Fines & Forfeitures	Court Fines - May 2021	05/31/2021	215.00
Town of Berryville	129Rams Maint Water & Sewer	rm TOB Water and Sewer 129 Ramsburg	05/20/2021	34.78
Town of Berryville	Materials and Supplies	Municipal Utility relief program money to assist	06/29/2021	3,898.22
Town of Berryville	Pyts to Town of Berryville	Local Sales Tax - Feb 2021	06/28/2021	20,289.47
Town of Berryville	Pyts to Town of Berryville	Local Sales Tax - March 2021	06/28/2021	26,544.08
Town of Berryville	Pyts to Town of Berryville	Local Sales Tax - April 2021	06/28/2021	26,468.95
Town of Berryville	Maintenanc Water & Sewer	rm TOB Water and Sewer 101 Charlmer Ct	05/20/2021	72.69
Town of Berryville Total				79,700.63
Town of Boyce	Pyts to Town of Boyce	Local Sales Tax - Feb 2021	06/28/2021	2,803.15
Town of Boyce	Pyts to Town of Boyce	Local Sales Tax - March 2021	06/28/2021	3,667.28
Town of Boyce	Pyts to Town of Boyce	Local Sales Tax - April 2021	06/28/2021	3,656.90
Town of Boyce Total				10,127.33
TOYOTA MOTOR CREDIT	Personal Property Tax Current		06/17/2021	836.25
TOYOTA MOTOR CREDIT Total				836.25
Treasurer Of Virgini	Exam&Bury Pur Svcs	MEDICAL EXAMINER - CRYSTAL ANNE RHIND CAMPBELL	06/03/2021	20.00
Treasurer Of Virgini Total				20.00
Treasurers Associati	Treasurer Travel	TAV Conference - Sharon Keeler	06/17/2021	150.00
Treasurers Associati	Treasurer Travel	TAV Conference - Elizabeth Collins	06/17/2021	150.00
Treasurers Associati Total				300.00
Trips Auto	Sheriff Pur Svcs	Tow Stolen Car (IBR 202100316)	06/05/2021	95.00
Trips Auto Total				95.00
TrueShred	Registrar Pur Svcs	DOCUMENT SHREDDING	05/28/2021	54.00
TrueShred Total				54.00

**Clarke County
Invoice History Report
June 30, 2021**

VENDOR NAME	ACCOUNT DESC	FULL DESC	INVOICE DATE	AMOUNT
US Specialty Coating	Programs Mat & Sup	supplies	06/02/2021	153.43
US Specialty Coating Total				153.43
US Uniform & Supply	Sheriff Uniform Sworn Staff	Carrier Vest	06/21/2021	142.45
US Uniform & Supply Total				142.45
Valley Car Wash	Sheriff Pur Svcs	Car Washes	05/31/2021	138.40
Valley Car Wash Total				138.40
Valley Doors Unlimit	JGC Maintenance Mat & Sup	rm Valley Doors 101 Chalmers Ct flushbolt	06/10/2021	21.15
Valley Doors Unlimit	Maintenanc Mat & Sup	rm Valley Doors 101 Chalmers Ct flushbolt	06/10/2021	12.59
Valley Doors Unlimit Total				33.74
Valley Health	EMS Mat & Sup	Fire-EMS WMC supply invoice May 2021	06/01/2021	447.26
Valley Health Total				447.26
VANDERLINDEN EMMA CR	Personal Property Tax Current		06/21/2021	83.29
VANDERLINDEN EMMA CR Total				83.29
Verizon	County Adm Telephone	1000172	05/25/2021	12.00
Verizon	Com of Rev Telephone	1000172	05/25/2021	8.00
Verizon	Treasurer Telephone	1000172	05/25/2021	4.00
Verizon	IT Telephone	1000172	05/25/2021	370.72
Verizon	Registrar Telephone	1000172	05/25/2021	4.00
Verizon	District C Telephone	1000172	05/25/2021	56.35
Verizon	J&D Court Telephone	1000172	05/25/2021	54.49
Verizon	Clk of CC Telephone	1000172	05/25/2021	83.98
Verizon	Comm Atty Telephone	1000172	05/25/2021	16.00
Verizon	Sheriff Telephone	1000172	05/25/2021	286.51
Verizon	Sheriff Telephone	Central Alarm	06/01/2021	1,605.28
Verizon	Sheriff Telephone	Verizon Radio Tower	06/01/2021	49.45
Verizon	EMS Telephone	1000172	05/25/2021	49.06
Verizon	Probation Telephone	1000172	05/25/2021	4.00
Verizon	Bldg Insp Telephone	1000172	05/25/2021	8.00
Verizon	AnimalCtrl Telephone	1000172	05/25/2021	43.63
Verizon	Maintenanc Telephone	1000172	05/25/2021	43.63
Verizon	Parks Adm Telephone	1000172	05/25/2021	68.49
Verizon	Plan Adm Telephone	1000172	05/25/2021	12.00
Verizon	JAS Finance Telephone	1000172	05/25/2021	119.26
Verizon Total				2,898.85
VITA	IT Telephone	MAY PHONE BILL	06/02/2021	142.49
VITA	District C Telephone	MAY PHONE BILL	06/02/2021	111.67
VITA	J&D Court Telephone	MAY PHONE BILL	06/02/2021	0.60
VITA	Clk of CC Telephone	MAY PHONE BILL	06/02/2021	0.45
VITA	Sheriff Telephone	MAY PHONE BILL	06/02/2021	1,642.57
VITA	JAS Finance Telephone	MAY PHONE BILL	06/02/2021	0.02
VITA	Maintenanc Telephone	MAY PHONE BILL	06/02/2021	65.94
VITA Total				1,963.74
Wage Works	Flex Bens Pur Svcs	Admin fee May 2021	05/25/2021	449.00
Wage Works	Flex Bens Pur Svcs	Monthly Admin Fee Jun 2021	06/23/2021	449.00
Wage Works Total				898.00
Walmart	Rec Center Mat & Sup	Credit Acct #640297 card end #9457	06/19/2021	22.52
Walmart	Rec Center Merch for Resale	Credit Acct #640297 card end #9457	06/19/2021	70.68
Walmart	Programs Mat & Sup	supplies	04/22/2021	49.26
Walmart	Programs Mat & Sup	Credit Acct #640297 card end #9457	06/19/2021	261.95
Walmart	Concession Merch for Resale	Credit Acct #640297 card end #9457	06/19/2021	238.13
Walmart Total				642.54
Warren County Fire	Vol Fire Companies Entity Gift	For Fiscal Year 2020-2021	06/11/2021	25,000.00
Warren County Fire Total				25,000.00
Washington Gas	JGC Maintenanc Heating	101 CHALMERS CT 05/14/21 - 06/11/21	06/15/2021	332.81
Washington Gas	RT Maintenanc Heating	100 N CHURCH 05/14/21-06/11/21	06/15/2021	20.45
Washington Gas	104Church Maint Heating	104 N CHURCH ST 05/14/21 - 06/11/21	06/15/2021	20.45
Washington Gas	ALRec Maint Heating	225 AL SMITH 05/15/21 - 06/14/21	06/16/2021	196.12
Washington Gas	Maintenanc Heating	101 CHALMERS CT 05/14/21 - 06/11/21	06/15/2021	197.99
Washington Gas Total				767.82
Watson, William	Electoral Board Member Fees	Equipment Custodian 06082021	06/08/2021	540.00
Watson, William Total				540.00
Westervelt, Carol	Electoral Local Mileage	Election Day Mileage	06/21/2021	53.76
Westervelt, Carol Total				53.76
Winchester Equipment	Maintenanc Pur Svcs	rm Winchester Eq. Main Sercice RTV500 Camo	06/22/2021	194.24

**Clarke County
Invoice History Report
June 30, 2021**

VENDOR NAME	ACCOUNT DESC	FULL DESC	INVOICE DATE	AMOUNT
Winchester Equipment	Maintenanc Pur Svcs	rm Winchester E.Maint Park RTV500-H Service	06/22/2021	223.39
Winchester Equipment	Maintenanc Pur Svcs	rm Winchester Equip County KB Tractor Service	06/22/2021	428.40
Winchester Equipment Total				846.03
Winchester Star	BoS Advertising	brt PH2021-08 SSYP, PT CA posting	05/31/2021	360.48
Winchester Star	Comm Atty Pur Svcs	brt PH2021-08 SSYP, PT CA posting	05/31/2021	240.00
Winchester Star Total				600.48
Windisch, Edward	Electoral Board Member Fees	OOEe 06082021	06/08/2021	89.36
Windisch, Edward Total				89.36
WL Construction & Pa	Asph&Path Capital Outlay Adds	Prepare and Pave Parking Lot a	06/03/2021	24,999.99
WL Construction & Pa Total				24,999.99
Wright Line Llc	Sheriff COS Mat & Sup	console shelf replacement	05/28/2021	305.15
Wright Line Llc Total				305.15
York, Robin	HstPrvCom Board Member Fees	Historic Preservation Commission 5/19/2021	06/02/2021	25.00
York, Robin Total				25.00
Grand Total				621,786.61

