



# **Board of Supervisors Organizational & Committee Meeting Packet**

## **Monday, January 9, 2023**

Organizational  
Meeting/Work Session

9:30 am

Personnel Committee

Immediately follows Work  
Session

Finance Committee

Immediately follows  
Personnel



## Board of Supervisors Organizational Meeting & Work Session Agenda

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

January 9, 2023, 9:30 am, Meeting Room AB

<i>Item</i>	<i>Description</i>	<i>Page</i>
A.	Organizational Items:	
	– Elect 2023 Chair	
	– Elect 2023 Vice Chair	
	– Set Meeting Dates, Times, and Locations	3
	– Adopt Rules of Procedure	4
	– 2023 Chair Appointments	31
	– Annual Distribution: Information Only	
	– Code of Virginia §2.2-3700, Virginia Freedom of Information Act	35
	– Code of Virginia §42.1-76 Virginia Public Records Act	62
	Reminder:	
	– 2023 Conflict of Interest filings due in Clarke County Administration by 5pm, Wednesday, February 1, 2023.	

# 2023 Clarke County Board of Supervisors Meeting Schedule

<i>Meeting Type</i>	<i>Day</i>	<i>Date</i>	<i>Time</i>
2023 Organizational Meeting & Work Session*	Monday	January 9, 2023	9:30 am
Regular Meeting	Tuesday	January 17, 2023	1:00 pm
Work Session*	Monday	February 13, 2023	10:00 am
Regular Meeting	Tuesday	February 21, 2023	1:00 pm
Work Session*	Monday	March 13, 2023	10:00 am
Regular Meeting	Tuesday	March 21, 2023	1:00 pm
Work Session*	Monday	April 10, 2023	10:00 am
Regular Meeting	Tuesday	April 18, 2023	1:00 pm
Work Session*	Monday	May 8, 2023	10:00 am
Regular Meeting	Tuesday	May 16, 2023	1:00 pm
Work Session*	Monday	June 12, 2023	10:00 am
Regular Meeting	Tuesday	June 20, 2023	1:00 pm
Work Session*	Monday	July 10, 2023	10:00 am
Regular Meeting	Tuesday	July 18, 2023	1:00 pm
Work Session*	Monday	August 7, 2023	10:00 am
Regular Meeting	Tuesday	August 15, 2023	1:00 pm
Work Session*	Monday	September 11, 2023	10:00 am
Regular Meeting	Tuesday	September 19, 2023	1:00 pm
Work Session*	Tuesday	October 10, 2023	10:00 am
Regular Meeting	Tuesday	October 17, 2023	1:00 pm
Work Session*	Monday	November 6, 2023	10:00 am
Regular Meeting	Tuesday	November 21, 2023	1:00 pm
Work Session	Monday	December 11, 2023	10:00 am
Regular Meeting	Tuesday	December 19, 2023	1:00 pm
2024 Organizational Meeting & Work Session	Monday	January 8, 2024	9:30 am

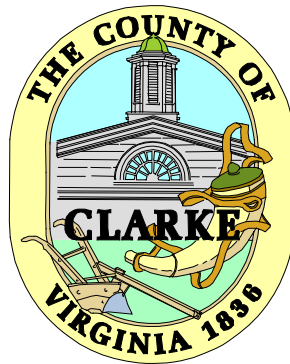
Unless otherwise noted, Regular Meetings are held in the Main Meeting Room, while Work Sessions and Committee Meetings are held in Meeting Room AB at the Berryville Clarke County Joint Government Center, 2<sup>nd</sup> Floor, 101 Chalmers Court, Berryville, Virginia

\*Note: BoS Personnel Committee Meetings start at 9:30 am on Work Session days and BoS Finance Committee Meetings start immediately after Work Sessions.

Rules of Procedure

# Clarke County, Virginia Board of Supervisors

# Rules of Procedure



Rules of Procedure

Record of Revision

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

Rules of Procedure

Record of Revisions

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

Rules of Procedure

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Rules of Procedure

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**Article I—Meetings**

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

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

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

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

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*Section 1-2. Special Meetings*

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

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

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*Section 1-3. Adjourned Meetings*

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

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*Section 1-4. Quorum and Method of Voting*

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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*Section 1-10. Board to Sit with Open Doors*

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

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

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

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

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

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

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

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

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## Rules of Procedure

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

### **Policy:**

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

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

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

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

### **Approval Process:**

Automatic Approval with Vote if Challenged.

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

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

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

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

- 1) Physically assembled quorum is required;
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## Rules of Procedure

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

### Examples:

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

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

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

### Personal Matter Prevents Attendance:

- 1) Physically assembled quorum is required;
  - 2) Remote member's voice must be heard by all;
  - 3) Remote member must notify chair of the public body on or before the day of the meeting;
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- 4) Nature of the emergency or personal matter must be identified;
- 5) Nature of the personal matter must be recorded in the minutes;
- 6) Remote location must be recorded in the minutes; and
- 7) Participation because of a personal matter that prevents attendance is limited to two (2) meetings per calendar year.

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

### Examples:

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

### Monitoring a meeting:

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

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

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

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

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

In addition, the public body must:

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

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*Section 2-1. Chair  
and Vice Chair*

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

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

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

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*Section 2-2. Authority  
of the Chair*

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

The Chair shall preserve order and decorum at all meetings.

- He shall recognize persons desiring to speak and shall ensure that speaker's comments are limited to the issue before the Board for consideration and that any limitations on time are observed.
  - The Chair shall ensure that all persons entitled and desiring to speak are permitted to do so without interruption or comment during their presentation.
  - The Chair shall determine if statements are demeaning, inappropriate, or out of order, and shall have the authority to revoke the speaker's right to continue.
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*Section 2-2 Authority  
of the Chair  
Continued*

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

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

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

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

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*Section 2-3. Clerk*

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

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

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**Article III—Agenda**

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*Section 3-1. Preparation*

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

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

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

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

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*Section 3-3. Posting and Notice*

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

Agendas will also be posted on the County Web page at [www.clarkecounty.gov](http://www.clarkecounty.gov).

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*Section 3-4. Copies*

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

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

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

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**Article IV—Conduct Of  
Business**

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*Section 4-1. Order of  
Business*

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

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

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

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

*Section 4-2. Adoption  
of Agenda*

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

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

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

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

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

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*Section 4-3. Consent Agenda*

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

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

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

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

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*Section 4-4. Citizen Comment Period.*

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

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

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

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

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

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

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

*Section 4-5.  
Scheduled  
Presentations*

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

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

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

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

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**Article V – Public Hearings**

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*Section 5-1. Format for Public Hearings*

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

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

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

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*Section 5-2. Order of Business*

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

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

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

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

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*Section 5-4. Staff and/or applicant presentation*

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

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

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

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Rules of Procedure

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*Section 5-5. Public  
Comment*

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

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

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

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*Section 5-6. Order  
of Speaking*

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

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

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*Section 5-7.  
Presentation of  
Comments*

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

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*Section 5-8.  
Supervisors'  
Questions*

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

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

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*Section 5-9. Close  
of Hearing*

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

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

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

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Rules of Procedure

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**Article VI—Citizen  
Responsibilities**

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*Section 6-1.  
Application of Rules.*

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

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*Section 6-2.  
Addressing the Board.*

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

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

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*Section 6-3. Conduct  
while Speaking*

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

- Cursing or other obscene language or gestures; threats; insults; or other actions intended to harass, provoke or incite a fight, brawl, or other such disorderly response will not be permitted.
  - Any person whose conduct is contrary to this section will be removed as provided for in section 2-2. of these rules.
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*Section 6-4. Name  
and place of  
residence.*

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

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*Section 6-5.  
Organizational  
Representation*

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

- (a) Disclose for the organization, group, association, corporation, or other entity,
  - (b) The history,
  - (c) Size,
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- (d) Dues,
- (e) Structure,
- (f) Date of creation,
- (g) Requirements for membership,
- (h) Tax status; and
- (i) Shall reveal the organizations method of determining its official position, and
- (j) The speaker's authority to represent the organization.

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

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*Section 6-6. Order of Speaking*

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

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*Section 6-7. Time Limits*

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

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*Section 6-8. Registration.*

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

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*Section 6-9. Written copy of comments*

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

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*Section 6-10. Information sources*

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

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Rules of Procedure

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**Article VII—  
Appointments**

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*Section 7-1.  
Appointments*

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

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**Article VIII—  
Amendments**

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*Section 8-1.  
Amendments*

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

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**Attachments**

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

## Rules of Procedure

### Attachment A – Closed Meetings Procedure

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

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

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

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

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

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

Next, a member of the Board should:

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

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

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**Attachment B – Citizen Comment Period – Sign-In Sheet**

Citizen Comment Period - Sign-In Sheet

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

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

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

*End of document.*

## **2022 Board of Supervisors Assignments By Supervisor**

	<i>Position</i>	<i>Appt Date</i>	<i>Exp Date</i>
<b>Matthew Bass</b>			
Board of Septic & Well Appeals	BoS - Appointed Member	1/18/2022	12/31/2022
Clarke County School Board	BoS - Alternate	1/18/2022	12/31/2022
Clarke County Sheriff's Office	BoS - Liaison	1/18/2022	12/31/2022
Josephine School Community Museum Board	BoS - Liaison	1/18/2022	12/31/2022
Legislative Liaison and High Growth Coalition	BoS - Liaison	1/18/2022	12/31/2022
Library Advisory Council	BoS - Liaison	1/18/2022	12/31/2022
Litter Committee	BoS - Liaison	1/18/2022	12/31/2022
Northern Shenandoah Valley Regional Commission	BoS - Alternate	1/18/2022	12/31/2022
Northwest Regional Adult Drug Treatment Court Advisory Committee	BoS - Appointed Member	1/18/2022	12/31/2022
Northwestern Regional Juvenile Detention Center Commission	BoS - Liaison	1/18/2022	12/31/2022
Planning Commission	BoS - Appointed Member	1/18/2022	12/31/2022
Towns and Villages: Berryville	BoS - Liaison	1/18/2022	12/31/2022
<b>Chris Boies</b>			
BCCGC Joint Building Committee	County Administrator		
Berryville/Clarke County Joint Committee for Economic Development and Tourism	County Administrator		
Joint Administrative Services Board	County Administrator		
Northwestern Regional Jail Authority	BoS - Appointed Member	1/18/2022	12/31/2022
Regional Airport Authority	BoS - Alternate	1/18/2022	12/31/2022
<b>Terri T. Catlett</b>			
Board of Supervisors	Vice Chair	1/18/2022	12/31/2022
Board of Supervisors Finance Committee	BoS - Appointed Member	1/18/2022	12/31/2022
Board of Supervisors Personnel Committee	BoS - Alternate	1/18/2022	12/31/2022
Career and Technical Education Advisory Committee	BoS - Appointed Member	1/18/2022	12/31/2022
Clarke County School Board	BoS - Liaison	1/18/2022	12/31/2022

**Monday, January 2, 2023**

**Page 1 of 3**

	<i>Position</i>	<i>Appt Date</i>	<i>Exp Date</i>
Community Policy and Management Team	BoS - Appointed Member	1/18/2022	12/31/2022
Conservation Easement Authority	BoS - Appointed Member	1/18/2022	12/31/2022
Historic Preservation Commission	BoS - Liaison	1/18/2022	12/31/2022
Humane Foundation	BoS - Liaison	1/18/2022	12/31/2022
Parks & Recreation Advisory Board	BoS - Liaison	1/18/2022	12/31/2022
Strategic Planning Committee	BoS - Appointed Member	1/18/2022	12/31/2022
Towns and Villages: Boyce	BoS - Liaison - Alternate	1/18/2022	12/31/2022
Towns and Villages: Millwood	BoS - Liaison	1/18/2022	12/31/2022
Towns and Villages: Pine Grove	BoS - Liaison	1/18/2022	12/31/2022

**Doug Lawrence**

Berryville/Clarke County Joint Committee for Economic Development and Tourism	BoS - Appointed Member	1/18/2022	12/31/2022
Board of Social Services	BoS - Appointed Member	1/18/2022	12/31/2022
Broadband Implementation Committee	BoS - Appointed Member	1/18/2022	12/31/2022
Fire & EMS Commission	BoS - Alternate	1/18/2022	12/31/2022
Northwestern Regional Jail Authority	BOS - Liaison - Alternate	1/18/2022	12/31/2023
Planning Commission	BoS - Alternate	1/18/2022	12/31/2022

**Beverly B. McKay**

Agricultural & Forestal District Advisory Committee	BoS - Appointed Member	1/18/2022	12/31/2022
BCCGC Joint Building Committee	BoS - Appointed Member	1/18/2022	12/31/2022
Board of Septic & Well Appeals	BoS - Alternate	1/18/2022	12/31/2022
Board of Supervisors Finance Committee	BoS - Alternate	1/18/2022	12/31/2022
Board of Supervisors Personnel Committee	BoS - Appointed Member	1/18/2022	12/31/2022
Broadband Implementation Committee	BoS - Appointed Member	1/18/2022	12/31/2022
Building and Grounds	BoS - Appointed Member	1/18/2022	12/31/2022
Clarke County Sanitary Authority	BoS - Liaison	1/18/2022	12/31/2022
Economic Development Advisory Committee	BoS - Appointed Member	1/18/2022	12/31/2022
Joint Administrative Services Board	BoS - Alternate	1/18/2022	12/31/2022
Northern Shenandoah Valley Regional Commission	BoS - Appointed Member	1/18/2022	12/31/2022



	<i>Position</i>	<i>Appt Date</i>	<i>Exp Date</i>
Regional Airport Authority	BoS - Alternate	1/18/2022	12/31/2022
Towns and Villages: Boyce	BoS - Liaison	1/18/2022	12/31/2022
Towns and Villages: White Post	BoS - Liaison	1/18/2022	12/31/2022
<b>David S. Weiss</b>			
Berryville/Clarke County Joint Committee for Economic Development and Tourism	BoS - Appointed Member	1/18/2022	12/31/2022
Board of Supervisors	Chair	1/18/2022	12/31/2022
Board of Supervisors Finance Committee	BoS - Appointed Member	1/18/2022	12/31/2022
Board of Supervisors Personnel Committee	BoS - Appointed Member	1/18/2022	12/31/2022
Building and Grounds	BoS - Alternate	1/18/2022	12/31/2022
Conservation Easement Authority	BoS - Alternate	1/18/2022	12/31/2022
Emergency Services	BoS - Chair	1/18/2022	12/31/2022
Fire & EMS Commission	BoS - Representative	1/18/2022	12/31/2022
Industrial Development Authority of the Clarke County	BoS - Liaison	1/18/2022	12/31/2022
Joint Administrative Services Board	BoS - Appointed Member	1/18/2022	12/31/2022
Towns and Villages: Pine Grove	BoS - Liaison	1/18/2022	12/31/2022



# Board of Supervisors Committee Meeting Packet

## Annual Distribution

- Code of Virginia §2.2-3700, Virginia Freedom of Information Act
- Code of Virginia §42.1-76 Virginia Public Records Act

Code of Virginia

## Virginia Freedom of Information Act

### § 2.2-3700. Short title; policy

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

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

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

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

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

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

### § 2.2-3701. (Effective until September 1, 2022) Definitions

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

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

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

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

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

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

"Official public government website" means any Internet site controlled by a public body and used, among any other purposes, to post required notices and other content pursuant to this chapter on behalf of the public body.

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

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

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

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

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

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

"Trade secret" means the same as that term is defined in the Uniform Trade Secrets Act (§ 59.1-336 et seq.).

1968, c. 479, § 2.1-341; 1970, c. 456; 1974, c. 332; 1975, c. 307; 1977, c. 677; 1978, cc. 573, 826; 1979, cc. 369, 687; 1980, c. 754; 1984, c. 252; 1989, c. 358; 1990, c. 538; 1993, cc. 270, 720; 1994, cc. 845, 931; 1996, c. 609; 1997, c. 641; 1999, cc. 703, 726; 2001, c. 844; 2002, c. 393; 2003, c. 897; 2007, c. 945; 2008, cc. 233, 789; 2010, c. 706; 2011, c. 242; 2015, cc. 131, 195, 224; 2016, cc. 620, 716; 2017, cc. 616, 778; 2018, cc. 54, 55; 2019, c. 358; 2022, c. 325.

### § 2.2-3701. (Effective September 1, 2022) Definitions

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

"All-virtual public meeting" means a public meeting (i) conducted by a public body, and that is not excepted pursuant to subsection C of § 2.2-3708.3, using electronic communication means, (ii) during which all members of the public body who participate do so remotely rather than being assembled in one physical location, and (iii) to which public access is provided through electronic communication means.

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

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

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

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

"Meeting" or "meetings" means the meetings including work sessions, when sitting physically, or through electronic communication means pursuant to § [2.2-3708.2](#) or [2.2-3708.3](#), as a body or entity, or as an informal assemblage of (i) as many as three members or (ii) a quorum, if less than three, of the constituent membership, wherever held, with or without minutes being taken, whether or not votes are cast, of any public body. Neither the gathering of employees of a public body nor the gathering or attendance of two or more members of a public body (a) at any place or function where no part of the purpose of such gathering or attendance is the discussion or transaction of any public business, and such gathering or attendance was not called or prearranged with any purpose of discussing or transacting any business of the public body, or (b) at a public forum, candidate appearance, or debate, the purpose of which is to inform the electorate and not to transact public business or to hold discussions relating to the transaction of public business, even though the performance of the members individually or collectively in the conduct of public business may be a topic of discussion or debate at such public meeting, shall be deemed a "meeting" subject to the provisions of this chapter.

"Official public government website" means any Internet site controlled by a public body and used, among any other purposes, to post required notices and other content pursuant to this chapter on behalf of the public body.

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

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

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

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

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

"Remote participation" means participation by an individual member of a public body by electronic communication means in a public meeting where a quorum of the public body is otherwise physically assembled.

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

"Trade secret" means the same as that term is defined in the Uniform Trade Secrets Act (§ [59.1-336](#) et seq.).

1968, c. 479, § 2.1-341; 1970, c. 456; 1974, c. 332; 1975, c. 307; 1977, c. 677; 1978, cc. 573, 826; 1979, cc. 369, 687; 1980, c. 754; 1984, c. 252; 1989, c. 358; 1990, c. 538; 1993, cc. 270, 720; 1994, cc. [845](#), [931](#); 1996, c. [609](#); 1997, c. [641](#); 1999, cc. [703](#), [726](#); 2001, c. [844](#); 2002, c. [393](#); 2003, c. [897](#); 2007, c. [945](#); 2008, cc. [233](#), [789](#); 2010, c. [706](#); 2011, c. [242](#); 2015, cc. [131](#), [195](#), [224](#); 2016, cc. [620](#), [716](#); 2017, cc. [616](#), [778](#); 2018, cc. [54](#), [55](#); 2019, c. [358](#); 2022, cc. [325](#), [597](#).

#### § 2.2-3702. Notice of chapter

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

1976, c. 467, § 2.1-341.1; 1999, cc. [703](#), [726](#); 2001, c. [844](#); 2002, c. [393](#).

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

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

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

2. Petit juries and grand juries;

3. Family assessment and planning teams established pursuant to § [2.2-5207](#);

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

5. Multidisciplinary child sexual abuse response teams established pursuant to § [15.2-1627.5](#);

6. The Virginia State Crime Commission; and

7. The records maintained by the clerks of the courts of record, as defined in § [1-212](#), for which clerks are custodians under § [17.1-242](#), and courts not of record, as defined in § [16.1-69.5](#), for which clerks are custodians under § [16.1-69.54](#), including those transferred for storage, maintenance, or archiving. Such records shall be requested in accordance with the provisions of §§ [16.1-69.54:1](#) and [17.1-208](#), as appropriate. However, other records maintained by the clerks of such courts shall be public records and subject to the provisions of this chapter.

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

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

1999, cc. 703, 726, § 2.1-341.2; 2001, c. 844; 2003, cc. 989, 1018; 2004, cc. 398, 690; 2007, cc. 438, 548, 626; 2017, c. 620; 2018, cc. 127, 584; 2019, c. 729; 2022, cc. 25, 26.

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

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

2014, c. 319.

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

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

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

1. The requested records are being entirely withheld. Such response shall identify with reasonable particularity the volume and subject matter of withheld records, and cite, as to each category of withheld records, the specific Code section that authorizes the withholding of the records.

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

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

4. It is not practically possible to provide the requested records or to determine whether they are available within the five-work-day period. Such response shall specify the conditions that make a response impossible. If the response is made within five working days, the public body shall have an additional seven work days or, in the case of a request for criminal investigative files pursuant to § 2.2-3706.1, 60 work days in which to provide one of the four preceding responses.

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

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

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

F. Except with regard to scholastic records requested pursuant to subdivision A 1 of § 2.2-3705.4 that must be made available for inspection pursuant to the federal Family Educational Rights and Privacy Act (20 U.S.C. § 1232g) and such requests for scholastic records by a parent or legal guardian of a minor student or by a student who is 18 years of age or older, a public body may make reasonable charges not to exceed its actual cost incurred in accessing, duplicating, supplying, or searching for the requested records and shall make all reasonable efforts to supply the requested records at the lowest possible cost. No public body shall impose any extraneous, intermediary, or surplus fees or expenses to recoup the general costs associated with creating or maintaining records or transacting the general business of the public body. Any duplicating fee charged by a public body shall not exceed the actual cost of duplication. The public body may also make a reasonable charge for the cost incurred in supplying records produced from a geographic information system at the request of anyone other than the owner of the land that is the subject of the request. However, such charges shall not exceed the actual cost to the public body in supplying such records, except that the public body may charge, on a pro rata per acre basis, for the cost of creating topographical maps developed by the public body, for such maps or portions thereof, which encompass a contiguous area greater than 50 acres. Prior to conducting a search for records, the public body shall notify the requester in writing that the public body may make reasonable charges not to exceed its actual cost incurred in accessing, duplicating, supplying, or searching for requested records and inquire of the requester whether he would like to request a cost estimate in advance of the supplying of the requested records. The public body shall provide the requester with a cost estimate if requested. The period within which the public body shall respond under this section shall be tolled for the amount of time that elapses between notice of the cost estimate and the response of the requester. If the public body receives no response from the requester within 30 days of sending the cost estimate, the request shall be deemed to be withdrawn. Any costs incurred by the public body in estimating the cost of supplying the requested records shall be applied toward the overall charges to be paid by the requester for the supplying of such requested records.

G. Public records maintained by a public body in an electronic data processing system, computer database, or any other structured collection of data shall be made available to a requester at a reasonable cost, not to exceed the actual cost in accordance with subsection F. When electronic or other databases are combined or contain exempt and nonexempt records, the public body may provide access to the exempt records if not otherwise prohibited by law, but shall provide access to the nonexempt records as provided by this chapter.

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

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

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

J. In the event a public body has transferred possession of public records to any entity, including but not limited to any other public body, for storage, maintenance, or archiving, the public body initiating the transfer of such records shall remain the custodian of such records for purposes of responding to requests for public records made pursuant to this chapter and shall be

retrieving and supplying a public record to the requester. In the event a public body for storage, maintenance, or archiving or such transferring public body is no longer in existence, any public body that is a successor to the transferring public body shall be deemed the custodian of such records. In the event no successor entity exists, the entity in possession of the public records shall be deemed the custodian of the records for purposes of compliance with this chapter, and shall retrieve and supply such records to the requester. Nothing in this subsection shall be construed to apply to records transferred to the Library of Virginia for permanent archiving pursuant to the duties imposed by the Virginia Public Records Act (§ [42.1-76](#) et seq.). In accordance with § [42.1-79](#), the Library of Virginia shall be the custodian of such permanently archived records and shall be responsible for responding to requests for such records made pursuant to this chapter.

1968, c. 479, § [2.1-342](#); 1973, c. 461; 1974, c. 332; 1975, cc. 307, 312; 1976, cc. 640, 709; 1977, c. 677; 1978, c. 810; 1979, cc. 682, 684, 686, 689; 1980, cc. 678, 754; 1981, cc. 456, 464, 466, 589; 1982, cc. 225, 449, 452, 560, 635; 1983, cc. 372, 462, 607; 1984, cc. 85, 395, 433, 513, 532; 1985, cc. 81, 155, 502, 618; 1986, cc. 273, 291, 383, 469, 592; 1987, cc. 401, 491, 581; 1988, cc. 39, 151, 395, 411, 891, 902; 1989, cc. 56, 358, 478; 1990, cc. 217, 538, 721, 819, 968; 1991, cc. 213, 561; 1992, cc. 40, 150, 167, 200, 203, 207, 593, 612; 1993, cc. 205, 270, 296, 537, 552, 638, 750, 883; 1994, cc. [485](#), [532](#), [606](#), [839](#), [853](#), [918](#); 1995, cc. [299](#), [362](#), [499](#), [562](#), [638](#), [722](#), [812](#), [837](#); 1996, cc. [168](#), [469](#), [589](#), [599](#), [783](#), [786](#), [794](#), [855](#), [862](#), [902](#), [905](#), [1001](#), [1046](#); 1997, cc. [198](#), [295](#), [439](#), [567](#), [636](#), [641](#), [777](#), [782](#), [785](#), [838](#), [861](#); 1998, cc. [427](#), [891](#); 1999, cc. [438](#), [703](#), [726](#); 2001, c. [844](#); 2002, cc. [715](#), [830](#); 2003, cc. [275](#), [981](#), [1021](#); 2007, c. [439](#); 2009, c. [626](#); 2010, c. [627](#); 2011, c. [604](#); 2016, cc. [620](#), [716](#); 2017, c. [778](#); 2020, c. [1142](#); 2021, Sp. Sess. I, c. [483](#); 2022, c. [756](#).

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

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

2016, cc. [620](#), [716](#).

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

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

1. A plain English explanation of the rights of a requester under this chapter, the procedures to obtain public records from the public body, and the responsibilities of the public body in complying with this chapter. For purposes of this section, "plain English" means written in nontechnical, readily understandable language using words of common everyday usage and avoiding legal terms and phrases or other terms and words of art whose usage or special meaning primarily is limited to a particular field or profession;
2. Contact information for the FOIA officer designated by the public body pursuant to § [2.2-3704.2](#) to (i) assist a requester in making a request for records or (ii) respond to requests for public records;
3. A general description, summary, list, or index of the types of public records maintained by such public body;
4. A general description, summary, list, or index of any exemptions in law that permit or require such public records to be withheld from release;
5. Any policy the public body has concerning the type of public records it routinely withholds from release as permitted by this chapter or other law; and
6. The following statement: "A public body may make reasonable charges not to exceed its actual cost incurred in accessing, duplicating, supplying, or searching for the requested records and shall make all reasonable efforts to supply the requested records at the lowest possible cost. No public body shall impose any extraneous, intermediary, or surplus fees or expenses to recoup the general costs associated with creating or maintaining records or transacting the general business of the public body. Any duplicating fee charged by a public body shall not exceed the actual cost of duplication. Prior to conducting a search for records, the public body shall notify the requester in writing that the public body may make reasonable charges not to exceed its actual cost incurred in accessing, duplicating, supplying, or searching for requested records and inquire of the requester whether he would like to request a cost estimate in advance of the supplying of the requested records as set forth in subsection F of § [2.2-3704](#) of the Code of Virginia."

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

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

2004, c. [730](#); 2009, c. [626](#); 2014, c. [421](#); 2016, c. [748](#); 2017, cc. [645](#), [778](#); 2022, c. [756](#).

#### **§ 2.2-3704.2. Public bodies to designate FOIA officer**

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

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

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

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

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

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

G. The Council shall maintain on its website a listing of all FOIA officers, including name, contact information, and the name of the public body such FOIA officers serve.

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

#### **§ 2.2-3704.3. Training for local officials**

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

et seq.), on the provisions of this chapter.

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

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

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

2019, c. 531; 2020, cc. 76, 80, 904.

**§ 2.2-3705. Repealed**

Repealed by Acts 2004, c. 690.

**§ 2.2-3705.1. (Effective until date pursuant to Va. Const., Art. IV, § 13) Exclusions to application of chapter; exclusions of general application to public bodies**

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

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

No provision of this chapter or any provision of Chapter 38 (§ 2.2-3800 et seq.) shall be construed as denying public access to (i) contracts between a public body and its officers or employees, other than contracts settling public employee employment disputes held confidential as personnel records under § 2.2-3705.1; (ii) records of the name, position, job classification, official salary, or rate of pay of, and records of the allowances or reimbursements for expenses paid to, any officer, official, or employee of a public body; or (iii) the compensation or benefits paid by any corporation organized by the Virginia Retirement System or its officers or employees. The provisions of this subdivision, however, shall not require public access to records of the official salaries or rates of pay of public employees whose annual rate of pay is \$10,000 or less.

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

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

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

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

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

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

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

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

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

9. Information concerning reserves established in specific claims administered by the Department of the Treasury through its Division of Risk Management as provided in Article 5 (§ 2.2-1832 et seq.) of Chapter 18, or by any county, city, or town; and investigative notes, correspondence and information furnished in confidence with respect to an investigation of a claim or a potential claim against a public body's insurance policy or self-insurance plan. However, nothing in this subdivision shall prevent the disclosure of information taken from inactive reports upon expiration of the period of limitations for the filing of a civil suit.

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

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

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

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

14. Names and data of any kind that directly or indirectly identify an individual as a member, supporter, or volunteer of, or donor of financial or nonfinancial support to, any entity exempt from federal income tax pursuant to § 501(c) of the Internal Revenue Code, except for those entities established by or for, or in support of, a public body as authorized by state law.

1999, cc. [485](#), [518](#), [703](#), [726](#), [793](#), [849](#), [852](#), [867](#), [868](#), [881](#), § 2.1-342.01; 2000, cc. [66](#), [237](#), [382](#), [400](#), [430](#), [583](#), [589](#), [592](#), [594](#), [618](#), [632](#), [657](#), [720](#), [932](#), [933](#), [947](#), [1006](#), [1064](#); 2001, cc. [288](#), [518](#), [844](#), § 2.2-3705; 2002, cc. [87](#), [155](#), [242](#), [393](#), [478](#), [481](#), [499](#), [522](#), [571](#), [572](#), [633](#), [655](#), [715](#), [798](#), [830](#); 2003, cc. [274](#), [307](#), [327](#), [332](#), [358](#), [704](#), [801](#), [884](#), [891](#), [893](#), [897](#), [968](#); 2004, c. [690](#); 2010, c. [553](#); 2016, cc. [620](#), [716](#), [729](#); 2017, cc. [140](#), [778](#); 2021, Sp. Sess. I, c. [484](#); 2022, c. [525](#).

**§ 2.2-3705.1. (Effective pursuant to Va. Const., Art. IV, § 13) Exclusions to application of chapter; exclusions of general application to public bodies**

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

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

No provision of this chapter or any provision of Chapter 38 ([§ 2.2-3800](#) et seq.) shall be construed as denying public access to (i) contracts between a public body and its officers or employees, other than contracts settling public employee employment disputes held confidential as personnel records under [§ 2.2-3705.1](#); (ii) records of the name, position, job classification, official salary, or rate of pay of, and records of the allowances or reimbursements for expenses paid to, any officer, official, or employee of a public body; or (iii) the compensation or benefits paid by any corporation organized by the Virginia Retirement System or its officers or employees. The provisions of this subdivision, however, shall not require public access to records of the official salaries or rates of pay of public employees whose annual rate of pay is \$10,000 or less.

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

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

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

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

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

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

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

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

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

9. Information concerning reserves established in specific claims administered by the Department of the Treasury through its Division of Risk Management as provided in Article 5 ([§ 2.2-1832](#) et seq.) of Chapter 18, or by any county, city, or town; and investigative notes, correspondence and information furnished in confidence with respect to an investigation of a claim or a potential claim against a public body's insurance policy or self-insurance plan. However, nothing in this subdivision shall prevent the disclosure of information taken from inactive reports upon expiration of the period of limitations for the filing of a civil suit.

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

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

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

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

14. Names and data of any kind that directly or indirectly identify an individual as a member, supporter, or volunteer of, or donor of financial or nonfinancial support to, any entity exempt from federal income tax pursuant to § 501(c) of the Internal Revenue Code, except for those entities established by or for, or in support of, a public body as authorized by state law, not to include a nonprofit foundation designed to support an institution of higher education or other educational or cultural institution subject to Title 23.1.

1999, cc. [485](#), [518](#), [703](#), [726](#), [793](#), [849](#), [852](#), [867](#), [868](#), [881](#), § 2.1-342.01; 2000, cc. [66](#), [237](#), [382](#), [400](#), [430](#), [583](#), [589](#), [592](#), [594](#), [618](#), [632](#), [657](#), [720](#), [932](#), [933](#), [947](#), [1006](#), [1064](#); 2001, cc. [288](#), [518](#), [844](#), § 2.2-3705; 2002, cc. [87](#), [155](#), [242](#), [393](#), [478](#), [481](#), [499](#), [522](#), [571](#), [572](#), [633](#), [655](#), [715](#), [798](#), [830](#); 2003, cc. [274](#), [307](#), [327](#), [332](#), [358](#), [704](#), [801](#), [884](#), [891](#), [893](#), [897](#), [968](#); 2004, c. [690](#); 2010, c. [553](#); 2016, cc. [620](#), [716](#), [729](#); 2017, cc. [140](#), [778](#); 2021, Sp. Sess. I, c. [484](#); 2022, c. [525](#); 2022, Sp. Sess. I, c. [19](#).