**Clarke County
YTD Budget Report
June 30, 2021**

FUNCTION	OBJ	ACCOUNT DESCRIPTION	REVISED BUDGET	YTD EXPENDED	AVAILABLE BUDGET	% USED
11010	1300	BoS Part Time Salaries	13,925.00	13,925.00	-	100%
11010	2100	BoS FICA	1,086.05	961.70	124.35	89%
11010	2300	BoS Health Ins	28,121.51	15,326.67	12,794.84	55%
11010	2700	BoS Worker's Comp	9.44	9.44	-	100%
11010	3000	BoS Pur Svcs	6,310.00	8,732.49	(2,422.49)	138%
11010	3600	BoS Advertising	5,600.00	4,010.92	1,589.08	72%
11010	5210	BoS Postal Services	500.00	215.51	284.49	43%
11010	5230	BoS Telephone	35.00	-	35.00	0%
11010	5300	BoS Insurance	8,000.00	3,929.00	4,071.00	49%
11010	5500	BoS Travel	4,000.00	-	4,000.00	0%
11010	5800	BoS Miscellaneous Expenditures	2,200.00	309.62	1,890.38	14%
11010	5810	BoS Dues & Memb	5,500.00	3,619.55	1,880.45	66%
11010	6000	BoS Mat & Sup	800.00	-	800.00	0%
11010 Total		Total 11010 Board of Supervisors	76,087.00	51,039.90	25,047.10	67%
12110	1100	County Adm Salaries	254,653.76	243,274.46	11,379.30	96%
12110	1300	County Adm Part Time Salaries	19,773.81	21,312.00	(1,538.19)	108%
12110	1660	County Admin Employee Bonuses	3,442.36	7,702.36	(4,260.00)	224%
12110	2100	County Adm FICA	33,264.45	31,253.23	2,011.22	94%
12110	2210	County Adm VRS 1&2	17,198.44	16,148.42	1,050.02	94%
12110	2220	County Adm VRS Hybrid	8,968.84	8,795.52	173.32	98%
12110	2300	County Adm Health Ins	18,049.14	17,959.68	89.46	100%
12110	2400	County Adm Life Ins	3,957.38	3,412.44	544.94	86%
12110	2510	County Adm Dis Ins Hybrid	569.82	488.28	81.54	86%
12110	2700	County Adm Workers Comp	204.77	204.77	-	100%
12110	2750	County Admin RHCC	135.93	135.93	-	100%
12110	2800	County Adm Annual Leave Payout	125,939.75	132,396.94	(6,457.19)	105%
12110	2840	County Adm Tax Shelter Annuity	-	-	-	0%
12110	3000	County Adm Pur Svcs	13,200.00	15,192.09	(1,992.09)	115%
12110	3320	County Adm Maint Contracts	1,500.00	3,275.45	(1,775.45)	218%
12110	3500	County Adm Printing & Binding	700.00	-	700.00	0%
12110	3600	County Adm Advertising	-	875.00	(875.00)	0%
12110	5210	County Adm Postal Svcs	50.00	58.98	(8.98)	118%
12110	5230	County Adm Telephone	800.00	704.26	(244.00)	88%
12110	5500	County Adm Travel	2,500.00	-	2,500.00	0%
12110	5800	County Adm Miscellaneous Expen	500.00	1,486.83	(986.83)	297%
12110	5810	County Adm Dues & Memb	1,200.00	1,999.95	(799.95)	167%
12110	6000	County Adm Mat & Sup	2,300.00	2,019.35	280.65	88%
12110	6000	County Adm COV19 Mat & Sup	1,982.92	1,982.92	-	100%
12110	6008	County Adm Vehicle Fuel	1,200.00	1,338.34	(138.34)	112%
12110 Total		Total 12110 County Administrator	512,091.37	512,017.20	(265.57)	100%
12120	1100	Inform Salaries - Regular	39,671.00	39,671.04	(0.04)	100%
12120	1660	Inform Employee Bonuses	1,170.38	1,170.38	-	100%
12120	2100	Inform FICA	3,071.53	3,088.73	(17.20)	101%
12120	2220	Inform VRS Hybrid	3,773.00	3,772.74	0.26	100%
12120	2300	Inform Health Ins	7,961.00	7,960.56	0.44	100%
12120	2400	Inform Life Ins	532.00	531.60	0.40	100%
12120	2510	Inform Dis Ins Hybrid	246.00	209.52	36.48	85%
12120	2700	Inform Workers Comp	30.00	27.16	2.84	91%
12120	3000	Inform Pur Svcs	5,000.00	4,788.00	212.00	96%
12120	5210	Inform Postal Svcs	100.00	-	100.00	0%
12120	5230	Inform Telephone	200.00	-	200.00	0%
12120	5500	Inform Travel	500.00	-	500.00	0%
12120	6000	Inform Mat & Sup	500.00	-	500.00	0%
12120 Total		Total 12120 Public Information Serv	62,754.91	61,219.73	1,535.18	98%
12210	3000	Legal Svc Pur Svcs	35,000.00	48,897.50	(13,897.50)	140%
12210 Total		Total 12210 Legal Services	35,000.00	48,897.50	(13,897.50)	140%
12310	1100	Com of Rev Salaries	158,132.25	157,492.26	639.99	100%
12310	1100	Comm of Rev COV19 Reg Salaries	640.02	640.02	-	100%

**Clarke County
YTD Budget Report
June 30, 2021**

FUNCTION	OBJ	ACCOUNT DESCRIPTION	REVISED BUDGET	YTD EXPENDED	AVAILABLE BUDGET	% USED
12310	1660	Com of Rev Employee Bonuses	3,475.66	3,475.66	-	100%
12310	2100	Com of Rev FICA	10,939.89	11,267.60	(327.71)	103%
12310	2100	Comm of Rev COVID FICA	48.96	48.96	-	100%
12310	2210	Com of Rev VRS 1&2	11,333.00	11,333.34	(0.34)	100%
12310	2220	Com of Rev VRS Hybrid	3,706.00	3,705.06	0.94	100%
12310	2300	Com of Rev Health Ins	17,376.00	17,376.00	-	100%
12310	2400	Com of Rev Life Ins	2,068.00	2,118.96	(50.96)	102%
12310	2510	Com of Rev Dis Ins Hybrid	231.00	205.68	25.32	89%
12310	2700	Com of Rev Workers Comp	118.00	105.56	12.44	89%
12310	3000	Com of Rev Pur Svcs	1,400.00	502.18	897.82	36%
12310	3320	Com of Rev Maint Contracts	300.00	160.91	139.09	54%
12310	3500	Com of Rev Printing & Binding	300.00	44.50	255.50	15%
12310	3600	Com of Rev Advertising	-	85.80	(85.80)	0%
12310	4100	Com of Rev Data Processing	2,100.00	7,788.04	(5,688.04)	371%
12310	5210	Com of Rev Postal Svcs	2,000.00	2,431.70	(431.70)	122%
12310	5230	Com of Rev Telephone	200.00	96.00	104.00	48%
12310	5500	Com of Rev Travel	2,000.00	-	2,000.00	0%
12310	5510	Com of Rev Local Mileage	150.00	-	150.00	0%
12310	5810	Com of Rev Dues & Memb	800.00	750.00	50.00	94%
12310	6000	Com of Rev Mat & Sup	1,000.00	423.74	576.26	42%
12310	6000	Com of Rev COVID Mat & Sup	100.57	93.43	7.14	93%
12310 Total		Total 12310 Commissioner of Revenue	218,419.35	220,145.40	(1,726.05)	101%
12320	3320	Assessor Maint Contracts	4,500.00	-	4,500.00	0%
12320 Total		Total 12320 Assessor	4,500.00	-	4,500.00	0%
12330	3160	Equalize Bd Member Fees	-	1,625.00	(1,625.00)	0%
12330 Total		Total 12330 Equalization Board	-	1,625.00	(1,625.00)	0%
12410	1100	Treasurer Salaries	194,429.80	192,400.64	2,029.16	99%
12410	1100	Treasurer COVID Salaries	2,029.12	2,029.12	-	100%
12410	1660	Treasurer Employee Bonuses	4,592.22	4,592.22	-	100%
12410	2100	Treasurer FICA	13,890.30	14,098.40	(208.10)	101%
12410	2100	Treasurer COVID FICA	112.86	112.86	-	100%
12410	2210	Treasurer VRS 1&2	11,662.00	11,661.36	0.64	100%
12410	2220	Treasurer VRS Hybrid	6,827.54	6,828.90	(1.36)	100%
12410	2300	Treasurer Health Ins	28,627.73	28,597.08	30.65	100%
12410	2400	Treasurer Life Ins	2,811.84	2,605.44	206.40	93%
12410	2510	Treasurer Dis Ins Hybrid	442.44	379.20	63.24	86%
12410	2700	Treasurer Workers Comp	129.45	129.45	-	100%
12410	3000	Treasurer Pur Svcs	1,650.00	685.31	964.69	42%
12410	3180	Treasurer Credit Card Fees	15,000.00	7,960.96	7,039.04	53%
12410	3190	Treasurer DMV Stop	10,000.00	8,625.00	1,375.00	86%
12410	3320	Treasurer Maint Contracts	300.00	160.91	139.09	54%
12410	3500	Treasurer Printing & Binding	11,000.00	11,648.33	(648.33)	106%
12410	3600	Treasurer Advertising	500.00	-	500.00	0%
12410	5210	Treasurer Postal Svcs	26,000.00	21,565.13	4,434.87	83%
12410	5230	Treasurer Telephone	600.00	48.00	552.00	8%
12410	5500	Treasurer Travel	3,000.00	500.00	2,500.00	17%
12410	5510	Treasurer Local Mileage	400.00	-	400.00	0%
12410	5810	Treasurer Dues & Memb	600.00	375.00	225.00	63%
12410	6000	Treasurer Mat & Sup	4,500.00	2,568.60	903.50	57%
12410	6000	Treasurer COVID Mat & Sup	80.35	80.35	-	100%
12410 Total		Total 12410 Treasurer	339,185.65	317,652.26	20,505.49	94%
12510	1100	IT Salaries	165,087.28	136,482.15	28,605.13	83%
12510	1660	IT Employee Bonuses	2,238.29	2,238.29	-	100%
12510	2100	IT FICA	9,346.28	10,222.63	(876.35)	109%
12510	2210	IT VRS 1&2	9,419.94	8,790.12	629.82	93%
12510	2220	IT VRS Hybrid	4,322.64	4,322.11	0.53	100%
12510	2300	IT Health Ins	15,448.31	18,707.01	(3,258.70)	121%
12510	2400	IT Life Ins	1,672.37	1,823.11	(150.74)	109%

**Clarke County
YTD Budget Report
June 30, 2021**

FUNCTION	OBJ	ACCOUNT DESCRIPTION	REVISED BUDGET	YTD EXPENDED	AVAILABLE BUDGET	% USED
12510	2510	IT Dis Ins Hybrid	87.35	230.35	(143.00)	264%
12510	2700	IT Workers Comp	106.14	106.14	-	100%
12510	2800	IT Leave Pay	6,128.50	6,128.50	-	100%
12510	3000	IT Pur Svcs	15,000.00	1,406.00	13,594.00	9%
12510	3320	IT Maint Contracts	1,542.00	1,524.00	(109.00)	99%
12510	5210	IT Postal Svcs	100.00	-	100.00	0%
12510	5230	IT Telephone	5,780.00	6,838.67	(1,514.45)	118%
12510	5240	IT Telecomm Online Tech	10,680.00	30,476.45	(19,796.45)	285%
12510	5400	IT Leases & Rentals	25,560.00	13,593.24	11,966.76	53%
12510	5500	IT Travel	1,000.00	6.50	993.50	1%
12510	5810	IT Dues & Memb	100.00	-	100.00	0%
12510	6000	IT Mat & Sup	2,000.00	575.83	1,424.17	29%
12510	6008	IT Vehicle Fuel	100.00	-	100.00	0%
12510	6035	IT Noncap Office Equip	1,000.00	426.26	573.74	43%
12510	6040	IT Tech SW/OL	36,305.00	29,423.21	2,149.79	81%
12510	6050	IT Noncap Technology Hardware	30,000.00	4,633.60	17,756.84	15%
12510	6050	IT COV19 Noncap Tech Hardware	8,764.00	8,764.00	-	100%
12510 Total		Total 12510 Data Processing/IT	351,788.10	286,718.17	52,145.59	82%
13100	1300	Electoral Part Time Salaries	7,089.00	6,638.88	450.12	94%
13100	2100	Electoral FICA	546.00	507.88	38.12	93%
13100	2700	Electoral Workers Comp	5.00	4.85	0.15	97%
13100	3000	Electoral Pur Svcs	6,000.00	4,313.65	1,686.35	72%
13100	3160	Electoral Board Member Fees	15,920.00	14,500.25	1,419.75	91%
13100	3160	Electoral COVEB Board Fees	5,294.50	5,294.50	-	100%
13100	3320	Electoral Maint Contracts	10,100.00	7,570.00	2,530.00	75%
13100	3500	Electoral Printing & Binding	5,600.00	4,616.48	983.52	82%
13100	3600	Electoral Advertising	260.00	115.60	144.40	44%
13100	5210	Electoral Postal Svcs	1,825.00	2,564.08	(739.08)	140%
13100	5210	Electoral COVEB Postal Svcs	862.55	862.55	-	100%
13100	5400	Electoral Leases & Rentals	1,800.00	1,539.47	260.53	86%
13100	5500	Electoral Travel	1,500.00	-	1,500.00	0%
13100	5510	Electoral Local Mileage	1,500.00	107.81	1,392.19	7%
13100	5810	Electoral Dues & Memb	200.00	180.00	20.00	90%
13100	6000	Electoral Mat & Sup	3,575.00	3,201.31	168.69	90%
13100	6000	Electoral COV19 Mat & Sup	278.30	278.30	-	100%
13100	6000	Electoral COVEB Mat & Sup	23,704.47	23,704.47	-	100%
13100 Total		Total 13100 Electoral Board and Offic	86,059.82	76,000.08	9,854.74	88%
13200	1100	Registrar Salaries	57,089.00	57,089.04	(0.04)	100%
13200	1300	Registrar Part Time Salaries	15,691.48	13,201.50	2,489.98	84%
13200	1300	Registrar COVEB PT Salaries	4,843.50	4,843.50	-	100%
13200	1660	Registrar Employee Bonuses	2,225.04	2,225.04	-	100%
13200	1660	Registrar COVEB Emp Bonus	1,750.00	1,750.00	-	100%
13200	2100	Registrar FICA	5,962.07	5,571.16	390.91	93%
13200	2100	Registrar COVEB FICA	503.83	503.83	-	100%
13200	2210	Registrar VRS 1&2	5,883.10	5,429.22	453.88	92%
13200	2300	Registrar Health Ins	-	7,960.56	(7,960.56)	0%
13200	2400	Registrar Life Ins	905.91	765.00	140.91	84%
13200	2700	Registrar Workers Comp	50.65	50.65	-	100%
13200	3000	Registrar Pur Svcs	1,400.00	206.00	1,194.00	15%
13200	3320	Registrar Maint Contracts	1,000.00	1,599.63	(600.77)	160%
13200	5210	Registrar Postal Svcs	2,640.00	1,216.22	1,423.78	46%
13200	5230	Registrar Telephone	1,000.00	779.90	202.00	78%
13200	5500	Registrar Travel	1,600.00	-	1,600.00	0%
13200	5510	Registrar Local Mileage	700.00	-	700.00	0%
13200	5810	Registrar Dues & Memb	270.00	404.00	(134.00)	150%
13200	6000	Registrar Mat & Sup	1,100.00	783.84	149.68	71%
13200	6000	Registrar COV19 Mat & Sup	14.84	14.84	-	100%
13200 Total		Total 13200 Registrar	104,629.42	104,393.93	49.77	100%

**Clarke County
YTD Budget Report
June 30, 2021**

FUNCTION	OBJ	ACCOUNT DESCRIPTION	REVISED BUDGET	YTD EXPENDED	AVAILABLE BUDGET	% USED
21100	3000	Libr OF VA Deed Book Pur Svcs	18,913.00	18,913.25	(0.25)	100%
21100	5841	Circuit C Juror Pay	4,000.00	720.00	3,280.00	18%
21100	6000	Circuit C Mat & Sup	-	1,065.00	(1,065.00)	0%
21100	6000	Circuit C COV19 Mat & Sup	204.20	204.20	-	100%
21100	6035	Circuit C Noncap Office Equip	-	2,424.08	(2,424.08)	0%
21100	7000	Circuit Ct Pyt to Joint Ops	11,400.00	11,622.77	(222.77)	102%
21100 Total		Total 21100 Circuit Court	34,517.20	34,949.30	(432.10)	101%
21200	3000	District C Pur Svcs	3,300.00	3,635.00	(335.00)	110%
21200	3150	District C Legal Svcs	270.00	-	270.00	0%
21200	3320	District C Maint Contracts	400.00	626.41	(260.00)	157%
21200	5210	District C Postal Svcs	700.00	590.58	109.42	84%
21200	5230	District C Telephone	2,000.00	1,940.97	59.03	97%
21200	5500	District C Travel	1,000.00	-	1,000.00	0%
21200	5810	District C Dues & Memb	200.00	-	200.00	0%
21200	6000	District C Mat & Sup	550.00	860.79	(310.79)	157%
21200	6000	District C COV19 Mat & Sup	71.91	78.04	(6.13)	109%
21200 Total		Total 21200 General District Court	8,491.91	7,731.79	726.53	91%
21300	5230	Magistrate Telephone	50.00	-	50.00	0%
21300 Total		Total 21300 Magistrate	50.00	-	50.00	0%
21510	5600	Blue Ridge Legal Svc Contr	1,500.00	1,500.00	-	100%
21510 Total		Total 21510 Blue Ridge Legal Services	1,500.00	1,500.00	-	100%
21600	3000	J&D Court Pur Svcs	3,000.00	3,000.00	-	100%
21600	3320	J&D Court Maint Contracts	700.00	712.48	(437.92)	102%
21600	5210	J&D Court Postal Svcs	700.00	429.23	80.93	61%
21600	5230	J&D Court Telephone	700.00	670.99	29.01	96%
21600	5500	J&D Court Travel	1,000.00	-	1,000.00	0%
21600	5810	J&D Court Dues & Memb	100.00	50.00	50.00	50%
21600	6000	J&D Court Mat & Sup	750.00	133.27	616.73	18%
21600 Total		Total 21600 Juvenile & Domestic Rela	6,950.00	4,995.97	1,338.75	72%
21700	1100	Clk of CC Salaries	188,408.97	155,128.63	33,280.34	82%
21700	1660	Clk of CC Employee Bonuses	8,006.67	8,006.67	-	100%
21700	2100	Clk of CC FICA	12,841.81	12,445.62	396.19	97%
21700	2210	Clk of CC VRS 1&2	12,928.63	9,910.86	3,017.77	77%
21700	2220	Clk of CC VRS Hybrid	4,988.12	4,987.18	0.94	100%
21700	2300	Clk of CC Health Ins	7,961.87	7,960.56	1.31	100%
21700	2400	Clk of CC Life Ins	2,196.72	2,078.46	118.26	95%
21700	2510	Clk of CC Dis Ins Hybrid	205.02	268.74	(63.72)	131%
21700	2700	Clk of CC Workers Comp	126.36	126.36	-	100%
21700	3000	Clk of CC Pur Svcs	2,500.00	-	2,500.00	0%
21700	3320	Clk of CC Maint Contracts	13,000.00	11,080.71	1,825.00	85%
21700	3500	Clk of CC Printing & Binding	1,000.00	1,769.84	(769.84)	177%
21700	3510	Clk of CC Microfilming	7,000.00	9,465.50	(2,465.50)	135%
21700	5210	Clk of CC Postal Svcs	3,500.00	3,068.04	192.20	88%
21700	5230	Clk of CC Telephone	1,025.00	1,011.57	13.43	99%
21700	5810	Clk of CC Dues & Memb	345.00	345.00	-	100%
21700	6000	Clk of CC Mat & Sup	6,500.00	6,024.91	475.09	93%
21700 Total		Total 21700 Clerk of the Circuit Cour	272,534.17	233,678.65	38,521.47	86%
21910	1100	VictimWit Regular Salary	42,183.00	42,182.88	0.12	100%
21910	1300	VictimWit Part Time Sal	18,790.72	17,042.72	1,748.00	91%
21910	2100	VictimWit FICA	4,671.32	4,539.85	131.47	97%
21910	2210	VictimWit VRS 1&2	4,011.54	4,011.54	-	100%
21910	2400	VictimWit Life Ins	565.20	565.20	-	100%
21910	2700	VictimWit Workers Comp	40.90	40.90	-	100%
21910	3000	VictimWit Pur Svcs	64.86	34.80	30.06	54%
21910	5210	VictimWit Postal Svcs	165.00	110.00	55.00	67%
21910	5230	VictimWit Telephone	499.85	499.88	(50.15)	100%
21910	5500	VictimWit Travel	695.00	695.00	-	100%
21910	5810	VictimWit Dues & Memb	200.00	200.00	-	100%

**Clarke County
YTD Budget Report
June 30, 2021**

FUNCTION	OBJ	ACCOUNT DESCRIPTION	REVISED BUDGET	YTD EXPENDED	AVAILABLE BUDGET	% USED
21910	6000	VictimWit COV19 Mat & Sup	33.39	33.39	-	100%
21910	6000	VictimWit Mat & Sup	356.61	348.78	7.83	98%
21910 Total		Total 21910 Victim and Witness Assis	72,277.39	70,304.94	1,922.33	97%
21940	5600	Regional Crt Svc Entity Gift	6,930.00	6,930.00	-	100%
21940 Total		Total 21940 Regional Court Services	6,930.00	6,930.00	-	100%
22100	1100	Comm Atty Salaries	232,851.07	230,215.96	2,635.11	99%
22100	1100	Comm Atty COV19 Salaries	2,635.04	2,635.04	-	100%
22100	1100	Comm Atty VSTOP Salaries	26,809.00	26,736.12	72.88	100%
22100	1300	Comm Atty Part Time Salaries	15,073.74	13,385.53	1,688.21	89%
22100	1660	Comm Atty Employee Bonuses	5,762.44	5,762.44	-	100%
22100	2100	Comm Atty FICA	21,591.93	19,643.20	1,948.73	91%
22100	2100	Comm Atty COV19 FICA	201.59	201.59	-	100%
22100	2100	Comm Atty VSTOP FICA	2,017.00	551.52	1,465.48	27%
22100	2210	Comm Atty VRS 1&2	11,412.01	11,411.74	0.27	100%
22100	2210	Comm Atty VSTOP VRS 1&2	710.00	644.22	65.78	91%
22100	2220	Comm Atty VRS Hybrid	12,483.03	12,482.10	0.93	100%
22100	2220	Comm Atty VSTOP VRS Hybrid	-	-	-	0%
22100	2300	Comm Atty Health Ins	19,626.47	20,636.52	(1,010.05)	105%
22100	2300	Comm Atty VSTOP Health Ins	113.00	-	113.00	0%
22100	2400	Comm Atty Life Ins	3,773.52	3,382.08	391.44	90%
22100	2400	Comm Atty VSTOP Life Ins	359.00	96.36	262.64	27%
22100	2510	Comm Atty Dis Ins Hybrid	809.02	693.00	116.02	86%
22100	2510	Comm Atty VSTOP Dis Ins Hybrid	116.00	-	116.00	0%
22100	2700	Comm Atty Workers Comp	211.03	211.03	-	100%
22100	3000	Comm Atty Pur Svcs	-	240.00	(240.00)	0%
22100	3320	Comm Atty Maint Contracts	500.00	718.85	(89.33)	144%
22100	5210	Comm Atty Postal Svcs	1,000.00	1,000.00	-	100%
22100	5230	Comm Atty Telephone	3,000.00	2,196.12	708.00	73%
22100	5500	Comm Atty Travel	4,500.00	720.00	3,780.00	16%
22100	5549	Comm Atty Witness Travel Expen	1,500.00	-	1,500.00	0%
22100	5810	Comm Atty Dues & Memb	2,500.00	2,067.00	433.00	83%
22100	6000	Comm Atty Mat & Sup	5,000.00	4,709.32	290.68	94%
22100	6000	Comm Atty COV19 Mat & Sup	218.26	212.13	6.13	97%
22100	6035	Comm Atty Noncap Office Equip	400.00	273.14	126.86	68%
22100 Total		Total 22100 Commonwealth's Attornce	375,173.15	360,825.01	14,381.78	96%
31200	1100	Sheriff Salaries	1,197,578.26	1,109,296.86	88,281.40	93%
31200	1100	Sheriff COV19 Salaries	247,264.22	247,264.22	-	100%
31200	1100	SRO Ofc Grant Sal	52,468.00	17,489.32	34,978.68	33%
31200	1200	Sheriff Overtime	33,500.00	50,418.09	(16,918.09)	151%
31200	1200	CITAC Overtime	5,000.00	3,366.69	1,633.31	67%
31200	1200	Hillsboro VDOT Overtime	-	8,442.62	(8,442.62)	0%
31200	1200	DMV Alcohol Grant Overtime	8,941.00	9,753.06	(812.06)	109%
31200	1200	DMV Speed Overtime	4,782.00	5,548.35	(766.35)	116%
31200	1300	Sheriff Part Time Salaries	43,860.00	47,215.50	(3,355.50)	108%
31200	1660	Sheriff Emp Bonuses	82,108.55	70,399.97	11,708.58	86%
31200	1660	Sheriff COV19 Hazard Pay	41,550.00	41,550.00	-	100%
31200	2100	Sheriff FICA	104,596.80	100,671.00	3,925.80	96%
31200	2100	CITAC FICA	383.00	254.60	128.40	66%
31200	2100	Sheriff COV19 FICA	21,709.40	21,709.40	-	100%
31200	2100	Hillsboro VDOT FICA	-	590.59	(590.59)	0%
31200	2100	DMV Alcohol Grant FICA	684.00	189.02	494.98	28%
31200	2100	DMV Speed FICA	218.00	115.00	103.00	53%
31200	2100	SRO Ofc Grant FICA	3,961.00	1,326.49	2,634.51	33%
31200	2210	Sheriff VRS 1&2	80,598.01	75,445.13	5,152.88	94%
31200	2210	Sheriff COV19 VRS 1&2	31,467.26	31,467.26	-	100%
31200	2210	SRO Grant VRS 1&2	4,565.00	1,521.56	3,043.44	33%
31200	2220	Sheriff VRS Hybrid	16,021.30	16,020.92	0.38	100%
31200	2220	Sheriff COV19 VRS Hybrid	8,988.70	8,988.70	-	100%