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

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

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

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



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

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

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

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

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

For the purposes of this subdivision:

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

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

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

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

For the purposes of this subdivision:

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

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

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

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

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

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

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

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

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

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

a. Critical infrastructure information or the location or operation of security equipment and systems of any public building, structure, or information storage facility, including ventilation systems, fire protection equipment, mandatory building emergency equipment or systems, elevators, electrical systems, telecommunications equipment and systems, or utility equipment and systems;

b. Vulnerability assessments, information not lawfully available to the public regarding specific cybersecurity threats or vulnerabilities, or security plans and measures of an entity, facility, building structure, information technology system, or software program;

c. Surveillance technology or protocols; or

d. Intersecting, network monitoring, network operation centers, master sites, master sites, or systems related to Statewide Agencies and Statewide Agencies (STARS) or any other similar local or regional public safety communications system.

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

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

Nothing in this subdivision 14 shall prevent the disclosure of records relating to (1) the structural or environmental soundness of any such facility, building, or structure or (2) an inquiry into the performance of such facility, building, or structure after it has been subjected to fire, explosion, natural disaster, or other catastrophic event.

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

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

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

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

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

1. Information relating to investigations of applicants for licenses and permits, and of all licensees and permittees, made by or submitted to the Virginia Alcoholic Beverage Control Authority, the Virginia Lottery pursuant to Chapter 40 (§ 58.1-4000 et seq.) and Chapter 41 (§ 58.1-4100 et seq.) of Title 58.1, the Virginia Racing Commission, the Department of Agriculture and Consumer Services relating to investigations and applications pursuant to Article 1.1:1 (§ 18.2-340.15 et seq.) of Chapter 8 of Title 18.2, or the Private Security Services Unit of the Department of Criminal Justice Services.

2. Records of active investigations being conducted by the Department of Health Professions or by any health regulatory board in the Commonwealth pursuant to § 54.1-108.

3. Investigator notes, and other correspondence and information, furnished in confidence with respect to an active investigation of individual employment discrimination complaints made to the Department of Human Resource Management, to such personnel of any local public body, including local school boards, as are responsible for conducting such investigations in confidence, or to any public institution of higher education. However, nothing in this subdivision shall prevent the disclosure of information taken from inactive reports in a form that does not reveal the identity of charging parties, persons supplying the information, or other individuals involved in the investigation.

4. Records of active investigations being conducted by the Department of Medical Assistance Services pursuant to Chapter 10 (§ 32.1-323 et seq.) of Title 32.1.

5. Investigative notes and other correspondence and information furnished in confidence with respect to an investigation or conciliation process involving an alleged unlawful discriminatory practice under the Virginia Human Rights Act (§ 2.2-3900 et seq.) or under any local ordinance adopted in accordance with the authority specified in § 2.2-524, or adopted pursuant to § 15.2-965, or adopted prior to July 1, 1987, in accordance with applicable law, relating to local human rights or human relations commissions. However, nothing in this subdivision shall prevent the distribution of information taken from inactive reports in a form that does not reveal the identity of the parties involved or other persons supplying information.

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

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

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

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

10. Information furnished to or prepared by the Board of Education pursuant to subsection D of § 22.1-253.13:3 in connection with the review or investigation of any alleged breach in security, unauthorized alteration, or improper administration of tests by local school board employees responsible for the distribution or administration of the tests. However, this section shall not prohibit the disclosure of such information to (i) a local school board or division superintendent for the purpose of permitting such board or superintendent to consider or to take personnel action with regard to an employee or (ii) any requester, after the conclusion of a review or investigation, in a form that (a) does not reveal the identity of any person making a complaint or supplying information to the Board on a confidential basis and (b) does not compromise the security of any test mandated by the Board.

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

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

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

1999, cc. 485, 518, 703, 726, 793, 849, 852, 867, 868, 881. § 2.1-342.01; 2000, cc. 66, 237, 382, 400, 430, 583, 589, 592, 594, 618, 632, 657, 720, 932, 933, 947, 1006, 1064; 2001, cc. 288, 518, 844. § 2.2-3705; 2002, cc. 87, 155, 242, 393, 478, 481, 499, 522, 571, 572, 633, 655, 715, 798, 830; 2003, cc. 274, 307, 327, 332, 358, 704, 801, 884, 891, 893, 897, 968; 2004, cc. 605, 690, 766; 2005, c. 601; 2006, cc. 25, 95; 2008, cc. 387, 668, 689, 758; 2009, cc. 237, 326, 340; 2011, cc. 798, 871; 2012, cc. 476, 507, 803, 835; 2013, cc. 571, 572, 690, 717, 723; 2014, cc. 225, 414, 609, 788; 2015, cc. 38, 730; 2016, cc. 272, 620, 716; 2017, c. 778; 2020, c. 48; 2022, cc. 589, 590.

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

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

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

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

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

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

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

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

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

6. Personal information, as defined in § 2.2-3801, provided to the Board of the Virginia College Savings Plan or its employees by or on behalf of individuals who have requested information about, applied for, or entered into prepaid tuition contracts or savings trust account agreements pursuant to Chapter 7 (§ 23.1-700 et seq.) of Title 23.1, including personal information related to (i) qualified beneficiaries as that term is defined in § 23.1-700, (ii) designated survivors, or (iii) authorized individuals. Nothing in this subdivision shall be construed to prevent disclosure or publication of information in a statistical or other form that does not identify individuals or provide personal information. Individuals shall be provided access to their own personal information.

For purposes of this subdivision:

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

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

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

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

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

B. The custodian of a scholastic record shall not release the address, phone number, or email address of a student in response to a request made under this chapter without written consent. For any student who is (i) 18 years of age or older, (ii) under the age of 18 and emancipated, or (iii) attending an institution of higher education, written consent of the student shall be required. For any other student, written consent of the parent or legal guardian of such student shall be required.

1999, cc. 485, 518, 703, 726, 793, 849, 852, 867, 868, 881. § 2.1-342.01; 2000, cc. 66, 237, 382, 400, 430, 583, 589, 592, 594, 618, 632, 657, 720, 932, 933, 947, 1006, 1064; 2001, cc. 288, 518, 844. § 2.2-3705; 2002, cc. 87, 155, 242, 393, 478, 481, 499, 522, 571, 572, 633, 655, 715, 798, 830; 2003, cc. 274, 307, 327, 332, 358, 704, 801, 884, 891, 893, 897, 968; 2004, c. 600; 2006, c. 518; 2008, cc. 561, 665; 2010, cc. 456, 524; 2014, c. 313; 2016, cc. 554, 620, 716; 2017, c. 778; 2018, c. 756; 2019, cc. 638, 639; 2020, cc. 71, 78.

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

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

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

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

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

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

2. Applications for admission to examinations or for licensure and scoring records maintained by the Department of Health Professions or any board in that department on individual licensees or applicants; information required to be provided to the Department of Health Professions by certain licensees pursuant to § 54.1-2506.1; information held by the Health Practitioners' Monitoring Program Committee within the Department of Health Professions that identifies any practitioner who may be, or who is actually, impaired to the extent that disclosure is prohibited by § 54.1-2517; and information relating to the prescribing and dispensing of covered substances to recipients and any abstracts from such information that are in the possession of the Prescription Monitoring Program (Program) pursuant to Chapter 25.2 (§ 54.1-2519 et seq.) of Title 54.1 and any material relating to the operation or security of the Program.

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

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

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

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

7. Information acquired (i) during a review of any child death conducted by the State Child Fatality Review Team established pursuant to § 32.1-283.1 or by a local or regional child fatality review team to the extent that such information is made confidential by § 32.1-283.2; (ii) during a review of any death conducted by a family violence fatality review team to the extent that such information is made confidential by § 32.1-283.3; (iii) during a review of any adult death conducted by the Adult Fatality Review Team to the extent made confidential by § 32.1-283.5 or by a local or regional adult fatality review team to the extent that such information is made confidential by § 32.1-283.6; (iv) by a local or regional overdose fatality review team to the extent that such information is made confidential by § 32.1-283.7; (v) during a review of any death conducted by the Maternal Mortality Review Team to the extent that such information is made confidential by § 32.1-283.8; or (vi) during a review of any death conducted by the Developmental Disabilities Mortality Review Committee to the extent that such information is made confidential by § 37.2-314.1.

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

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

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

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

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

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

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

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

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

1999, cc. 485, 518, 703, 726, 793, 849, 852, 867, 868, 881, § 2.1-342.01; 2000, cc. 66, 237, 382, 400, 430, 583, 589, 592, 594, 618, 632, 657, 720, 932, 933, 947, 1006, 1064; 2001, cc. 288, 518, 844, § 2.2-3705; 2002, cc. 87, 155, 242, 393, 478, 481, 499, 522, 571, 572, 633, 655, 715, 798, 830; 2003, cc. 274, 307, 327, 332, 358, 704, 801, 884, 891, 893, 897, 968; 2004, cc. 65, 666, 690, 773, 1014, 1021; 2005, cc. 181, 227, 716; 2008, c. 539; 2009, cc. 472, 813, 840; 2011, cc. 110, 175, 535; 2012, cc. 476, 479, 507, 803, 835; 2015, cc. 22, 108, 127; 2016, cc. 620, 716; 2017, cc. 188, 475, 600, 719, 778; 2018, c. 600; 2019, c. 834; 2020, cc. 851, 860, 861.

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

1. Proprietary information gathered by or for the Virginia Port Authority as provided in § 62.1-132.4 or 62.1-134.1.
2. Financial statements not publicly available filed with applications for industrial development financings in accordance with Chapter 49 (§ 15.2-4900 et seq.) of Title 15.2.
3. Proprietary information, voluntarily provided by private business pursuant to a promise of confidentiality from a public body, used by the public body for business, trade, and tourism development or retention; and memoranda, working papers, or other information related to businesses that are considering locating or expanding in Virginia, prepared by a public body, where competition or bargaining is involved and where disclosure of such information would adversely affect the financial interest of the public body.
4. Information that was filed as confidential under the Toxic Substances Information Act (§ 32.1-239 et seq.), as such Act existed prior to July 1, 1992.
5. Fisheries data that would permit identification of any person or vessel, except when required by court order as specified in § 28.2-204.
6. Confidential financial statements, balance sheets, trade secrets, and revenue and cost projections provided to the Department of Rail and Public Transportation, provided such information is exempt under the federal Freedom of Information Act or the federal Interstate Commerce Act or other laws administered by the Surface Transportation Board or the Federal Railroad Administration with respect to data provided in confidence to the Surface Transportation Board and the Federal Railroad Administration.
7. Proprietary information related to inventory and sales, voluntarily provided by private energy suppliers to the Department of Energy, used by that Department for energy contingency planning purposes or for developing consolidated statistical information on energy supplies.
8. Confidential proprietary information furnished to the Board of Medical Assistance Services or the Medicaid Prior Authorization Advisory Committee pursuant to Article 4 (§ 32.1-331.12 et seq.) of Chapter 10 of Title 32.1.
9. Proprietary, commercial or financial information, balance sheets, trade secrets, and revenue and cost projections provided by a private transportation business to the Virginia Department of Transportation and the Department of Rail and Public Transportation for the purpose of conducting transportation studies needed to obtain grants or other financial assistance under the Transportation Equity Act for the 21st Century (P.L. 105-178) for transportation projects if disclosure of such information is exempt under the federal Freedom of Information Act or the federal Interstate Commerce Act or other laws administered by the Surface Transportation Board or the Federal Railroad Administration with respect to data provided in confidence to the Surface Transportation Board and the Federal Railroad Administration. However, the exclusion provided by this subdivision shall not apply to any wholly owned subsidiary of a public body.
10. Confidential information designated as provided in subsection F of § 2.2-4342 as trade secrets or proprietary information by any person in connection with a procurement transaction or by any person who has submitted to a public body an application for prequalification to bid on public construction projects in accordance with subsection B of § 2.2-4317.
11. a. Memoranda, staff evaluations, or other information prepared by the responsible public entity, its staff, outside advisors, or consultants exclusively for the evaluation and negotiation of proposals filed under the Public-Private Transportation Act of 1995 (§ 33.2-1800 et seq.) or the Public-Private Education Facilities and Infrastructure Act of 2002 (§ 56-575.1 et seq.) where (i) if such information was made public prior to or after the execution of an interim or a comprehensive agreement, § 33.2-1820 or 56-575.17 notwithstanding, the financial interest or bargaining position of the public entity would be adversely affected and (ii) the basis for the determination required in clause (i) is documented in writing by the responsible public entity; and  
b. Information provided by a private entity to a responsible public entity, affected jurisdiction, or affected local jurisdiction pursuant to the provisions of the Public-Private Transportation Act of 1995 (§ 33.2-1800 et seq.) or the Public-Private Education Facilities and Infrastructure Act of 2002 (§ 56-575.1 et seq.) if disclosure of such information would reveal (i) trade secrets of the private entity; (ii) financial information of the private entity, including balance sheets and financial statements, that are not generally available to the public through regulatory disclosure or otherwise; or (iii) other information submitted by the private entity where if such information was made public prior to the execution of an interim agreement or a comprehensive agreement, the financial interest or bargaining position of the public or private entity would be adversely affected. In order for the information specified in clauses (i), (ii), and (iii) to be excluded from the provisions of this chapter, the private entity shall make a written request to the responsible public entity:
  - (1) Invoking such exclusion upon submission of the data or other materials for which protection from disclosure is sought;
  - (2) Identifying with specificity the data or other materials for which protection is sought; and
  - (3) Stating the reasons why protection is necessary.

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

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

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

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

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

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

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

15. Information related to Virginia apple producer sales provided to the Virginia State Apple Board pursuant to § 3.2-1215.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

24. a. Information held by the Commercial Space Flight Authority relating to rate structures or charges for the use of projects of, the sale of products of, or services rendered by the Authority if disclosure of such information would adversely affect the financial interest or bargaining position of the Authority or a private entity providing the information to the Authority; or
- b. Information provided by a private entity to the Commercial Space Flight Authority if disclosure of such information would (i) reveal (a) trade secrets of the private entity; (b) financial information of the private entity, including balance sheets and financial statements, that are not generally available to the public through regulatory disclosure or otherwise; or (c) other information submitted by the private entity and (ii) adversely affect the financial interest or bargaining position of the Authority or private entity.

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

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

The Authority shall determine whether the requested exclusion from disclosure is necessary to protect the trade secrets or financial information of the private entity. To protect other information submitted by the private entity from disclosure, the Authority shall determine whether public disclosure would adversely affect the financial interest or bargaining position of the

Authority or private entity. The Authority shall make a written determination of the nature and scope of the protection to be afforded by it under this subdivision.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

33. Financial and proprietary records submitted with a loan application to a locality for the preservation or construction of affordable housing that is related to a competitive application to be submitted to either the U.S. Department of Housing and Urban Development (HUD) or the Virginia Housing Development Authority (VHDA), when the release of such records would adversely affect the locality's competitive position for such records, shall be exempt from disclosure if such records are not made public by HUD or VHDA. 47 of 107

34. Information of a proprietary nature disclosed pursuant to a health carrier or pharmacy manager pursuant to § 38.2-3407.15:6, a wholesale distributor pursuant to § 54.1-3436.1, or a manufacturer pursuant to § 54.1-3442.02.

1999, cc. 485, 518, 703, 726, 793, 849, 852, 867, 868, 881. § 2.1-342.01; 2000, cc. 66, 237, 382, 400, 430, 583, 589, 592, 594, 618, 632, 657, 720, 932, 933, 947, 1006, 1064; 2001, cc. 288, 518, 844. § 2.2-3705; 2002, cc. 87, 155, 242, 393, 478, 481, 499, 522, 571, 572, 633, 655, 715, 798, 830; 2003, cc. 274, 307, 327, 332, 358, 704, 801, 884, 891, 893, 897, 968; 2004, cc. 593, 690; 2005, cc. 258, 411; 2006, cc. 73, 76, 467, 831, 921, 936; 2006, Sp. Sess. I, c. 1; 2007, cc. 374, 693; 2008, cc. 71, 102, 266, 387, 633, 689, 736, 743; 2009, cc. 246, 311, 325, 765, 810, 869; 2010, cc. 310, 808; 2011, cc. 541, 781, 798, 871; 2012, cc. 693, 709; 2013, cc. 54, 482, 574; 2015, cc. 696, 697; 2016, cc. 620, 716, 724, 725, 775; 2017, cc. 662, 737, 778, 796, 816; 2018, cc. 470, 532, 533; 2019, cc. 358, 629; 2020, cc. 72, 79, 1164, 1169; 2021, Sp. Sess. I, cc. 298, 304, 532; 2022, cc. 554, 609.

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

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

1. State income, business, and estate tax returns, personal property tax returns, and confidential records held pursuant to § 58.1-3.

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

As used in this subdivision:

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

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

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

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

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

5. Lists of registered owners of bonds issued by a political subdivision of the Commonwealth, whether the lists are maintained by the political subdivision itself or by a single fiduciary designated by the political subdivision.

6. Information furnished by a member of the General Assembly to a meeting of a standing committee, special committee, or subcommittee of his house established solely for the purpose of reviewing members' annual disclosure statements and supporting materials filed under § 30-110 or of formulating advisory opinions to members on standards of conduct, or both.

7. Customer account information of a public utility affiliated with a political subdivision of the Commonwealth, including the customer's name and service address, but excluding the amount of utility service provided and the amount of money charged or paid for such utility service.

8. Personal information, as defined in § 2.2-3801, (i) filed with the Virginia Housing Development Authority concerning individuals who have applied for or received loans or other housing assistance or who have applied for occupancy of or have occupied housing financed, owned or otherwise assisted by the Virginia Housing Development Authority; (ii) concerning persons participating in or persons on the waiting list for federally funded rent-assistance programs; (iii) filed with any local redevelopment and housing authority created pursuant to § 36-4 concerning persons participating in or persons on the waiting list for housing assistance programs funded by local governments or by any such authority; or (iv) filed with any local redevelopment and housing authority created pursuant to § 36-4 or any other local government agency concerning persons who have applied for occupancy or who have occupied affordable dwelling units established pursuant to § 15.2-2304 or 15.2-2305. However, access to one's own information shall not be denied.

9. Information regarding the siting of hazardous waste facilities, except as provided in § 10.1-1441, if disclosure of such information would have a detrimental effect upon the negotiating position of a governing body or on the establishment of the terms, conditions, and provisions of the siting agreement.

10. Information on the site-specific location of rare, threatened, endangered, or otherwise imperiled plant and animal species, natural communities, caves, and significant historic and archaeological sites if, in the opinion of the public body that has the responsibility for such information, disclosure of the information would jeopardize the continued existence or the integrity of the resource. This exclusion shall not apply to requests from the owner of the land upon which the resource is located.

11. Memoranda, graphics, video or audio tapes, production models, data, and information of a proprietary nature produced by or for or collected by or for the Virginia Lottery relating to matters of a specific lottery game design, development, production, operation, ticket price, prize structure, manner of selecting the winning ticket, manner of payment of prizes to holders of winning tickets, frequency of drawings or selections of winning tickets, odds of winning, advertising, or marketing, where such information not been publicly released, published, copyrighted, or patented. Whether released, published, or copyrighted, all game-related information shall be subject to public disclosure under this chapter upon the first day of sales for the specific lottery game to which it pertains.

12. Information held by the Virginia Retirement System, acting pursuant to § 51.1-124.30, or a local retirement system, acting pursuant to § 51.1-803, or by a local finance board or board of trustees of a trust established by one or more local public bodies to invest funds for post-retirement benefits other than pensions, acting pursuant to Article 8 (§ 15.2-1544 et seq.) of Chapter 15 of Title 15.2, or by the board of visitors of the University of Virginia, acting pursuant to § 23.1-2210, or by the board of visitors of The College of William and Mary in Virginia, acting pursuant to § 23.1-2803, or by the Virginia College Savings Plan, acting pursuant to § 23.1-704, relating to the acquisition, holding, or disposition of a security or other ownership interest in an entity, where such security or ownership interest is not traded on a governmentally regulated securities exchange, if disclosure of such information would (i) reveal confidential analyses prepared for the board of visitors of the University of Virginia, prepared for the board of visitors of The College of William and Mary in Virginia, prepared by the retirement system, a local finance board or board of trustees, or the Virginia College Savings Plan, or provided to the retirement system, a local finance board or board of trustees, or the Virginia College Savings Plan under a promise of confidentiality of the future value of such ownership interest or the future financial performance of the entity and (ii) have an adverse effect on the value of the investment to be acquired, held, or disposed of by the retirement system, a local finance board or board of trustees, the board of visitors of the University of Virginia, the board of visitors of The College of William and Mary in Virginia, or the Virginia College Savings Plan. Nothing in this subdivision shall be construed to prevent the disclosure of information relating to the identity of any investment held, the amount invested, or the present value of such investment.

13. Financial, medical, rehabilitative, and other personal information concerning applicants for or recipients of loan funds submitted to or maintained by the Assistive Technology Loan Fund Authority under Chapter 9, 2021 Code of Virginia.



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

15. Information held by the Department of Environmental Quality, the State Water Control Board, the State Air Pollution Control Board, or the Virginia Waste Management Board relating to (i) active federal environmental enforcement actions that are considered confidential under federal law and (ii) enforcement strategies, including proposed sanctions for enforcement actions. Upon request, such information shall be disclosed after a proposed sanction resulting from the investigation has been proposed to the director of the agency. This subdivision shall not be construed to prevent the disclosure of information related to inspection reports, notices of violation, and documents detailing the nature of any environmental contamination that may have occurred or similar documents.

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

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

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

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

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

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

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

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

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

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

b. Trade secrets provided by a private entity to the retirement system or the Virginia College Savings Plan if disclosure of such records would have an adverse impact on the financial interest of the retirement system or the Virginia College Savings Plan.

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

(1) Invoking such exclusion prior to or upon submission of the data or other materials for which protection from disclosure is sought;

(2) Identifying with specificity the data or other materials for which protection is sought; and

(3) Stating the reasons why protection is necessary.

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

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

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

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

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

28. Information maintained in connection with fundraising activities by the Veterans Services Foundation pursuant to § 2.2-2716 that reveal the address, electronic mail address, facsimile or telephone number, social security number or other identification number appearing on a driver's license or other document issued under Chapter 3 (§ 46.2-300 et seq.) of Title 46.2 or the comparable law of another jurisdiction, or credit card or bank account data of identifiable donors, except that access shall not be denied to the person who is the subject of the information.

Nothing in this subdivision, however, shall be construed to prevent the disclosure of information relating to the amount, date, purpose, and terms of the pledge or donation or the identity of the donor, unless the donor has requested anonymity in connection with or as a condition of making a pledge or donation. The exclusion provided by this subdivision shall not apply to

protect from disclosure (i) the identities of sponsors providing grants for the performance of services or other work or (ii) the terms or conditions of such grants or contracts.

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

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

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

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

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

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

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

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

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

1999, cc. 485, 518, 703, 726, 793, 849, 852, 867, 868, 881, § 2.1-342.01; 2000, cc. 66, 237, 382, 400, 430, 583, 589, 592, 594, 618, 632, 657, 720, 932, 933, 947, 1006, 1064; 2001, cc. 288, 518, 844, § 2.2-3705; 2002, cc. 87, 155, 242, 393, 478, 481, 499, 522, 571, 572, 633, 655, 715, 798, 830; 2003, cc. 274, 307, 327, 332, 358, 704, 801, 884, 891, 893, 897, 968; 2004, cc. 426, 690, 832; 2005, cc. 165, 508; 2007, cc. 406, 652, 660, 737, 739; 2008, cc. 16, 739; 2009, cc. 223, 827, 845; 2010, c. 300; 2011, cc. 827, 867; 2012, c. 726; 2013, cc. 199, 481, 554, 574; 2014, cc. 225, 808; 2015, cc. 38, 137, 549, 730; 2016, cc. 550, 620, 716, 729; 2017, cc. 587, 642, 778, 804, 824; 2018, cc. 58, 141; 2019, cc. 163, 170, 247, 300, 358, 729, 775; 2020, cc. 70, 587, 1164, 1169, 1218, 1227, 1246, 1256; 2021, Sp. Sess. I, cc. 344, 345.

#### § 2.2-3705.8. Limitation on record exclusions

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

1999, cc. 485, 518, 703, 726, 793, 849, 852, 867, 868, 881, § 2.1-342.01; 2000, cc. 66, 237, 382, 400, 430, 583, 589, 592, 594, 618, 632, 657, 720, 932, 933, 947, 1006, 1064; 2001, cc. 288, 518, 844, § 2.2-3705; 2002, cc. 87, 155, 242, 393, 478, 481, 499, 522, 571, 572, 633, 655, 715, 798, 830; 2003, cc. 274, 307, 327, 332, 358, 704, 801, 884, 891, 893, 897, 968; 2004, c. 690; 2005, cc. 165, 508; 2007, cc. 406, 652, 660, 737, 739; 2008, cc. 16, 739; 2009, cc. 223, 827, 845; 2010, c. 300; 2011, cc. 827, 867; 2012, c. 726; 2013, cc. 199, 481, 554, 574; 2014, cc. 225, 808; 2015, cc. 38, 137, 549, 730; 2016, cc. 550, 620, 716, 729; 2017, cc. 587, 642, 778, 804, 824; 2018, cc. 58, 141; 2019, cc. 163, 170, 247, 300, 358, 729, 775; 2020, cc. 70, 587, 1164, 1169, 1218, 1227, 1246, 1256; 2021, Sp. Sess. I, cc. 344, 345.

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

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

1. Adult arrestee photographs taken during the initial intake following the arrest and as part of the routine booking procedure, except when necessary to avoid jeopardizing an investigation in felony cases until such time as the release of the photograph will no longer jeopardize the investigation;

2. Information relative to the identity of any individual, other than a juvenile, who is arrested and charged, and the status of the charge or arrest; and

3. Records of completed unattended death investigations to the parent or spouse of the decedent or, if there is no living parent or spouse, to the most immediate family member of the decedent, provided the person is not a person of interest or a suspect. For the purposes of this subdivision, "unattended death" means a death determined to be a suicide, accidental or natural death where no criminal charges will be initiated, and "immediate family" means the decedent's personal representative or, if no personal representative has qualified, the decedent's next of kin in order of intestate succession as set forth in § 64.2-200.

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

1. Criminal investigative files, defined as any documents and information, including complaints, court orders, memoranda, notes, diagrams, maps, photographs, correspondence, reports, witness statements, and evidence, relating to a criminal investigation or prosecution not required to be disclosed in accordance with § 2.2-3706.1;

2. Reports submitted in confidence to (i) state and local law-enforcement agencies, (ii) investigators authorized pursuant to Chapter 3.2 (§ 2.2-307 et seq.), and (iii) campus police departments of public institutions of higher education established pursuant to Article 3 (§ 23.1-809 et seq.) of Chapter 8 of Title 23.1;

3. Records of local law-enforcement agencies relating to neighborhood watch programs that include the names, addresses, and operating schedules of individual participants in the program that are provided to such agencies under a promise of anonymity;

4. All records of persons imprisoned in penal institutions in the Commonwealth provided such records relate to the imprisonment;

5. Records of law-enforcement agencies, to the extent that such records contain specific tactical plans, the disclosure of which would jeopardize the safety or security of law-enforcement personnel or the general public;

6. All records of adult persons under (i) investigation or supervision by a local pretrial services agency in accordance with Article 5 (§ 19.2-152.2 et seq.) of Chapter 9 of Title 19.2; (ii) investigation, probation supervision, or monitoring by a local community-based probation services agency in accordance with Article 9 (§ 9.1-173 et seq.) of Chapter 1 of Title 9.1; or (iii)

investigation or supervision by state probation and parole services in accordance with Article 2 (§ 53.1-141 et seq.) of Chapter 4 of Title 53.1;

7. Records of a law-enforcement agency to the extent that they disclose the telephone numbers for cellular telephones, pagers, or comparable portable communication devices provided to its personnel for use in the performance of their official duties;

8. Those portions of any records containing information related to undercover operations or protective details that would reveal the staffing, logistics, or tactical plans of such undercover operations or protective details. Nothing in this subdivision shall operate to allow the withholding of information concerning the overall costs or expenses associated with undercover operations or protective details;

9. Records of (i) background investigations of applicants for law-enforcement agency employment, (ii) administrative investigations relating to allegations of wrongdoing by employees of a law-enforcement agency, and (iii) other administrative investigations conducted by law-enforcement agencies that are made confidential by law;

10. The identity of any victim, witness, or undercover officer, or investigative techniques or procedures. However, the identity of any victim or witness shall be withheld if disclosure is prohibited or restricted under § 19.2-11.2; and

11. Records of the Sex Offender and Crimes Against Minors Registry maintained by the Department of State Police pursuant to Chapter 9 (§ 9.1-900 et seq.) of Title 9.1, including information obtained from state, local, and regional officials, except to the extent that information is required to be posted on the Internet pursuant to § 9.1-913.

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

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

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

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

1999, cc. 703, 726; § 2.1-342.2; 2000, c. 227; 2001, c. 844; 2002, cc. 393, 715, 769, 830; 2004, cc. 685, 735; 2006, cc. 857, 914; 2007, c. 133; 2010, c. 627; 2011, cc. 798, 871; 2013, c. 695; 2016, cc. 184, 546; 2017, c. 828; 2018, c. 48; 2021, Sp. Sess. I, c. 483.

#### **§ 2.2-3706.1. Disclosure of law-enforcement records; criminal incident information and certain criminal investigative files; limitations**

A. For purposes of this section:

"Criminal investigative files" means any documents and information, including complaints, court orders, memoranda, notes, diagrams, maps, photographs, correspondence, reports, witness statements, and evidence, relating to a criminal investigation or prosecution, other than criminal incident information subject to disclosure in accordance with subsection B.

"Family representative" means the decedent's personal representative or, if no personal representative as set forth in § 64.2-100 has qualified, the decedent's next of kin in order of intestate succession as set forth in § 64.2-200.

"Immediate family members" means the decedent's family representative, spouse, child, sibling, parent, grandparent, or grandchild. "Immediate family members" include a stepparent, stepchild, stepsibling, and adoptive relationships.

"Ongoing" refers to a case in which the prosecution has not been finally adjudicated, the investigation continues to gather evidence for a possible future criminal case, and such case would be jeopardized by the premature release of evidence.

B. All public bodies engaged in criminal law-enforcement activities shall provide records and information when requested in accordance with the provisions of this chapter regarding criminal incident information relating to felony offenses contained in any report, notes, electronic communication, or other document, including filings through an incident-based reporting system, which shall include:

1. A general description of the criminal activity reported;
2. The date and time the alleged crime was committed;
3. The general location where the alleged crime was committed;
4. The identity of the investigating officer or other point of contact; and
5. A description of any injuries suffered or property damaged or stolen.

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

C. Criminal investigative files relating to an ongoing criminal investigation or proceeding are excluded from the mandatory disclosure provisions of this chapter, but may be disclosed by the custodian, in his discretion, except as provided in subsection E or where such disclosure is prohibited by law.

D. Criminal investigative files relating to a criminal investigation or proceeding that is not ongoing are excluded from the mandatory disclosure provisions of this chapter, but may be disclosed by the custodian, in his discretion, except as provided in subsection E; however, such records shall be disclosed, by request, to (i) the victim; (ii) the victim's immediate family members, if the victim is deceased and the immediate family member to which the records are to be disclosed is not a person of interest or a suspect in the criminal investigation or proceeding; (iii) the parent or guardian of the victim, if the victim is a minor and the parent or guardian is not a person of interest or a suspect in the criminal investigation or proceeding; (iv) an attorney representing a petitioner in a petition for a writ of habeas corpus or writ of actual innocence pursuant to Chapter 19.2 (§ 19.2-327.2 et seq.) of Title 19.2 or any other federal or state post-conviction proceeding or pardon; and (v) for the sole purpose of inspection at the location where such records are maintained by the public body that is the custodian of the records, (a) an attorney or his agent when such attorney is considering representing a petitioner in a post-conviction proceeding or pardon, (b) an attorney who provides a sworn declaration that the attorney has been retained by an individual for purposes of pursuing a civil or criminal action and has a good faith basis to believe that the records being requested are material to such action, or (c) a person who is proceeding pro se in a petition for a writ of habeas corpus or writ of actual innocence pursuant to Chapter 19.2 (§ 19.2-327.2 et seq.) of Title 19.2 or any other federal or state post-conviction proceeding or pardon, who provides a sworn affidavit that the records being requested are material to such action. An attorney or his agent who is in receipt of criminal investigative files or has inspected criminal investigative files pursuant to clause (iv) or (v) shall not release such criminal investigative files or any information contained therein except as necessary to provide adequate legal advice or representation to a person whom the attorney either represents or is considering representing in a post-conviction proceeding or pardon or represents in a civil or criminal action.

An attorney who is in receipt of criminal investigative files pursuant to clause (iv) shall return the criminal investigative files to the public body that is the custodian of such records within 90 days of a final determination of any writ of habeas corpus, writ of actual innocence, or other federal or state post-conviction proceeding or pardon or, if no petition for such writ or post-conviction proceeding or pardon was filed, within six months of the attorney's receipt of the records.

No disclosure pursuant to clause (v) (c) of this subsection shall be required if the disclosure of the records requested are material to the action being pursued. The court shall order the person not to disclose or otherwise release any information contained in a criminal investigative file except as necessary for the pending action and may include other conditions as appropriate.

E. The provisions of subsections C and D shall not apply if the release of such information:

1. Would interfere with a particular ongoing criminal investigation or proceeding in a particularly identifiable manner;
2. Would deprive a person of a right to a fair trial or an impartial adjudication;
3. Would constitute an unwarranted invasion of personal privacy;
4. Would disclose (i) the identity of a confidential source or (ii) in the case of a record compiled by a law-enforcement agency in the course of a criminal investigation, information furnished only by a confidential source;
5. Would disclose law-enforcement investigative techniques and procedures, if such disclosure could reasonably be expected to risk circumvention of the law; or
6. Would endanger the life or physical safety of any individual.

Nothing in this subsection shall be construed to authorize the withholding of those portions of such information that are unlikely to cause any effect listed herein.

F. Notwithstanding the provisions of subsection C or D, no criminal investigative file or portion thereof, except disclosure of records under clause (iv) of subsection D or clause (v) (a) of subsection D, shall be disclosed to any requester pursuant to this section, unless the public body has made reasonable efforts to notify (i) the victim; (ii) the victim's immediate family members, if the victim is deceased and the immediate family member to be notified is not a person of interest or a suspect in the criminal investigation or proceeding; or (iii) the victim's parent or guardian, if the victim is a minor and the parent or guardian to be notified is not a person of interest or a suspect in the criminal investigation or proceeding.

Upon receipt of notice that a public body has received a request for criminal investigative files pursuant to this section, an individual listed in clause (i), (ii), or (iii) shall have 14 days to file in an appropriate court a petition for an injunction to prevent the disclosure of the records as set forth in § ~~8.01-622.2~~. The public body shall not respond to the request until at least 14 days has passed from the time notice was received by an individual listed in clause (i), (ii), or (iii). The period within which the public body shall respond to the underlying request pursuant to § ~~2.2-3704~~ shall be tolled pending the notification process and any subsequent disposition by the court.

G. No photographic, audio, video, or other record depicting a victim or allowing for a victim to be readily identified shall be released pursuant to subsection C or D to anyone except (i) the victim; (ii) the victim's family representative, if the victim is deceased and the family representative to which the records are to be disclosed is not a person of interest or a suspect in the criminal investigation or proceeding; or (iii) the victim's parent or guardian, if the victim is a minor and the parent or guardian is not a person of interest or a suspect in the criminal investigation or proceeding.

H. Nothing in this section shall prohibit the disclosure of current anonymized, aggregate location and demographic data collected pursuant to § ~~52-30.2~~ or similar data documenting law-enforcement officer encounters with members of the public.

I. In the event of a conflict between this section as it relates to requests made under this section and other provisions of law, the other provisions of law, including court sealing orders, that restrict disclosure of criminal investigative files shall control.

2021, Sp. Sess. I, c. 483; 2022, c. 386.

**§ 2.2-3707. (Effective until September 1, 2022) Meetings to be public; notice of meetings; recordings; minutes**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**§ 2.2-3707. (Effective September 1, 2022) Meetings to be public; notice of meetings; recordings; minutes**

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

B. No meeting shall be conducted through telephonic, video, electronic, or other electronic communication means where the members are not physically assembled to discuss or transact public business, except as provided in §§ 2.2-3708.2 and 2.2-3708.3 or as may be specifically provided in Title 54.1 for the summary suspension of professional licenses.

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

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

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

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

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

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

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

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

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

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

Minutes shall be in writing and shall include (a) the date, time, and location of the meeting; (b) the members of the public body recorded as present and absent; and (c) a summary of the discussion on matters proposed, deliberated, or decided, and a record of any votes taken. In addition, for electronic communication meetings conducted in accordance with § 2.2-3708.2 or 2.2-3708.3, minutes shall include (1) the identity of the members of the public body who participated in the meeting through electronic communication means, (2) the identity of the members of the public body who were physically assembled at one physical location, and (3) the identity of the members of the public body who were not present at the location identified in clause (2) but who monitored such meeting through electronic communication means.

1968, c. 479, § 2.1-343; 1973, c. 461; 1976, c. 467; 1977, c. 677; 1982, c. 333; 1989, c. 358; 1990, c. 538; 1993, c. 720; 1995, c. 562; 1999, cc. 696, 703, 726; 2000, c. 227; 2001, c. 844; 2004, cc. 730, 768; 2005, c. 352; 2007, c. 300; 2009, c. 628; 2010, c. 309; 2015, c. 131; 2017, c. 616; 2018, c. 55; 2022, c. 597.

**§ 2.2-3707.01. (Effective until September 1, 2022) Meetings of the General Assembly**

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

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

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

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

2004, c. 768; 2005, c. 352; 2018, c. 55.

**§ 2.2-3707.01. (Effective September 1, 2022) Meetings of the General Assembly**

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

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

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

D. No regular, special, or reconvened session of the General Assembly held pursuant to Article IV, § 6 of the Constitution of Virginia shall be conducted using electronic communication means pursuant to § 2.2-3708.2 or 2.2-3708.3.

2004, c. 768; 2005, c. 352; 2018, c. 55; 2022, c. 597.

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

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

2002, cc. 580, 618; 2006, cc. 474, 595; 2007, c. 300; 2017, c. 616.

#### **§ 2.2-3707.2. Posting of minutes for local public bodies**

Except as provided in subsection H of § 2.2-3707, any local public body subject to the provisions of this chapter shall post minutes of its meetings on its official public government website, if any, within seven working days of final approval of the minutes.

If a local public body does not own or maintain an official public government website, such public body shall make copies of all meeting minutes available no later than seven working days after final approval of the minutes (i) at a prominent public location in which meeting notices are regularly posted pursuant to subdivision C 2 of § 2.2-3707; (ii) at the office of the clerk of the public body; or (iii) in the case of a public body that has no clerk, at the office of the chief administrator.

2022, c. 396.

#### **§§ 2.2-3708 and 2.2-3708.1. Repealed**

Repealed by Acts 2018, c. 55, cl. 2.

#### **§ 2.2-3708.1. Repealed**

Repealed by Acts 2018, c. 55, cl. 2, effective July 1, 2018.

#### **§ 2.2-3708.2. (Effective until September 1, 2022) Meetings held through electronic communication means**

A. The following provisions apply to all public bodies:

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

a. Such member is unable to attend the meeting due to (i) a temporary or permanent disability or other medical condition that prevents the member's physical attendance or (ii) a family member's medical condition that requires the member to provide care for such family member, thereby preventing the member's physical attendance; or

b. Such member is unable to attend the meeting due to a personal matter and identifies with specificity the nature of the personal matter. Participation by a member pursuant to this subdivision b is limited each calendar year to two meetings or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater.

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

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

3. Any public body, or any joint meetings thereof, may meet by electronic communication means without a quorum of the public body physically assembled at one location when the Governor has declared a state of emergency in accordance with § 44-146.17 or the locality in which the public body is located has declared a local state of emergency pursuant to § 44-146.21, provided that (i) the catastrophic nature of the declared emergency makes it impracticable or unsafe to assemble a quorum in a single location and (ii) the purpose of the meeting is to provide for the continuity of operations of the public body or the discharge of its lawful purposes, duties, and responsibilities. The public body convening a meeting in accordance with this subdivision shall:

a. Give public notice using the best available method given the nature of the emergency, which notice shall be given contemporaneously with the notice provided to members of the public body conducting the meeting;

b. Make arrangements for public access to such meeting through electronic communication means, including videoconferencing if already used by the public body;

c. Provide the public with the opportunity to comment at those meetings of the public body when public comment is customarily received; and

d. Otherwise comply with the provisions of this chapter.

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

The provisions of this subdivision 3 shall be applicable only for the duration of the emergency declared pursuant to § 44-146.17 or 44-146.21.

B. The following provisions apply to regional public bodies:

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

2. If participation by a member from a remote location is disapproved because such participation would violate the policy adopted pursuant to subsection C, such disapproval shall be recorded in the minutes with specificity; however, the remote location need not be open to the public.

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

C. Participation by a member of a public body in a meeting through electronic communication means pursuant to subdivisions A 1 and 2 and subsection B shall be authorized only if the following conditions are met:

1. The public body has adopted a written policy allowing for and governing participation of its members by electronic communication means, including an approval process for such participation, subject to the express limitations imposed by this section. Once adopted, the policy shall be applied strictly and uniformly, without exception, to the entire membership and without regard to the identity of the member requesting remote participation or the matters that will be considered or voted on at the meeting;

2. A quorum of the public body is physically assembled at one primary or central meeting location; and

3. The public body makes arrangements for the voice of the remote participant to be heard by all persons at the primary or central meeting location.

D. The following provisions apply to state public bodies:

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

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

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

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

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

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

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

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

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

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

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

b. The dates and purposes of each such meeting;

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

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

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

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

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

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

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

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

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

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

Any public body, or any joint meetings thereof, may meet by a quorum of the public body physically assembled at one location when the Governor has declared a state of emergency in accordance with § 44-146.17 or the locality in which the public body is located has declared a local state of emergency pursuant to § 44-146.21, provided that (i) the catastrophic nature of the declared emergency makes it impracticable or unsafe to assemble a quorum in a single location and (ii) the purpose of the meeting is to provide for the continuity of operations of the public body or the discharge of its lawful purposes, duties, and responsibilities. The public body convening a meeting in accordance with this section shall:

1. Give public notice using the best available method given the nature of the emergency, which notice shall be given contemporaneously with the notice provided to members of the public body conducting the meeting;
2. Make arrangements for public access to such meeting through electronic communication means, including videoconferencing if already used by the public body;
3. Provide the public with the opportunity to comment at those meetings of the public body when public comment is customarily received; and
4. Otherwise comply with the provisions of this chapter.

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

The provisions of this section shall be applicable only for the duration of the emergency declared pursuant to § 44-146.17 or 44-146.21.

2018, cc. 55, 56; 2019, c. 359; 2021, Sp. Sess. I, cc. 33, 490; 2022, c. 597.

**§ 2.2-3708.3. (Effective September 1, 2022) Meetings held through electronic communication means; situations other than declared states of emergency**

A. Public bodies are encouraged to (i) provide public access, both in person and through electronic communication means, to public meetings and (ii) provide avenues for public comment at public meetings when public comment is customarily received, which may include public comments made in person or by electronic communication means or other methods.

B. Individual members of a public body may use remote participation instead of attending a public meeting in person if, in advance of the public meeting, the public body has adopted a policy as described in subsection D and the member notifies the public body chair that:

1. The member has a temporary or permanent disability or other medical condition that prevents the member's physical attendance;
2. A medical condition of a member of the member's family requires the member to provide care that prevents the member's physical attendance;
3. The member's principal residence is more than 60 miles from the meeting location identified in the required notice for such meeting; or
4. The member is unable to attend the meeting due to a personal matter and identifies with specificity the nature of the personal matter. However, the member may not use remote participation due to personal matters more than two meetings per calendar year or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater.

If participation by a member through electronic communication means is approved pursuant to this subsection, the public body holding the meeting shall record in its minutes the remote location from which the member participated; however, the remote location need not be open to the public and may be identified in the minutes by a general description. If participation is approved pursuant to subdivision 1 or 2, the public body shall also include in its minutes the fact that the member participated through electronic communication means due to a (i) temporary or permanent disability or other medical condition that prevented the member's physical attendance or (ii) family member's medical condition that required the member to provide care for such family member, thereby preventing the member's physical attendance. If participation is approved pursuant to subdivision 3, the public body shall also include in its minutes the fact that the member participated through electronic communication means due to the distance between the member's principal residence and the meeting location. If participation is approved pursuant to subdivision 4, the public body shall also include in its minutes the specific nature of the personal matter cited by the member.

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

C. With the exception of local governing bodies, local school boards, planning commissions, architectural review boards, zoning appeals boards, and boards with the authority to deny, revoke, or suspend a professional or occupational license, any public body may hold all-virtual public meetings, provided that the public body follows the other requirements in this chapter for meetings, the public body has adopted a policy as described in subsection D, and:

1. An indication of whether the meeting will be an in-person or all-virtual public meeting is included in the required meeting notice along with a statement notifying the public that the method by which a public body chooses to meet shall not be changed unless the public body provides a new meeting notice in accordance with the provisions of § 2.2-3707;
2. Public access to the all-virtual public meeting is provided via electronic communication means;
3. The electronic communication means used allows the public to hear all members of the public body participating in the all-virtual public meeting and, when audio-visual technology is available, to see the members of the public body as well;
4. A phone number or other live contact information is provided to alert the public body if the audio or video transmission of the meeting provided by the public body fails, the public body monitors such designated means of communication during the meeting, and the public body takes a recess until public access is restored if the transmission fails for the public;
5. A copy of the proposed agenda and all agenda packets and, unless exempt, all materials furnished to members of a public body for a meeting is made available to the public in electronic format at the same time that such materials are provided to members of the public body;
6. The public is afforded the opportunity to comment through electronic means, including by way of written comments, at those public meetings when public comment is customarily received;
7. No more than two members of the public body are together in any one remote location unless that remote location is open to the public to physically access it;
8. If a closed session is held during an all-virtual public meeting, transmission of the meeting to the public resumes before the public body votes to certify the closed meeting as required by subsection D of § 2.2-3712;
9. The public body does not convene an all-virtual public meeting (i) more than two times per calendar year or 25 percent of the meetings held per calendar year rounded up to the next whole number, whichever is greater, or (ii) consecutively with another all-virtual public meeting; and
10. Minutes of all-virtual public meetings held by electronic communication means are taken as required by § 2.2-3707 and include the fact that the meeting was held by electronic communication means and the type of electronic communication means by which the meeting was held. If a member's participation from a remote location pursuant to this subsection is disapproved because such participation would violate the policy adopted pursuant to subsection D, such disapproval shall be recorded in the minutes with specificity.

D. Before a public body uses all-virtual public meetings as described in subsection C or allows members to use remote participation as described in subsection B, the public body shall first adopt a policy, by **January 9, 2023 Clarke County Board of Supervisors Organizational & Committee Meeting Packet** membership and without regard to the confidentiality of the member requesting remote participation or the matters that will be considered or voted on at the meeting. The policy shall:



1. Describe the circumstances under which an all-virtual public meeting or remote participation will be allowed and the process the public body will use for making requests to use remote participation, approving or denying such requests, and creating a record of such requests; and

2. Fix the number of times remote participation for personal matters or all-virtual public meetings can be used per calendar year, not to exceed the limitations set forth in subdivisions B 4 and C 9.

Any public body that creates a committee, subcommittee, or other entity however designated of the public body to perform delegated functions of the public body or to advise the public body may also adopt a policy on behalf of its committee, subcommittee, or other entity that shall apply to the committee, subcommittee, or other entity's use of individual remote participation and all-virtual public meetings.

2022, c. 597.

**§ 2.2-3709. Expired**

Expired.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

10. Discussion or consideration by the boards of trustees of the Virginia Museum of Fine Arts, the Virginia Museum of Natural History, the Jamestown-Yorktown Foundation, the Fort Monroe Authority, and The Science Museum of Virginia of matters relating to specific gifts, bequests, and grants from private sources.

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

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

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

14. Discussion of strategy with respect to the negotiation of a hazardous waste siting agreement or to consider the terms, conditions, and provisions of a hazardous waste siting agreement if the governing body in question receives final that no open meeting will have an adverse effect on the negotiating position of the governing body or the establishment of the terms, conditions and provisions of the siting agreement, or both. All discussions with the applicant or its representatives may be conducted in a closed meeting.

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

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

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

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

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

20. Discussion by the Board of the Virginia Retirement System, acting pursuant to § 51.1-124.30, or of any local retirement system, acting pursuant to § 51.1-803, or by a local finance board or board of trustees of a trust established by one or more local public bodies to invest funds for postemployment benefits other than pensions, acting pursuant to Article 8 (§ 15.2-1544 et seq.) of Chapter 15 of Title 15.2, or by the board of visitors of the University of Virginia, acting pursuant to § 23.1-2210, or by the Board of the Virginia College Savings Plan, acting pursuant to § 23.1-706, regarding the acquisition, holding or disposition of a security or other ownership interest in an entity, where such security or ownership interest is not traded on a governmentally regulated securities exchange, to the extent that such discussion (i) concerns confidential analyses prepared for the board of visitors of the University of Virginia, prepared by the retirement system, or a local finance board or board of trustees, or the Virginia College Savings Plan or provided to the retirement system, a local finance board or board of trustees, or the Virginia College Savings Plan under a promise of confidentiality, of the future value of such ownership interest or the future financial performance of the entity, and (ii) would have an adverse effect on the value of the investment to be acquired, held, or disposed of by the retirement system, a local finance board or board of trustees, the board of visitors of the University of Virginia, or the Virginia College Savings Plan. Nothing in this subdivision shall be construed to prevent the disclosure of information relating to the identity of any investment held, the amount invested or the present value of such investment.

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

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

23. Discussion or consideration by the Virginia Commonwealth University Health System Authority or the board of visitors of Virginia Commonwealth University of any of the following: the acquisition or disposition by the Authority of real property, equipment, or technology software or hardware and related goods or services, where disclosure would adversely affect the bargaining position or negotiating strategy of the Authority; matters relating to gifts or bequests to, and fund-raising activities of, the Authority; grants and contracts for services or work to be performed by the Authority; marketing or operational strategies plans of the Authority where disclosure of such strategies or plans would adversely affect the competitive position of the Authority; and members of the Authority's medical and teaching staffs and qualifications for appointments thereto.

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

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

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

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

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

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

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

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

32. Discussion or consideration of confidential proprietary information and trade secrets developed and held by a local public body providing certain telecommunication services or cable television services and subject to the exclusion in subdivision 18 of § 2.2-3705.6. However, the exemption provided by this subdivision shall not apply to any authority created pursuant to the BVU Authority Act (§ 15.2-7200 et seq.).

33. Discussion or consideration by a local authority created in accordance with the Virginia Wireless Service Authorities Act (§ 15.2-5431.1 et seq.) of confidential proprietary information and trade secrets subject to the exclusion in subdivision 19 of § 2.2-3705.6.

34. Discussion or consideration by the State Board of Elections or local electoral boards of voting security matters made confidential pursuant to § 24.2-410.2 or 24.2-625.1.

35. Discussion or consideration by the Forensic Science Board or the Scientific Advisory Committee created pursuant to Article 2 (§ 9.1-1109 et seq.) of Chapter 11 of Title 9.1 of criminal investigative files.

36. Discussion or consideration by the Board of Trustees of the Virginia Retirement System acting pursuant to § 51.1-124.30, by the Investment Advisory Committee appointed pursuant to § 51.1-124.26, by any local retirement system, acting pursuant to § 51.1-803, by the Board of the Virginia College Savings Plan acting pursuant to § 23.1-706, or by the Virginia College Savings Plan's Investment Advisory Committee appointed pursuant to § 23.1-702 of information subject to the exclusion in subdivision 24 of § 2.2-3705.7.

37. Discussion or consideration by the Virginia Port Authority of information subject to the exclusion in subdivision 1 of § 2.2-3705.6 related to certain proprietary information gathered by or for the Virginia Port Authority.

38. Discussion or consideration by the Board of Trustees of the Virginia Retirement System acting pursuant to § 51.1-124.30, by the Investment Advisory Committee appointed pursuant to § 51.1-124.26, by any local retirement system, acting pursuant to § 51.1-803, by the Board of the Virginia College Savings Plan acting pursuant to § 23.1-706, or by the Virginia College Savings Plan's Investment Advisory Committee appointed pursuant to § 23.1-702 of information subject to the exclusion in subdivision 24 of § 2.2-3705.7.

39. Discussion or consideration of information subject to the exclusion in subdivision 3 of § 2.2-3705.6 related to economic development.

40. Discussion or consideration by the Board of Education of information relating to the denial, suspension, or revocation of teacher licenses subject to the exclusion in subdivision 11 of § 2.2-3705.3.

41. Those portions of meetings of the Virginia Military Advisory Council or any commission created by executive order for the purpose of studying and making recommendations regarding preventing closure or realignment of federal military and national security installations and facilities located in Virginia and relocation of such facilities to Virginia, or a local or regional military affairs organization appointed by a local governing body, during which there is discussion of information subject to the exclusion in subdivision 8 of § 2.2-3705.2.

42. Discussion or consideration by the Board of Trustees of the Veterans Services Foundation of information subject to the exclusion in subdivision 28 of § 2.2-3705.7 related to personally identifiable information of donors.

43. Discussion or consideration by the Virginia Tobacco Region Revitalization Commission of information subject to the exclusion in subdivision 23 of § 2.2-3705.6 related to certain information contained in grant applications.

44. Discussion or consideration by the board of directors of the Commercial Space Flight Authority of information subject to the exclusion in subdivision 24 of § 2.2-3705.6 related to rate structures or charges for the use of projects of, the sale of products of, or services rendered by the Authority and certain proprietary information of a private entity provided to the Authority.

45. Discussion or consideration of personal and proprietary information related to the resource management plan program and subject to the exclusion in (i) subdivision 25 of § 2.2-3705.6 or (ii) subsection E of § 10.1-104.7. This exclusion shall not apply to the discussion or consideration of records that contain information that has been certified for release by the person who is the subject of the information or transformed into a statistical or aggregate form that does not allow identification of the person who supplied, or is the subject of, the information.

46. Discussion or consideration by the Board of Directors of the Virginia Alcoholic Beverage Control Authority of information subject to the exclusion in subdivision 1 of § 2.2-3705.3 related to investigations of applicants for licenses and permits and of licensees and permittees.

47. Discussion or consideration of grant, loan, or investment application records subject to the exclusion in subdivision 28 of § 2.2-3705.6 for a grant, loan, or investment pursuant to Article 11 (§ 2.2-2351 et seq.) of Chapter 22.

48. Discussion or development of grant proposals by a regional council established pursuant to Article 26 (§ 2.2-2484 et seq.) of Chapter 24 to be submitted for consideration to the Virginia Growth and Opportunity Board.

49. Discussion or consideration of (i) individual sexual assault cases by a sexual assault response team established pursuant to § 15.2-1627.4, (ii) individual child abuse or neglect cases or sex offenses involving a child by a child sexual abuse response team established pursuant to § 15.2-1627.5, or (iii) individual cases involving abuse, neglect, or exploitation of adults as defined in § 63.2-1603 pursuant to §§ 15.2-1627.5 and 63.2-1605.

50. Discussion or consideration by the Board of the Virginia Economic Development Partnership Authority, the Joint Legislative Audit and Review Commission, or any subcommittees thereof, of the portions of the strategic plan, marketing plan, or operational plan exempt from disclosure pursuant to subdivision 33 of § 2.2-3705.7.

51. Those portions of meetings of the subcommittee of the Board of the Virginia Economic Development Partnership Authority established pursuant to subsection F of § 2.2-2237.3 to review and discuss information received from the Virginia Employment Commission pursuant to subdivision C 2 of § 60.2-114.

52. Discussion or consideration by the Commonwealth of Virginia Innovation Partnership Authority (the Authority), an advisory committee of the Authority, or any other entity designated by the Authority, of information subject to the exclusion in subdivision 35 of § 2.2-3705.7.

53. Deliberations of the Virginia Lottery Board conducted pursuant to § 58.1-4105 regarding the denial or revocation of a license of a casino gaming operator, or the refusal to issue, suspension of, or revocation of any license or permit related to casino gaming, and discussion, consideration, or review of matters related to investigations excluded from mandatory disclosure under subdivision 1 of § 2.2-3705.3.

54. Deliberations of the Virginia Lottery Board in an appeal conducted pursuant to § 58.1-4007 regarding the denial of, revocation of, suspension of, or refusal to renew any license or permit related to sports betting and any discussion, consideration, or review of matters related to investigations excluded from mandatory disclosure under subdivision 1 of § 2.2-3705.3.

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

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

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

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

1968, c. 479, § 2.1-344; 1970, c. 456; 1973, c. 461; 1974, c. 332; 1976, cc. 467, 709; 1979, cc. 369, 684; 1980, cc. 221, 475, 476, 754; 1981, cc. 35, 471; 1982, cc. 497, 516; 1984, cc. 473, 513; 1985, c. 277; 1988, c. 891; 1989, cc. 56, 358, 478; 1990, cc. 435, 538; 1991, c. 708; 1992, c. 444; 1993, cc. 270, 499; 1995, c. 499; 1996, cc. 855, 862, 902, 905, 1046; 1997, cc. 439, 641, 785, 861; 1999, cc. 485, 518, 703, 726, 849, 867, 868; 2000, cc. 382, 400, 720, 1064; 2001, cc. 231, 844; 2002, cc. 87, 393, 455, 478, 499, 655, 715, 830; 2003, cc. 274, 291, 332, 618, 703; 2004, cc. 398, 690, 770; 2005, cc. 258, 411, 568; 2006, cc. 430, 499, 518, 560; 2007, cc. 133, 374, 566, 739; 2008, cc. 626, 633, 668, 721, 743; 2009, cc. 223, 325, 472, 765, 810, 827, 845; 2010, cc. 310, 630, 808; 2011, cc. 89, 111, 147, 536, 541, 816, 874; 2012, cc. 476, 507, 803, 835; 2013, cc. 571, 580, 695; 2014, c. 225; 2015, cc. 27, 38, 108, 169, 182, 549, 730; 2016, cc. 544, 620, 716, ~~January 9, 2023, Clarke County Board of Supervisors Organizational & Committee Meeting Packet~~, 170, 358, 426, 500, 729, 775, 964, 1070, cc. 759, 851, 1164, 1169, 1197, 1218, 1248, 1256; 2021, Sp. Sess. I, cc. 7, 483.

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

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

B. The notice provisions of this chapter shall not apply to closed meetings of any public body held solely for the purpose of interviewing candidates for the position of chief administrative officer. Prior to any such closed meeting for the purpose of interviewing candidates, the public body shall announce in an open meeting that such closed meeting shall be held at a disclosed or undisclosed location within 15 days thereafter.

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

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

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

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

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

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

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

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

#### § 2.2-3713. Proceedings for enforcement of chapter

A. Any person, including the attorney for the Commonwealth acting in his official or individual capacity, denied the rights and privileges conferred by this chapter may proceed to enforce such rights and privileges by filing a petition for mandamus or injunction, supported by an affidavit showing good cause. Such petition may be brought in the name of the person notwithstanding that a request for public records was made by the person's attorney in his representative capacity. Venue for the petition shall be addressed as follows:

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

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

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

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

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

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

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

#### § 2.2-3714. (Effective until September 1, 2022) Violations and penalties

A. In a proceeding commenced against any officer, employee, or member of a public body under § 2.2-3713 for a violation of § 2.2-3704, 2.2-3705.1 through 2.2-3705.7, 2.2-3706, 2.2-3706.1, 2.2-3707, 2.2-3708.2, 2.2-3710, 2.2-3711 or 2.2-3712, the court, if it finds that a violation was willfully and knowingly made, shall impose upon such officer, employee, or member in his individual capacity, whether a writ of mandamus or injunctive relief is awarded or not, a civil penalty of not less than \$500 nor more than \$2,000, which amount shall be paid into the Literary Fund. For the purpose of this section, the civil penalty shall be paid to the Literary Fund.

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

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

1976, c. 467, § 2.1-346.1; 1978, c. 826; 1984, c. 252; 1989, c. 358; 1996, c. 578; 1999, cc. 703, 726; 2001, c. 844; 2003, c. 319; 2004, c. 690; 2008, cc. 233, 789; 2011, c. 327; 2017, c. 778; 2018, c. 55; 2019, c. 843; 2021, Sp. Sess. I, c. 483.

**Virginia Public Records Act**

**§ 42.1-76. Legislative intent; title of chapter**

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

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

1976, c. 746.

**§ 42.1-76.1. Notice of Chapter**

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

2006, c. 60.

**§ 42.1-77. Definitions**

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

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

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

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

"Board" means the State Library Board.

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

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

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

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

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

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

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

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

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

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

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

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

For purposes of this chapter, "public record" does not include (i) nonrecord materials, meaning materials made or acquired and preserved solely for reference use or exhibition purposes, extra copies of documents preserved only for convenience or reference, or stocks of publications or (ii) records that are not related to or affect the carrying out of the constitutional, statutory, or other official ceremonial duties of a public official, including the correspondence, diaries, journals, or notes that are not prepared for, utilized for, circulated, or communicated in the course of the transaction of public business.

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

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

#### **§ 42.1-78. Confidentiality safeguarded**

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

1976, c. 746; 1979, c. 110; 1990, c. 778; 1994, c. 64; 2006, c. 60; 2020, c. 773.

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

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

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

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

1976, c. 746; 1986, c. 565; 1990, c. 778; 1994, c. 64; 1998, c. 427; 2005, c. 787; 2006, c. 60.

#### **§ 42.1-79.1. Repealed**

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

#### **§§ 42.1-80, 42.1-81. Repealed**

Repealed by Acts 2003, c. 177.

#### **§ 42.1-82. Duties and powers of Library Board**

A. The State Library Board shall:

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

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

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

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

#### **§ 42.1-83. Repealed**

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

#### **§ 42.1-84. Repealed**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

2018, c. 252.

#### **§ 42.1-86.1. Disposition of public records**

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

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

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

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

#### **§ 42.1-87. Archival public records**

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

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

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

D. Record books deemed archival should be copied or repaired, renovated or rebound if worn, mutilated, damaged or difficult to read. Whenever the public records of any public official are in need of repair, restoration or rebinding, a judge of the court of record or the head of such agency or political subdivision of the Commonwealth may authorize that the records in need of repair be removed from the building or office in which such records are ordinarily kept, for the length of time necessary to repair, restore or rebind them, provided such restoration and rebinding preserves the records without loss or damage to them. Before any restoration or repair work is initiated, a treatment proposal from the contractor shall be submitted and reviewed in consultation with The Library of Virginia. Any public official who causes a record book to be copied shall attest it and shall certify an oath that it is an accurate copy of the original book. The copy shall then have the force of the original.

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

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

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

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

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

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

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

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

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

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



B. The judge aforesaid shall issue an order of seizure upon receipt of an affidavit from the petitioner which alleges that the material at issue may be sold, secreted, removed out of this Commonwealth or otherwise disposed of so as not to be forthcoming to answer the final judgment of the court respecting the same; or that such property may be destroyed or materially damaged or injured if permitted to remain out of the petitioner's possession.

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

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

**§ 42.1-90.1. Auditing**

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

2006, c. 60.

**§ 42.1-91. Repealed**

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



# Personnel Committee Agenda

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

**Monday, January 9, 2023, Immediately following Work Session**

<i>Item</i>	<i>Description</i>	<i>Page</i>
A.	Expiration of Term for Appointments Expiring through March 2023	67

# Appointments by Expiration Through March 2023

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*Appt Date   Exp Date   Orig Appt Date:*

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*August 2021*

Fire & EMS Commission 1 Yr

Beatty	David	Blue Ridge VFRC Rep	7/21/2020	8/31/2021	12/17/2019
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The Commission shall consist of eight (8) members including:  
 -1 member of the Board of Supervisors; The Clarke County Sheri; 1 representative from each of the volunteer fire and EMS companies; 3 citizens-at-large representing consumers of fire and EMS services. The 3 volunteer fire and EMS company representatives shall serve one-year terms and shall be appointed by the Board of Supervisors with recommendation to be provided by the volunteer companies. The 3 citizens-at-large shall be appointed for 4 year terms. The Sheriff shall serve a term coterminous with the term of office. The Board of Supervisors shall appoint a representative annually at or shortly after its annual organizational meeting to serve a one-year term

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*September 2022*

Board of Septic & Well Appeals 4 Yr

Blatz	Joseph	White Post District; Citizen Member	2/18/2020	9/26/2022	2/17/2004
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1 Staff Rep; 12/21/2021 - Updated Chapter § 143-15. 1. Appeals of administrative interpretations of this article, and applications for variances, shall be heard by a Board of Septic and Well Appeals ("The Board"). 2. The Board of Septic and Well Appeals shall consist of three members: a.) a member of the Board of Supervisors, with any other member of the Board designated as his/her alternate. b.) a member of the of Planning Commission with any other member of the Planning Commission designated as his/her alternate, and c.) a member of the public, who is a resident of the county with a member of the Planning Commission designated as his/her alternate. All members shall be appointed by the Board of Supervisors at their first regular meeting of each year.

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*October 2022*

Library Advisory Council 4 Yr

Thomas	Walker	Buckmarsh District	12/13/2021	10/27/2022	12/13/2021
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The Council shall consist of nine (9) regular members and one liaison from the BoS. The BoS shall appoint the liaison for a one (1) year term. Members may be recommended by the Council to the BoS, and shall be appointed for four (4) year terms by the BoS. Members can be reappointed for a maximum of three consecutive terms. If a member misses three consecutive meetings, the board reserves the right to vote to terminate membership

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*December 2022*

Clarke County Sanitary Authority 4 Yr

Mackay-Smith, J	Alexander	White Post District	11/17/2020	12/31/2022	11/20/2001
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The board of the Authority shall be appointed by the BOS and shall be composed of 5 members, 1 of whom shall be a resident of the Town of Boyce, each for a term of 4 years and until his successor is appointed and qualifies except appointments to fill vacancies, which shall be for the remainder of such un-expired term. The Town may submit a nominee or nominees to the BOS for its consideration in making the appointment of the Boyce resident member. From VA Code 15.2-5113 D) Alternate board members may also be selected. Such alternates shall be selected in the same manner and shall have the same qualifications as the board members except that an alternate for an elected board member need not be an elected official. Oath of Office Required.