**Clarke County
YTD Budget Report
June 30, 2021**

FUNCTION	OBJ	ACCOUNT DESCRIPTION	REVISED BUDGET	YTD EXPENDED	AVAILABLE BUDGET	% USED
31200	2300	Sheriff Health Ins	130,413.32	122,235.05	8,178.27	94%
31200	2300	Sheriff CITAC Health Ins	-	438.27	(438.27)	0%
31200	2300	Sheriff COV19 Health Ins	79,704.68	79,704.68	-	100%
31200	2300	DMV Alcohol Grant Health Ins	-	323.69	(323.69)	0%
31200	2300	DMV Speed Health Ins	-	217.22	(217.22)	0%
31200	2300	SRO Grant Health Ins	7,961.00	2,276.61	5,684.39	29%
31200	2400	Sheriff Life Ins	14,738.02	12,109.15	2,628.87	82%
31200	2400	Sheriff COV19 Group Life Ins	6,427.80	6,427.80	-	100%
31200	2400	SRO Grant Life Ins	704.00	234.36	469.64	33%
31200	2510	Sheriff Dis Ins Hybrid	1,098.48	837.06	261.42	76%
31200	2510	Sheriff COV19 Dis Ins Hybrid	545.52	545.52	-	100%
31200	2700	Sheriff Workers Comp	23,687.00	22,077.19	1,609.81	93%
31200	2800	Sheriff Leave Pay	63,995.00	71,675.31	(7,680.31)	112%
31200	2860	Sheriff LODA	30,118.37	30,118.37	-	100%
31200	3000	Sheriff Pur Svcs	30,000.00	16,555.52	7,454.48	55%
31200	3000	Sheriff COV19 Pur Svcs	2,250.00	2,250.00	-	100%
31200	3320	Sheriff Maint Contracts	167,052.00	131,167.51	35,672.67	79%
31200	3320	Sheriff E-Ticket Maint Svc	-	4,950.00	(4,950.00)	0%
31200	3350	Sheriff Insured Repair Svcs	2,000.00	1,000.00	1,000.00	50%
31200	3500	Sheriff Printing & Binding	1,000.00	-	1,000.00	0%
31200	5210	Sheriff Postal Svcs	2,200.00	1,101.70	1,098.30	50%
31200	5230	Sheriff Telephone	55,000.00	61,619.27	(6,619.27)	112%
31200	5300	Sheriff Insurance	15,000.00	10,416.00	4,584.00	69%
31200	5400	Sheriff Leases & Rentals	17,000.00	28,566.00	(11,566.00)	168%
31200	5500	Sheriff Travel	47,554.00	450.00	47,104.00	1%
31200	5500	Sheriff Travel - Communication	-	13,326.06	(13,326.06)	0%
31200	5500	Sheriff Travel - Sworn Staff	-	21,277.05	(21,277.05)	0%
31200	5800	Sheriff Miscellaneous Expendit	1,000.00	719.57	280.43	72%
31200	5810	Sheriff Dues & Memb	5,000.00	5,715.71	(715.71)	114%
31200	6000	Sheriff Mat & Sup	57,000.00	1,323.20	55,676.80	2%
31200	6000	Sheriff COS Mat & Sup	-	2,660.18	(2,965.33)	0%
31200	6000	Sheriff COV19 Mat & Sup	803.17	803.17	-	100%
31200	6000	Sheriff ETK Mat & Sup	25,000.00	17,308.18	7,686.41	69%
31200	6000	Sheriff PSU Mat & Sup	-	3,471.23	(3,471.23)	0%
31200	6000	Sheriff SOS Mat & Sup	-	4,566.90	(4,566.90)	0%
31200	6000	Sheriff VRP Mat & Sup	-	19,389.94	(26,449.86)	0%
31200	6000	ICAC Mat & Sup	5,000.00	-	5,000.00	0%
31200	6000	BVP Vest grant Mat & Sup	1,400.00	2,459.38	(1,059.38)	176%
31200	6000	DCJS Body Worn Cameras	28,092.00	28,055.50	36.50	100%
31200	6008	Sheriff Vehicle Fuel	60,000.00	40,889.97	19,110.03	68%
31200	6011	Sheriff Clothing	15,000.00	121.62	14,878.38	1%
31200	6011	Sheriff COV19 Uniforms Apparel	8.99	8.99	-	100%
31200	6011	Sheriff Uniform Communications	-	17.55	(17.55)	0%
31200	6011	Sheriff Uniform Sworn Staff	-	12,549.80	(12,549.80)	0%
31200	6015	Sheriff Ammunition	28,000.00	20,136.36	7,863.64	72%
31200	6040	Sheriff COV19 Tech SW/OL	2,770.00	2,770.00	-	100%
31200 Total		Total 31200 Sheriff - Total	2,917,767.85	2,673,910.99	230,284.56	92%
31210	5600	Criminal Justice Training Ctr	19,593.00	18,426.00	1,167.00	94%
31210 Total		Total 31210 Criminal Justice Training	19,593.00	18,426.00	1,167.00	94%
31220	5600	Drug Task Force Entity Gift	12,500.00	9,607.98	2,892.02	77%
31220 Total		Total 31220 Drug Task Force	12,500.00	9,607.98	2,892.02	77%
32200	2510	Vol Fire Dis Ins Hybrid	11,000.00	10,226.00	774.00	93%
32200	2700	Vol Fire Worker's Comp	20,531.00	16,294.00	4,237.00	79%
32200	3000	Vol Fire Pur Svcs	33,000.00	11,212.57	21,787.43	34%
32200	3000	Vol Fire COV19 Pur Ser	2,889.39	2,889.39	-	100%
32200	5300	Vol Fire Co Insurance	45,000.00	70,515.71	(25,515.71)	157%
32200	5600	Vol Fire Companies Entity Gift	25,000.00	25,000.00	-	100%
32200	5696	Vol Fire EMS Vol Incent Prog	15,000.00	5,000.00	10,000.00	33%

**Clarke County
YTD Budget Report
June 30, 2021**

FUNCTION	OBJ	ACCOUNT DESCRIPTION	REVISED BUDGET	YTD EXPENDED	AVAILABLE BUDGET	% USED
32200	5697	Vol Fire 4 for Life	18,438.00	18,562.95	(124.95)	101%
32200	5698	Vol Fire Fire Programs	33,726.00	33,726.00	-	100%
32200	6000	Vol Fire&Res Mat'l Suppls	2,000.00	-	2,000.00	0%
32200	6000	Vol Fire&Res COV19 Mat & Supp	699.98	699.98	-	100%
32200 Total		Total 32200 Volunteer Fire Companie	207,284.37	194,126.60	13,157.77	94%
32201	2860	Blue Ridge Vol Fire Co LODA	1,846.00	1,596.00	250.00	86%
32201	5600	Blue Ridge Vol Fire Co Contrib	65,000.00	65,000.00	-	100%
32201 Total		Total 32201 Blue Ridge Volunteer Fir	66,846.00	66,596.00	250.00	100%
32202	2860	Boyce Volunteer Fire Co LODA	2,137.00	1,795.50	341.50	84%
32202	5600	Boyce Volunteer Fire Co Contr	65,000.00	65,000.00	-	100%
32202 Total		Total 32202 Boyce Volunteer Fire Co	67,137.00	66,795.50	341.50	99%
32203	2860	Enders Volunteer Fire Co LODA	2,623.00	3,890.25	(1,267.25)	148%
32203	5600	Enders Volunteer Fire Co Contr	90,000.00	90,000.00	-	100%
32203 Total		Total 32203 Enders Volunteer Fire Co	92,623.00	93,890.25	(1,267.25)	101%
32310	1100	EMS Salaries	480,660.81	348,421.46	132,239.35	72%
32310	1100	EMS COV19 Salaries	293,641.96	293,641.96	-	100%
32310	1100	SAFER Grant Salaries	-	174,166.69	(174,166.69)	0%
32310	1200	EMS Overtime	74,182.00	119,822.62	(45,640.62)	162%
32310	1300	EMS Part Time Salaries	53,183.23	89,485.86	(36,302.63)	168%
32310	1300	EMS COV19 PT Salaries	25,104.00	25,104.00	-	100%
32310	1660	EMS Employee Bonuses	40,282.24	19,597.24	20,685.00	49%
32310	1660	EMS COV19 Hazard Pay	46,900.00	46,900.00	-	100%
32310	1660	SAFER Grant Employee Bonus	-	2,000.00	(2,000.00)	0%
32310	2100	EMS FICA	46,334.18	44,523.39	1,810.79	96%
32310	2100	EMS COV19 FICA	27,541.32	27,541.32	-	100%
32310	2100	SAFER Grant FICA	-	12,968.92	(12,968.92)	0%
32310	2210	EMS VRS 1&2	27,535.49	27,132.45	403.04	99%
32310	2210	EMS COV19 VRS 1&2	18,307.46	18,307.46	-	100%
32310	2210	SAFER Grant VRS 1&2	-	10,173.54	(10,173.54)	0%
32310	2220	EMS VRS Hybrid	21,533.15	7,347.08	14,186.07	34%
32310	2220	EMS COV19 VRS Hybrid	6,389.40	6,389.40	-	100%
32310	2220	SAFER Grant VRS Hybrid	-	5,700.16	(5,700.16)	0%
32310	2300	EMS Health Ins	93,327.20	61,434.00	31,893.20	66%
32310	2300	EMS COV19 Health Ins	36,856.80	36,856.80	-	100%
32310	2300	SAFER Grant Health Ins	-	24,837.90	(24,837.90)	0%
32310	2400	EMS Life Ins	7,174.40	4,985.18	2,189.22	69%
32310	2400	EMS COV19 Group Life Ins	3,359.60	3,359.60	-	100%
32310	2400	SAFER Grant Group Life Ins	-	2,240.50	(2,240.50)	0%
32310	2510	EMS Dis Ins Hybrid	1,977.22	422.99	1,554.23	21%
32310	2510	EMS COV19 Dis Ins Hybrid	387.78	387.78	-	100%
32310	2510	SAFER Grant Dis Ins Hybrid	-	345.86	(345.86)	0%
32310	2700	EMS Workers Comp	45,600.00	33,393.48	12,206.52	73%
32310	2800	EMS Annual Leave Payouts	28,200.00	54,181.82	(25,981.82)	192%
32310	2860	EMS LODA	20,000.00	13,973.88	6,026.12	70%
32310	3000	EMS Pur Svcs	69,100.00	46,247.74	22,852.26	67%
32310	3000	EMS COV19 Pur Svcs	339.15	339.15	-	100%
32310	5210	EMS Postal Services	200.00	80.96	119.04	40%
32310	5230	EMS Telephone	1,450.00	569.01	880.99	39%
32310	5230	EMS LEMPG Grant-Telephone	-	6,505.86	(6,505.86)	0%
32310	5500	EMS Travel	8,000.00	2,559.20	5,440.80	32%
32310	5800	EMS Miscellaneous	5,000.00	3,128.61	1,871.39	63%
32310	6000	EMS Mat & Sup	56,000.00	46,917.48	9,082.52	84%
32310	6000	EMS COV19 Mat & Sup	107,127.55	107,127.55	-	100%
32310	6000	EMS LEMPG Grant Mat & Sup	7,500.00	3,859.26	3,640.74	51%
32310	6000	Assist to Firefighters CV M&S	13,714.29	15,383.80	(1,669.51)	112%
32310	6008	EMS Vehicle Fuel	19,000.00	17,584.89	1,415.11	93%
32310	6011	EMS Clothing	13,000.00	9,989.31	3,010.69	77%
32310	6011	EMS COV19 Uniforms Apparel	10,912.22	10,912.22	-	100%