**Economic Development Advisory Committee**

Bates	Chris	Agriculture, Equine, Transportation	2/19/2019	12/31/2022	2/19/2019
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Members of the committee should include one or more people from all key government and business groups such as planning commission, board of supervisors, school board, industrial development authority, town of Berryville, chamber of commerce, and key business sectors such as agriculture, banking, realty, light industry, retail and tourism. Membership not limited. 4 year term.

*January 2023*

Board of Septic & Well Appeals

1 Yr

Staelin	John	Planning Commission Citizen Alternate	11/22/2022	1/31/2023	11/22/2022
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1 Staff Rep; 12/21/2021 - Updated Chapter § 143-15. 1. Appeals of administrative interpretations of this article, and applications for variances, shall be heard by a Board of Septic and Well Appeals ("The Board"). 2. The Board of Septic and Well Appeals shall consist of three members: a.) a member of the Board of Supervisors, with any other member of the Board designated as his/her alternate. b.) a member of the of Planning Commission with any other member of the Planning Commission designated as his/her alternate, and c.) a member of the public, who is a resident of the county with a member of the Planning Commission designated as his/her alternate. All members shall be appointed by the Board of Supervisors at their first regular meeting of each year.

Buckley	Randy	White Post District; Planning Commission Alternate, Vice-Chair	1/18/2022	1/31/2023	1/3/2018
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1 Staff Rep; 12/21/2021 - Updated Chapter § 143-15. 1. Appeals of administrative interpretations of this article, and applications for variances, shall be heard by a Board of Septic and Well Appeals ("The Board"). 2. The Board of Septic and Well Appeals shall consist of three members: a.) a member of the Board of Supervisors, with any other member of the Board designated as his/her alternate. b.) a member of the of Planning Commission with any other member of the Planning Commission designated as his/her alternate, and c.) a member of the public, who is a resident of the county with a member of the Planning Commission designated as his/her alternate. All members shall be appointed by the Board of Supervisors at their first regular meeting of each year.

Ohrstrom, II	George	Russell District; Planning Commission Chair Representative	1/18/2022	1/31/2023	1/10/2014
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1 Staff Rep; 12/21/2021 - Updated Chapter § 143-15. 1. Appeals of administrative interpretations of this article, and applications for variances, shall be heard by a Board of Septic and Well Appeals ("The Board"). 2. The Board of Septic and Well Appeals shall consist of three members: a.) a member of the Board of Supervisors, with any other member of the Board designated as his/her alternate. b.) a member of the of Planning Commission with any other member of the Planning Commission designated as his/her alternate, and c.) a member of the public, who is a resident of the county with a member of the Planning Commission designated as his/her alternate. All members shall be appointed by the Board of Supervisors at their first regular meeting of each year.

*February 2023*

Board of Zoning Appeals

5 Yr

Brumback	Clay	White Post District	12/15/2020	2/12/2023	12/20/2017
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Appointed by Circuit Court; BOS letter of recommendation to Clerk. Oath of Office Required - Clerk of Circuit Court; 5 total members: 1 member may be on the Planning Commission Pg 1114 Supv Manual; other 4 have been generally 1 from each magisterial district, although not required.; Section 7-A-1 of the Zoning Ord states: "The Board shall consist of 5 residents of Clarke Co. Members of the Board shall hold no other public office in the locality except that 1 may be a member of the Clarke Co Planning Commission."

*March 2023*

Berryville Area Development Authority

3 Yr

Smart	Kathy	White Post District	4/21/2020	3/31/2023	3/20/2012
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Membership set by the County/Town Annexation Agreement of 1988 2.1 The Authority shall consist of six (6) members, shall be qualified voters of Clarke County; three (3) of the members shall be appointed by the BoS, three ( 3) of the members shall be appointed by the Town Council.  
2.2. The appointed members shall serve a term of three (3) years; except, when appointed to fill a vacancy occurring during a term, the appointment shall be for the remainder of the unexpired term.

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			<i>Appt Date</i>	<i>Exp Date</i>	<i>Orig Appt Date:</i>
Lord Fairfax Emergency Medical Services Council			1 yr		
Wilson	Wade	Career Representative	6/16/2020	3/15/2023	8/15/2018
07-2018: LFEMSC bylaw change annual reappointment and recommendations by the Board be made no later than April 1 [60 days prior to annual meeting] of each year for the June LFEMSC Annual Meeting. 01-19-2022: Send letter of appointment recommendations to <a href="mailto:tmclaurin@vaems.org">tmclaurin@vaems.org</a>					
Trent	Carolyn	Medical Professional	6/16/2020	3/15/2023	8/15/2018
07-2018: LFEMSC bylaw change annual reappointment and recommendations by the Board be made no later than April 1 [60 days prior to annual meeting] of each year for the June LFEMSC Annual Meeting. 01-19-2022: Send letter of appointment recommendations to <a href="mailto:tmclaurin@vaems.org">tmclaurin@vaems.org</a>					
Conrad	Bryan H.	Volunteer Representative; White Post District	6/16/2020	3/15/2023	6/17/2014
07-2018: LFEMSC bylaw change annual reappointment and recommendations by the Board be made no later than April 1 [60 days prior to annual meeting] of each year for the June LFEMSC Annual Meeting. 01-19-2022: Send letter of appointment recommendations to <a href="mailto:tmclaurin@vaems.org">tmclaurin@vaems.org</a>					

# Clarke County Public Body Listing

			<i>Appt Date</i>	<i>Exp Date</i>
<i>Agricultural &amp; Forestal District Advisory Committee</i>				6 Yr
Childs	Corey	Landowner	7/20/2021	7/15/2027
Conrad	Sam	Landowner/Producer	8/17/2021	7/15/2027
Day	Emily	Landowner/Producer	7/20/2021	7/15/2027
Dorsey	Tupper	Landowner/Producer	8/17/2021	7/15/2027
Hartsook	Shawna	Landowner/Producer	8/17/2021	7/15/2027
McKay	Beverly B.	BoS - Appointed Member	8/17/2021	7/15/2027
Peake	Donna	Commissioner of the Revenue	8/17/2021	7/15/2027
Shenk	Philip	Landowner/Producer	8/17/2021	7/15/2027
Simmons	Tait	Landowner	8/17/2021	7/15/2027
<i>Barns of Rose Hill Board of Directors</i>				3 Yr
Cook	Peter		11/23/2021	12/31/2024
<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	1/18/2022	12/31/2022
<i>Berryville Area Development Authority</i>				3 Yr
Ohrstrom, II	George	Russell District	12/13/2021	3/31/2025
Smart	Kathy	White Post District	4/21/2020	3/31/2023
Weiss	David S.	Buckmarsh/Blue Ridge District	4/19/2022	3/31/2025
<i>Berryville/Clarke County Joint Committee for Economic Development and Tourism</i>				Ongoing
Arnold, Jr.	Harry Lee	BTC - Appointed Member		
Boies	Chris	Staff Representative - County Administrator	12/2/2019	
Dalton	Keith	Staff Representative - Town Manager		
Dunkle	Christy	Staff Representative - Town - Alternate		
Hart	Felicia	Staff Representative - Director of Economic Development	3/23/2020	
Lawrence	Doug	BoS - Appointed Member	1/19/2021	12/31/2022
Rodriquez	Kara	BTC - Appointed Member		
Weiss	David S.	BoS - Appointed Member	1/18/2022	12/31/2022
<i>Board of Septic &amp; Well Appeals</i>				1 Yr
Bass	Matthew	BoS - Appointed Member	1/18/2022	1/31/2023
Blatz	Joseph	White Post District; Citizen Member	2/18/2020	9/26/2022

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			<i>Appt Date</i>	<i>Exp Date</i>
Buckley	Randy	White Post District; Planning Commission Alternate, Vice-Chair	1/18/2022	1/31/2023
Feaga	Jeff	Staff Representative		
McKay	Beverly B.	BoS - Alternate	1/18/2022	12/31/2022
Ohrstrom, II	George	Russell District; Planning Commission Chair Representative	1/18/2022	1/31/2023
Staelin	John	Planning Commission Citizen Alternate	11/22/2022	1/31/2023

*Board of Social Services*

4 Yr

Byrd	Barbara J.	Russell District	1/1/2020	12/31/2023
Dabinett	Laura	Russell District	6/21/2022	7/15/2026
Dodson	Gerald	Berryville District	6/16/2020	7/15/2024
Lawrence	Doug	BoS - Appointed Member	1/19/2021	12/31/2022
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	6/21/2022	7/15/2026

*Board of Supervisors*

Bass	Matthew	Berryville District	11/3/2020	12/31/2023
Boies	Chris	Clerk	12/2/2019	
Catlett	Terri T.	Millwood/Pinegrove Districts, Vice Chair	1/1/2020	12/31/2023
Lawrence	Doug	Russell District	1/1/2020	12/31/2023
McKay	Beverly B.	White Post District	1/1/2020	12/31/2023
Weiss	David S.	Buckmarsh/Blue Ridge Districts; Chair	1/1/2020	12/31/2023

*Board of Supervisors Finance Committee*

1 Yr

Catlett	Terri T.	BoS - Appointed Member	1/18/2022	12/31/2022
McKay	Beverly B.	BoS - Alternate	1/18/2022	12/31/2022
Weiss	David S.	BoS - Appointed Member	1/18/2022	12/31/2022

*Board of Supervisors Personnel Committee*

1 Yr

Catlett	Terri T.	BOS - Alternate	1/18/2022	12/31/2022
McKay	Beverly B.	BoS - Appointed Member	1/18/2022	12/31/2022
Weiss	David S.	BoS - Appointed Member	1/18/2022	12/31/2022

*Board of Zoning Appeals*

5 Yr

Borel	Alain F.	White Post District	4/1/2019	2/15/2024
Brumback	Clay	White Post District	12/15/2020	2/12/2023
Camp	Jeremy	Staff Representative		
Means	Howard	White Post District	1/19/2021	2/15/2026
Shenk	Philip	Alternate	6/15/2021	2/15/2024
Staelin	John	Millwood District	12/5/2022	2/15/2025
Volk	Laurie	White Post District	7/15/2019	2/15/2024

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			<i>Appt Date</i>	<i>Exp Date</i>
<i>Broadband Implementation Committee</i>				
Dunning	Buster	White Post District	6/8/2020	
Houck	William	Citizen Representative	5/17/2022	6/30/2024
King	Ronnie	Buckmarsh/Battletown District	5/17/2022	6/30/2024
Lawrence	Doug	Russell District	1/19/2021	12/31/2022
McKay	Beverly B.	White Post District	1/18/2022	12/31/2022
<i>Building and Grounds</i>				1 Yr
McKay	Beverly B.	BoS - Appointed Member	1/18/2022	12/31/2022
Weiss	David S.	BoS - Alternate	1/18/2022	12/31/2022
<i>Career and Technical Education Advisory Committee</i>				1 Yr
Catlett	Terri T.	BoS - Appointed Member	1/18/2022	12/31/2022
<i>Clarke County Sanitary Authority</i>				4 Yr
Armbrust	Wayne	White Post District	11/17/2020	6/30/2024
Bauhan	Tom	White Post District	12/13/2021	1/5/2026
Coffelt	Lee	Town of Boyce	7/19/2022	2/15/2024
DeArment	Roderick	White Post District	12/15/2020	1/5/2025
Mackay-Smith, Jr.	Alexander	White Post District	11/17/2020	12/31/2022
McKay	Beverly B.	BoS - Liaison	1/18/2022	12/31/2022
Meredith	Mary	Staff Representative	1/2/2018	
<i>Community Policy and Management Team</i>				3 Yr
Acker	Denise	Northwestern Community Services	11/23/2021	12/31/2024
Catlett	Terri T.	BoS - Appointed Member	1/18/2022	12/31/2022
Greene	Colin	Alternate - VDH Representative	11/23/2021	12/31/2024
Mair	Tavan	Private Provider - Connected Communities, Inc.	11/22/2022	12/31/2025
Moore	Frank	CCPS Representative	12/20/2022	12/31/2025
Parker	Jennifer	Director Clarke County DSS	1/19/2021	12/31/2022
Shirley	Leea	VDH Representative	11/23/2021	12/31/2024
Stollings	Jerry	Court Services Unit Supervisor	11/22/2022	12/31/2025
Willis	James	Parent Representative	9/21/2021	12/31/2023
<i>Conservation Easement Authority</i>				3 Yr
Bacon	Rives	White Post District	11/22/2022	12/31/2025
Buckley	Randy	White Post District	11/22/2022	12/31/2025
Catlett	Terri T.	BoS - Appointed Member	1/18/2022	12/31/2022
Feaga	Jeff	Staff Representative		
Hedlund	John	Berryville District	3/15/2022	12/31/2024
Jones	Michelle	Millwood / Pine Grove District	11/22/2022	12/31/2025



			<i>Appt Date</i>	<i>Exp Date</i>
Ohrstrom, II	George	Russell District; Planning Commission Representative	3/15/2022	4/30/2023
Thomas	Walker	Buckmarsh District	11/23/2021	12/31/2024
<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	11/23/2021	12/31/2025
Dunkle	Christy	Town of Berryville Representative	2/18/2020	12/31/2023
Gribble	Mark	Russell District	11/22/2022	12/31/2026
Hart	Felicia	Director of Economic Development	3/23/2020	
Kraybill	Christina	Berryville District, Business Owner	9/20/2022	12/31/2025
McKay	Beverly B.	BoS - Appointed Member	1/18/2022	12/31/2022
Milleson	John R.	Banking, Finance	11/22/2022	12/31/2026
Pritchard	Betsy	Hospitality Industry, agriculture	7/21/2020	8/31/2024
<i>Fire &amp; EMS Commission</i>				1 Yr
Armacost, Jr.	Van	John H. Enders VFRC Rep	9/20/2022	8/31/2023
Beatty	David	Blue Ridge VFRC Rep	7/21/2020	8/31/2021
Buckley	Randy	Citizen-at-Large	10/15/2019	8/31/2023
Conrad	Bryan H.	Boyce VFRC Rep	9/20/2022	8/31/2023
Crawford	Michael	John H. Enders VFRC Alternate	10/19/2021	
Harrison	Diane	Citizen-at-large	8/17/2021	8/31/2025
Lawrence	Doug	BoS - Alternate	1/19/2021	12/31/2022
Loker	Randall	Citizen-at-large	7/21/2020	8/31/2024
Radford	Melanie	Staff Representative	10/19/2021	
Roper	Anthony	Sheriff	1/1/2020	12/31/2023
Weiss	David S.	BoS - Representative	1/18/2022	12/31/2022
<i>Handley Regional Library Board</i>				4 Yr
Bacon	Rives		10/19/2021	11/30/2025

			<i>Appt Date</i>	<i>Exp Date</i>
<i>Historic Preservation Commission</i>				4 Yr
Al-Khalili	Adeela	Buckmarsh District	6/1/2022	5/31/2026
Arnett	Betsy	White Post 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	1/18/2022	12/31/2022
Glover	Robert	Planning Commission Representative	12/13/2021	12/31/2023
Thompson	Billy	White Post District	4/20/2021	5/31/2025
York	Robert	White Post District	4/20/2021	5/31/2025
<i>Humane Foundation</i>				1 Yr
Catlett	Terri T.	BoS - Liaison	1/18/2022	12/31/2022
<i>Industrial Development Authority of the Clarke County, Virginia</i>				4 Yr
Cochran	Ben	Buckmarsh District	11/19/2019	10/30/2025
Ferrell	Brian	Millwood District	10/15/2019	10/30/2023
George	James	Buckmarsh District	10/31/2022	10/30/2026
Hart	Felicia	Director of Economic Development	3/23/2020	
Pierce	Rodney	Buckmarsh District	9/15/2020	10/30/2024
Preston	Isreal	Berryville District	10/18/2022	10/30/2026
Waite	William	Millwood District	10/31/2017	10/30/2025
Weiss	David S.	BoS - Liaison	1/18/2022	12/31/2022
Williams	George Cabell,	Millwood District	10/18/2022	10/30/2023
<i>Joint Administrative Services Board</i>				Open-End
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	1/18/2022	12/31/2022
Schutte	Charles	School Board Representative	1/8/2012	
Weiss	David S.	BoS - Appointed Member	1/18/2022	12/31/2022
<i>Josephine School Community Museum Board</i>				1 Yr
Bass	Matthew	BoS - Liaison	1/18/2022	12/31/2022
<i>Legislative Liaison and High Growth Coalition</i>				1 Yr
Bass	Matthew	BoS - Liaison	1/18/2022	12/31/2022
<i>Library Advisory Council</i>				4 Yr
Al-Khalili	Adeela	Buckmarsh District	3/15/2022	4/15/2026
Bass	Matthew	BoS - Liaison	1/18/2022	12/31/2022

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			<i>Appt Date</i>	<i>Exp Date</i>
Bogert	Aubrey	White Post District	3/15/2022	4/15/2026
Brondstater	Bette	Berryville District	3/15/2022	4/15/2026
Daisley	Shelley	Russell District	4/21/2020	4/15/2024
Foster	Nancy	Russell District	4/21/2020	4/15/2024
Kalbiam	Maral	Millwood District	3/15/2022	4/15/2026
Mitchell	Jessica	Berryville District	4/20/2021	4/15/2025
Payne	Lisa	Berryville District	4/20/2021	4/15/2025
Thomas	Walker	Buckmarsh District	12/13/2021	10/27/2022

*Litter Committee*

Bass	Matthew	BoS - Liasion	1/18/2022	12/31/2022
Bauhan	Tom	White Post District	9/21/2021	9/30/2024
Harrison	Ashley	Berryville District	9/21/2021	9/30/2024
Keim	John	Russell District	9/21/2021	9/30/2024
Martin	Mary	White Post District	9/21/2021	9/30/2024
Roque	Meg	Buckmarsh District	9/21/2021	9/30/2024
Teetor	Alison	Staff Representative		

*Lord Fairfax Emergency Medical Services Council*

1 Yr

Conrad	Bryan H.	Volunteer Representative; White Post District	6/16/2020	3/15/2023
Trent	Carolyn	Medical Professional	6/16/2020	3/15/2023
Wilson	Wade	Career Representative	6/16/2020	3/15/2023

*Lord Fairfax Soil & Water Conservation District*

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

*Northern Shenandoah Valley Regional Commission*

1 Yr

Bass	Matthew	BoS - Alternate	1/18/2022	12/31/2022
McKay	Beverly B.	BoS - Appointed Member	1/18/2022	12/31/2022
Stidham	Brandon	Citizen Representative [Planning Director]	12/13/2021	1/21/2025

*Northwest Regional Adult Drug Treatment Court Advisory Committee*

1 Yr.

Bass	Matthew	BoS - Appointed Member	1/18/2022	12/31/2022
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*Northwestern Community Services Board*

3 Yr

Bodkin	Linda	Buckmarsh District	1/1/2022	12/31/2024
Goshen	Lisa	Millwood District	9/21/2021	12/31/2023
McKay	Beverly B.	BoS - Appointed Member	1/19/2021	12/31/2022

*Northwestern Regional Jail Authority*

1 Yr

*Tuesday, January 3, 2023*

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			<i>Appt Date</i>	<i>Exp Date</i>
Boies	Chris	BoS - Appointed Member	11/22/2022	12/31/2023
Lawrence	Doug	BoS - Liaison	1/19/2021	12/31/2023
Roper	Anthony	Sheriff	1/1/2020	12/31/2023
<i>Northwestern Regional Juvenile Detention Center Commission</i>				<i>1 Yr</i>
Bass	Matthew	BoS - Liaison	1/18/2022	12/31/2022
Roper	Anthony	Sheriff	9/21/2021	12/20/2024
<i>Old Dominion Alcohol Safety Action Policy Board &amp; Division of Court Services</i>				<i>3 Yr</i>
Roper	Anthony	Sheriff	11/22/2022	12/31/2025
<i>Old Dominion Community Criminal Justice Board</i>				<i>3 Yr</i>
Roper	Anthony	Sheriff	11/22/2022	12/31/2025
<i>Our Health</i>				<i>3 Yr</i>
Shipe	Diane	Buckmarsh District	2/15/2022	3/15/2025
<i>Parks &amp; Recreation Advisory Board</i>				<i>4 Yr</i>
Bacci	Stephen	Appointed by Town of Boyce	11/17/2020	12/31/2023
Catlett	Terri T.	BoS - Liaison	1/18/2022	12/31/2022
Elliston	Tom	Russell District	10/18/2022	12/31/2023
Huff	Ronnie	Town of Berryville Representative	2/18/2020	12/31/2023
Merriman	Susan	White Post District	8/17/2021	12/31/2023
Rhodes	Emily	Buckmarsh District	12/17/2019	12/31/2023
Sheetz	Daniel A.	Berryville District	12/13/2021	12/31/2025
Smith	Tracy	Millwood District	11/23/2021	12/31/2025
Trenary	Randy	School Superintendent Designee	10/24/2013	
Voelkel	Eric	At Large	11/22/2022	12/31/2026
<i>Planning Commission</i>				<i>1 Yr.</i>
Bass	Matthew	BoS - Appointed Member	1/18/2022	12/31/2022
Buckley	Randy	White Post District	3/15/2022	4/30/2026
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
King	Ronnie	Buckmarsh/Battletown District	5/17/2022	4/30/2026
Kreider	Scott	Buckmarsh / Battletown District	4/21/2020	4/30/2024
Lawrence	Doug	BoS - Alternate	1/19/2021	12/31/2022
Lee	Francis	Berryville District	3/15/2022	4/30/2026
Malone	Gwendolyn	Berryville District	4/21/2020	4/30/2024
Ohrstrom, II	George	Russell District	4/16/2019	4/30/2023
Staelin	John	Millwood District	7/3/2022	4/30/2025
Stidham	Brandon	Staff Representative	4/30/2012	

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			<i>Appt Date</i>	<i>Exp Date</i>
<i>Regional Airport Authority</i>				1 Yr
Boies	Chris	BoS - Alternate	1/18/2022	12/31/2022
McKay	Beverly B.	BoS - Alternate	1/18/2022	12/31/2022
Melanson	Leslie	Russell District	5/19/2020	6/30/2024
<i>Shenandoah Valley Chief Local Elected Officials Consortium</i>				
Seal	Cathy	Alternate	2/18/2020	12/31/2023
<i>Strategic Planning Committee</i>				1 Yr
Catlett	Terri T.	BoS - Appointed Member	1/18/2022	12/31/2022
<i>Towns and Villages: Berryville</i>				1 Yr
Bass	Matthew	BoS - Liaison	1/18/2022	12/31/2022
McKay	Beverly B.	BoS - Liaison - Alternate	1/18/2022	12/31/2022
<i>Towns and Villages: Boyce</i>				1 Yr
Catlett	Terri T.	BoS - Liaison	1/18/2022	12/31/2022
McKay	Beverly B.	BoS - Liaison	1/18/2022	12/31/2022
<i>Towns and Villages: Millwood</i>				1 Yr
Catlett	Terri T.	BoS - Liaison	1/18/2022	12/31/2022
<i>Towns and Villages: Pine Grove</i>				1 Yr
Catlett	Terri T.	BoS - Liaison	1/18/2022	12/31/2022
Weiss	David S.	BoS - Liaison	1/18/2022	12/31/2022
<i>Towns and Villages: White Post</i>				1 Yr
McKay	Beverly B.	BoS - Liaison	1/18/2022	12/31/2022



# Finance Committee Agenda

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

January 9, 2023, Immediately following Personnel Committee

Item	Description	Page
A.	<p><u>Department of Social Services Request for Additional FY23 APS ARPA Funds:</u> (see attached memo) The Clarke County DSS received an additional \$11,570 in Adult Protective Services ARPA funds. These funds are used to assist with in-home services and occasionally used for temporary housing/rental assistance and utilities for adults in the locality. These are federal funds and there is no local match. The funds are available until Sept 30, 2023.</p> <p>The Finance Committee should consider approval of the following:</p> <p><i>“Be it resolved that the Department of Social Services FY23 operating fund budgeted expenditure and appropriation be increased \$11,570, federal revenue budget and appropriation be increased by the same amount, for the purpose of receiving additional APS ARPA funds”.</i></p>	80
B.	<p><u>Assistance to Fire Fighters Grant (AFG) funding update:</u> An update will be provided at the meeting.</p>	...
C.	<p><u>CCPS Division FY23 Supplemental Appropriation Request for a School-Based Health Workforce Grant:</u> The Clarke County School Division has received an additional grant award of \$32,065.85 from the VDH/VDOE Workforce grant. These are federal funds that do not require a local match, and must be obligated by June 1, 2023. They will be used to purchase laptops for the nurses and help to fund a Clinical Assistant position. The School Board is requesting supplemental expenditure and revenue appropriation in the amount of \$32,065.85.</p> <p>The Finance Committee should consider approval of the following:</p> <p><i>“Be it resolved that the CCPS FY23 Operating Fund budgeted revenue, expenditure, and appropriation be increased \$32,065.85, for the purpose of receiving federal revenue in the same amount for the School-Based Health Workforce Grant.”</i></p>	...
D.	<p><u>CCPS FY23 Supplemental Appropriation Request for Bonus Payment:</u> Federal ARPA funds in the amount of \$178,106 were made available to the Clarke County School Division to provide a bonus payment of \$1,000 for each SOQ funded Instructional and Support Position. These funds were made available to CCPS as part of the 2022-2024 biennial budget adopted on June 1, 2022. The School Division provided bonus payments in late November.</p> <p>The Finance Committee should consider approval of the following:</p>	...

Item	Description	Page
	<i>“Be it resolved that the CCPS FY23 Operating fund budgeted revenue, expenditure and appropriation be increased \$178,106, for the purpose of receiving revenue from the Commonwealth of Virginia in the same amount, to provide bonus payments for SOQ funded positions.”</i>	
E.	<p><u>Clarke County Litter Prevention and Recycling Program:</u> (see attached document) The County recently received an FY23 grant award notification from the Commonwealth of Virginia, Department of Environmental Quality, for the Litter Prevention and Recycling Program. The total grant award is \$10,999.50, which is \$3,018.50 more than what is currently budgeted for FY23. This request is for a supplemental expenditure and revenue appropriation of \$3,018.50, to bring the total amount budgeted to the actual award of \$10,999.50. No additional local funds are required since both the revenue and expenditure budgets would increase by \$3,018.50.</p> <p>The Finance Committee should consider approval of the following:</p> <p><i>“Be it resolved that the General Operating fund Litter Control budgeted expenditure and appropriation be increased \$3,018.50, State Revenue budget and appropriation be increased in the same amount, for the purpose of receiving additional grant funds for the Clarke County Litter Prevention and Recycling Program.”</i></p>	81
F.	<u>Bills and Claims:</u> (see attached) The Finance Committee should consider approval of the December 2022 Invoice History Report.	82
G.	Standing Reports:	
	– Year to Date Budget Report	90
	– Reconciliation of Appropriations	105
	– Capital Projects Report	106

# Clarke County Dept. of Social Services

311 E. Main Street, Berryville, VA 22611

540-955-3700

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## Memorandum

To: Brenda Bennett

From: Jennifer Parker

Date: December 12, 2022

RE: APS ARPA-BL 898

Clarke County DSS received an additional \$11,750.00 for the APS ARPA budget line that was not originally reported on the initial FY23 budget. These funds have no local match and are 100% federally funded and are available until September 30, 2023. I am requesting this additional funding be added to cover any further expenditures in FY23. Please let me know if you have any questions or concerns.

Thank you

*Jennifer Parker*

Jennifer Parker, M.P.A.

Director, Clarke County Dept. of Social Services



**From:** ceds@deq.virginia.gov  
**Date:** December 29, 2022 at 3:26:05 PM EST  
**To:** cboies@clarkecounty.gov, jfeaga@clarkecounty.gov  
**Cc:** jfeaga@clarkecounty.gov  
**Subject:** FY2023 Non-Competitive Litter Prevention and Recycling Grant



## Commonwealth of Virginia

VIRGINIA DEPARTMENT OF ENVIRONMENTAL QUALITY  
1111 E. Main Street, Suite 1400, Richmond, Virginia 23219  
P.O. Box 1105, Richmond, Virginia 23218  
(800) 592-5482 FAX (804) 698-4178  
www.deq.virginia.gov

Travis A. Voyles  
Acting Secretary of Natural  
and Historic Resources

Michael S. Rolband, PE,  
PWD, PWS Emeritus, PE,  
PWD, PWS Emeritus  
Director  
(804) 698-4020

December 29, 2022

Chris Boies  
County Administrator  
Clarke County  
101 Chalmers Ct., Suite B  
Berryville, VA 22611

Dear Chris Boies:

I am pleased to inform you that a total grant award of **\$10,999.50** has been approved for the **Clarke County** Litter Prevention and Recycling Program activities and the Extended Polystyrene (EPS) campaign for the period of July 1, 2022 to June 30, 2023.

The total grant award amount above includes the following:  
Non-Competitive Grant Award: \$9,570.00  
EPS Campaign Amount: \$1,429.50

Processing of the grant awards is underway, and a payment for this amount should be received within the next two weeks if funds can be transferred electronically (EDI) or in thirty days if processing by check is required.

If you have any questions or need additional information, please contact Prina Chudasama at [prina.chudasama@deq.virginia.gov](mailto:prina.chudasama@deq.virginia.gov) or at (804) 659-1530.

Sincerely,

A handwritten signature in black ink, appearing to read "Sanjay Thirunagari".

Sanjay Thirunagari  
Programs Manager  
Division of Land Protection & Revitalization

**Clarke County**  
**FY23 Invoice History Report**  
**December 31, 2022**

VENDOR NAME	ACCOUNT DESC	FULL DESC	INVOICE DATE	AMOUNT
ABC Check Printing	Clk of CC Mat & Sup	deposit tickets	12/21/2022	380.16
<b>ABC Check Printing Total</b>				<b>380.16</b>
Aemmer, Julie	District C Pur Svcs	Court Clerks Supplemental Pay 2022-23	11/30/2022	500.00
<b>Aemmer, Julie Total</b>				<b>500.00</b>
Ahold Financial Serv	Electoral Mat & Sup	12052022 After Election Mtg.	12/5/2022	22.89
	Programs Mat & Sup	Santa Cookies	12/2/2022	6.58
	Programs Mat & Sup	supplies	12/13/2022	33.54
	Programs Mat & Sup	supplies	12/14/2022	36.01
<b>Ahold Financial Serv Total</b>				<b>99.02</b>
Al-Khalili, Adeela	HstPrvCom Board Member Fees	Attd @ HPC Meeting 11/30/22	12/7/2022	25.00
<b>Al-Khalili, Adeela Total</b>				<b>25.00</b>
Allen, Sherri	J&D Court Pur Svcs	Court Clerks Supplemental Pay 2022-23	11/30/2022	2,500.00
<b>Allen, Sherri Total</b>				<b>2,500.00</b>
Amazon Acct	AnimalShltr Mat & Sup	6-Inch Paper Plates Uncoated	11/9/2022	37.98
	AnimalShltr Mat & Sup	Hill's Science Diet Dry Cat Food, Kitten, Chicken	11/16/2022	85.32
	Bldg Insp Mat & Sup	Raptic Shield Case Compatible with iPhone 12 Case	11/21/2022	69.03
	Clk of CC Mat & Sup	OFFICE SUPPLIES, cds and zip drives	12/12/2022	140.14
	Clk of CC Mat & Sup	OFFICE SUPPLIES, GENERAL	11/22/2022	136.41
	Com of Rev Mat & Sup	office supplies	10/24/2022	23.79
	County Adm Mat & Sup	wall mount file organizer for office mailbox	12/6/2022	45.98
	Econ Dev Mat & Sup	Brochure holders	12/4/2022	134.88
	Econ Dev Mat & Sup	Real Estate Brochure Holders	12/1/2022	155.98
	IT Noncap Technology Hardware	misc fiber optic supplies	10/20/2022	93.46
	Litter Control	Compact First Aid Kit (228pcs)	10/7/2022	197.90
	Maintenanc Mat & Sup	Energizer 301 Button Cell Silver Oxide Watch	12/6/2022	27.90
	Programs Mat & Sup	Keys with Allen Wrench-Push Bar Panic Exits	11/2/2022	22.97
	Sheriff COS Mat & Sup	office supplies	12/5/2022	51.17
	Sheriff COS Mat & Sup	supplies	10/20/2022	63.78
	Sheriff PSU Mat & Sup	Disposable Gloves	11/17/2022	213.93
<b>Amazon Acct Total</b>				<b>1,500.62</b>
American Solutions f	Treasurer Printing & Binding	Envelopes	11/17/2022	2,936.00
<b>American Solutions f Total</b>				<b>2,936.00</b>
American Tower	Sheriff Leases & Rentals	Tower, Transmittal, Antennae L	12/1/2022	2,737.58
<b>American Tower Total</b>				<b>2,737.58</b>
ANDERSON CONTROL INC	Motor Vehicle Licenses	(blank)	12/1/2022	50.00
	Personal Property Tax Current	(blank)	12/1/2022	359.32
	Personal Property Tax Delinq	(blank)	12/1/2022	78.68
<b>ANDERSON CONTROL INC Total</b>				<b>488.00</b>
AppRiver	Sheriff Pur Svcs	Monthly Fee	12/19/2022	35.00
<b>AppRiver Total</b>				<b>35.00</b>
Arnett, Betsy	HstPrvCom Board Member Fees	Attd @ HPC Meeting 11/30/22	12/7/2022	25.00
<b>Arnett, Betsy Total</b>				<b>25.00</b>
Barns of Rose Hill	Leases and Rentals-USDA	USDA Event - Event Space Rental	12/13/2022	325.00
<b>Barns of Rose Hill Total</b>				<b>325.00</b>
Battletown Pharmacy	AnimalShltr Pur Svcs	rm Battletown ACO 4 past invoices	8/29/2022	1,848.04
<b>Battletown Pharmacy Total</b>				<b>1,848.04</b>
BAUHAN HOBART B TRUS	Real Property Tax Current	(blank)	11/30/2022	1,062.59
<b>BAUHAN HOBART B TRUS Total</b>				<b>1,062.59</b>
Berkeley Club Bevera	Comm Atty Mat & Sup	Water bill	12/6/2022	29.94
	County Adm Miscellaneous Expen	cdm-water delivery 8 5gal bottles	12/6/2022	68.19
	Maintenanc Water & Sewer	rm Berkely Club Maint Nov Renton Water Cooler	11/21/2022	11.00
	Parks Adm Leases & Rentals	Park office	12/12/2022	10.00
	Sheriff COS Mat & Sup	Cooler Rental	12/13/2022	9.00
	Sheriff COS Mat & Sup	Water	12/6/2022	40.39
	Sheriff SOS Mat & Sup	Cooler Rental	12/13/2022	9.00
<b>Berkeley Club Bevera Total</b>				<b>177.52</b>
Berryville True Valu	AlRec Maint Mat & Sup	rm BH Rec Center 25' UF Cable	12/13/2022	28.99
	ChurchSt Maint Mat & Sup	rm BH 102 N. Church cable ties black double head	12/8/2022	33.98
	ChurchSt Maint Mat & Sup	rm BH 102 N. Church Lith Battery	12/16/2022	10.99
	JGC Maintenance Mat & Sup	rm BH 101 Chalmers stain primer	12/6/2022	8.14
	Maintenanc Mat & Sup	rm BH 101 Chalmers stain primer	12/6/2022	4.85
	RT Maint Mat & Sup	rm BH 100 N. Church Light Bulb	12/9/2022	3.49
<b>Berryville True Valu Total</b>				<b>90.44</b>
BEST RAYMOND & LIZZI	Real Property Tax Current	(blank)	12/12/2022	1,291.67
<b>BEST RAYMOND &amp; LIZZI Total</b>				<b>1,291.67</b>
Bigelow, William	Electoral Board Member Fees	12/05/2022 After Election Mtg	12/5/2022	20.00
<b>Bigelow, William Total</b>				<b>20.00</b>
Blue Ridge Rescue Su	FIRE Personal Protection Equip	Fire-EMS PPE helmets-fire gear	12/12/2022	671.18
<b>Blue Ridge Rescue Su Total</b>				<b>671.18</b>

**Clarke County  
FY23 Invoice History Report  
December 31, 2022**

VENDOR NAME	ACCOUNT DESC	FULL DESC	INVOICE DATE	AMOUNT
Boswell,Jeremy Shane	Electoral Board Member Fees	12/05/2022 After Election Mtg.	12/5/2022	20.00
<b>Boswell,Jeremy Shane Total</b>				<b>20.00</b>
BRITTIN KELLY MICHEL	Personal Property Tax Current	(blank)	12/19/2022	493.06
<b>BRITTIN KELLY MICHEL Total</b>				<b>493.06</b>
BROWN DONALD I	Personal Property Tax Current	(blank)	12/5/2022	92.95
<b>BROWN DONALD I Total</b>				<b>92.95</b>
Brown,Melissa	Electoral Board Member Fees	12/05/2022 After Election Mtg.	12/5/2022	20.00
<b>Brown,Melissa Total</b>				<b>20.00</b>
Buckley, Randy	Plan Com Board Member Fees	Attd @ PC Meeting 12/2/22	12/7/2022	50.00
<b>Buckley, Randy Total</b>				<b>50.00</b>
Burgess, Stephanie	Electoral Board Member Fees	12/05/2022 After Election Mtg	12/5/2022	20.00
<b>Burgess, Stephanie Total</b>				<b>20.00</b>
Burns,Connie	Electoral Board Member Fees	12/05/2022 After Election Mtg.	12/5/2022	20.00
<b>Burns,Connie Total</b>				<b>20.00</b>
CALDWELL TARRAH JADE	Personal Property Tax Delinq	(blank)	12/19/2022	240.00
<b>CALDWELL TARRAH JADE Total</b>				<b>240.00</b>
Camp, Jeremy	Plan Adm Local Mileage	Local Travel Reimbursement	11/30/2022	94.75
<b>Camp, Jeremy Total</b>				<b>94.75</b>
Cara Matheson	Programs Refunds	refund	11/29/2022	120.00
<b>Cara Matheson Total</b>				<b>120.00</b>
Cardillo, Robin Couc	Cnsrv Esmt Donation Pur Svcs	Services for CEA November 2022	12/5/2022	704.45
<b>Cardillo, Robin Couc Total</b>				<b>704.45</b>
Carroll Construction	Fencing Capital Outlay Replace	Improvements to D.G. Cooley El	11/30/2022	5,969.00
<b>Carroll Construction Total</b>				<b>5,969.00</b>
Carter, Page	HstPrvCom Board Member Fees	Attd @ HPC Meeting 11/30/22	12/7/2022	25.00
<b>Carter, Page Total</b>				<b>25.00</b>
Chauvin Sterling	General Overpayment Account	Paid Wrong County	12/20/2022	139.57
<b>Chauvin Sterling Total</b>				<b>139.57</b>
CHAVEZ RICARDO FRANC	Motor Vehicle Licenses	(blank)	12/8/2022	25.00
	Personal Property Tax Current	(blank)	12/8/2022	297.39
<b>CHAVEZ RICARDO FRANC Total</b>				<b>322.39</b>
Clarke County Health	AnimalShltr Pur Svcs	rm CCHD ACO Jared's Rabies Vaccine	11/30/2022	695.92
<b>Clarke County Health Total</b>				<b>695.92</b>
Clarke,David	Electoral Board Member Fees	12/05/2022 After Election Mtg.	12/5/2022	20.00
<b>Clarke,David Total</b>				<b>20.00</b>
Combs Wastewater Man	AIOff Maint Pur Svcs	rm Combs Park Porta Potty 12/2022	12/1/2022	225.00
<b>Combs Wastewater Man Total</b>				<b>225.00</b>
Comcast	IT Telecomm Online Tech	101 Chalmers Internet - 12/01-12/31	11/23/2022	224.60
	Sheriff Pur Svcs	Comcast High-Speed Internet	12/20/2022	87.27
<b>Comcast Total</b>				<b>311.87</b>
Commercial Press	Com of Rev Pur Svcs	stationary	12/4/2022	225.25
	County Adm Mat & Sup	cdm-business cards for I. Ford	12/2/2022	45.95
	County Adm Mat & Sup	cdm-EDAC/IDA nameplates	12/9/2022	39.50
<b>Commercial Press Total</b>				<b>310.70</b>
Copeland, David	Programs Pur Svcs	Fencing Classes	12/19/2022	1,535.00
<b>Copeland, David Total</b>				<b>1,535.00</b>
Costco	Electoral Mat & Sup	Food for Election Debriefing Meeting	12/5/2022	102.67
<b>Costco Total</b>				<b>102.67</b>
County of Frederick	RefuseDisp Intergov Svc Agreem	County residence refuse Nov 2022	12/2/2022	965.54
	RefuseDisp Intergov Svc Agreem	New Citizens Center Refuse 11/22	12/2/2022	1,207.58
	RefuseDisp Intergov Svc Agreem	VDOT Clarke Refuse 11/22	12/2/2022	93.00
<b>County of Frederick Total</b>				<b>2,266.12</b>
Creditors Adjustmen	Maintenanc Mat & Sup	rm CAB Ryder Truck Rental Maint Accident 2021	11/21/2022	538.62
<b>Creditors Adjustmen Total</b>				<b>538.62</b>
CROCE CRISTINA	Personal Property Tax Current	(blank)	12/13/2022	29.60
<b>CROCE CRISTINA Total</b>				<b>29.60</b>
CTL Engineering Inc	Plan Adm Pass Thru Eng Fees	Resistivity Report Reviews	12/6/2022	1,100.00
<b>CTL Engineering Inc Total</b>				<b>1,100.00</b>
Culley, Toni	J&D Court Pur Svcs	Court Clerks Supplemental Pay 2022-23	11/30/2022	500.00
<b>Culley, Toni Total</b>				<b>500.00</b>
Dara D. Bailey	Econ Dev Printing & Binding	IF - design & layout of CC Historic Tour Map	12/19/2022	1,000.00
<b>Dara D. Bailey Total</b>				<b>1,000.00</b>
Davis, Donna	Electoral Board Member Fees	12052022 After Election Mtg	12/5/2022	20.00
<b>Davis, Donna Total</b>				<b>20.00</b>
DDL Business Sys	Coop Ext Maint Contracts	Copier Maint SN: 1435-Coop. Ex	11/25/2022	12.87
	J&D Court Maint Contracts	Copier Maint. SN: 2081-J&D Cou	10/25/2022	194.41
	JAS IT Maint Contracts	Copier Maint. SN 9490-JAS	12/16/2022	241.50
<b>DDL Business Sys Total</b>				<b>448.78</b>
DMV	Treasurer DMV Stop	November 2022 DMV Stops	11/30/2022	775.00

**Clarke County  
FY23 Invoice History Report  
December 31, 2022**

VENDOR NAME	ACCOUNT DESC	FULL DESC	INVOICE DATE	AMOUNT
<b>DMV Total</b>				<b>775.00</b>
Doing Better Busines	Com of Rev Maint Contracts	Copier Maint. SN: 00015-Treasu	11/8/2022	12.50
	EMS Mat & Sup	Copier Maint. SN: 00015-Treasu	11/8/2022	12.50
	JAS IT Maint Contracts	Copier Maint SN0781-Purchasing	10/29/2022	141.00
	Parks Adm Leases & Rentals	Copier Maint. SN: 0724-CCPRD	11/28/2022	222.87
	Parks Adm Maint Contracts	Copier Maint: SN:0015-Child Ca	12/9/2022	37.50
	Treasurer Maint Contracts	Copier Maint. SN: 00015-Treasu	11/8/2022	12.50
<b>Doing Better Busines Total</b>				<b>438.87</b>
DOUCET DIANA MARIE	Personal Property Tax Current	(blank)	12/8/2022	102.30
<b>DOUCET DIANA MARIE Total</b>				<b>102.30</b>
DUNNING PETER HAYWAR	Personal Property Tax Current	(blank)	12/6/2022	23.83
<b>DUNNING PETER HAYWAR Total</b>				<b>23.83</b>
Dunning, Buster	Plan Com Board Member Fees	Attd @ PC Meetings 11/29/22 and 12/2/22	12/7/2022	100.00
<b>Dunning, Buster Total</b>				<b>100.00</b>
eCore Software Inc	EMS Tech SW/OL	Fire-EMS ePro monthly software lease Jan 2023	12/2/2022	187.00
<b>eCore Software Inc Total</b>				<b>187.00</b>
Emergency Medical	EMS Mat & Sup	Fire-EMS partial of Dec 2022 supply order	12/6/2022	235.09
	EMS Mat & Sup	Fire-EMS supply program Dec 2022 partial	12/5/2022	593.69
<b>Emergency Medical Total</b>				<b>828.78</b>
EMS/MC	EMS Pur Svcs	Fire-EMS Billing invoice Nov 2022	11/30/2022	749.52
<b>EMS/MC Total</b>				<b>749.52</b>
FELLMAN MARY K	Motor Vehicle Licenses	(blank)	12/1/2022	25.00
	Personal Property Tax Delinq	(blank)	12/1/2022	104.33
<b>FELLMAN MARY K Total</b>				<b>129.33</b>
Fraser, Michael	Electoral Board Member Fees	12052022 After Election Mtg	12/5/2022	20.00
<b>Fraser, Michael Total</b>				<b>20.00</b>
Frederick-Winchester	Sanitation Intergov Svc Agreem	Nov 2022 Service charge / Inv 3257	12/9/2022	2,664.81
<b>Frederick-Winchester Total</b>				<b>2,664.81</b>
Galls/Best Uniforms	Sheriff Eq Mat & Sup	Jackets / Radio Holder	12/1/2022	161.25
<b>Galls/Best Uniforms Total</b>				<b>161.25</b>
GCA Education Servic	311EMain Maint Cus Contracts	rm ABM County Cleaning for 12/2022	12/1/2022	461.25
	JGC Maintenanc Custodial Contr	rm ABM County Cleaning for 12/2022	12/1/2022	1,187.75
	Maintenanc Custodial Contracts	rm ABM County Cleaning for 12/2022	12/1/2022	3,486.74
<b>GCA Education Servic Total</b>				<b>5,135.74</b>
General Sales of Vir	Maintenanc Mat & Sup	rm General Sales Cleaning Supplies	12/5/2022	1,265.00
<b>General Sales of Vir Total</b>				<b>1,265.00</b>
Glass Doctor	JGC Maintenanc Pur Svcs	rm Glass Doctor 101 Chalmers Replace Town Window	11/29/2022	549.61
	Maintenanc Pur Svcs	rm Glass Doctor 101 Chalmers Replace Town Window	11/29/2022	326.96
<b>Glass Doctor Total</b>				<b>876.57</b>
Glenney	Electoral Local Mileage	11082022 Mileage Reimbursement	11/10/2022	38.80
<b>Glenney Total</b>				<b>38.80</b>
Glover, Robert P.	HstPrvCom Board Member Fees	Attd @ Dec 2022 PC Meetings and Nov 2022 HPC Mtg	12/7/2022	25.00
	Plan Com Board Member Fees	Attd @ Dec 2022 PC Meetings and Nov 2022 HPC Mtg	12/7/2022	100.00
<b>Glover, Robert P. Total</b>				<b>125.00</b>
Gnosis Solutions, In	Sheriff Pur Svcs	EDUCATIONAL/TRAINING SERVICES	12/14/2022	8,552.25
<b>Gnosis Solutions, In Total</b>				<b>8,552.25</b>
GO Car Wash	Sheriff Pur Svcs	Monthly Car Wash	11/30/2022	36.00
<b>GO Car Wash Total</b>				<b>36.00</b>
Gochenour, Trisha	District C Pur Svcs	Court Clerks Supplemental Pay 2022-23	11/30/2022	2,500.00
<b>Gochenour, Trisha Total</b>				<b>2,500.00</b>
Grainger Inc	Rec Center Mat & Sup	CV: 2XL Gym Wipes	11/15/2022	205.94
<b>Grainger Inc Total</b>				<b>205.94</b>
GRAY AMANDA LEE	Personal Property Tax Current	(blank)	12/1/2022	609.96
<b>GRAY AMANDA LEE Total</b>				<b>609.96</b>
Greg Valker	Electoral Board Member Fees	12/05/2022 After Election Mtg	12/5/2022	20.00
<b>Greg Valker Total</b>				<b>20.00</b>
Hall, Monahan	Legal Svc Pur Svcs	cdm-Nov 2022 legal services	12/5/2022	247.50
	Plan Adm Pur Svcs	cdm-Nov 2022 legal services	12/5/2022	82.50
<b>Hall, Monahan Total</b>				<b>330.00</b>
HAMMAN KATHRYN COLEY	Personal Property Tax Current	(blank)	12/7/2022	1,013.13
<b>HAMMAN KATHRYN COLEY Total</b>				<b>1,013.13</b>
HAMMAN MICHAEL THOM/	Personal Property Tax Current	(blank)	12/7/2022	19.81
<b>HAMMAN MICHAEL THOMA Total</b>				<b>19.81</b>
HARE DENIECE CECELIA	Personal Property Tax Current	(blank)	12/19/2022	449.59
<b>HARE DENIECE CECELIA Total</b>				<b>449.59</b>
HARE JOHNNY RAY	Personal Property Tax Current	(blank)	12/19/2022	689.59
	Personal Property Tax Delinq	(blank)	12/19/2022	1,543.46
<b>HARE JOHNNY RAY Total</b>				<b>2,233.05</b>
Hart, Felicia	Econ Dev Mat & Supp- USDA	IF - Reimbursement Felicia Hart purchases	12/19/2022	400.86

**Clarke County  
FY23 Invoice History Report  
December 31, 2022**

VENDOR NAME	ACCOUNT DESC	FULL DESC	INVOICE DATE	AMOUNT
<b>Hart, Felicia Total</b>				<b>400.86</b>
HARVEY LEE HOWARD	Personal Property Tax Current	(blank)	11/30/2022	51.21
<b>HARVEY LEE HOWARD Total</b>				<b>51.21</b>
Holcomb, Kathy	Electoral Board Member Fees	12/05/2022 After Election Mtg.	12/5/2022	20.00
<b>Holcomb, Kathy Total</b>				<b>20.00</b>
Holcomb, Robert	Electoral Board Member Fees	10/27/2022, 11/03/2022 OOE Training	12/5/2022	40.00
<b>Holcomb, Robert Total</b>				<b>40.00</b>
Hornbaker, Robert	Electoral Board Member Fees	Training: 10/27/22, 11/03/22, 12/05/22	12/5/2022	60.00
<b>Hornbaker, Robert Total</b>				<b>60.00</b>
Hunt, Pearce W	Plan Com Board Member Fees	Attd @ PC Meetings 11/29/22 and 12/2/22	12/7/2022	100.00
<b>Hunt, Pearce W Total</b>				<b>100.00</b>
Hurt&Proffitt	Plan Adm Pass Thru Eng Fees	20221262-1530 E&SC Review Carter Hall	11/22/2022	2,325.00
<b>Hurt&amp;Proffitt Total</b>				<b>2,325.00</b>
HVT INC AS TRUSTEE F	Personal Property Tax Current	(blank)	11/30/2022	307.53
<b>HVT INC AS TRUSTEE F Total</b>				<b>307.53</b>
Innovative Access Te	225Rams Maint Contracts	rm Innovative 225 Ramsburg Alarm Monitoring	12/1/2022	252.00
	524West Maint Contracts	rm Innovative 524 W.Rd Alarm Monitoring	12/1/2022	252.00
	SWC Pur Svcs	rm Innovative CCCC Alarm Monitoring	12/1/2022	360.00
<b>Innovative Access Te Total</b>				<b>864.00</b>
J.D. Power	Com of Rev Pur Svcs	comm truck guide	12/20/2022	84.00
	Com of Rev Pur Svcs	rv book	12/20/2022	125.00
	Com of Rev Pur Svcs	used car guide	12/20/2022	84.00
<b>J.D. Power Total</b>				<b>293.00</b>
Journal, The	Programs Advertising	craft show	11/4/2022	55.00
	Programs Advertising	craft show ad	11/4/2022	83.00
<b>Journal, The Total</b>				<b>138.00</b>
Juniper Enterprises	Maintenanc Mat & Sup	rm BAP Maint Service & Insp 2013 F. Explorer	12/12/2022	75.45
	Maintenanc Mat & Sup	rm BAP Maint Service & Inspect 2008 Uplander	12/7/2022	98.79
	Maintenanc Mat & Sup	rm BAP Maint Service & Inspect 2015 Jeep	12/9/2022	69.27
	Maintenanc Mat & Sup	rm BAP Maint Service & Inspect 2018 Explorer	12/7/2022	77.23
	Maintenanc Mat & Sup	rm BAP Maint Service and Inspect 2006 Nissan Xter	12/9/2022	75.14
	Maintenanc Mat & Sup	rm BAP Maint Service and Inspect Freestar 2005 Van	12/9/2000	73.34
	Sheriff Pur Svcs	Sheriff's Office Vehicle Repair	11/30/2022	262.00
	Sheriff Pur Svcs	Sheriff's Office Vehicle Repair	12/3/2022	187.00
	Sheriff Pur Svcs	Sheriff's Office Vehicle Repair - 1701	12/5/2022	81.00
	Sheriff Pur Svcs	Sheriff's Office Vehicle Repair - 1803	11/12/2022	41.00
	Sheriff Pur Svcs	Sheriff's Office Vehicle Repair - 1902	12/3/2022	20.00
	Sheriff Pur Svcs	Sheriff's Office Vehicle Repair - 1903	11/29/2022	20.00
	Sheriff SOS Mat & Sup	Key	12/1/2022	5.00
	Sheriff VRP Mat & Sup	Sheriff's Office Vehicle Repair	11/30/2022	419.51
	Sheriff VRP Mat & Sup	Sheriff's Office Vehicle Repair	12/3/2022	342.33
	Sheriff VRP Mat & Sup	Sheriff's Office Vehicle Repair - 1701	12/5/2022	55.28
	Sheriff VRP Mat & Sup	Sheriff's Office Vehicle Repair - 1803	11/12/2022	42.01
<b>Juniper Enterprises Total</b>				<b>1,944.35</b>
Kalbiam, Maral	HstPrvCom Pur Svcs	HPC Consulting Services for Oct/Nov 2022	12/1/2022	390.00
	HstPrvCom Pur Svcs	INV 3 Clarke Cty Book CLG HPF-VACLG-CLAR-2021	12/12/2022	8,865.00
	HstPrvCom Pur Svcs	INV3 HPF-VACLG-CLAR-2021	12/6/2022	8,640.00
<b>Kalbiam, Maral Total</b>				<b>17,895.00</b>
LAMBERT MELINDA M	Personal Property Tax Current	(blank)	11/30/2022	247.85
<b>LAMBERT MELINDA M Total</b>				<b>247.85</b>
Language Line Servic	Sheriff Pur Svcs	Interpretation Services	11/30/2022	83.31
<b>Language Line Servic Total</b>				<b>83.31</b>
Lawrence Perry	Circuit Court Chiller Eng&Arch	A/E Expenses: Chiller-Courthouse	11/23/2022	143.00
<b>Lawrence Perry Total</b>				<b>143.00</b>
LAWRENCE SMITH THERE	Personal Property Tax Current	(blank)	12/6/2022	578.30
<b>LAWRENCE SMITH THERE Total</b>				<b>578.30</b>
LAWSON KATHERYNE COO	Personal Property Tax Current	(blank)	12/2/2022	31.65
<b>LAWSON KATHERYNE COO Total</b>				<b>31.65</b>
LEBEAU CHRISTINA MAR	Personal Property Tax Current	(blank)	12/19/2022	99.95
<b>LEBEAU CHRISTINA MAR Total</b>				<b>99.95</b>
Lee, Frank	Plan Com Board Member Fees	Attd @ PC Meetings 11/29/22 and 12/2/22	12/7/2022	100.00
<b>Lee, Frank Total</b>				<b>100.00</b>
Levi, Ann	Electoral Board Member Fees	12/05/2022 After Election Mtg.	12/5/2022	20.00
<b>Levi, Ann Total</b>				<b>20.00</b>
LexisNexis	Sheriff Pur Svcs	Community Crime Map Acct 1661267	11/30/2022	100.00
	Sheriff Pur Svcs	Monthly Commitment - Acct 6714513	11/30/2022	150.00
<b>LexisNexis Total</b>				<b>250.00</b>
LOPEZ HERNANDEZ GERM	Personal Property Tax Current	(blank)	12/1/2022	25.30
<b>LOPEZ HERNANDEZ GERM Total</b>				<b>25.30</b>

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VENDOR NAME	ACCOUNT DESC	FULL DESC	INVOICE DATE	AMOUNT
Lowes	Maintenanc Mat & Sup	rm Lowes Maint chain saw	11/29/2022	379.05
<b>Lowes Total</b>				<b>379.05</b>
MacMurtrie, Gwyneth	Electoral Board Member Fees	12/05/2022 After Election Mtg.	12/5/2022	20.00
<b>MacMurtrie, Gwyneth Total</b>				<b>20.00</b>
Malone, Gwendolyn	Plan Com Board Member Fees	Attd @ PC Meetings 11/29/22 and 12/2/22	12/7/2022	100.00
<b>Malone, Gwendolyn Total</b>				<b>100.00</b>
Mansfield Oil Co	Bldg Insp Vehicle Fuel	rm Mansfield Oil Count Fuel 11/16/22 to 11/30/22	11/30/2022	91.53
	County Adm Vehicle Fuel	rm Mansfield Oil Count Fuel 11/16/22 to 11/30/22	11/30/2022	110.92
	EMS Vehicle Fuel	rm Mansfield Oil Count Fuel 11/16/22 to 11/30/22	11/30/2022	1,644.60
	Maintenanc Vehicle Fuel	rm Mansfield Oil Count Fuel 11/16/22 to 11/30/22	11/30/2022	265.08
	Sheriff Vehicle Fuel	Fuel for 11/16 - 11/30/2022	11/30/2022	2,106.70
	Sheriff Vehicle Fuel	Fuel for 12/1 - 12/15/2022	12/15/2022	2,797.11
<b>Mansfield Oil Co Total</b>				<b>7,015.94</b>
Marconi, Gloria	Cnsrv Esmt Donation Pur Svcs	2022 EOY CEA Letter	12/7/2022	200.00
<b>Marconi, Gloria Total</b>				<b>200.00</b>
Marsten, Catherine	County Adm Dues & Memb	cdm- reimbursement for I Ford notary qualification	11/30/2022	10.00
<b>Marsten, Catherine Total</b>				<b>10.00</b>
MCGLYNN MICHAEL FRAN	Personal Property Tax Current	(blank)	11/29/2022	427.28
<b>MCGLYNN MICHAEL FRAN Total</b>				<b>427.28</b>
Meyercord Revenue	Treasurer Pur Svcs	Monthly Direct to Distributer	11/29/2022	50.00
<b>Meyercord Revenue Total</b>				<b>50.00</b>
Miller, Sue	Programs Pur Svcs	Chair Yoga classes-purchased s	12/15/2022	29.40
<b>Miller, Sue Total</b>				<b>29.40</b>
Montgomery, Christel	Programs Pur Svcs	Health Coach/Consulting	12/16/2022	225.00
<b>Montgomery, Christel Total</b>				<b>225.00</b>
Moreland, Andrew	Sheriff Travel - Sworn Staff	Per Diem - FBI Leeda Class	12/5/2022	352.00
<b>Moreland, Andrew Total</b>				<b>352.00</b>
Motorola Solutions	Sheriff Maint Contracts	Motorola Maintenance 10/1/22 thru 9/30/2023	10/8/2022	33,724.82
<b>Motorola Solutions Total</b>				<b>33,724.82</b>
Narrow Passage Press	Programs Printing & Binding	Printing Services: Guide	12/16/2022	999.10
<b>Narrow Passage Press Total</b>				<b>999.10</b>
Nelson, Willis	Electoral Board Member Fees	12/05/2022 After Election Mtg.	12/5/2022	20.00
<b>Nelson, Willis Total</b>				<b>20.00</b>
NRADC	Regional Jail Joint Ops	FY23 Q3 Operating	12/1/2022	154,189.25
<b>NRADC Total</b>				<b>154,189.25</b>
NSVRC	ARPA Broadband Project	VATI County Match Installment 2	12/1/2022	540,000.00
<b>NSVRC Total</b>				<b>540,000.00</b>
Office Depot	Com of Rev Mat & Sup	Office Supplies and Toner	10/26/2022	680.47
<b>Office Depot Total</b>				<b>680.47</b>
Ohrstrom, George II	Plan Com Board Member Fees	Attd @ PC Meetings 11/29/22 and 12/2/22	12/7/2022	100.00
<b>Ohrstrom, George II Total</b>				<b>100.00</b>
Omnicom Consulting	Westwood Tower Site Work	Westwood Tower Site Developmen	12/1/2022	1,792.00
<b>Omnicom Consulting Total</b>				<b>1,792.00</b>
Pitney Bowes	Clk of CC Postal Svcs	reserve acct 52398930	12/13/2022	3,000.00
	J&D Court Postal Svcs	Postage Machine-J&D Court FY23	11/25/2022	102.99
	Sheriff Postal Svcs	Mail Station Lease - Acct 0010229034	11/27/2022	74.97
	Treasurer Printing & Binding	Transportation Fee	11/26/2022	300.00
<b>Pitney Bowes Total</b>				<b>3,477.96</b>
PowerSecure Service	AIRec Maint Pur Svcs	Generator Replace Battery, Hos	11/30/2022	1,629.11
	JGC Maint Contracts	rm PowerSecure 101 Town Generator Minor PM	10/31/2022	94.05
	Maintenanc Maint Contracts	rm PowerSecure 101 Town Generator Minor PM	10/31/2022	55.95
	RT Maintenanc Maint Contracts	rm PowerSecure 100 N. Generator Minor PM	11/21/2022	135.00
	RT Maintenanc Pur Svcs	rm PowerSecure 100 N. Generator Rental 10-31/11-27	12/16/2022	3,030.12
<b>PowerSecure Service Total</b>				<b>4,944.23</b>
PROFFITT ADINA MARIE	Motor Vehicle Licenses	(blank)	12/1/2022	100.00
	Personal Property Tax Current	(blank)	12/1/2022	44.17
	Personal Property Tax Delinq	(blank)	12/1/2022	154.48
<b>PROFFITT ADINA MARIE Total</b>				<b>298.65</b>
Public Surplus	Sale of Other Equip General Fd	Sale of Surplus	11/30/2022	0.60
	Sale of Other Equip General Fd	Sale of Surplus/Invoice 1362523	11/30/2022	5.72
	Sale Salvage & Surplus Prop	Sale of Surplus	9/30/2022	2.68
	Sale Salvage & Surplus Prop	Sale of Surplus	11/30/2022	30.04
	Vehicle Sale General Fund	Sale of Surplus	11/30/2022	174.00
<b>Public Surplus Total</b>				<b>213.04</b>
Purchase Power	Bldg Insp Postal Svcs	Postage through 11/9/22	12/4/2022	4.56
	Com of Rev Postal Svcs	Postage through 11/9/22	12/4/2022	12.66
	Dev Rights Postal Svcs	Postage through 11/9/22	12/4/2022	17.28
	EMS Postal Services	Postage through 11/9/22	12/4/2022	0.81
	Plan Com Postal Svcs	Postage through 11/9/22	12/4/2022	36.79