Clarke County
YTD Budget Report
June 30, 2021

FUNCTION	OBJ	ACCOUNT DESCRIPTION	REVISED BUDGET	YTD EXPENDED	AVAILABLE BUDGET	% USED
32310	6035	EMS Noncap Office Equip	2,000.00	2,000.00	-	100%
32310	6040	EMS Tech SW/OL	46,000.00	12,851.81	33,148.19	28%
32310	6040	EMS COV19 Tech SW/OL Content	10,700.00	10,700.00	-	100%
32310	8200	EMS Capital Outlay Adds	10,500.00	5,362.00	4,597.94	51%
32310	8200	EMS Equip COV19 Cap Outly	33,024.00	33,024.00	-	100%
32310	8200	EMS/RSAF Grant-Handtevy	8,000.00	7,223.82	776.18	90%
32310 Total		Total 32310 Fire and Rescue Services	1,820,045.45	1,858,010.01	(38,504.62)	102%
32320	5600	Lord Fairfax EMS Contribution	6,575.00	6,575.00	-	100%
32320 Total		Total 32320 Lord Fairfax Emergency	6,575.00	6,575.00	-	100%
32400	5600	Forestry Svcs Entity Gift	2,874.00	2,873.34	0.66	100%
32400 Total		Total 32400 Forestry Services	2,874.00	2,873.34	0.66	100%
33210	7000	Regional Jail Joint Ops	493,300.00	476,172.00	17,128.00	97%
33210 Total		Total 33210 Regional Jail	493,300.00	476,172.00	17,128.00	97%
33220	3840	Juv Det Ctr Intergov Svc Agree	36,877.00	36,475.00	402.00	99%
33220 Total		Total 33220 Juvenile Detention Center	36,877.00	36,475.00	402.00	99%
33300	5230	Probation Telephone	100.00	48.00	52.00	48%
33300	6000	Probation Mat & Sup	300.00	-	300.00	0%
33300 Total		Total 33300 Probation Office	400.00	48.00	352.00	12%
34100	1100	Bldg Insp Salaries	162,895.00	156,365.50	(637.20)	96%
34100	1300	Bldg Insp Part Time Salaries	-	1,035.00	(1,035.00)	0%
34100	1660	Bldg Insp Employee Bonuses	4,458.67	4,458.67	-	100%
34100	2100	Bldg Insp FICA	10,115.08	11,816.63	(1,701.55)	117%
34100	2210	Bldg Insp VRS 1&2	9,252.00	8,012.82	1,239.18	87%
34100	2220	Bldg Insp VRS Hybrid	7,146.00	6,812.50	333.50	95%
34100	2300	Bldg Insp Health Ins	27,587.00	28,949.36	(1,362.36)	105%
34100	2400	Bldg Insp Life Ins	1,945.00	2,107.81	(162.81)	108%
34100	2510	Bldg Insp Dis Ins Hybrid	240.00	376.42	(136.42)	157%
34100	2700	Bldg Insp Workers Comp	2,786.00	2,770.47	15.53	99%
34100	2800	Bldg Insp Leave Pay	-	8,475.50	(8,475.50)	0%
34100	3000	Bldg Insp Pur Svcs	600.00	-	600.00	0%
34100	3320	Bldg Insp Maint Contracts	500.00	1,044.45	(546.71)	209%
34100	5210	Bldg Insp Postal Svcs	50.00	87.65	(37.65)	175%
34100	5230	Bldg Insp Telephone	2,500.00	2,538.48	(38.48)	102%
34100	5500	Bldg Insp Travel	2,500.00	-	2,500.00	0%
34100	5810	Bldg Insp Dues & Memb	1,000.00	-	1,000.00	0%
34100	6000	Bldg Insp Mat & Sup	2,000.00	1,173.48	826.52	59%
34100	6000	Bldg Insp COV19 Mat & Sup	12.89	12.89	-	100%
34100	6008	Bldg Insp Vehicle Fuel	2,500.00	1,479.59	1,020.41	59%
34100 Total		Total 34100 Building Inspections	238,087.64	237,517.22	(6,598.54)	100%
35100	1100	AnimalCtrl Salaries	75,693.00	55,048.92	20,644.08	73%
35100	1200	AnimalCtrl Overtime	-	103.44	(103.44)	0%
35100	1300	AnimalCtrl Part Time Salaries	15,071.00	8,581.08	6,489.92	57%
35100	1300	Anml Cntrl COV19 PT Sal - Reg	3,067.26	3,067.26	-	100%
35100	1660	AnimalCtrl Employee Bonuses	2,447.80	2,447.80	-	100%
35100	2100	AnimalCtrl FICA	5,269.24	5,535.00	(265.76)	105%
35100	2100	Anml Cntrl COV19 FICA	234.65	234.65	-	100%
35100	2210	AnimalCtrl VRS 1&2	4,124.00	2,469.47	1,654.53	60%
35100	2220	AnimalCtrl VRS Hybrid	2,837.00	2,836.80	0.20	100%
35100	2300	AnimalCtrl Health Ins	8,688.00	4,344.00	4,344.00	50%
35100	2400	AnimalCtrl Life Ins	1,016.00	768.55	247.45	76%
35100	2510	AnimalCtrl Dis Ins Hybrid	176.00	156.84	19.16	89%
35100	2700	AnimalCtrl Workers Comp	918.00	941.71	(23.71)	103%
35100	2800	AnimalCtrl Leave Pay	-	11,942.94	(11,942.94)	0%
35100	3000	AnimalCtrl Pur Svcs	8,000.00	4,928.84	3,071.16	62%
35100	3320	AnimalCtrl Maint Svc Contracts	100.00	54.49	-	54%
35100	3500	AnimalCtrl Printing & Binding	200.00	-	200.00	0%
35100	5110	AnimalCtrl Electric	750.00	-	750.00	0%
35100	5230	AnimalCtrl Telephone	700.00	659.29	(1.69)	94%

**Clarke County
YTD Budget Report
June 30, 2021**

FUNCTION	OBJ	ACCOUNT DESCRIPTION	REVISED BUDGET	YTD EXPENDED	AVAILABLE BUDGET	% USED
35100	5500	AnimalCtrl Travel	1,000.00	-	1,000.00	0%
35100	5510	AnimalCtrl Local Mileage	100.00	-	100.00	0%
35100	6000	AnimalCtrl Mat & Sup	7,500.00	2,278.97	5,221.03	30%
35100	6000	Animal Control COV19 Mat & Sup	64.67	64.67	-	100%
35100	6008	AnimalCtrl Vehicle Fuel	1,500.00	230.81	1,269.19	15%
35100	6011	AnimalCtrl Clothing	500.00	-	500.00	0%
35100 Total		Total 35100 Animal Control	139,956.62	106,695.53	33,173.18	76%
35300	3000	Exam&Bury Pur Svcs	200.00	160.00	40.00	80%
35300 Total		Total 35300 Med Examiner & Indigen	200.00	160.00	40.00	80%
42400	3840	RefuseDisp Intergov Svc Agreem	180,000.00	158,864.63	21,135.37	88%
42400 Total		Total 42400 Refuse Disposal	180,000.00	158,864.63	21,135.37	88%
42410	1300	SWC PT Salaries - Regular	17,128.00	11,835.00	5,293.00	69%
42410	1660	Convenience Ctr Emp Bonuses	1,089.82	1,089.82	-	100%
42410	2100	SWC FICA	1,331.37	988.75	342.62	74%
42410	2700	Worker's Compensation	-	366.11	(366.11)	0%
42410	3000	SWC Pur Svcs	35,000.00	52,989.40	(19,550.70)	151%
42410	5110	SWC Electrical Services	2,000.00	1,247.14	752.86	62%
42410	5230	SWC Telephone	-	502.18	(550.00)	0%
42410	6000	SWC Mat & Sup	1,000.00	102.87	897.13	10%
42410 Total		Total 42410 Solid Waste Convenience	57,549.19	69,121.27	(13,181.20)	120%
42600	3000	LitterCtrl Pur Svcs	4,000.00	2,352.52	50.00	59%
42600 Total		Total 42600 Litter Control	4,000.00	2,352.52	50.00	59%
42700	3840	Sanitation Intergov Svc Agreem	37,000.00	28,781.39	8,218.61	78%
42700	5600	Sanitation Entity Gift	200,000.00	200,000.00	-	100%
42700 Total		Total 42700 Sanitation	237,000.00	228,781.39	8,218.61	97%
43200	1100	Maintenanc Salaries	149,687.37	174,422.01	(24,734.64)	117%
43200	1660	Maintenanc Employee Bonuses	6,874.84	6,874.84	-	100%
43200	2100	Maintenanc FICA	15,542.33	16,881.27	(1,338.94)	109%
43200	2210	Maintenanc VRS 1&2	9,259.80	9,139.85	119.95	99%
43200	2220	Maintenanc VRS Hybrid	6,316.73	6,042.01	274.72	96%
43200	2300	Maintenanc Health Ins	18,950.01	23,118.10	(4,168.09)	122%
43200	2400	Maintenanc Life Ins	2,408.37	2,334.33	74.04	97%
43200	2510	Maintenanc Dis Ins Hybrid	348.14	339.05	9.09	97%
43200	2700	Maintenanc Workers Comp	1,553.12	1,553.12	-	100%
43200	2750	Maintenanc RHCC	153.63	131.28	22.35	85%
43200	2800	Maintenanc Leave Pay	2,938.42	45,594.40	(42,655.98)	1552%
43200	3000	Maintenanc Pur Svcs	32,000.00	60,125.17	(28,125.17)	188%
43200	3000	JGC Maintenanc Pur Svcs	25,000.00	5,162.01	18,596.53	21%
43200	3000	RT Maintenanc Pur Svcs	6,500.00	10,739.00	(5,811.96)	165%
43200	3000	ChurchSt Maint Pur Svcs	2,000.00	655.50	1,344.50	33%
43200	3000	104Church Maint Pur Svcs	11,000.00	4,316.53	6,683.47	39%
43200	3000	225Rams Maint Pur Svcs	5,000.00	9,255.38	(4,255.38)	185%
43200	3000	524West Maint Pur Svcs	1,500.00	567.00	933.00	38%
43200	3000	AIRec Maint Pur Svcs	14,500.00	4,947.75	8,942.25	34%
43200	3000	AIOff Maint Pur Svcs	20,000.00	1,770.00	18,230.00	9%
43200	3000	AIPool Maint Pur Svcs	9,500.00	625.00	8,875.00	7%
43200	3000	AIBase Maint Pur Svcs	750.00	-	750.00	0%
43200	3000	AI Soc Maint Pur Svcs	1,300.00	400.00	900.00	31%
43200	3000	106Church Maint Pur Svcs	500.00	361.51	138.49	72%
43200	3000	Kohn Maint Pur Svcs	5,000.00	720.00	4,280.00	14%
43200	3000	32EMain Maint Pur Svcs	750.00	-	750.00	0%
43200	3000	36EMain Maint Pur Svcs	500.00	-	500.00	0%
43200	3000	311EMain Maint Pur Svcs	3,000.00	6,763.71	(3,763.71)	225%
43200	3000	309WMain Maint Pur Svcs	1,000.00	20.00	980.00	2%
43200	3000	129Rams Maint Pur Svcs	700.00	-	700.00	0%
43200	3320	Maintenanc Maint Contracts	85,000.00	8,921.63	74,916.50	10%
43200	3320	JGC Maint Contracts	10,000.00	3,736.47	6,141.50	37%
43200	3320	RT Maintenanc Maint Contracts	4,500.00	4,565.91	(65.91)	101%

**Clarke County
YTD Budget Report
June 30, 2021**

FUNCTION	OBJ	ACCOUNT DESCRIPTION	REVISED BUDGET	YTD EXPENDED	AVAILABLE BUDGET	% USED
43200	3320	ChurchSt Maint Contracts	3,500.00	3,186.16	313.84	91%
43200	3320	104Church Maint Contracts	3,500.00	3,618.16	(118.16)	103%
43200	3320	225Rams Maint Contracts	2,770.00	2,770.00	-	100%
43200	3320	524West Maint Contracts	742.00	190.00	552.00	26%
43200	3320	AIRec Maint Contracts	3,700.00	1,714.00	1,986.00	46%
43200	3320	106Church Maint Contracts	450.00	382.50	67.50	85%
43200	3320	36EMain Maint Contracts	450.00	432.00	18.00	96%
43200	3320	311EMain Maint Contracts	4,000.00	3,058.16	941.84	76%
43200	3320	309WMain Maint Serv Contracts	750.00	-	750.00	0%
43200	3320	129Rams Maint Contracts	750.00	341.00	409.00	45%
43200	3340	Maintenanc Custodial Contracts	42,000.00	54,360.84	(12,360.84)	129%
43200	3340	JGC Maintenanc Custodial Contr	28,500.00	14,253.00	14,247.00	50%
43200	3340	AIRec Maint Custodial Contract	3,500.00	-	3,500.00	0%
43200	3340	311EMain Maint Cus Contracts	3,600.00	5,535.00	(1,935.00)	154%
43200	3600	Maintenanc Advertising	1,200.00	-	1,200.00	0%
43200	5110	JGC Maintenanc Electric	40,000.00	31,816.41	8,183.59	80%
43200	5110	RT Maintenanc Electric	12,100.00	9,485.06	2,614.94	78%
43200	5110	ChurchSt Maint Electric	30,000.00	20,739.28	9,260.72	69%
43200	5110	104Church Maint Electric	12,000.00	8,184.73	3,815.27	68%
43200	5110	225Rams Maint Electric	7,500.00	4,489.81	3,010.19	60%
43200	5110	524West Maint Electric	2,000.00	1,601.01	398.99	80%
43200	5110	AIRec Maint Electric	31,000.00	19,313.99	11,686.01	62%
43200	5110	AIOff Maint Electric	5,000.00	4,926.83	73.17	99%
43200	5110	AIPool Maint Electric	7,500.00	7,631.80	(131.80)	102%
43200	5110	AIBase Maint Electric	840.00	440.47	399.53	52%
43200	5110	AI Soc Maint Electric	500.00	841.22	(341.22)	168%
43200	5110	Kohn Maint Elec Svcs	1,000.00	133.64	866.36	13%
43200	5110	311EMain Maint Electric	9,000.00	6,107.93	2,892.07	68%
43200	5110	309WMain Maint Electrical Svcs	2,000.00	476.07	1,523.93	24%
43200	5110	129Rams Maint Electric	3,000.00	2,364.25	635.75	79%
43200	5120	JGC Maintenanc Heating	5,500.00	4,616.72	883.28	84%
43200	5120	RT Maintenanc Heating	1,600.00	1,484.52	115.48	93%
43200	5120	104Church Maint Heating	3,800.00	3,230.97	569.03	85%
43200	5120	225Rams Maint Heating	6,000.00	4,606.94	1,393.06	77%
43200	5120	524West Maint Heating	3,000.00	292.66	2,707.34	10%
43200	5120	AIRec Maint Heating	5,000.00	4,588.75	411.25	92%
43200	5120	309WMain Maint Heating	2,000.00	327.84	1,672.16	16%
43200	5120	129Rams Maint Heating	3,000.00	3,369.84	(369.84)	112%
43200	5130	Maintenanc Water & Sewer	750.00	244.50	505.50	33%
43200	5130	JGC Maintenanc Water & Sewer	1,500.00	1,227.45	272.55	82%
43200	5130	RT Maintenanc Water & Sewer	4,000.00	4,958.87	(958.87)	124%
43200	5130	104Church Maint Water & Sewer	750.00	553.52	196.48	74%
43200	5130	225Rams Maint Water & Sewer	500.00	15.00	485.00	3%
43200	5130	AIRec Maint Water & Sewer	2,000.00	820.62	1,179.38	41%
43200	5130	AIOff Maint Water & Sewer	2,700.00	3,933.98	(1,233.98)	146%
43200	5130	AIPool Maint Water & Sewer	14,000.00	7,578.73	6,421.27	54%
43200	5130	311EMain Maint Water & Sewer	1,200.00	875.70	324.30	73%
43200	5130	309WMain Maint Water & Sewer	1,000.00	309.49	690.51	31%
43200	5130	129Rams Maint Water & Sewer	600.00	276.91	323.09	46%
43200	5230	Maintenanc Telephone	2,000.00	1,270.80	453.31	64%
43200	5300	Maintenanc Insurance	40,000.00	42,144.40	(2,144.40)	105%
43200	5400	Maintenanc Leases & Rentals	1,000.00	-	1,000.00	0%
43200	5500	Maintenanc Travel	750.00	-	750.00	0%
43200	6000	Maintenanc Mat & Sup	35,000.00	26,186.83	8,813.17	75%
43200	6000	Maintenanc COVID19 Mat & Sup	15,233.38	15,233.38	-	100%
43200	6000	JGC Maintenance Mat & Sup	3,500.00	1,160.66	2,339.34	33%
43200	6000	RT Maint Mat & Sup	1,500.00	459.63	1,040.37	31%
43200	6000	ChurchSt Maint Mat & Sup	1,000.00	2,723.18	(1,723.18)	272%