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VENDOR NAME	ACCOUNT DESC	FULL DESC	INVOICE DATE	AMOUNT
Purchase Power	Treasurer Postal Svcs	Postage through 11/9/22	12/4/2022	2,957.90
<b>Purchase Power Total</b>				<b>3,030.00</b>
Putnam, Patricia	Sheriff Travel - Sworn Staff	FBI Leeda Per Diem	12/9/2022	379.50
<b>Putnam, Patricia Total</b>				<b>379.50</b>
Radial Tire	Sheriff Vehicle Fuel	Tires - 1902	11/10/2022	586.08
	Sheriff VRP Mat & Sup	Tires for 1701	12/7/2022	539.72
<b>Radial Tire Total</b>				<b>1,125.80</b>
Ramirez Landscape Ll	Maintenanc Maint Contracts	rm Ramirez Mowing for Oct & Nov 2022	11/20/2022	6,270.00
	SWC Pur Svcs	rm Ramirez Mowing for Oct & Nov 2022	11/20/2022	210.00
<b>Ramirez Landscape Ll Total</b>				<b>6,480.00</b>
Rappahannock Electri	104Church Maint Electric	rm REC County Electric 11/01/22 to 12/1/2022	12/6/2022	931.60
	129Rams Maint Electric	rm REC County Electric 11/01/22 to 12/1/2022	12/6/2022	195.92
	225Rams Maint Electric	rm REC County Electric 11/01/22 to 12/1/2022	12/6/2022	470.10
	309WMain Maint Electrical Svcs	rm REC County Electric 11/01/22 to 12/1/2022	12/6/2022	67.62
	311EMain Maint Electric	rm REC County Electric 11/01/22 to 12/1/2022	12/6/2022	668.96
	524West Maint Electric	rm REC County Electric 11/01/22 to 12/1/2022	12/6/2022	139.20
	AlBase Maint Electric	rm REC County Electric 11/01/22 to 12/1/2022	12/6/2022	23.46
	AIOff Maint Electric	rm REC County Electric 11/01/22 to 12/1/2022	12/6/2022	558.79
	AlPool Maint Electric	rm REC County Electric 11/01/22 to 12/1/2022	12/6/2022	87.09
	AlRec Maint Electric	rm REC County Electric 11/01/22 to 12/1/2022	12/6/2022	1,873.27
	AlSoc Maint Electric	rm REC County Electric 11/01/22 to 12/1/2022	12/6/2022	34.37
	ChurchSt Maint Electric	rm REC County Electric 11/01/22 to 12/1/2022	12/6/2022	2,187.54
	JGC Maintenanc Electric	rm REC County Electric 11/01/22 to 12/1/2022	12/6/2022	4,617.84
	Maintenanc Electric	rm REC County Electric 11/01/22 to 12/1/2022	12/6/2022	2,747.13
	RT Maintenanc Electric	rm REC County Electric 11/01/22 to 12/1/2022	12/6/2022	903.30
	SWC Electrical Services	rm REC County Electric 11/01/22 to 12/1/2022	12/6/2022	129.71
<b>Rappahannock Electri Total</b>				<b>15,635.90</b>
Red Stitch Targets	Sheriff Ammunition	Firearms Training Targets	12/13/2022	701.25
<b>Red Stitch Targets Total</b>				<b>701.25</b>
Republic Services	JGC Maint Contracts	Waste Services-Govt' Dumpsters	11/30/2022	72.48
	LitterCtrl Pur Svcs	Waste Services-Govt' Dumpsters	11/30/2022	55.16
	Maintenanc Maint Contracts	Waste Services-Govt' Dumpsters	11/30/2022	1,127.32
	SWC Pur Svcs	Waste Services-Convenience Cen	11/30/2022	3,789.48
<b>Republic Services Total</b>				<b>5,044.44</b>
Rexel	Maintenanc Mat & Sup	rm Rexel Maint Mogle to Med lamp holders	11/17/2022	39.60
<b>Rexel Total</b>				<b>39.60</b>
Rhodeside & Harwell	Courthouse Grm Prj Eng & Arch	Consulting Services for Courth	11/15/2022	16,256.60
<b>Rhodeside &amp; Harwell Total</b>				<b>16,256.60</b>
Ricoh Usa	Comm Atty Maint Contracts	Copier Maint SN: 3777-Comm. At	12/19/2022	234.00
	Sheriff Maint Contracts	Copier Maint. SN: 9288-Sheriff	12/1/2022	28.40
<b>Ricoh Usa Total</b>				<b>262.40</b>
Riddleberger Bros	RT Maintenanc Pur Svcs	rm RBI 100 N. Server room not cooling	12/7/2022	338.97
<b>Riddleberger Bros Total</b>				<b>338.97</b>
Ridgerunner Containe	SWC Pur Svcs	rm Ridgerunner CCCC Recycling Fee 11/2022	11/30/2022	297.11
<b>Ridgerunner Containe Total</b>				<b>297.11</b>
Roberts Oxygen Comp	Rec Center Mat & Sup	Helium	12/6/2022	342.72
<b>Roberts Oxygen Comp Total</b>				<b>342.72</b>
Rocket Mortgage	General Overpayment Account	Overpayment on 2022 RE Tax - 17A220-18	12/19/2022	844.55
<b>Rocket Mortgage Total</b>				<b>844.55</b>
Ronnie L. King	Plan Com Board Member Fees	Attd @ PC Meetings 11/29/22 and 12/2/22	12/7/2022	100.00
<b>Ronnie L. King Total</b>				<b>100.00</b>
Roseville & Plaza Pe	AnimalShltr Pur Svcs	rm Roseville Vet ACO Rabies, Exams on animals	12/1/2022	631.98
<b>Roseville &amp; Plaza Pe Total</b>				<b>631.98</b>
Schenck Foods Compan	Rec Center Mat & Sup	supplies	11/22/2022	41.82
	Rec Center Merch for Resale	supplies	11/22/2022	252.30
<b>Schenck Foods Compan Total</b>				<b>294.12</b>
Secure Shred	Sheriff Pur Svcs	Monthly Shred Service	12/1/2022	50.00
<b>Secure Shred Total</b>				<b>50.00</b>
SHANNON TYLER MICHAEL	Personal Property Tax Current	(blank)	11/30/2022	41.41
<b>SHANNON TYLER MICHAEL Total</b>				<b>41.41</b>
SHEAFFER TERRIE HOUK	Personal Property Tax Current	(blank)	11/30/2022	160.84
<b>SHEAFFER TERRIE HOUK Total</b>				<b>160.84</b>
Shentel	IT Leases & Rentals	Government Shentel Dark Fiber 12/1-12/31	12/1/2022	1,980.00
	IT Telecomm Online Tech	Government Shentel Dark Fiber 12/1-12/31	12/1/2022	1,518.92
	Maintenanc Telephone	Government Shentel Dark Fiber 12/1-12/31	12/1/2022	123.18
<b>Shentel Total</b>				<b>3,622.10</b>
Signet Screen Printi	Maintenanc Mat & Sup	rm Signet Maint Welcome to CC Signs	12/12/2022	1,207.62
<b>Signet Screen Printi Total</b>				<b>1,207.62</b>
SMITH ANNETTE THERES	Personal Property Tax Current	(blank)	12/14/2022	28.44

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VENDOR NAME	ACCOUNT DESC	FULL DESC	INVOICE DATE	AMOUNT
<b>SMITH ANNETTE THERES Total</b>				<b>28.44</b>
SMITH JOSEPH LEE	Personal Property Tax Current	(blank)	12/6/2022	603.03
<b>SMITH JOSEPH LEE Total</b>				<b>603.03</b>
Solenberger	AIRec Maint Mat & Sup	rm Solenberger Rec Center connectors, gang plate o	12/12/2022	28.46
<b>Solenberger Total</b>				<b>28.46</b>
Southern Refrigerati	Maintenanc Mat & Sup	rm Southern Ref Maint Fluke Voltage	12/6/2022	111.96
<b>Southern Refrigerati Total</b>				<b>111.96</b>
Spano, Joanne	Electoral Board Member Fees	12/05/2022 After Election Mtg.	12/5/2022	20.00
<b>Spano, Joanne Total</b>				<b>20.00</b>
Sponsellers Flower S	County Adm Miscellaneous Expen	cdm-flowers for parks&rec	12/12/2022	85.00
<b>Sponsellers Flower S Total</b>				<b>85.00</b>
SRFAX	IT Tech SW/OL	Online Fax service 12/6-1/05	12/6/2022	125.15
<b>SRFAX Total</b>				<b>125.15</b>
Staelin, John	Plan Com Board Member Fees	Attd @ PC Meetings 11/29/22 and 12/2/22	12/7/2022	100.00
<b>Staelin, John Total</b>				<b>100.00</b>
Stefanie Hess	Programs Refunds	refund	11/30/2022	45.00
<b>Stefanie Hess Total</b>				<b>45.00</b>
Stericycle	Com of Rev Pur Svcs	shredding	11/25/2022	60.62
	Treasurer Pur Svcs	Shred Services	12/2/2022	210.75
<b>Stericycle Total</b>				<b>271.37</b>
STUART HELEN M	Personal Property Tax Current	(blank)	12/2/2022	94.00
<b>STUART HELEN M Total</b>				<b>94.00</b>
Synacor	IT Tech SW/OL	Zimbra annual support	10/25/2022	2,110.50
<b>Synacor Total</b>				<b>2,110.50</b>
THOMPSON DONNA ROWE	Personal Property Tax Current	(blank)	11/30/2022	17.08
<b>THOMPSON DONNA ROWE Total</b>				<b>17.08</b>
Thompson, Billy	HstPrvCom Board Member Fees	Attd @ HPC Meeting 11/30/22	12/7/2022	25.00
<b>Thompson, Billy Total</b>				<b>25.00</b>
Thomson Reuters	Comm Atty Dues & Memb	44896	12/1/2022	78.00
<b>Thomson Reuters Total</b>				<b>78.00</b>
THORPE ASHLEY MARIE	Personal Property Tax Current	(blank)	12/2/2022	185.18
<b>THORPE ASHLEY MARIE Total</b>				<b>185.18</b>
Tidal Wave Athletics	Programs Pur Svcs	Purchased services-Gymnastics/	12/16/2022	621.43
<b>Tidal Wave Athletics Total</b>				<b>621.43</b>
Timothy Carrero	General Overpayment Account	Overpayment on 2022 RE Tax	12/5/2022	342.82
<b>Timothy Carrero Total</b>				<b>342.82</b>
Timothy W & Teresa L	General Overpayment Account	Overpayment on Permit	12/15/2022	275.00
<b>Timothy W &amp; Teresa L Total</b>				<b>275.00</b>
Town of Berryville	104Church Maint Water & Sewer	rm TOB Water and Sewer 104 N. Church	11/21/2022	58.14
	129Rams Maint Water & Sewer	rm TOB Water and Sewer 129 Ramsburg Lane	11/21/2022	37.19
	309WMain Maint Water & Sewer	rm TOB Water and Sewer 309 W. Main St	11/21/2022	47.72
	311EMain Maint Water & Sewer	rm TOB Water and Sewer 311 E. Main	11/21/2022	53.14
	311EMain Maint Water & Sewer	rm TOB Water and Sewer 313 E. Main St	11/21/2022	47.72
	AOff Maint Water & Sewer	rm TOB Water and Sewer Park House	11/21/2022	761.21
	AOff Maint Water & Sewer	rm TOB Water and Sewer Park LL	11/21/2022	28.40
	AIPool Maint Water & Sewer	rm TOB Water and Sewer Pool	11/21/2022	377.08
	AIRec Maint Water & Sewer	rm TOB Water and Sewer Rec Center	11/21/2022	225.45
	Court Fines & Forfeitures	Court Fines November 2022	11/30/2022	15.00
	JGC Maintenanc Water & Sewer	rm TOB Water and Sewer 101 Chalmers Ct	11/21/2022	132.08
	Maintenanc Water & Sewer	rm TOB Water and Sewer 101 Chalmers Ct	11/21/2022	78.58
	Pyts to Town of Berryville	Local Sales Tax October 2022 (Recv'd Dec 2022)	12/27/2022	28,473.15
	Pyts to Town of Berryville	Local Sales Tax September 2022 (Recv'd Nov 2022)	12/13/2022	30,962.96
	RT Maintenanc Water & Sewer	rm TOB Water and Sewer 100 NC Church	11/21/2022	332.76
<b>Town of Berryville Total</b>				<b>61,630.58</b>
Town of Boyce	Pyts to Town of Boyce	Local Sales Tax October 2022 (Recv'd Dec 2022)	12/27/2022	4,657.22
	Pyts to Town of Boyce	Local Sales Tax September 2022 (Recv'd Nov 2022)	12/13/2022	5,064.47
<b>Town of Boyce Total</b>				<b>9,721.69</b>
TOYOTA LEASE TRUST	Motor Vehicle Licenses	(blank)	12/12/2022	25.00
	Personal Property Tax Current	(blank)	12/6/2022	86.64
	Personal Property Tax Current	(blank)	12/12/2022	1,924.29
	Personal Property Tax Current	(blank)	12/20/2022	307.70
<b>TOYOTA LEASE TRUST Total</b>				<b>2,343.63</b>
Tracy Marie Mitchell	Personal Property Tax Current	PP 2021 1004214/PP 2022 1000240 - Overpayment	12/1/2022	249.49
<b>Tracy Marie Mitchell Total</b>				<b>249.49</b>
TRANCHITELLA CHRISTO	Motor Vehicle Licenses	(blank)	12/7/2022	75.00
	Personal Property Tax Current	(blank)	12/7/2022	198.58
	Personal Property Tax Delinq	(blank)	12/7/2022	175.73
<b>TRANCHITELLA CHRISTO Total</b>				<b>449.31</b>
Truist Bank	AIRec Maint Mat & Sup	rm Truist Credit Card 11/16 to 12/09/22	12/9/2022	235.74



**Clarke County  
FY23 Invoice History Report  
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VENDOR NAME	ACCOUNT DESC	FULL DESC	INVOICE DATE	AMOUNT
Truist Bank	AnimalShltr Mat & Sup	rm Truist Credit Card 11/16 to 12/09/22	12/9/2022	1,065.76
	BoS Travel	cdm-Dec Truist BoS CoAdmin IT Bldg	12/9/2022	396.72
	County Adm Dues & Memb	cdm-Dec Truist BoS CoAdmin IT Bldg	12/9/2022	65.00
	County Adm Mat & Sup	cdm-Dec Truist BoS CoAdmin IT Bldg	12/9/2022	405.71
	County Adm Miscellaneous Expen	cdm-Dec Truist BoS CoAdmin IT Bldg	12/9/2022	87.61
	County Adm Travel	cdm-Dec Truist BoS CoAdmin IT Bldg	12/9/2022	477.28
	Econ Dev Mat & Sup	cdm-Dec Truist BoS CoAdmin IT Bldg	12/9/2022	891.56
	Econ Dev Pur Svcs	cdm-Dec Truist BoS CoAdmin IT Bldg	12/9/2022	11.99
	EMS Mat & Sup	Fire-EMS credit card statement 12-9-22	12/9/2022	56.88
	EMS Miscellaneous	EMS credit card statement 12-9-22	12/9/2022	25.00
	EMS Travel	Fire-EMS credit card statement 12-9-22	12/9/2022	1,686.00
	FIRE/EMS Uniforms	cdm-Dec Truist BoS CoAdmin IT Bldg	12/9/2022	256.00
	IT Pur Svcs	cdm-Dec Truist BoS CoAdmin IT Bldg	12/9/2022	995.01
	Maintenanc Mat & Sup	rm Truist Credit Card 11/16 to 12/09/22	12/9/2022	(2,089.50)
	Plan Adm Postal Svcs	USPS Postage - Carter Halls plans to VDOT	12/9/2022	30.94
	Sheriff Dues & Memb	Monthly Statement	12/9/2022	0.99
	Sheriff Mat & Sup	Monthly Statement	12/9/2022	158.22
	Sheriff Miscellaneous Expendit	Monthly Statement	12/9/2022	(1,684.76)
	Sheriff Postal Svcs	Monthly Statement	12/9/2022	2.16
	Sheriff SOS Mat & Sup	Monthly Statement	12/9/2022	127.36
	Sheriff Travel - Sworn Staff	FBI Leeda - Moreland	12/9/2022	715.95
	Sheriff Travel - Sworn Staff	FBI Leeda - Putnam	12/9/2022	560.70
	Sheriff Travel - Sworn Staff	FBI Leeda Registration	12/9/2022	695.00
	Sheriff Uniform Sworn Staff	Monthly Statement	12/9/2022	164.79
<b>Truist Bank Total</b>				<b>5,338.11</b>
US Postmaster	VictimWit Postal Svcs	please send check to us	12/20/2022	110.00
<b>US Postmaster Total</b>				<b>110.00</b>
US Uniform & Supply	Sheriff Eq Mat & Sup	Blauer Vest	11/28/2022	211.47
<b>US Uniform &amp; Supply Total</b>				<b>211.47</b>
Vacorp	Vol Fire Worker's Comp	F22 WC Final Audit Difference	10/31/2022	8,804.00
<b>Vacorp Total</b>				<b>8,804.00</b>
Valley Health	EMS Mat & Sup	Fire-EMS WMC monthly supply invoice Nov 2022	12/1/2022	1,099.05
<b>Valley Health Total</b>				<b>1,099.05</b>
VCFS AUTO LEASING CO	Personal Property Tax Current	(blank)	11/30/2022	214.87
<b>VCFS AUTO LEASING CO Total</b>				<b>214.87</b>
Verizon	Sheriff Telephone	Verizon Radio Tower	12/1/2022	48.12
<b>Verizon Total</b>				<b>48.12</b>
Virginia Department	Programs Pur Svcs	back ground checks	11/30/2022	50.00
<b>Virginia Department Total</b>				<b>50.00</b>
Virginia Lovers Gour	Programs Pur Svcs	Crafting with Gourds Classes	12/19/2022	54.00
<b>Virginia Lovers Gour Total</b>				<b>54.00</b>
VITA	Clk of CC Telephone	Nov phone bill 2022	12/5/2022	0.50
	District C Telephone	Nov phone bill 2022	12/5/2022	110.72
	IT Telephone	Nov phone bill 2022	12/5/2022	140.44
	J&D Court Telephone	Nov phone bill 2022	12/5/2022	0.08
	Maintenanc Telephone	Nov phone bill 2022	12/5/2022	64.96
	Sheriff Telephone	Nov phone bill 2022	12/5/2022	2,966.21
<b>VITA Total</b>				<b>3,282.91</b>
VVAN	VictimWit Dues & Memb	Membership	12/18/2022	150.00
<b>VVAN Total</b>				<b>150.00</b>
Wage Works	Flex Bens Pur Svcs	Admin Bill for November 2022	12/1/2022	480.50
<b>Wage Works Total</b>				<b>480.50</b>
Walmart	Rec Center Mat & Sup	supplies statement# 1645366441	11/14/2022	69.70
	Rec Center Merch for Resale	supplies statement# 1645366441	11/14/2022	19.76
<b>Walmart Total</b>				<b>89.46</b>
Washington Gas	104Church Maint Heating	104 N Church 11/15-12/13	12/20/2022	90.53
	JGC Maintenanc Heating	101 Chalmers Ct 11/15-12/13	12/15/2022	484.82
	Maintenanc Heating	101 Chalmers Ct 11/15-12/13	12/15/2022	288.42
	RT Maintenanc Heating	100 N Church 11/15-12/13	12/15/2022	293.79
<b>Washington Gas Total</b>				<b>1,157.56</b>
Watson, William	Electoral Board Member Fees	(blank)	12/5/2022	20.00
<b>Watson, William Total</b>				<b>20.00</b>
Wholesome Media LLC	Econ Dev Pur Svcs	Management of Social Media	11/28/2022	400.00
<b>Wholesome Media LLC Total</b>				<b>400.00</b>
Winchester Star	BoS Advertising	cdm-advertise PH2022-19	11/30/2022	546.00
<b>Winchester Star Total</b>				<b>546.00</b>
York, Robin	HstPrvCom Board Member Fees	Attd @ HPC Meeting 11/30/22	12/7/2022	25.00
<b>York, Robin Total</b>				<b>25.00</b>
<b>Grand Total</b>				<b>997,536.38</b>

**Clarke County  
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FUNCTION	OBJECT	ACCOUNT DESCRIPTION	REVISED BUDGET	YTD EXPENDED	AVAILABLE	
					BUDGET	% Used
11010-Board of Supervisors						
11010	1300	BoS Part Time Salaries	13,800.00	6,900.00	6,900.00	50%
11010	2100	BoS FICA	1,002.00	475.65	526.35	47%
11010	2300	BoS Health Ins	17,654.00	7,604.51	10,049.49	43%
11010	2700	BoS Worker's Comp	9.00	8.76	0.24	97%
11010	3000	BoS Pur Svcs	1,500.00	0.00	1,500.00	0%
11010	3600	BoS Advertising	5,600.00	2,332.20	3,267.80	42%
11010	5210	BoS Postal Services	500.00	43.52	456.48	9%
11010	5230	BoS Telephone	35.00	0.00	35.00	0%
11010	5300	BoS Insurance	6,000.00	3,929.00	2,071.00	65%
11010	5500	BoS Travel	4,000.00	1,132.04	2,867.96	28%
11010	5800	BoS Miscellaneous Expenditures	2,200.00	0.00	2,200.00	0%
11010	5810	BoS Dues & Memb	5,500.00	4,941.00	559.00	90%
11010	6000	BoS Mat & Sup	800.00	0.00	800.00	0%
<b>11010-Board of Supervisors Total</b>			<b>58,600.00</b>	<b>27,366.68</b>	<b>31,233.32</b>	<b>47%</b>
12110-County Administrator						
12110	1100	County Adm Salaries	259,096.00	122,907.94	136,188.06	47%
12110	1300	County Adm Part Time Salaries	42,184.00	27,867.50	14,316.50	66%
12110	1660	County Admin Employee Bonuses	0.00	5,658.25	(5,658.25)	100%
12110	2100	County Adm FICA	21,919.00	11,133.43	10,785.57	51%
12110	2210	County Adm VRS 1&2	23,420.00	9,087.06	14,332.94	39%
12110	2220	County Adm VRS Hybrid	5,856.00	4,814.22	1,041.78	82%
12110	2300	County Adm Health Ins	17,654.00	7,870.52	9,783.48	45%
12110	2400	County Adm Life Ins	3,408.00	1,618.43	1,789.57	47%
12110	2510	County Adm Dis Ins Hybrid	269.00	220.87	48.13	82%
12110	2700	County Adm Workers Comp	229.00	191.26	37.74	84%
12110	2800	County Adm Annual Leave Payout	0.00	73.37	(73.37)	100%
12110	3000	County Adm Pur Svcs	4,000.00	1,606.25	2,393.75	40%
12110	3000	County Admin Pur Svcs-Brdbnd	3,000.00	0.00	3,000.00	0%
12110	3320	County Adm Maint Contracts	3,500.00	2,673.83	826.17	76%
12110	3500	County Adm Printing & Binding	700.00	0.00	700.00	0%
12110	3600	County Adm Advertising	0.00	231.00	(231.00)	100%
12110	3600	County Admin Adv-Brdbnd	1,000.00	0.00	1,000.00	0%
12110	5210	County Adm Postal Svcs	50.00	8.13	41.87	16%
12110	5210	County Adm Postal Svcs-Brdbnd	1,000.00	0.00	1,000.00	0%
12110	5230	County Adm Telephone	800.00	305.38	494.62	38%
12110	5500	County Adm Travel	2,500.00	509.65	1,990.35	20%
12110	5800	County Adm Miscellaneous Expen	2,000.00	782.53	1,217.47	39%
12110	5810	County Adm Dues & Memb	1,800.00	1,545.54	254.46	86%
12110	6000	County Adm Mat & Sup	4,000.00	1,918.43	2,081.57	48%
12110	6000	Opiod Materials and Supplies	30,774.00	0.00	30,774.00	0%
12110	6008	County Adm Vehicle Fuel	1,200.00	1,182.26	17.74	99%
<b>12110-County Administrator Total</b>			<b>430,359.00</b>	<b>202,205.85</b>	<b>228,153.15</b>	<b>47%</b>
12120-Public Information Serv						
12120	1100	Inform Salaries - Regular	44,574.00	22,287.06	22,286.94	50%
12120	1660	Inform Employee Bonuses	0.00	1,165.03	(1,165.03)	100%
12120	2100	Inform FICA	3,356.00	1,811.57	1,544.43	54%
12120	2220	Inform VRS Hybrid	5,130.00	2,565.24	2,564.76	50%
12120	2300	Inform Health Ins	8,827.00	3,516.22	5,310.78	40%
12120	2400	Inform Life Ins	597.00	298.62	298.38	50%
12120	2510	Inform Dis Ins Hybrid	235.00	117.66	117.34	50%
12120	2700	Inform Workers Comp	35.00	28.30	6.70	81%
12120	3000	Inform Pur Svcs	5,000.00	5,988.00	(988.00)	120%
12120	5210	Inform Postal Svcs	100.00	0.00	100.00	0%
12120	5230	Inform Telephone	200.00	0.00	200.00	0%
12120	5500	Inform Travel	500.00	0.00	500.00	0%
12120	6000	Inform Mat & Sup	500.00	0.00	500.00	0%
<b>12120-Public Information Serv Total</b>			<b>69,054.00</b>	<b>37,777.70</b>	<b>31,276.30</b>	<b>55%</b>
12210-Legal Services						

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FUNCTION	OBJECT	ACCOUNT DESCRIPTION	REVISED BUDGET	YTD EXPENDED	AVAILABLE	
					BUDGET	% Used
12210	3000	Legal Svc Pur Svcs	35,000.00	8,987.50	26,012.50	26%
<b>12210-Legal Services Total</b>			<b>35,000.00</b>	<b>8,987.50</b>	<b>26,012.50</b>	<b>26%</b>
12310-Commissioner of Revenue						
12310	1100	Com of Rev Salaries	176,047.00	88,023.48	88,023.52	50%
12310	1300	Com of Rev Part Time Salaries	27,150.00	0.00	27,150.00	0%
12310	1660	Com of Rev Employee Bonuses	0.00	3,351.52	(3,351.52)	100%
12310	2100	Com of Rev FICA	14,271.00	6,350.76	7,920.24	45%
12310	2210	Com of Rev VRS 1&2	20,263.00	10,131.54	10,131.46	50%
12310	2300	Com of Rev Health Ins	29,339.00	16,126.36	13,212.64	55%
12310	2400	Com of Rev Life Ins	2,359.00	1,179.48	1,179.52	50%
12310	2700	Com of Rev Workers Comp	138.00	129.00	9.00	93%
12310	3000	Com of Rev Pur Svcs	1,500.00	1,231.90	268.10	82%
12310	3320	Com of Rev Maint Contracts	300.00	66.90	233.10	22%
12310	3500	Com of Rev Printing & Binding	300.00	0.00	300.00	0%
12310	3600	Com of Rev Advertising	100.00	0.00	100.00	0%
12310	4100	Com of Rev Data Processing	5,000.00	2,900.00	2,100.00	58%
12310	5210	Com of Rev Postal Svcs	2,000.00	357.02	1,642.98	18%
12310	5230	Com of Rev Telephone	200.00	48.00	152.00	24%
12310	5500	Com of Rev Travel	2,000.00	0.00	2,000.00	0%
12310	5510	Com of Rev Local Mileage	300.00	0.00	300.00	0%
12310	5810	Com of Rev Dues & Memb	800.00	275.00	525.00	34%
12310	6000	Com of Rev Mat & Sup	1,000.00	1,064.54	(64.54)	106%
12310	6035	Com of Rev Noncap Ofc Equip	200.00	0.00	200.00	0%
<b>12310-Commissioner of Revenue Total</b>			<b>283,267.00</b>	<b>131,235.50</b>	<b>152,031.50</b>	<b>46%</b>
12410-Treasurer						
12410	1100	Treasurer Salaries	216,401.00	108,200.40	108,200.60	50%
12410	1660	Treasurer Employee Bonuses	0.00	4,461.75	(4,461.75)	100%
12410	2100	Treasurer FICA	15,156.00	8,109.91	7,046.09	54%
12410	2210	Treasurer VRS 1&2	10,435.00	5,217.42	5,217.58	50%
12410	2220	Treasurer VRS Hybrid	14,473.00	7,236.48	7,236.52	50%
12410	2300	Treasurer Health Ins	33,844.00	16,206.85	17,637.15	48%
12410	2400	Treasurer Life Ins	2,900.00	1,449.90	1,450.10	50%
12410	2510	Treasurer Dis Ins Hybrid	664.00	331.92	332.08	50%
12410	2700	Treasurer Workers Comp	170.00	137.33	32.67	81%
12410	3000	Treasurer Pur Svcs	1,650.00	569.83	1,080.17	35%
12410	3180	Treasurer Credit Card Fees	20,000.00	7,088.09	12,911.91	35%
12410	3190	Treasurer DMV Stop	10,000.00	4,025.00	5,975.00	40%
12410	3320	Treasurer Maint Contracts	5,400.00	66.89	5,333.11	1%
12410	3500	Treasurer Printing & Binding	7,000.00	4,773.50	2,226.50	68%
12410	3600	Treasurer Advertising	500.00	0.00	500.00	0%
12410	5210	Treasurer Postal Svcs	28,000.00	12,843.58	15,156.42	46%
12410	5230	Treasurer Telephone	500.00	24.00	476.00	5%
12410	5500	Treasurer Travel	3,000.00	480.00	2,520.00	16%
12410	5510	Treasurer Local Mileage	400.00	0.00	400.00	0%
12410	5810	Treasurer Dues & Memb	600.00	400.00	200.00	67%
12410	6000	Treasurer Mat & Sup	13,000.00	5,121.55	7,878.45	39%
<b>12410-Treasurer Total</b>			<b>384,093.00</b>	<b>186,744.40</b>	<b>197,348.60</b>	<b>49%</b>
12510-Data Processing/IT						
12510	1100	IT Salaries	175,013.00	87,506.70	87,506.30	50%
12510	1660	IT Employee Bonuses	0.00	2,234.48	(2,234.48)	100%
12510	2100	IT FICA	12,434.00	6,789.90	5,644.10	55%
12510	2210	IT VRS 1&2	11,825.00	5,912.28	5,912.72	50%
12510	2220	IT VRS Hybrid	8,319.00	4,159.74	4,159.26	50%
12510	2300	IT Health Ins	23,947.00	8,357.88	15,589.12	35%
12510	2400	IT Life Ins	2,345.00	1,172.58	1,172.42	50%
12510	2510	IT Dis Ins Hybrid	382.00	190.80	191.20	50%
12510	2700	IT Workers Comp	137.00	111.11	25.89	81%
12510	3000	IT Pur Svcs	15,000.00	2,452.94	12,547.06	16%
12510	3320	IT Maint Contracts	1,542.00	254.00	1,288.00	16%

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FUNCTION	OBJECT	ACCOUNT DESCRIPTION	REVISED BUDGET	YTD EXPENDED	AVAILABLE	
					BUDGET	% Used
12510	5210	IT Postal Svcs	100.00	17.52	82.48	18%
12510	5230	IT Telephone	8,000.00	3,282.07	4,717.93	41%
12510	5240	IT Telecomm Online Tech	10,680.00	9,141.13	1,538.87	86%
12510	5400	IT Leases & Rentals	25,560.00	16,939.41	8,620.59	66%
12510	5500	IT Travel	1,000.00	0.00	1,000.00	0%
12510	5810	IT Dues & Memb	100.00	50.00	50.00	50%
12510	6000	IT Mat & Sup	2,000.00	0.00	2,000.00	0%
12510	6008	IT Vehicle Fuel	100.00	36.46	63.54	36%
12510	6035	IT Noncap Office Equip	1,000.00	0.00	1,000.00	0%
12510	6040	IT Tech SW/OL	94,333.00	51,657.99	42,675.01	55%
12510	6050	IT Noncap Technology Hardware	30,000.00	8,321.26	21,678.74	28%
<b>12510-Data Processing/IT Total</b>			<b>423,817.00</b>	<b>208,588.25</b>	<b>215,228.75</b>	<b>49%</b>
13100-Electoral Board and Officials						
13100	1300	Electoral Part Time Salaries	8,193.00	2,410.50	5,782.50	29%
13100	2100	Electoral FICA	661.00	184.40	476.60	28%
13100	2700	Electoral Workers Comp	7.00	5.20	1.80	74%
13100	3000	Electoral Pur Svcs	5,100.00	3,482.00	1,618.00	68%
13100	3160	Electoral Board Member Fees	21,160.00	9,678.75	11,481.25	46%
13100	3320	Electoral Maint Contracts	8,365.00	4,750.00	3,615.00	57%
13100	3500	Electoral Printing & Binding	5,600.00	3,583.88	2,016.12	64%
13100	3600	Electoral Advertising	260.00	184.40	75.60	71%
13100	5210	Electoral Postal Svcs	1,850.00	796.80	1,053.20	43%
13100	5400	Electoral Leases & Rentals	1,900.00	500.00	1,400.00	26%
13100	5500	Electoral Travel	1,500.00	0.00	1,500.00	0%
13100	5510	Electoral Local Mileage	1,500.00	192.47	1,307.53	13%
13100	5810	Electoral Dues & Memb	200.00	200.00	0.00	100%
13100	6000	Electoral Mat & Sup	1,833.00	857.69	975.31	47%
<b>13100-Electoral Board and Officials Total</b>			<b>58,129.00</b>	<b>26,826.09</b>	<b>31,302.91</b>	<b>46%</b>
13200-Registrar						
13200	1100	Registrar Salaries	79,643.00	39,821.58	39,821.42	50%
13200	1300	Registrar Part Time Salaries	17,724.00	8,790.82	8,933.18	50%
13200	1660	Registrar Employee Bonuses	0.00	2,216.71	(2,216.71)	100%
13200	2100	Registrar FICA	7,371.00	3,899.98	3,471.02	53%
13200	2210	Registrar VRS 1&2	9,167.00	4,583.46	4,583.54	50%
13200	2300	Registrar Health Ins	8,522.00	3,917.40	4,604.60	46%
13200	2400	Registrar Life Ins	1,067.00	533.58	533.42	50%
13200	2700	Registrar Workers Comp	76.00	61.81	14.19	81%
13200	3000	Registrar Pur Svcs	1,400.00	128.00	1,272.00	9%
13200	3320	Registrar Maint Contracts	2,400.00	1,305.83	1,094.17	54%
13200	5210	Registrar Postal Svcs	1,840.00	671.08	1,168.92	36%
13200	5230	Registrar Telephone	1,000.00	257.38	742.62	26%
13200	5500	Registrar Travel	1,600.00	0.00	1,600.00	0%
13200	5510	Registrar Local Mileage	700.00	0.00	700.00	0%
13200	5810	Registrar Dues & Memb	280.00	0.00	280.00	0%
13200	6000	Registrar Mat & Sup	1,100.00	579.04	520.96	53%
<b>13200-Registrar Total</b>			<b>133,890.00</b>	<b>66,766.67</b>	<b>67,123.33</b>	<b>50%</b>
21100-Circuit Court						
21100	5841	Circuit C Juror Pay	7,500.00	1,800.00	5,700.00	24%
21100	5842	Circuit C Jury Comm	360.00	0.00	360.00	0%
21100	6000	Circuit C Mat & Sup	0.00	710.17	(710.17)	100%
21100	6035	Circuit C Noncap Office Equip	0.00	385.00	(385.00)	100%
21100	7000	Circuit Ct Pyt to Joint Ops	12,000.00	9,361.60	2,638.40	78%
<b>21100-Circuit Court Total</b>			<b>19,860.00</b>	<b>12,256.77</b>	<b>7,603.23</b>	<b>62%</b>
21200-General District Court						
21200	3000	District C Pur Svcs	3,300.00	3,000.00	300.00	91%
21200	3150	District C Legal Svcs	270.00	0.00	270.00	0%
21200	3320	District C Maint Contracts	550.00	807.28	(257.28)	147%
21200	5210	District C Postal Svcs	700.00	545.55	154.45	78%
21200	5230	District C Telephone	2,000.00	886.39	1,113.61	44%