**Clarke County
YTD Budget Report
June 30, 2021**

FUNCTION	OBJ	ACCOUNT DESCRIPTION	REVISED BUDGET	YTD EXPENDED	AVAILABLE BUDGET	% USED
43200	6000	104Church Maint Mat & Sup	1,500.00	423.89	1,076.11	28%
43200	6000	225Rams Maint Mat & Sup	1,000.00	851.19	148.81	85%
43200	6000	524West Maint Mat & Sup	750.00	77.89	672.11	10%
43200	6000	AIRec Maint Mat & Sup	2,000.00	2,449.22	(449.22)	122%
43200	6000	AIOff Maint Mat & Sup	6,000.00	3,376.07	2,623.93	56%
43200	6000	AIPool Maint Mat & Sup	5,000.00	1,196.70	3,803.30	24%
43200	6000	AIBase Maint Mat & Sup	5,000.00	1,977.88	3,022.12	40%
43200	6000	AI Soc Maint Mat & Sup	8,500.00	8,546.40	(46.40)	101%
43200	6000	106Church Maint Mat & Sup	500.00	281.91	218.09	56%
43200	6000	Kohn Maint Mat & Sup	3,000.00	-	3,000.00	0%
43200	6000	32EMain Maint Mat & Sup	500.00	-	500.00	0%
43200	6000	36EMain Maint Mat & Sup	500.00	-	500.00	0%
43200	6000	311EMain Maint Mat & Sup	1,000.00	319.48	680.52	32%
43200	6000	309WMain Maint Mat & Sup	500.00	-	500.00	0%
43200	6000	129Rams Maint Mat & Sup	500.00	21.99	478.01	4%
43200	6008	Maintenanc Vehicle Fuel	5,000.00	4,529.96	470.04	91%
43200	6035	Maintenanc Noncap Office Equip	-	1,225.00	(1,225.00)	0%
43200 Total		Total 43200 General Property Mainte	917,018.14	776,245.62	135,788.31	85%
51100	5600	Local Health Dept Contribution	216,284.00	211,284.00	5,000.00	98%
51100 Total		Total 51100 Local Health Department	216,284.00	211,284.00	5,000.00	98%
51200	5600	Our Health Entity Gift	6,500.00	6,500.00	-	100%
51200 Total		Total 51200 Our Health	6,500.00	6,500.00	-	100%
52400	5600	N Shen Vally Sub Abuse Coal Co	15,000.00	15,000.00	-	100%
52400 Total		Total 52400 N Shen Valley Subst Abu.	15,000.00	15,000.00	-	100%
52500	5600	NW Community Svc Entity Gift	98,700.00	98,700.00	-	100%
52500 Total		Total 52500 Northwestern Communit	98,700.00	98,700.00	-	100%
52800	5600	Concern Hotline Entity Gift	1,000.00	1,000.00	-	100%
52800 Total		Total 52800 Concern Hotline	1,000.00	1,000.00	-	100%
52900	5600	NW Works Entity Gift	5,000.00	5,000.00	-	100%
52900 Total		Total 52900 NW Works	5,000.00	5,000.00	-	100%
53230	5600	SAAA EntityGift	40,000.00	40,000.00	-	100%
53230 Total		Total 53230 Shenandoah Area Agency	40,000.00	40,000.00	-	100%
53240	5600	Virginia Regional Transit Cont	19,302.00	19,302.00	-	100%
53240 Total		Total 53240 VA Regional Transp Assr	19,302.00	19,302.00	-	100%
53250	5600	FISH of Clarke County Contr	1,000.00	-	1,000.00	0%
53250 Total		Total 53250 FISH of Clarke County	1,000.00	-	1,000.00	0%
53600	5600	Access Independence Contr	1,000.00	1,000.00	-	100%
53600 Total		Total 53600 Access Independence	1,000.00	1,000.00	-	100%
53700	5600	Laurel Center Contribution	6,000.00	6,000.00	-	100%
53700 Total		Total 53700 The Laurel Ctr (Women'	6,000.00	6,000.00	-	100%
53710	5600	Tax Relief for the Elderly	220,000.00	-	220,000.00	0%
53710 Total		Total 53710 Tax Relief for the Elde	220,000.00	-	220,000.00	0%
69100	5600	Lord FairfaxComm College Cont	17,441.00	17,441.00	-	100%
69100 Total		Total 69100 Lord Fairfax Community	17,441.00	17,441.00	-	100%
71100	1100	Parks Adm Salaries	310,061.00	309,602.60	458.40	100%
71100	1100	Parks COVID19 Adm Salaries	458.44	458.44	-	100%
71100	1300	Parks Adm Part Time Salaries	19,052.00	16,503.75	2,548.25	87%
71100	1660	Parks Adm Employee Bonuses	7,547.76	7,547.76	-	100%
71100	2100	Parks Adm FICA	25,196.41	23,349.27	1,847.14	93%
71100	2100	Parks Adm COVID19 FICA	35.07	35.07	-	100%
71100	2210	Parks Adm VRS 1&2	29,487.00	29,486.88	0.12	100%
71100	2300	Parks Adm Health Ins	47,766.00	52,478.76	(4,712.76)	110%
71100	2400	Parks Adm Life Ins	4,158.00	4,154.64	3.36	100%
71100	2700	Parks Adm Workers Comp	8,935.00	6,606.39	2,328.61	74%
71100	3180	Parks Adm Credit Card Fees	8,000.00	2,019.96	5,980.04	25%
71100	3320	Parks Adm Maint Contracts	3,300.00	1,232.22	550.00	37%
71100	3500	Parks Adm Printing & Binding	510.00	-	510.00	0%
71100	3600	Parks Adm Advertising	1,175.00	125.00	1,050.00	11%

**Clarke County
YTD Budget Report
June 30, 2021**

FUNCTION	OBJ	ACCOUNT DESCRIPTION	REVISED BUDGET	YTD EXPENDED	AVAILABLE BUDGET	% USED
71100	5210	Parks Adm Postal Svcs	1,882.00	62.30	1,819.70	3%
71100	5230	Parks Adm Telephone	1,000.00	789.29	210.71	79%
71100	5400	Parks Adm Leases & Rentals	515.00	564.74	(49.74)	110%
71100	5500	Parks Adm Travel	2,190.00	1,074.00	1,116.00	49%
71100	5810	Parks Adm Dues & Memb	2,332.00	795.45	1,536.55	34%
71100	6000	Parks Adm Mat & Sup	5,156.00	1,909.53	2,864.81	37%
71100	6000	Parks Adm COVID19 Mat & Sup	673.41	673.41	-	100%
71100	6008	Parks Adm Vehicle Fuel	700.00	217.16	482.84	31%
71100	6011	Parks Adm Clothing	1,100.00	777.08	322.92	71%
71100 Total		Total 71100 Parks Administration	481,230.09	460,463.70	18,866.95	96%
71310	1100	Rec Center Salaries	52,891.00	52,790.56	100.44	100%
71310	1100	Recreation COVID19 Regular	100.40	100.40	-	100%
71310	1300	Rec Center Part Time Salaries	33,868.00	33,103.03	764.97	98%
71310	1660	Rec Center Employee Bonuses	3,936.61	3,936.61	-	100%
71310	2100	Rec Center FICA	6,885.15	6,821.66	63.49	99%
71310	2100	Recreation COVID19 FICA	7.68	7.68	-	100%
71310	2210	Rec Center VRS 1&2	5,030.00	5,029.92	0.08	100%
71310	2300	Rec Center Health Ins	7,961.00	8,371.59	(410.59)	105%
71310	2400	Rec Center Life Ins	709.00	708.72	0.28	100%
71310	2700	Rec Center Workers Comp	1,930.00	2,993.67	(1,063.67)	155%
71310	3600	Rec Center Advertising	890.00	836.00	54.00	94%
71310	5830	Rec Center Refunds	1,000.00	235.00	765.00	24%
71310	6000	Rec Center Mat & Sup	7,595.00	851.18	6,743.82	11%
71310	6000	Rec Center COVID19 Mat & Sup	1,189.62	1,189.62	-	100%
71310	6012	Rec Center Merch for Resale	3,000.00	854.02	2,145.98	28%
71310 Total		Total 71310 Recreation Center	126,993.46	117,829.66	9,163.80	93%
71320	1200	Pool Overtime	-	42.84	(42.84)	0%
71320	1300	Pool Part Time Salaries	64,580.00	43,466.51	21,113.49	67%
71320	2100	Pool FICA	4,941.00	3,310.18	1,630.82	67%
71320	2300	Pool Health Ins	-	1,274.60	(1,274.60)	0%
71320	3000	Pool Pur Svcs	1,500.00	672.00	828.00	45%
71320	5500	Pool Travel	375.00	-	375.00	0%
71320	5810	Pool Dues & Memb	1,800.00	-	1,800.00	0%
71320	5830	Pool Refunds	1,160.00	955.00	205.00	82%
71320	6000	Pool Mat & Sup	2,700.00	2,025.70	674.30	75%
71320	6000	Pool COVID19 Mat & Sup	17.50	17.50	-	100%
71320	6011	Pool Clothing	1,746.00	97.70	1,648.30	6%
71320	6012	Pool Merch for Resale	680.00	-	680.00	0%
71320	6026	Pool Chemicals	10,000.00	5,953.61	4,046.39	60%
71320 Total		Total 71320 Swimming Pool	89,499.50	57,815.64	31,683.86	65%
71350	1100	Programs Salaries	40,662.00	40,662.00	-	100%
71350	1200	Programs Overtime	-	21.68	(21.68)	0%
71350	1300	Programs Part Time Salaries	93,882.00	55,919.41	37,962.59	60%
71350	1300	Programs COVID19 PT Salaries	22,125.57	22,125.57	-	100%
71350	1660	Programs Employee Bonuses	3,968.04	3,968.04	-	100%
71350	2100	Programs FICA	10,505.53	7,606.24	2,899.29	72%
71350	2100	Programs COVID19 FICA	1,692.61	1,692.61	-	100%
71350	2210	Programs VRS 1&2	3,867.00	3,866.94	0.06	100%
71350	2300	Programs Health Ins	7,961.00	7,971.64	(10.64)	100%
71350	2400	Programs Life Ins	545.00	544.92	0.08	100%
71350	2700	Programs Workers Comp	3,046.00	2,661.44	384.56	87%
71350	3000	Programs Pur Svcs	46,283.00	17,274.09	(6,513.59)	37%
71350	3000	Programs COVID19 Pur Svcs	402.48	402.48	-	100%
71350	3500	Programs Printing & Binding	7,000.00	286.89	6,713.11	4%
71350	3600	Programs Advertising	2,000.00	844.00	1,156.00	42%
71350	5210	Programs Postal Svcs	100.00	-	100.00	0%
71350	5400	Programs Leases & Rentals	300.00	-	300.00	0%
71350	5500	Programs Travel	1,000.00	224.50	775.50	22%

**Clarke County
YTD Budget Report
June 30, 2021**

FUNCTION	OBJ	ACCOUNT DESCRIPTION	REVISED BUDGET	YTD EXPENDED	AVAILABLE BUDGET	% USED
71350	5500	Programs COV19 Travel	115.00	115.00	-	100%
71350	5560	Programs Group Trip	42,284.00	-	42,284.00	0%
71350	5810	Programs Dues & Memb	200.00	200.00	-	100%
71350	5830	Programs Refunds	7,000.00	1,578.50	5,421.50	23%
71350	6000	Programs Mat & Sup	13,000.00	9,036.12	3,963.88	70%
71350	6000	Programs COV19 Mat & Sup	6,153.90	6,153.90	-	100%
71350	6011	Programs Clothing	1,500.00	919.25	580.75	61%
71350	6011	Programs COV19 Clothing	455.64	455.64	-	100%
71350	6012	Programs Merch for Resale	6,500.00	-	6,500.00	0%
71350 Total		Total 71350 Parks Programs	322,548.77	184,530.86	102,495.41	57%
71360	1300	Concession Part Time Salaries	4,860.00	3,572.88	1,287.12	74%
71360	2100	Concession FICA	372.00	273.31	98.69	73%
71360	6000	Concession Mat & Sup	100.00	-	100.00	0%
71360	6012	Concession Merch for Resale	11,100.00	4,481.19	6,618.81	40%
71360 Total		Total 71360 Concession Stand	16,432.00	8,327.38	8,104.62	51%
72240	5600	Barns of Rose Hill Contr	11,750.00	11,750.00	-	100%
72240 Total		Total 72240 Barns of Rose Hill	11,750.00	11,750.00	-	100%
72700	5600	VA Comm for Arts Contr	9,000.00	9,000.00	-	100%
72700 Total		Total 72700 VA Commission for the A	9,000.00	9,000.00	-	100%
73200	5600	Handley Regional Library Contr	279,238.00	279,238.00	-	100%
73200 Total		Total 73200 Handley Regional Librar	279,238.00	279,238.00	-	100%
81110	1100	Plan Adm Salaries	307,184.00	298,098.25	9,085.75	97%
81110	1300	Plan Adm Part Time Salaries	-	1,648.00	(1,648.00)	0%
81110	1660	Plan Adm Employee Bonuses	4,595.51	4,595.51	-	100%
81110	2100	Plan Adm FICA	23,398.55	23,466.69	(68.14)	100%
81110	2210	Plan Adm VRS 1&2	27,070.00	27,069.06	0.94	100%
81110	2220	Plan Adm VRS Hybrid	1,282.00	1,559.13	(277.13)	122%
81110	2300	Plan Adm Health Ins	33,582.00	32,821.90	760.10	98%
81110	2400	Plan Adm Life Ins	4,118.00	4,028.66	89.34	98%
81110	2510	Plan Adm Dis Ins Hybrid	60.00	83.82	(23.82)	140%
81110	2700	Plan Adm Workers Comp	6,942.00	5,872.67	1,069.33	85%
81110	2800	Plan Adm Leave Pay	-	11,920.15	(11,920.15)	0%
81110	3000	Plan Adm Pur Svcs	15,000.00	13,615.50	1,384.50	91%
81110	3000	Plan Adm Pur Svcs-Brdbnd Imp	3,000.00	-	3,000.00	0%
81110	3140	Plan Adm Engineer & Architect	10,000.00	4,743.75	4,275.00	47%
81110	3140	Plan Adm Pass Thru Eng Fees	5,000.00	4,370.00	630.00	87%
81110	3320	Plan Adm Maint Contracts	-	2,742.24	(2,742.24)	0%
81110	3500	Plan Adm Printing & Binding	1,500.00	-	1,500.00	0%
81110	3600	Plan Adm Advertising	-	1,150.48	(1,150.48)	0%
81110	3600	Plan Adm Advert-Brdbnd Imp	1,000.00	-	1,000.00	0%
81110	5210	Plan Adm Postal Svcs	1,200.00	881.93	318.07	73%
81110	5210	Plan AdmPostal Svcs-Brdbnd Imp	1,000.00	-	1,000.00	0%
81110	5230	Plan Adm Telephone	400.00	144.00	256.00	36%
81110	5500	Plan Adm Travel	1,000.00	407.60	592.40	41%
81110	5510	Plan Adm Local Mileage	1,000.00	147.39	852.61	15%
81110	5810	Plan Adm Dues & Memb	300.00	300.00	-	100%
81110	6000	Plan Adm Mat & Sup	2,500.00	1,391.87	1,108.13	56%
81110	6000	Plan Adm COV19 Mat & Sup	133.58	133.58	-	100%
81110 Total		Total 81110 Planning Administration	451,265.64	441,192.18	9,092.21	98%
81120	1300	Plan Com Part Time Salaries	500.00	2,635.00	(2,135.00)	527%
81120	2100	Plan Com FICA	39.00	190.86	(151.86)	489%
81120	2300	Plan Com Health Ins	-	155.38	(155.38)	0%
81120	3160	Plan Com Board Member Fees	8,000.00	6,750.00	1,250.00	84%
81120	3600	Plan Com Advertising	4,000.00	-	4,000.00	0%
81120	5210	Plan Com Postal Svcs	100.00	-	100.00	0%
81120	5500	Plan Com Travel	1,750.00	-	1,750.00	0%
81120 Total		Total 81120 Planning Commission	14,389.00	9,731.24	4,657.76	68%
81130	1300	BryDevAuth Part Time Salaries	-	25.00	(25.00)	0%