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FUNCTION	OBJECT	ACCOUNT DESCRIPTION	REVISED BUDGET	YTD EXPENDED	AVAILABLE	
					BUDGET	% Used
21200	5500	District C Travel	1,000.00	0.00	1,000.00	0%
21200	5810	District C Dues & Memb	200.00	50.00	150.00	25%
21200	6000	District C Mat & Sup	600.00	318.79	281.21	53%
<b>21200-General District Court Total</b>			<b>8,620.00</b>	<b>5,608.01</b>	<b>3,011.99</b>	<b>65%</b>
21510-Blue Ridge Legal Services						
21510	5600	Blue Ridge Legal Svc Contr	1,500.00	1,500.00	0.00	100%
<b>21510-Blue Ridge Legal Services Total</b>			<b>1,500.00</b>	<b>1,500.00</b>	<b>0.00</b>	<b>100%</b>
21600-Juvenile & Domestic Relations						
21600	3000	J&D Court Pur Svcs	3,000.00	3,000.00	0.00	100%
21600	3320	J&D Court Maint Contracts	700.00	522.48	177.52	75%
21600	5210	J&D Court Postal Svcs	700.00	324.96	375.04	46%
21600	5230	J&D Court Telephone	700.00	322.83	377.17	46%
21600	5500	J&D Court Travel	500.00	0.00	500.00	0%
21600	5810	J&D Court Dues & Memb	50.00	50.00	0.00	100%
21600	6000	J&D Court Mat & Sup	750.00	0.00	750.00	0%
<b>21600-Juvenile &amp; Domestic Relations Total</b>			<b>6,400.00</b>	<b>4,220.27</b>	<b>2,179.73</b>	<b>66%</b>
21700-Clerk of the Circuit Court						
21700	1100	Clk of CC Salaries	195,037.00	95,382.96	99,654.04	49%
21700	1660	Clk of CC Employee Bonuses	0.00	3,349.87	(3,349.87)	100%
21700	2100	Clk of CC FICA	14,867.00	7,760.53	7,106.47	52%
21700	2210	Clk of CC VRS 1&2	13,351.00	6,675.30	6,675.70	50%
21700	2220	Clk of CC VRS Hybrid	9,098.00	4,524.34	4,573.66	50%
21700	2300	Clk of CC Health Ins	8,827.00	(297.24)	9,124.24	-3%
21700	2400	Clk of CC Life Ins	2,614.00	1,303.84	1,310.16	50%
21700	2510	Clk of CC Dis Ins Hybrid	417.00	207.53	209.47	50%
21700	2700	Clk of CC Workers Comp	153.00	123.82	29.18	81%
21700	2800	Clk of CC Leave Pay	0.00	2,570.03	(2,570.03)	100%
21700	3000	Clk of CC Pur Svcs	2,500.00	0.00	2,500.00	0%
21700	3320	Clk of CC Maint Contracts	19,500.00	2,129.75	17,370.25	11%
21700	3500	Clk of CC Printing & Binding	1,000.00	358.20	641.80	36%
21700	3510	Clk of CC Microfilming	7,000.00	1,747.53	5,252.47	25%
21700	5210	Clk of CC Postal Svcs	5,800.00	3,770.64	2,029.36	65%
21700	5230	Clk of CC Telephone	1,025.00	505.38	519.62	49%
21700	5810	Clk of CC Dues & Memb	370.00	370.00	0.00	100%
21700	6000	Clk of CC Mat & Sup	6,705.00	2,311.46	4,393.54	34%
21700	6035	Clk of CC Noncap Office Equip	3,070.00	3,070.00	0.00	100%
<b>21700-Clerk of the Circuit Court Total</b>			<b>291,334.00</b>	<b>135,863.94</b>	<b>155,470.06</b>	<b>47%</b>
21910-Victim and Witness Assistance						
21910	1100	VictimWit Regular Salary	45,096.00	23,882.40	21,213.60	53%
21910	1300	VictimWit Part Time Sal	14,815.00	6,098.56	8,716.44	41%
21910	2100	VictimWit FICA	4,583.00	2,298.11	2,284.89	50%
21910	2210	VictimWit VRS 1&2	4,654.00	2,748.90	1,905.10	59%
21910	2400	VictimWit Life Ins	604.00	319.98	284.02	53%
21910	2700	VictimWit Workers Comp	44.00	39.45	4.55	90%
21910	3000	VictimWit Pur Svcs	85.00	18.85	66.15	22%
21910	5210	VictimWit Postal Svcs	110.00	110.00	0.00	100%
21910	5230	VictimWit Telephone	504.00	208.23	295.77	41%
21910	5500	VictimWit Travel	687.00	0.00	687.00	0%
21910	5501	Victim Wit Registration Fees	200.00	125.00	75.00	63%
21910	5510	VictimWit Travel Local Mileage	41.00	0.00	41.00	0%
21910	5810	VictimWit Dues & Memb	205.00	150.00	55.00	73%
21910	6000	VictimWit Mat & Sup	4,314.00	29.97	4,284.03	1%
<b>21910-Victim and Witness Assistance Total</b>			<b>75,942.00</b>	<b>36,029.45</b>	<b>39,912.55</b>	<b>47%</b>
21940-Regional Court Services						
21940	5600	Regional Crt Svc Entity Gift	6,930.00	6,930.00	0.00	100%
<b>21940-Regional Court Services Total</b>			<b>6,930.00</b>	<b>6,930.00</b>	<b>0.00</b>	<b>100%</b>
22100-Commonwealth's Attorney						
22100	1100	Comm Atty Salaries	280,773.00	148,684.64	132,088.36	53%
22100	1100	Comm Atty VSTOP Salaries	8,151.00	4,076.70	4,074.30	50%

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FUNCTION	OBJECT	ACCOUNT DESCRIPTION	REVISED BUDGET	YTD EXPENDED	AVAILABLE	
					BUDGET	% Used
22100	1300	Comm Atty Part Time Salaries	62,461.00	8,085.00	54,376.00	13%
22100	1300	Comm Atty VSTOP PT Salaries	18,513.00	9,256.38	9,256.62	50%
22100	1660	Comm Atty Employee Bonuses	0.00	5,712.68	(5,712.68)	100%
22100	2100	Comm Atty FICA	26,500.00	12,284.22	14,215.78	46%
22100	2100	Comm Atty VSTOP FICA	550.00	648.18	(98.18)	118%
22100	2210	Comm Atty VRS 1&2	15,402.00	3,111.96	12,290.04	20%
22100	2210	Comm Atty VSTOP VRS 1&2	742.00	441.42	300.58	59%
22100	2220	Comm Atty VRS Hybrid	16,814.00	14,076.99	2,737.01	84%
22100	2300	Comm Atty Health Ins	23,947.00	13,141.44	10,805.56	55%
22100	2400	Comm Atty Life Ins	3,751.00	2,001.17	1,749.83	53%
22100	2400	Comm Atty VSTOP Life Ins	97.00	51.42	45.58	53%
22100	2510	Comm Atty Dis Ins Hybrid	771.00	645.74	125.26	84%
22100	2700	Comm Atty Workers Comp	234.00	229.10	4.90	98%
22100	2700	Comm Atty VSTOP Workers Comp	0.00	5.49	(5.49)	100%
22100	3000	Comm Atty Pur Svcs	0.00	180.00	(180.00)	100%
22100	3320	Comm Atty Maint Contracts	500.00	468.00	32.00	94%
22100	5210	Comm Atty Postal Svcs	1,500.00	790.00	710.00	53%
22100	5230	Comm Atty Telephone	3,000.00	930.76	2,069.24	31%
22100	5500	Comm Atty Travel	7,000.00	628.56	6,371.44	9%
22100	5549	Comm Atty Witness Travel Expen	1,500.00	333.36	1,166.64	22%
22100	5810	Comm Atty Dues & Memb	3,500.00	2,417.00	1,083.00	69%
22100	6000	Comm Atty Mat & Sup	3,500.00	1,314.34	2,185.66	38%
22100	6035	Comm Atty Noncap Office Equip	400.00	0.00	400.00	0%
22100	8200	Comm Atty Capital Outlay Adds	16,000.00	6,000.00	10,000.00	38%
<b>22100-Commonwealth's Attorney Total</b>			<b>495,606.00</b>	<b>235,514.55</b>	<b>260,091.45</b>	<b>48%</b>
31200-Sheriff - Total						
31200	1100	Sheriff Salaries	1,730,109.00	833,681.39	896,427.61	48%
31200	1200	Sheriff Overtime	33,500.00	54,233.14	(20,733.14)	162%
31200	1200	CITAC Overtime	5,000.00	0.00	5,000.00	0%
31200	1200	DMV Alcohol Grant Overtime	9,196.00	3,522.26	5,673.74	38%
31200	1200	DMV Speed Overtime	6,688.00	630.76	6,057.24	9%
31200	1200	OCDETF Sheriff Overtime	0.00	1,229.46	(1,229.46)	100%
31200	1300	Sheriff Part Time Salaries	43,860.00	13,795.84	30,064.16	31%
31200	1660	Sheriff Emp Bonuses	0.00	38,094.56	(38,094.56)	100%
31200	2100	Sheriff FICA	137,795.00	73,122.07	64,672.93	53%
31200	2100	CITAC FICA	383.00	0.00	383.00	0%
31200	2100	DMV Alcohol Grant FICA	703.00	267.62	435.38	38%
31200	2100	DMV Speed FICA	512.00	45.23	466.77	9%
31200	2210	Sheriff VRS 1&2	145,460.00	75,330.84	70,129.16	52%
31200	2220	Sheriff VRS Hybrid	52,295.00	20,989.33	31,305.67	40%
31200	2300	Sheriff Health Ins	276,525.00	107,082.32	169,442.68	39%
31200	2300	Sheriff CITAC Health Ins	0.00	(9.81)	9.81	100%
31200	2300	DMV Alcohol Grant Health Ins	0.00	93.02	(93.02)	100%
31200	2300	DMV Speed Health Ins	0.00	62.41	(62.41)	100%
31200	2400	Sheriff Life Ins	23,023.00	11,211.79	11,811.21	49%
31200	2510	Sheriff Dis Ins Hybrid	1,973.00	962.90	1,010.10	49%
31200	2700	Sheriff Workers Comp	29,095.00	39,419.52	(10,324.52)	135%
31200	2800	Sheriff Leave Pay	4,280.00	8,584.50	(4,304.50)	201%
31200	2810	Sheriff Holiday Pay	59,715.00	33,281.68	26,433.32	56%
31200	2860	Sheriff LODA	25,660.00	20,781.38	4,878.62	81%
31200	3000	Sheriff Pur Svcs	31,500.00	12,730.80	18,769.20	40%
31200	3320	Sheriff Maint Contracts	167,804.00	117,871.59	49,932.41	70%
31200	3350	Sheriff Insured Repair Svcs	2,100.00	250.00	1,850.00	12%
31200	3500	Sheriff Printing & Binding	1,050.00	0.00	1,050.00	0%
31200	5210	Sheriff Postal Svcs	2,310.00	544.68	1,765.32	24%
31200	5230	Sheriff Telephone	82,250.00	35,207.84	47,042.16	43%
31200	5300	Sheriff Insurance	15,750.00	10,129.45	5,620.55	64%
31200	5400	Sheriff Leases & Rentals	17,850.00	16,425.48	1,424.52	92%
31200	5500	Sheriff Travel	68,080.00	500.00	67,580.00	1%

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					BUDGET	% Used
31200	5500	Sheriff Travel - Communication	0.00	3,071.10	(3,071.10)	100%
31200	5500	Sheriff Travel - Sworn Staff	0.00	22,691.50	(22,691.50)	100%
31200	5800	Sheriff Miscellaneous Expendit	1,050.00	100.00	950.00	10%
31200	5810	Sheriff Dues & Memb	5,250.00	2,814.80	2,435.20	54%
31200	6000	Sheriff Mat & Sup	63,337.00	999.69	62,337.31	2%
31200	6000	Sheriff COS Mat & Sup	0.00	825.50	(825.50)	100%
31200	6000	Sheriff ETK Mat & Sup	25,000.00	0.00	25,000.00	0%
31200	6000	Sheriff PSU Mat & Sup	0.00	2,643.05	(2,643.05)	100%
31200	6000	Sheriff SOS Mat & Sup	0.00	3,430.53	(3,430.53)	100%
31200	6000	Sheriff VRP Mat & Sup	0.00	12,852.27	(12,852.27)	100%
31200	6000	ICAC Mat & Sup	5,000.00	0.00	5,000.00	0%
31200	6000	DCJS Byrne 00258 Mat & Sup	1,134.00	1,134.00	0.00	100%
31200	6008	Sheriff Vehicle Fuel	66,000.00	33,965.07	32,034.93	51%
31200	6011	Sheriff Clothing	15,650.00	0.00	15,650.00	0%
31200	6011	Sheriff Uniform Sworn Staff	0.00	4,320.24	(4,320.24)	100%
31200	6015	Sheriff Ammunition	28,000.00	1,418.52	26,581.48	5%
<b>31200-Sheriff - Total Total</b>			<b>3,184,887.00</b>	<b>1,620,338.32</b>	<b>1,564,548.68</b>	<b>51%</b>
31210-Criminal Justice Training Ctr						
31210	5600	Criminal Justice Training Ctr	19,593.00	21,723.00	(2,130.00)	111%
<b>31210-Criminal Justice Training Ctr Total</b>			<b>19,593.00</b>	<b>21,723.00</b>	<b>(2,130.00)</b>	<b>111%</b>
31220-Drug Task Force						
31220	5600	Drug Task Force Entity Gift	12,500.00	3,627.58	8,872.42	29%
<b>31220-Drug Task Force Total</b>			<b>12,500.00</b>	<b>3,627.58</b>	<b>8,872.42</b>	<b>29%</b>
32200-Volunteer Fire Companies						
32200	2510	Vol Fire Dis Ins Hybrid	11,000.00	10,518.00	482.00	96%
32200	2700	Vol Fire Worker's Comp	21,000.00	20,728.00	272.00	99%
32200	3000	Vol Fire Pur Svcs	10,000.00	85.00	9,915.00	1%
32200	5300	Vol Fire Co Insurance	51,000.00	0.00	51,000.00	0%
32200	5600	Vol Fire Companies Entity Gift	25,000.00	0.00	25,000.00	0%
32200	5696	Recruitment/Retention-Tuition	15,000.00	0.00	15,000.00	0%
32200	5697	Vol Fire 4 for Life Grant	18,500.00	0.00	18,500.00	0%
32200	5698	Vol Fire Fire Programs	37,480.00	37,479.99	0.01	100%
32200	6000	Vol Fire Mat'l Suppls	2,000.00	39.15	1,960.85	2%
<b>32200-Volunteer Fire Companies Total</b>			<b>190,980.00</b>	<b>68,850.14</b>	<b>122,129.86</b>	<b>36%</b>
32201-Blue Ridge Volunteer Fire Co						
32201	2860	Blue Ridge Vol Fire Co LODA	1,400.00	1,309.10	90.90	94%
32201	5510	Blue Ridge Vol FireFee for Svc	13,800.00	1,738.26	12,061.74	13%
32201	5600	Blue Ridge Vol Fire Co Contrib	90,000.00	45,000.00	45,000.00	50%
<b>32201-Blue Ridge Volunteer Fire Co Total</b>			<b>105,200.00</b>	<b>48,047.36</b>	<b>57,152.64</b>	<b>46%</b>
32202-Boyce Volunteer Fire Co						
32202	2860	Boyce Volunteer Fire Co LODA	1,680.00	1,611.20	68.80	96%
32202	5510	Boyce Vol Fire Co Fee for Svc	28,750.00	3,038.13	25,711.87	11%
32202	5600	Boyce Volunteer Fire Co Contr	90,000.00	45,000.00	45,000.00	50%
<b>32202-Boyce Volunteer Fire Co Total</b>			<b>120,430.00</b>	<b>49,649.33</b>	<b>70,780.67</b>	<b>41%</b>
32203-Enders Volunteer Fire Co						
32203	2860	Enders Volunteer Fire Co LODA	3,300.00	3,222.40	77.60	98%
32203	5510	Enders Vol Fire Co Fee for Svc	72,450.00	22,994.25	49,455.75	32%
32203	5600	Enders Volunteer Fire Co Contr	90,000.00	45,000.00	45,000.00	50%
<b>32203-Enders Volunteer Fire Co Total</b>			<b>165,750.00</b>	<b>71,216.65</b>	<b>94,533.35</b>	<b>43%</b>
32310-Fire and Rescue Services						
32310	1100	EMS Salaries	984,847.00	441,741.48	543,105.52	45%
32310	1100	SAFER Grant Salaries	57,709.00	49,230.28	8,478.72	85%
32310	1200	EMS Overtime	80,000.00	62,890.23	17,109.77	79%
32310	1300	EMS Part Time Salaries	55,000.00	49,533.25	5,466.75	90%
32310	1660	EMS Employee Bonuses	0.00	21,484.41	(21,484.41)	100%
32310	2100	EMS FICA	83,320.00	43,249.56	40,070.44	52%
32310	2100	SAFER Grant FICA	4,301.00	3,624.68	676.32	84%
32310	2210	EMS VRS 1&2	107,485.00	45,887.14	61,597.86	43%
32310	2210	SAFER Grant VRS 1&2	6,511.00	5,437.08	1,073.92	84%

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					BUDGET	% Used
32310	2220	EMS VRS Hybrid	6,002.00	3,001.14	3,000.86	50%
32310	2300	EMS Health Ins	186,660.00	78,783.41	107,876.59	42%
32310	2300	SAFER Grant Health Ins	7,598.00	5,157.93	2,440.07	68%
32310	2400	EMS Life Ins	13,212.00	5,691.55	7,520.45	43%
32310	2400	SAFER Grant Group Life Ins	758.00	632.99	125.01	84%
32310	2510	EMS Dis Ins Hybrid	275.00	137.70	137.30	50%
32310	2700	EMS Workers Comp	30,446.00	26,232.47	4,213.53	86%
32310	2700	SAFER Grant Worker's Comp	0.00	5,297.09	(5,297.09)	100%
32310	2810	EMS Holiday Pay	40,000.00	23,815.43	16,184.57	60%
32310	2860	EMS LODA	17,600.00	15,009.02	2,590.98	85%
32310	3000	EMS Pur Svcs	115,100.00	8,286.46	106,813.54	7%
32310	3000	EMS Pur Svcs-Employee Training	15,000.00	10,243.00	4,757.00	68%
32310	5210	EMS Postal Services	200.00	4.38	195.62	2%
32310	5230	EMS Telephone	1,550.00	273.22	1,276.78	18%
32310	5230	EMS LEMPG Grant-Telephone	0.00	2,694.75	(2,694.75)	100%
32310	5500	EMS Travel	6,000.00	3,024.81	2,975.19	50%
32310	5800	EMS Miscellaneous	4,500.00	820.59	3,679.41	18%
32310	6000	EMS Mat & Sup	40,000.00	14,782.45	25,217.55	37%
32310	6000	EMS Mat'l's and Supplies-Train	0.00	257.85	(257.85)	100%
32310	6000	EMS LEMPG Grant Mat & Sup	7,500.00	0.00	7,500.00	0%
32310	6008	EMS Vehicle Fuel	22,500.00	18,159.19	4,340.81	81%
32310	6011	FIRE/EMS Uniforms	15,000.00	15,356.96	(356.96)	102%
32310	6011	EMS Personal Protection Equip	0.00	365.35	(365.35)	100%
32310	6011	FIRE Personal Protection Equip	21,000.00	2,669.08	18,330.92	13%
32310	6040	EMS Tech SW/OL	15,000.00	16,718.34	(1,718.34)	111%
<b>32310-Fire and Rescue Services Total</b>			<b>1,945,074.00</b>	<b>980,493.27</b>	<b>964,580.73</b>	<b>50%</b>
32320-Lord Fairfax Emergency Medical						
32320	5600	Lord Fairfax EMS Contribution	6,575.00	6,575.00	0.00	100%
<b>32320-Lord Fairfax Emergency Medical Total</b>			<b>6,575.00</b>	<b>6,575.00</b>	<b>0.00</b>	<b>100%</b>
32400-Forestry Services						
32400	5600	Forestry Svcs Entity Gift	2,874.00	2,873.34	0.66	100%
<b>32400-Forestry Services Total</b>			<b>2,874.00</b>	<b>2,873.34</b>	<b>0.66</b>	<b>100%</b>
33210-Regional Jail						
33210	7000	Regional Jail Joint Ops	628,535.00	462,567.75	165,967.25	74%
<b>33210-Regional Jail Total</b>			<b>628,535.00</b>	<b>462,567.75</b>	<b>165,967.25</b>	<b>74%</b>
33220-Juvenile Detention Center						
33220	3840	Juv Det Ctr Intergov Svc Agree	36,168.00	9,387.00	26,781.00	26%
<b>33220-Juvenile Detention Center Total</b>			<b>36,168.00</b>	<b>9,387.00</b>	<b>26,781.00</b>	<b>26%</b>
33300-Probation Office						
33300	5230	Probation Telephone	100.00	24.00	76.00	24%
33300	6000	Probation Mat & Sup	300.00	0.00	300.00	0%
<b>33300-Probation Office Total</b>			<b>400.00</b>	<b>24.00</b>	<b>376.00</b>	<b>6%</b>
34100-Building Inspections						
34100	1100	Bldg Insp Salaries	164,752.00	76,788.13	87,963.87	47%
34100	1300	Bldg Insp Part Time Salaries	22,390.00	8,468.10	13,921.90	38%
34100	1660	Bldg Insp Employee Bonuses	0.00	5,243.78	(5,243.78)	100%
34100	2100	Bldg Insp FICA	13,400.00	6,616.60	6,783.40	49%
34100	2210	Bldg Insp VRS 1&2	8,698.00	4,229.52	4,468.48	49%
34100	2220	Bldg Insp VRS Hybrid	10,265.00	4,384.44	5,880.56	43%
34100	2300	Bldg Insp Health Ins	31,077.00	11,817.67	19,259.33	38%
34100	2400	Bldg Insp Life Ins	2,208.00	1,002.84	1,205.16	45%
34100	2510	Bldg Insp Dis Ins Hybrid	471.00	201.12	269.88	43%
34100	2700	Bldg Insp Workers Comp	2,302.00	2,166.63	135.37	94%
34100	3000	Bldg Insp Pur Svcs	600.00	0.00	600.00	0%
34100	3320	Bldg Insp Maint Contracts	500.00	1,930.63	(1,430.63)	386%
34100	5210	Bldg Insp Postal Svcs	150.00	86.62	63.38	58%
34100	5230	Bldg Insp Telephone	2,500.00	1,271.18	1,228.82	51%
34100	5500	Bldg Insp Travel	1,000.00	0.00	1,000.00	0%
34100	5810	Bldg Insp Dues & Memb	1,000.00	0.00	1,000.00	0%



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FUNCTION	OBJECT	ACCOUNT DESCRIPTION	REVISED BUDGET	YTD EXPENDED	AVAILABLE	
					BUDGET	% Used
34100	6000	Bldg Insp Mat & Sup	3,400.00	2,887.18	512.82	85%
34100	6008	Bldg Insp Vehicle Fuel	2,500.00	1,614.61	885.39	65%
<b>34100-Building Inspections Total</b>			<b>267,213.00</b>	<b>128,709.05</b>	<b>138,503.95</b>	<b>48%</b>
35100-Animal Control						
35100	1100	AnimalShltr Salaries	71,240.00	20,576.86	50,663.14	29%
35100	1300	AnimalShltr Part Time Salaries	14,000.00	11,679.13	2,320.87	83%
35100	1660	AnimalShltr Employee Bonuses	0.00	2,972.85	(2,972.85)	100%
35100	2100	AnimalShltr FICA	6,475.00	3,123.23	3,351.77	48%
35100	2220	AnimalShltr VRS Hybrid	8,200.00	2,540.34	5,659.66	31%
35100	2300	AnimalShltr Health Ins	0.00	1,404.88	(1,404.88)	100%
35100	2400	AnimalShltr Life Ins	955.00	295.74	659.26	31%
35100	2510	AnimalShltr Dis Ins Hybrid	376.00	116.52	259.48	31%
35100	2700	AnimalShltr Workers Comp	880.00	711.21	168.79	81%
35100	2800	AnimalShltr Leave Pay	0.00	5,812.09	(5,812.09)	100%
35100	3000	AnimalShltr Pur Svcs	8,500.00	9,471.05	(971.05)	111%
35100	3320	AnimalShltr Maint Svc Contracts	150.00	23.91	126.09	16%
35100	3500	AnimalShltr Printing & Binding	200.00	0.00	200.00	0%
35100	5230	AnimalShltr Telephone	500.00	260.84	239.16	52%
35100	5400	Anml Shelter Leases and Rental	0.00	1.00	(1.00)	100%
35100	5500	AnimalShltr Travel	400.00	0.00	400.00	0%
35100	5510	AnimalShltr Local Mileage	100.00	0.00	100.00	0%
35100	6000	AnimalShltr Mat & Sup	7,500.00	6,330.21	1,169.79	84%
35100	6008	AnimalShltr Vehicle Fuel	1,500.00	602.27	897.73	40%
35100	6011	AnimalShltr Clothing	500.00	224.25	275.75	45%
<b>35100-Animal Control Total</b>			<b>121,476.00</b>	<b>66,146.38</b>	<b>55,329.62</b>	<b>54%</b>
35300-Med Examiner & Indigent Burial						
35300	3000	Exam&Bury Pur Svcs	200.00	80.00	120.00	40%
<b>35300-Med Examiner &amp; Indigent Burial Total</b>			<b>200.00</b>	<b>80.00</b>	<b>120.00</b>	<b>40%</b>
42400-Refuse Disposal						
42400	3840	RefuseDisp Intergov Svc Agreem	180,000.00	70,434.81	109,565.19	39%
<b>42400-Refuse Disposal Total</b>			<b>180,000.00</b>	<b>70,434.81</b>	<b>109,565.19</b>	<b>39%</b>
42410-Solid Waste Convenience						
42410	1300	SWC PT Salaries - Regular	29,912.00	9,062.50	20,849.50	30%
42410	1660	Convenience Ctr Emp Bonuses	0.00	1,096.83	(1,096.83)	100%
42410	2100	SWC FICA	2,288.00	777.19	1,510.81	34%
42410	2700	Worker's Compensation	525.00	458.46	66.54	87%
42410	3000	SWC Pur Svcs	58,150.00	21,732.68	36,417.32	37%
42410	5110	SWC Electrical Services	2,000.00	562.48	1,437.52	28%
42410	5230	SWC Telephone	500.00	209.15	290.85	42%
42410	6000	SWC Mat & Sup	500.00	0.00	500.00	0%
<b>42410-Solid Waste Convenience Total</b>			<b>93,875.00</b>	<b>33,899.29</b>	<b>59,975.71</b>	<b>36%</b>
42600-Litter Control						
42600	3000	LitterCtrl Pur Svcs	7,981.00	371.39	7,609.61	5%
42600	6000	LitterCtrl Mat & Sup	119.00	0.00	119.00	0%
<b>42600-Litter Control Total</b>			<b>8,100.00</b>	<b>371.39</b>	<b>7,728.61</b>	<b>5%</b>
42700-Sanitation						
42700	3840	Sanitation Intergov Svc Agreem	37,000.00	13,324.05	23,675.95	36%
42700	5600	Sanitation Entity Gift	207,000.00	0.00	207,000.00	0%
<b>42700-Sanitation Total</b>			<b>244,000.00</b>	<b>13,324.05</b>	<b>230,675.95</b>	<b>5%</b>
43200-General Property Maintenance - All Accounts						
43200	1100	Maintenanc Salaries	177,547.00	94,958.63	82,588.37	53%
43200	1660	Maintenanc Employee Bonuses	0.00	7,981.25	(7,981.25)	100%
43200	2100	Maintenanc FICA	12,985.00	7,574.51	5,410.49	58%
43200	2210	Maintenanc VRS 1&2	11,813.00	5,824.49	5,988.51	49%
43200	2220	Maintenanc VRS Hybrid	8,623.00	5,081.49	3,541.51	59%
43200	2300	Maintenanc Health Ins	27,606.00	12,158.70	15,447.30	44%
43200	2400	Maintenanc Life Ins	2,379.00	1,268.61	1,110.39	53%
43200	2510	Maintenanc Dis Ins Hybrid	396.00	233.14	162.86	59%
43200	2700	Maintenanc Workers Comp	3,350.00	1,804.87	1,545.13	54%

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					BUDGET	% Used
43200	3000	Maintenanc Pur Svcs	42,000.00	19,810.66	22,189.34	47%
43200	3000	JGC Maintenanc Pur Svcs	15,000.00	3,141.67	11,858.33	21%
43200	3000	RT Maintenanc Pur Svcs	8,000.00	26,546.13	(18,546.13)	332%
43200	3000	ChurchSt Maint Pur Svcs	2,000.00	2,587.14	(587.14)	129%
43200	3000	104Church Maint Pur Svcs	11,000.00	4,414.04	6,585.96	40%
43200	3000	225Rams Maint Pur Svcs	6,500.00	0.00	6,500.00	0%
43200	3000	524West Maint Pur Svcs	1,500.00	0.00	1,500.00	0%
43200	3000	AlRec Maint Pur Svcs	10,000.00	1,629.11	8,370.89	16%
43200	3000	AlOff Maint Pur Svcs	10,000.00	1,110.00	8,890.00	11%
43200	3000	AlPool Maint Pur Svcs	8,000.00	888.05	7,111.95	11%
43200	3000	AlBase Maint Pur Svcs	750.00	0.00	750.00	0%
43200	3000	AlSoc Maint Pur Svcs	1,000.00	200.00	800.00	20%
43200	3000	106Church Maint Pur Svcs	500.00	0.00	500.00	0%
43200	3000	32EMain Maint Pur Svcs	500.00	0.00	500.00	0%
43200	3000	36EMain Maint Pur Svcs	500.00	0.00	500.00	0%
43200	3000	311EMain Maint Pur Svcs	3,500.00	304.95	3,195.05	9%
43200	3000	309WMain Maint Pur Svcs	500.00	0.00	500.00	0%
43200	3000	129Rams Maint Pur Svcs	1,000.00	0.00	1,000.00	0%
43200	3320	Maintenanc Maint Contracts	85,000.00	41,736.20	43,263.80	49%
43200	3320	JGC Maint Contracts	7,000.00	4,161.56	2,838.44	59%
43200	3320	RT Maintenanc Maint Contracts	5,000.00	5,055.82	(55.82)	101%
43200	3320	ChurchSt Maint Contracts	3,500.00	3,301.22	198.78	94%
43200	3320	104Church Maint Contracts	3,500.00	3,766.62	(266.62)	108%
43200	3320	225Rams Maint Contracts	2,770.00	3,221.49	(451.49)	116%
43200	3320	524West Maint Contracts	742.00	442.00	300.00	60%
43200	3320	AlRec Maint Contracts	3,700.00	2,982.84	717.16	81%
43200	3320	106Church Maint Contracts	500.00	401.05	98.95	80%
43200	3320	36EMain Maint Contracts	500.00	465.40	34.60	93%
43200	3320	311EMain Maint Contracts	4,000.00	3,409.45	590.55	85%
43200	3320	309WMain Maint Serv Contracts	750.00	0.00	750.00	0%
43200	3320	129Rams Maint Contracts	750.00	360.02	389.98	48%
43200	3340	Maintenanc Custodial Contracts	42,000.00	16,680.90	25,319.10	40%
43200	3340	JGC Maintenanc Custodial Contr	18,000.00	7,126.50	10,873.50	40%
43200	3340	311EMain Maint Cus Contracts	3,600.00	2,767.50	832.50	77%
43200	3600	Maintenanc Advertising	800.00	0.00	800.00	0%
43200	5110	JGC Maintenanc Electric	40,000.00	18,787.45	21,212.55	47%
43200	5110	RT Maintenanc Electric	12,000.00	5,186.06	6,813.94	43%
43200	5110	ChurchSt Maint Electric	25,000.00	9,134.14	15,865.86	37%
43200	5110	104Church Maint Electric	11,000.00	4,463.01	6,536.99	41%
43200	5110	225Rams Maint Electric	7,000.00	4,318.78	2,681.22	62%
43200	5110	524West Maint Electric	2,000.00	716.45	1,283.55	36%
43200	5110	AlRec Maint Electric	27,000.00	11,413.25	15,586.75	42%
43200	5110	AlOff Maint Electric	5,500.00	2,646.34	2,853.66	48%
43200	5110	AlPool Maint Electric	8,000.00	5,877.11	2,122.89	73%
43200	5110	AlBase Maint Electric	800.00	246.30	553.70	31%
43200	5110	AlSoc Maint Electric	750.00	241.49	508.51	32%
43200	5110	311EMain Maint Electric	8,000.00	3,496.52	4,503.48	44%
43200	5110	309WMain Maint Electrical Svcs	1,500.00	436.50	1,063.50	29%
43200	5110	129Rams Maint Electric	3,000.00	1,243.26	1,756.74	41%
43200	5120	JGC Maintenanc Heating	5,500.00	2,686.18	2,813.82	49%
43200	5120	RT Maintenanc Heating	1,800.00	531.94	1,268.06	30%
43200	5120	104Church Maint Heating	3,800.00	220.15	3,579.85	6%
43200	5120	225Rams Maint Heating	6,000.00	1,106.80	4,893.20	18%
43200	5120	524West Maint Heating	2,000.00	0.00	2,000.00	0%
43200	5120	AlRec Maint Heating	5,000.00	826.69	4,173.31	17%
43200	5120	309WMain Maint Heating	1,200.00	0.00	1,200.00	0%
43200	5120	129Rams Maint Heating	3,300.00	513.76	2,786.24	16%
43200	5130	Maintenanc Water & Sewer	500.00	247.31	252.69	49%
43200	5130	JGC Maintenanc Water & Sewer	1,400.00	601.27	798.73	43%