Clarke County
YTD Budget Report
June 30, 2021

FUNCTION	OBJ	ACCOUNT DESCRIPTION	REVISED BUDGET	YTD EXPENDED	AVAILABLE BUDGET	% USED
81130	2100	BryDevAuth FICA	-	1.91	(1.91)	0%
81130	3160	BryDevAuth Board Member Fees	900.00	150.00	750.00	17%
81130 Total		Total 81130 Berryville Dev Authority	900.00	176.91	723.09	20%
81140	5600	Regional Airport Auth Contr	2,500.00	2,500.00	-	100%
81140 Total		Total 81140 Regional Airport Auth	2,500.00	2,500.00	-	100%
81310	5600	Help with Housing Contrib	5,000.00	5,000.00	-	100%
81310 Total		Total 81310 Help With Housing	5,000.00	5,000.00	-	100%
81400	1300	BrdZonApp Part Time Salaries	250.00	-	250.00	0%
81400	2100	BrdZonApp FICA	20.00	-	20.00	0%
81400	3000	BrdZonApp Pur Svcs	2,000.00	6,765.00	(4,765.00)	338%
81400	3160	BrdZonApp Board Member Fees	500.00	350.00	150.00	70%
81400	3600	BrdZonApp Advertising	700.00	615.00	85.00	88%
81400	5210	BrdZonApp Postal Svcs	50.00	-	50.00	0%
81400 Total		Total 81400 Board of Zoning Appeals	3,520.00	7,730.00	(4,210.00)	220%
81510	1100	Econ Dev Salaries	69,348.00	71,884.30	(2,536.30)	104%
81510	1300	Econ Dev Part Time Salaries	-	630.00	(630.00)	0%
81510	1660	Econ Dev Employee Bonuses	1,129.06	1,129.06	-	100%
81510	2100	Econ Dev FICA	86.37	5,688.25	(5,601.88)	6586%
81510	2220	Econ Dev VRS Hybrid	567.00	6,657.00	(6,090.00)	1174%
81510	2400	Econ Dev Life Ins	-	938.04	(938.04)	0%
81510	2510	Econ Dev Dis Ins Hybrid	-	373.22	(373.22)	0%
81510	3000	Econ Dev Pur Svcs	652.00	3,852.00	(3,200.00)	591%
81510	3000	Econ Dev COV19 Pur Svcs	37,981.00	37,981.00	-	100%
81510	3320	Econ Dev Maint Svc Contracts	1,000.00	1,650.00	(950.00)	165%
81510	3500	Econ Dev Printing & Binding	500.00	-	500.00	0%
81510	5210	Econ Dev Postal Svcs	50.00	5.00	45.00	10%
81510	5210	Econ Dev COV19 Postal Svcs	1,126.40	1,126.40	-	100%
81510	5230	Econ Dev Telephone	550.00	499.88	-	91%
81510	5500	Econ Dev Travel	1,000.00	-	1,000.00	0%
81510	5800	Econ Dev Miscellaneous Expendi	2,000.00	131.19	1,868.81	7%
81510	5810	Econ Dev Dues & Memb	12,000.00	8,500.00	3,500.00	71%
81510	6000	Econ Dev Mat & Sup	1,000.00	953.13	46.87	95%
81510 Total		Total 81510 Office of Economic Devel	128,989.83	141,998.47	(13,358.76)	110%
81530	5600	Small Bus Dev Ctr Contrib	2,000.00	2,000.00	-	100%
81530 Total		Total 81530 Small Business Dev Cente	2,000.00	2,000.00	-	100%
81540	5600	Blandy Exp Farm Contrib	3,000.00	3,000.00	-	100%
81540 Total		Total 81540 Blandy Experimental Far	3,000.00	3,000.00	-	100%
81550	5600	B'ville Main St Contribution	2,500.00	2,500.00	-	100%
81550 Total		Total 81550 Berryville Main Street	2,500.00	2,500.00	-	100%
81800	1300	HstPrvCom Part Time Salaries	-	225.00	(225.00)	0%
81800	2100	HstPrvCom FICA	-	17.20	(17.20)	0%
81800	3000	HstPrvCom Pur Svcs	9,500.00	8,109.40	1,390.60	85%
81800	3000	HstPrvCom Pur Svcs	15,000.00	-	15,000.00	0%
81800	3000	HPC Battle Bound Stdy Pur Svcs	39,427.00	6,901.47	(5,770.53)	18%
81800	3160	HstPrvCom Board Member Fees	1,000.00	525.00	475.00	53%
81800	3600	HstPrvCom Advertising	300.00	-	300.00	0%
81800	5210	HstPrvCom Postal Svcs	50.00	-	50.00	0%
81800	5500	HstPrvCom Travel	50.00	-	50.00	0%
81800 Total		Total 81800 Historic Preservation Cor	65,327.00	15,778.07	11,252.87	24%
81910	5600	NSVRC EntityGift	11,656.00	11,655.57	0.43	100%
81910 Total		Total 81910 Northern Shen Valley Re	11,656.00	11,655.57	0.43	100%
82210	3000	Water Qual Pur Svcs	30,000.00	30,000.00	-	100%
82210 Total		Total 82210 Water Quality Managem	30,000.00	30,000.00	-	100%
82220	5600	Friends of Shenandoah Contr	8,000.00	8,000.00	-	100%
82220 Total		Total 82220 Friends of the Shenandoa	8,000.00	8,000.00	-	100%
82230	1300	BrdSepApp Part Time Salaries	200.00	-	200.00	0%
82230	2100	BrdSepApp FICA	16.00	-	16.00	0%
82230	3000	BrdSepApp Pur Svcs	500.00	-	500.00	0%

Clarke County
YTD Budget Report
June 30, 2021

FUNCTION	OBJ	ACCOUNT DESCRIPTION	REVISED BUDGET	YTD EXPENDED	AVAILABLE BUDGET	% USED
82230	3160	BrdSepApp Board Member Fees	250.00	50.00	200.00	20%
82230	3600	BrdSepApp Advertising	500.00	400.40	99.60	80%
82230	5210	BrdSepApp Postal Svcs	100.00	-	100.00	0%
82230 Total		Total 82230 Board of Septic Appeals	1,566.00	450.40	1,115.60	29%
82400	5600	Lord Fairfax S&W Contr	5,000.00	5,000.00	-	100%
82400 Total		Total 82400 LF Soil & Water Cons Di	5,000.00	5,000.00	-	100%
82600	1300	Biosolids Part Time Salaries	1,000.00	100.00	900.00	10%
82600	2100	Biosolids FICA	77.00	7.65	69.35	10%
82600	2700	Biosolids Workers Comp	132.00	22.44	109.56	17%
82600 Total		Total 82600 Bio-solids Application	1,209.00	130.09	1,078.91	11%
83100	3320	Coop Ext Maint Contracts	800.00	6.77	-	1%
83100	3841	Coop Ext VPI Agent	48,152.00	29,186.56	18,965.44	61%
83100	5210	Coop Ext Postal Svcs	500.00	-	500.00	0%
83100	5230	Coop Ext Telephone	200.00	-	200.00	0%
83100	5810	Coop Ext Dues & Memb	150.00	-	150.00	0%
83100	6000	Coop Ext Mat & Sup	1,500.00	231.19	1,268.81	15%
83100 Total		Total 83100 Cooperative Extension Pr	51,302.00	29,424.52	21,084.25	57%
83400	5600	4-H Center EntityGift	2,300.00	2,300.00	-	100%
83400 Total		Total 83400 4-H Center	2,300.00	2,300.00	-	100%
91600	1000	Reserve Personal	106.60	-	106.60	0%
91600	3140	Reserve Engineer & Architect	190.00	-	190.00	0%
91600	3150	Reserve Legal Svcs	-	-	-	0%
91600	8000	Reserve Capital Outlay	20,000.00	-	20,000.00	0%
91600 Total		Total 91600 Contingency Reserves	20,296.60	-	20,296.60	0%
91621	1000	FY21 Contingency Personal Svcs	107,082.58	-	107,082.58	0%
91621	2000	FY21 Contingency Empl'y Benfts	49,167.65	-	49,167.65	0%
91621	3000	FY21 Contingency Pur Svcs	-	-	-	0%
91621	6000	FY21 Contingency Mat'l Supls	3,250.00	-	3,250.00	0%
91621	6015	FY21 Contingency Ammunition	-	-	-	0%
91621	6040	FY21 Contingency Tech SW/OL	-	-	-	0%
91621 Total		Total 91621 FY21 Contingency Items	159,500.23	-	159,500.23	0%
92600	5830	Rev Rf Ambulance Svcs Refunds	-	2,956.69	(2,956.69)	0%
92600 Total		Total 92600 Rev Refunds - Ambulance	-	2,956.69	(2,956.69)	0%
92900	5830	Rev Rf Miscellaneous Refunds	-	592.80	(592.80)	0%
92900 Total		Total 92900 Rev Refunds - Other Misc	-	592.80	(592.80)	0%
Grand Total			13,040,713.82	11,756,168.86	1,161,460.22	90%