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					BUDGET	% Used
43200	5130	RT Maintenanc Water & Sewer	4,500.00	1,859.94	2,640.06	41%
43200	5130	104Church Maint Water & Sewer	750.00	308.90	441.10	41%
43200	5130	225Rams Maint Water & Sewer	300.00	29.94	270.06	10%
43200	5130	AlRec Maint Water & Sewer	2,000.00	729.09	1,270.91	36%
43200	5130	AlOff Maint Water & Sewer	3,000.00	3,212.99	(212.99)	107%
43200	5130	AlPool Maint Water & Sewer	14,000.00	5,949.80	8,050.20	42%
43200	5130	311EMain Maint Water & Sewer	1,000.00	531.54	468.46	53%
43200	5130	309WMain Maint Water & Sewer	800.00	623.52	176.48	78%
43200	5130	129Rams Maint Water & Sewer	400.00	267.43	132.57	67%
43200	5230	Maintenanc Telephone	2,000.00	481.67	1,518.33	24%
43200	5300	Maintenanc Insurance	43,100.00	45,337.68	(2,237.68)	105%
43200	5500	Maintenanc Travel	500.00	0.00	500.00	0%
43200	6000	Maintenanc Mat & Sup	35,000.00	14,234.33	20,765.67	41%
43200	6000	JGC Maintenance Mat & Sup	2,500.00	2,937.10	(437.10)	117%
43200	6000	RT Maint Mat & Sup	1,000.00	533.17	466.83	53%
43200	6000	ChurchSt Maint Mat & Sup	1,000.00	152.81	847.19	15%
43200	6000	104Church Maint Mat & Sup	1,200.00	113.96	1,086.04	9%
43200	6000	225Rams Maint Mat & Sup	1,200.00	46.85	1,153.15	4%
43200	6000	524West Maint Mat & Sup	1,000.00	0.00	1,000.00	0%
43200	6000	AlRec Maint Mat & Sup	2,200.00	409.07	1,790.93	19%
43200	6000	AlOff Maint Mat & Sup	5,000.00	635.79	4,364.21	13%
43200	6000	AlPool Maint Mat & Sup	2,500.00	9,332.29	(6,832.29)	373%
43200	6000	AlBase Maint Mat & Sup	3,500.00	1,169.91	2,330.09	33%
43200	6000	AlSoc Maint Mat & Sup	10,000.00	4,557.04	5,442.96	46%
43200	6000	106Church Maint Mat & Sup	500.00	0.00	500.00	0%
43200	6000	Kohn Maint Mat & Sup	1,000.00	0.00	1,000.00	0%
43200	6000	32EMain Maint Mat & Sup	500.00	0.00	500.00	0%
43200	6000	36EMain Maint Mat & Sup	500.00	0.00	500.00	0%
43200	6000	311EMain Maint Mat & Sup	1,000.00	334.23	665.77	33%
43200	6000	309WMain Maint Mat & Sup	500.00	0.00	500.00	0%
43200	6000	129Rams Maint Mat & Sup	500.00	0.00	500.00	0%
43200	6008	Maintenanc Vehicle Fuel	7,500.00	4,269.90	3,230.10	57%
<b>43200-General Property Maintenance - All Accounts Total</b>			<b>881,561.00</b>	<b>466,395.72</b>	<b>415,165.28</b>	<b>53%</b>
51100-Local Health Department						
51100	5600	Local Health Dept Contribution	193,642.00	96,821.00	96,821.00	50%
<b>51100-Local Health Department Total</b>			<b>193,642.00</b>	<b>96,821.00</b>	<b>96,821.00</b>	<b>50%</b>
51200-Our Health						
51200	5600	Our Health Entity Gift	6,500.00	6,500.00	0.00	100%
<b>51200-Our Health Total</b>			<b>6,500.00</b>	<b>6,500.00</b>	<b>0.00</b>	<b>100%</b>
52400-N Shen Valley Subst Abuse Coal						
52400	5600	N Shen Vally Sub Abuse Coal Co	15,000.00	7,500.00	7,500.00	50%
<b>52400-N Shen Valley Subst Abuse Coal Total</b>			<b>15,000.00</b>	<b>7,500.00</b>	<b>7,500.00</b>	<b>50%</b>
52500-Northwestern Community Svcs						
52500	5600	NW Community Svc Entity Gift	105,985.00	52,992.50	52,992.50	50%
<b>52500-Northwestern Community Svcs Total</b>			<b>105,985.00</b>	<b>52,992.50</b>	<b>52,992.50</b>	<b>50%</b>
52800-Concern Hotline						
52800	5600	Concern Hotline Entity Gift	1,500.00	1,500.00	0.00	100%
<b>52800-Concern Hotline Total</b>			<b>1,500.00</b>	<b>1,500.00</b>	<b>0.00</b>	<b>100%</b>
52900-NW Works						
52900	5600	NW Works Entity Gift	5,000.00	5,000.00	0.00	100%
<b>52900-NW Works Total</b>			<b>5,000.00</b>	<b>5,000.00</b>	<b>0.00</b>	<b>100%</b>
53230-Shenandoah Area Agency on Aging						
53230	5600	SAAA EntityGift	40,000.00	20,000.00	20,000.00	50%
<b>53230-Shenandoah Area Agency on Aging Total</b>			<b>40,000.00</b>	<b>20,000.00</b>	<b>20,000.00</b>	<b>50%</b>
53240-VA Regional Transp Assn						
53240	5600	Virginia Regional Transit Cont	24,960.00	12,480.00	12,480.00	50%
<b>53240-VA Regional Transp Assn Total</b>			<b>24,960.00</b>	<b>12,480.00</b>	<b>12,480.00</b>	<b>50%</b>
53250-FISH of Clarke County						
53250	5600	FISH of Clarke County Contr	1,000.00	1,000.00	0.00	100%

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					BUDGET	% Used
<b>53250-FISH of Clarke County Total</b>			<b>1,000.00</b>	<b>1,000.00</b>	<b>0.00</b>	<b>100%</b>
53600-Access Independence						
53600	5600	Access Independence Contr	1,500.00	1,500.00	0.00	100%
<b>53600-Access Independence Total</b>			<b>1,500.00</b>	<b>1,500.00</b>	<b>0.00</b>	<b>100%</b>
53700-The Laurel Ctr (Women's Shltr)						
53700	5600	Laurel Center Contribution	4,000.00	4,000.00	0.00	100%
<b>53700-The Laurel Ctr (Women's Shltr) Total</b>			<b>4,000.00</b>	<b>4,000.00</b>	<b>0.00</b>	<b>100%</b>
53710-Tax Relief for the Elde						
53710	5600	Tax Relief for the Elderly	215,000.00	0.00	215,000.00	0%
<b>53710-Tax Relief for the Elde Total</b>			<b>215,000.00</b>	<b>0.00</b>	<b>215,000.00</b>	<b>0%</b>
69100-Lord Fairfax Community College						
69100	5600	Lord FairfaxComm College Cont	16,528.00	8,264.00	8,264.00	50%
<b>69100-Lord Fairfax Community College Total</b>			<b>16,528.00</b>	<b>8,264.00</b>	<b>8,264.00</b>	<b>50%</b>
71100-Parks Administration						
71100	1100	Parks Adm Salaries	350,840.00	173,119.28	177,720.72	49%
71100	1300	Parks Adm Part Time Salaries	26,036.00	13,620.00	12,416.00	52%
71100	1660	Parks Adm Employee Bonuses	0.00	8,658.74	(8,658.74)	100%
71100	2100	Parks Adm FICA	26,415.00	14,139.60	12,275.40	54%
71100	2210	Parks Adm VRS 1&2	40,382.00	18,664.84	21,717.16	46%
71100	2220	Parks Adm VRS Hybrid	0.00	1,419.56	(1,419.56)	100%
71100	2300	Parks Adm Health Ins	59,572.00	22,545.13	37,026.87	38%
71100	2400	Parks Adm Life Ins	4,701.00	2,338.20	2,362.80	50%
71100	2510	Parks Adm Dis Ins Hybrid	0.00	65.12	(65.12)	100%
71100	2700	Parks Adm Workers Comp	7,240.00	5,899.45	1,340.55	81%
71100	2800	Parks Adm Leave Pay	0.00	3,341.63	(3,341.63)	100%
71100	3000	Parks Adm Pur Svcs	570.00	39.95	530.05	7%
71100	3180	Parks Adm Credit Card Fees	8,000.00	3,304.87	4,695.13	41%
71100	3320	Parks Adm Maint Contracts	1,000.00	1,055.30	(55.30)	106%
71100	3500	Parks Adm Printing & Binding	395.00	0.00	395.00	0%
71100	3600	Parks Adm Advertising	1,175.00	0.00	1,175.00	0%
71100	5210	Parks Adm Postal Svcs	1,325.00	276.05	1,048.95	21%
71100	5230	Parks Adm Telephone	1,000.00	405.02	594.98	41%
71100	5400	Parks Adm Leases & Rentals	3,191.00	1,038.23	2,152.77	33%
71100	5500	Parks Adm Travel	2,190.00	0.00	2,190.00	0%
71100	5810	Parks Adm Dues & Memb	2,111.00	1,205.00	906.00	57%
71100	6000	Parks Adm Mat & Sup	5,156.00	1,726.42	3,429.58	33%
71100	6008	Parks Adm Vehicle Fuel	700.00	302.68	397.32	43%
71100	6011	Parks Adm Clothing	1,100.00	519.95	580.05	47%
71100	6035	Parks Adm Noncap Office Equip	0.00	2,378.44	(2,378.44)	100%
71100	8200	Parks Adm Capital Outlay Adds	23,000.00	0.00	23,000.00	0%
<b>71100-Parks Administration Total</b>			<b>566,099.00</b>	<b>276,063.46</b>	<b>290,035.54</b>	<b>49%</b>
71310-Recreation Center						
71310	1100	Rec Center Salaries	59,131.00	29,565.54	29,565.46	50%
71310	1300	Rec Center Part Time Salaries	65,580.00	25,003.96	40,576.04	38%
71310	1660	Rec Center Employee Bonuses	0.00	4,989.38	(4,989.38)	100%
71310	2100	Rec Center FICA	9,487.00	4,532.99	4,954.01	48%
71310	2210	Rec Center VRS 1&2	6,806.00	3,403.02	3,402.98	50%
71310	2300	Rec Center Health Ins	8,827.00	3,943.65	4,883.35	45%
71310	2400	Rec Center Life Ins	792.00	396.18	395.82	50%
71310	2700	Rec Center Workers Comp	2,580.00	1,956.67	623.33	76%
71310	3600	Rec Center Advertising	890.00	761.20	128.80	86%
71310	5830	Rec Center Refunds	1,000.00	1,077.00	(77.00)	108%
71310	6000	Rec Center Mat & Sup	7,595.00	2,065.61	5,529.39	27%
71310	6012	Rec Center Merch for Resale	3,000.00	1,396.28	1,603.72	47%
<b>71310-Recreation Center Total</b>			<b>165,688.00</b>	<b>79,091.48</b>	<b>86,596.52</b>	<b>48%</b>
71320-Swimming Pool						
71320	1300	Pool Part Time Salaries	77,729.00	57,334.45	20,394.55	74%
71320	2100	Pool FICA	5,946.00	4,381.23	1,564.77	74%
71320	2300	Pool Health Ins	0.00	(41.73)	41.73	100%

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FUNCTION	OBJECT	ACCOUNT DESCRIPTION	REVISED BUDGET	YTD EXPENDED	AVAILABLE	
					BUDGET	% Used
71320	2700	Pool Workers Comp	1,608.00	1,312.11	295.89	82%
71320	3000	Pool Pur Svcs	1,500.00	0.00	1,500.00	0%
71320	5500	Pool Travel	275.00	0.00	275.00	0%
71320	5810	Pool Dues & Memb	1,800.00	1,590.00	210.00	88%
71320	5830	Pool Refunds	1,395.00	2,298.80	(903.80)	165%
71320	6000	Pool Mat & Sup	2,596.00	535.08	2,060.92	21%
71320	6011	Pool Clothing	1,746.00	963.67	782.33	55%
71320	6012	Pool Merch for Resale	680.00	0.00	680.00	0%
71320	6026	Pool Chemicals	10,000.00	335.16	9,664.84	3%
<b>71320-Swimming Pool Total</b>			<b>105,275.00</b>	<b>68,708.77</b>	<b>36,566.23</b>	<b>65%</b>
71350-Parks Programs						
71350	1100	Programs Salaries	47,346.00	23,749.98	23,596.02	50%
71350	1200	Programs Overtime	0.00	54.25	(54.25)	100%
71350	1300	Programs Part Time Salaries	135,659.00	39,858.50	95,800.50	29%
71350	1660	Programs Employee Bonuses	0.00	3,328.61	(3,328.61)	100%
71350	2100	Programs FICA	12,952.00	5,069.59	7,882.41	39%
71350	2210	Programs VRS 1&2	5,450.00	2,733.60	2,716.40	50%
71350	2300	Programs Health Ins	8,671.00	3,528.60	5,142.40	41%
71350	2400	Programs Life Ins	634.00	318.24	315.76	50%
71350	2700	Programs Workers Comp	3,580.00	2,871.29	708.71	80%
71350	3000	Programs Pur Svcs	46,483.00	19,024.00	27,459.00	41%
71350	3500	Programs Printing & Binding	5,000.00	1,899.62	3,100.38	38%
71350	3600	Programs Advertising	2,000.00	363.00	1,637.00	18%
71350	5210	Programs Postal Svcs	100.00	0.00	100.00	0%
71350	5230	Programs Telephone	0.00	208.23	(208.23)	100%
71350	5400	Programs Leases & Rentals	300.00	0.00	300.00	0%
71350	5500	Programs Travel	1,000.00	0.00	1,000.00	0%
71350	5560	Programs Group Trip	42,284.00	1,385.50	40,898.50	3%
71350	5810	Programs Dues & Memb	200.00	0.00	200.00	0%
71350	5830	Programs Refunds	7,000.00	3,783.75	3,216.25	54%
71350	6000	Programs Mat & Sup	14,077.00	5,081.97	8,995.03	36%
71350	6011	Programs Clothing	1,500.00	285.09	1,214.91	19%
71350	6012	Programs Merch for Resale	5,821.00	0.00	5,821.00	0%
<b>71350-Parks Programs Total</b>			<b>340,057.00</b>	<b>113,543.82</b>	<b>226,513.18</b>	<b>33%</b>
71360-Concession Stand						
71360	1300	Concession Part Time Salaries	5,900.00	5,610.00	290.00	95%
71360	2100	Concession FICA	451.00	429.17	21.83	95%
71360	6000	Concession Mat & Sup	100.00	186.42	(86.42)	186%
71360	6012	Concession Merch for Resale	13,600.00	4,688.38	8,911.62	34%
<b>71360-Concession Stand Total</b>			<b>20,051.00</b>	<b>10,913.97</b>	<b>9,137.03</b>	<b>54%</b>
72240-Barns of Rose Hill						
72240	5600	Barns of Rose Hill Contr	14,000.00	14,000.00	0.00	100%
<b>72240-Barns of Rose Hill Total</b>			<b>14,000.00</b>	<b>14,000.00</b>	<b>0.00</b>	<b>100%</b>
72700-VA Commission for the Arts						
72700	5600	VA Comm for Arts Contr	9,000.00	9,000.00	0.00	100%
<b>72700-VA Commission for the Arts Total</b>			<b>9,000.00</b>	<b>9,000.00</b>	<b>0.00</b>	<b>100%</b>
73200-Handley Regional Library						
73200	5600	Handley Regional Library Contr	314,000.00	157,000.00	157,000.00	50%
<b>73200-Handley Regional Library Total</b>			<b>314,000.00</b>	<b>157,000.00</b>	<b>157,000.00</b>	<b>50%</b>
81110-Planning Administration						
81110	1100	Plan Adm Salaries	306,974.00	153,831.75	153,142.25	50%
81110	1300	Plan Adm Part Time Salaries	36,000.00	16,020.00	19,980.00	45%
81110	1660	Plan Adm Employee Bonuses	0.00	5,010.19	(5,010.19)	100%
81110	2100	Plan Adm FICA	23,357.00	12,840.41	10,516.59	55%
81110	2210	Plan Adm VRS 1&2	22,306.00	11,153.10	11,152.90	50%
81110	2220	Plan Adm VRS Hybrid	13,026.00	6,496.80	6,529.20	50%
81110	2300	Plan Adm Health Ins	34,261.00	16,232.70	18,028.30	47%
81110	2400	Plan Adm Life Ins	4,113.00	2,054.76	2,058.24	50%
81110	2510	Plan Adm Dis Ins Hybrid	598.00	298.02	299.98	50%

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FUNCTION	OBJECT	ACCOUNT DESCRIPTION	REVISED BUDGET	YTD EXPENDED	AVAILABLE	
					BUDGET	% Used
81110	2700	Plan Adm Workers Comp	5,689.00	4,606.46	1,082.54	81%
81110	3000	Plan Adm Pur Svcs	15,000.00	952.50	14,047.50	6%
81110	3140	Plan Adm Engineer & Architect	20,000.00	0.00	20,000.00	0%
81110	3140	Plan Adm Pass Thru Eng Fees	5,000.00	24,375.00	(19,375.00)	488%
81110	3320	Plan Adm Maint Contracts	0.00	2,238.56	(2,238.56)	100%
81110	3500	Plan Adm Printing & Binding	2,000.00	912.50	1,087.50	46%
81110	5210	Plan Adm Postal Svcs	1,200.00	656.66	543.34	55%
81110	5230	Plan Adm Telephone	400.00	224.96	175.04	56%
81110	5500	Plan Adm Travel	2,000.00	343.65	1,656.35	17%
81110	5510	Plan Adm Local Mileage	1,000.00	590.44	409.56	59%
81110	5810	Plan Adm Dues & Memb	400.00	350.00	50.00	88%
81110	6000	Plan Adm Mat & Sup	2,715.00	669.21	2,045.79	25%
<b>81110-Planning Administration Total</b>			<b>496,039.00</b>	<b>259,857.67</b>	<b>236,181.33</b>	<b>52%</b>
81120-Planning Commission						
81120	1300	Plan Com Part Time Salaries	500.00	450.00	50.00	90%
81120	2100	Plan Com FICA	38.00	34.43	3.57	91%
81120	2700	Plan Com Workers Comp	10.00	7.66	2.34	77%
81120	3160	Plan Com Board Member Fees	8,000.00	2,850.00	5,150.00	36%
81120	3600	Plan Com Advertising	4,000.00	2,913.00	1,087.00	73%
81120	5210	Plan Com Postal Svcs	100.00	36.79	63.21	37%
81120	5500	Plan Com Travel	1,750.00	0.00	1,750.00	0%
81120	6000	Plan Com Mat & Sup	0.00	22.70	(22.70)	100%
<b>81120-Planning Commission Total</b>			<b>14,398.00</b>	<b>6,314.58</b>	<b>8,083.42</b>	<b>44%</b>
81130-Berryville Dev Authority						
81130	3160	BryDevAuth Board Member Fees	900.00	0.00	900.00	0%
<b>81130-Berryville Dev Authority Total</b>			<b>900.00</b>	<b>0.00</b>	<b>900.00</b>	<b>0%</b>
81140-Regional Airport Authority						
81140	5600	Regional Airport Auth Contr	5,000.00	5,000.00	0.00	100%
<b>81140-Regional Airport Authority Total</b>			<b>5,000.00</b>	<b>5,000.00</b>	<b>0.00</b>	<b>100%</b>
81310-Help With Housing						
81310	5600	Help with Housing Contrib	5,000.00	5,000.00	0.00	100%
<b>81310-Help With Housing Total</b>			<b>5,000.00</b>	<b>5,000.00</b>	<b>0.00</b>	<b>100%</b>
81400-Board of Zoning Appeals						
81400	1300	BrdZonApp Part Time Salaries	250.00	0.00	250.00	0%
81400	2100	BrdZonApp FICA	19.00	0.00	19.00	0%
81400	3000	BrdZonApp Pur Svcs	2,000.00	450.00	1,550.00	23%
81400	3160	BrdZonApp Board Member Fees	500.00	0.00	500.00	0%
81400	3600	BrdZonApp Advertising	700.00	0.00	700.00	0%
81400	5210	BrdZonApp Postal Svcs	50.00	0.00	50.00	0%
<b>81400-Board of Zoning Appeals Total</b>			<b>3,519.00</b>	<b>450.00</b>	<b>3,069.00</b>	<b>13%</b>
81510-Office of Economic Development						
81510	1100	Econ Dev Salaries	78,730.00	39,365.22	39,364.78	50%
81510	1660	Econ Dev Employee Bonuses	0.00	1,124.04	(1,124.04)	100%
81510	2100	Econ Dev FICA	6,023.00	3,124.70	2,898.30	52%
81510	2220	Econ Dev VRS Hybrid	9,062.00	4,530.96	4,531.04	50%
81510	2400	Econ Dev Life Ins	1,055.00	527.52	527.48	50%
81510	2510	Econ Dev Dis Ins Hybrid	416.00	207.84	208.16	50%
81510	2700	Econ Dev Workers Comp	1,554.00	49.98	1,504.02	3%
81510	3000	Econ Dev Pur Svcs	45,000.00	4,811.99	40,188.01	11%
81510	3320	Econ Dev Maint Svc Contracts	2,000.00	600.00	1,400.00	30%
81510	3500	Econ Dev Printing & Binding	9,000.00	3,468.47	5,531.53	39%
81510	3600	Econ Dev Advertising	4,000.00	0.00	4,000.00	0%
81510	5210	Econ Dev Postal Svcs	100.00	0.00	100.00	0%
81510	5230	Econ Dev Telephone	550.00	208.23	341.77	38%
81510	5400	Leases and Rentals-USDA	0.00	325.00	(325.00)	100%
81510	5500	Econ Dev Travel	500.00	0.00	500.00	0%
81510	5510	Econ Dev Local Mileage	250.00	94.77	155.23	38%
81510	5800	Econ Dev Miscellaneous Expendi	500.00	0.00	500.00	0%
81510	5810	Econ Dev Dues & Memb	11,200.00	11,438.75	(238.75)	102%

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FUNCTION	OBJECT	ACCOUNT DESCRIPTION	REVISED BUDGET	YTD EXPENDED	AVAILABLE	
					BUDGET	% Used
81510	6000	Econ Dev Mat & Sup	585.00	4,040.36	(3,455.36)	691%
81510	6000	Econ Dev Mat & Supp- USDA	0.00	400.86	(400.86)	100%
<b>81510-Office of Economic Development Total</b>			<b>170,525.00</b>	<b>74,318.69</b>	<b>96,206.31</b>	<b>44%</b>
81530-Small Business Dev Center						
81530	5600	Small Bus Dev Ctr Contrib	2,000.00	2,000.00	0.00	100%
<b>81530-Small Business Dev Center Total</b>			<b>2,000.00</b>	<b>2,000.00</b>	<b>0.00</b>	<b>100%</b>
81540-Blandy Experimental Farm						
81540	5600	Blandy Exp Farm Contrib	3,500.00	3,500.00	0.00	100%
<b>81540-Blandy Experimental Farm Total</b>			<b>3,500.00</b>	<b>3,500.00</b>	<b>0.00</b>	<b>100%</b>
81550-Berryville Main Street						
81550	5600	B'ville Main St Contribution	3,866.00	3,866.00	0.00	100%
<b>81550-Berryville Main Street Total</b>			<b>3,866.00</b>	<b>3,866.00</b>	<b>0.00</b>	<b>100%</b>
81800-Historic Preservation Comm						
81800	1300	HstPrvCom Part Time Salaries	0.00	25.00	(25.00)	100%
81800	2100	HstPrvCom FICA	0.00	1.91	(1.91)	100%
81800	3000	HstPrvCom Pur Svcs	9,500.00	3,169.40	6,330.60	33%
81800	3000	HstPrvCom Pur Svcs	24,505.00	24,505.00	0.00	100%
81800	3160	HstPrvCom Board Member Fees	1,000.00	150.00	850.00	15%
81800	3600	HstPrvCom Advertising	300.00	822.60	(522.60)	274%
81800	5210	HstPrvCom Postal Svcs	50.00	0.00	50.00	0%
81800	5500	HstPrvCom Travel	50.00	0.00	50.00	0%
<b>81800-Historic Preservation Comm Total</b>			<b>35,405.00</b>	<b>28,673.91</b>	<b>6,731.09</b>	<b>81%</b>
81910-Northern Shen Valley Reg Comm						
81910	5600	NSVRC EntityGift	10,914.00	10,913.37	0.63	100%
<b>81910-Northern Shen Valley Reg Comm Total</b>			<b>10,914.00</b>	<b>10,913.37</b>	<b>0.63</b>	<b>100%</b>
82210-Water Quality Management						
82210	3000	Water Qual Pur Svcs	30,000.00	0.00	30,000.00	0%
<b>82210-Water Quality Management Total</b>			<b>30,000.00</b>	<b>0.00</b>	<b>30,000.00</b>	<b>0%</b>
82220-Friends of the Shenandoah						
82220	5600	Friends of Shenandoah Contr	9,000.00	9,000.00	0.00	100%
<b>82220-Friends of the Shenandoah Total</b>			<b>9,000.00</b>	<b>9,000.00</b>	<b>0.00</b>	<b>100%</b>
82230-Board of Septic Appeals						
82230	1300	BrdSepApp Part Time Salaries	200.00	0.00	200.00	0%
82230	2100	BrdSepApp FICA	15.00	0.00	15.00	0%
82230	2300	BrdSepApp Health Ins	0.00	(2.49)	2.49	100%
82230	2700	BrdSepApp Workers Comp	4.00	3.07	0.93	77%
82230	3000	BrdSepApp Pur Svcs	500.00	0.00	500.00	0%
82230	3160	BrdSepApp Board Member Fees	250.00	0.00	250.00	0%
82230	3600	BrdSepApp Advertising	500.00	0.00	500.00	0%
82230	5210	BrdSepApp Postal Svcs	100.00	0.00	100.00	0%
<b>82230-Board of Septic Appeals Total</b>			<b>1,569.00</b>	<b>0.58</b>	<b>1,568.42</b>	<b>0%</b>
82400-LF Soil & Water Cons Dist						
82400	5600	Lord Fairfax S&W Contr	7,500.00	7,500.00	0.00	100%
<b>82400-LF Soil &amp; Water Cons Dist Total</b>			<b>7,500.00</b>	<b>7,500.00</b>	<b>0.00</b>	<b>100%</b>
82600-Bio-solids Application						
82600	1300	Biosolids Part Time Salaries	1,000.00	0.00	1,000.00	0%
82600	2100	Biosolids FICA	76.00	0.00	76.00	0%
82600	2700	Biosolids Workers Comp	20.00	15.33	4.67	77%
<b>82600-Bio-solids Application Total</b>			<b>1,096.00</b>	<b>15.33</b>	<b>1,080.67</b>	<b>1%</b>
83100-Cooperative Extension Program						
83100	3320	Coop Ext Maint Contracts	800.00	146.98	653.02	18%
83100	3841	Coop Ext VPI Agent	51,282.00	0.00	51,282.00	0%
83100	5210	Coop Ext Postal Svcs	500.00	28.09	471.91	6%
83100	5230	Coop Ext Telephone	200.00	0.00	200.00	0%
83100	5810	Coop Ext Dues & Memb	150.00	0.00	150.00	0%
83100	6000	Coop Ext Mat & Sup	1,500.00	52.68	1,447.32	4%
<b>83100-Cooperative Extension Program Total</b>			<b>54,432.00</b>	<b>227.75</b>	<b>54,204.25</b>	<b>0%</b>
83400-4-H Center						
83400	5600	4-H Center EntityGift	3,125.00	3,125.00	0.00	100%

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FUNCTION	OBJECT	ACCOUNT DESCRIPTION	REVISED BUDGET	YTD EXPENDED	AVAILABLE	
					BUDGET	% Used
<b>83400-4-H Center Total</b>			<b>3,125.00</b>	<b>3,125.00</b>	<b>0.00</b>	<b>100%</b>
91600-Contingency Reserves						
91600	1000	Reserve Personnel	71,000.00	0.00	71,000.00	0%
91600	1000	ARPA Personnel	50,000.00	0.00	50,000.00	0%
91600	3140	Reserve Engineer & Architect	5,000.00	0.00	5,000.00	0%
91600	3150	Reserve Legal Svcs	10,000.00	0.00	10,000.00	0%
91600	8000	Reserve Capital Outlay	20,000.00	0.00	20,000.00	0%
<b>91600-Contingency Reserves Total</b>			<b>156,000.00</b>	<b>0.00</b>	<b>156,000.00</b>	<b>0%</b>
92600-Rev Refunds - Ambulance						
92600	5830	Rev Rf Ambulance Svcs Refunds	0.00	1,370.57	(1,370.57)	100%
<b>92600-Rev Refunds - Ambulance Total</b>			<b>0.00</b>	<b>1,370.57</b>	<b>(1,370.57)</b>	<b>100%</b>
<b>Grand Total</b>			<b>14,176,365.00</b>	<b>6,826,167.51</b>	<b>7,350,197.49</b>	<b>48%</b>



Clarke Co. <b>Reconciliation of Appropriations</b>		Year Ending June 30, 2023											02-Jan-23		
Date		Total	General Fund	Soc Svcs Fund	CSA Fund	Sch Oper Fund	Food Serv Fund	GG Cap Fund	School Cap Fund	GG Debt Fund	School Debt Fund	Joint Fund	Conservation Easements	Unemploy. Fund	Health Fund
04/19/22	<b>Appropriations Resolution: Total</b>	<b>51,066,211</b>	<b>14,063,870</b>	<b>1,778,290</b>	<b>330,295</b>	<b>25,390,181</b>	<b>744,298</b>	<b>3,735,000</b>	<b>1,570,325</b>	<b>251,700</b>	<b>2,329,126</b>	<b>818,126</b>	<b>45,000</b>	<b>10,000</b>	<b>0</b>
	<i>Adjustments:</i>														
7/19/2022	Health Insurance Fund-from fund balance														285,000
7/19/2022	Barns of Rose Hill- Endowment fund		5,000												
7/19/2022	Courthouse Green Master Plan							75,380							
8/16/2022	Conservation Easement Purchase-Dupuy												42,000		
8/16/2022	Dept of Social Services Covid-19 Funds			8,907											
9/20/2022	Sheriff's Office - LOLE Grant		1,134												
9/20/2022	Opioid Settlement Funds		30,774												
9/20/2022	Various CCPS School Grants					108,667									
9/20/2022	CCPS Capital Pjts - VDH Safe Reopening Grant								92,400						
10/18/2022	FY22 School Capital Carryforward								1,305,029						
10/18/2022	FY22 Government Capital Carryforward							516,909							
11/22/2022	Deed Book Restoration Grant							31,666							
11/22/2022	ARPA Local Assistance & Tribal Consistency Funds		50,000												
11/22/2022	ARPA Tourism Recover Prgm (VTC)							30,000							
11/22/2022	CCPS Recruitment & Retention Grant					30,000									
11/22/2022	Dept of Social Svcs Refugee Cash Assistance Prgm			3,720											
11/22/2022	Sheriff's Office Mobile Radio Project							372,000							
11/22/2022	Aventivity Tax Software							259,000							
11/22/2022	Jack Enders Blvd Project							280,000							
11/22/2022	Various Small Capital Projects							150,000							
12/20/2022	Sheriff's Cruiser Replacement							17,917							
12/20/2022	Clarke County History through Architecture Book		24,505												
1/17/2023	Dept. of Social Svcs Addtl FY23 APS ARPA funds			11,750											
1/17/2023	CCPS FY23 School-Based Health Workforce Grant					32,066									
1/17/2023	CCPS FY23 School Bonus pymt for SOQ positions					178,106									
	<b>Revised Appropriation</b>	<b>55,008,141</b>	<b>14,175,283</b>	<b>1,802,667</b>	<b>330,295</b>	<b>25,739,019</b>	<b>744,298</b>	<b>5,467,872</b>	<b>2,967,754</b>	<b>251,700</b>	<b>2,329,126</b>	<b>818,126</b>	<b>87,000</b>	<b>10,000</b>	<b>285,000</b>
	<b>Change to Appropriation</b>	<b>3,941,930</b>	<b>111,413</b>	<b>24,377</b>	<b>0</b>	<b>348,838</b>	<b>0</b>	<b>1,732,872</b>	<b>1,397,429</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>42,000</b>	<b>0</b>	<b>285,000</b>
	<b>Original Revenue Estimate</b>	<b>18,905,555</b>	<b>3,483,549</b>	<b>1,171,600</b>	<b>190,709</b>	<b>11,546,503</b>	<b>744,298</b>	<b>0</b>	<b>1,570,325</b>	<b>0</b>	<b>198,571</b>	<b>0</b>		<b>0</b>	<b>0</b>
	<i>Adjustments:</i>														
8/16/2022	Conservation Easement Purchase-Ellen Dupuy												21,000		
9/20/2022	Sheriff's Office - LOLE Grant		1,134												
9/20/2022	Opioid Settlement Funds		30,774												
9/20/2022	Various CCPS School Grants					128,234									
9/20/2022	CCPS-Supply Chain Assistance Funds						34,598								
9/20/2022	CCPS Capital Pjts - VDH Safe Reopening Grant								92,400						
10/18/2022	FY22 School Capital Carryforward								982,171						
10/18/2022	FY22 Government Capital Carryforward							44,842							
11/22/2022	Deed Book Restoration Grant							31,666							
11/22/2022	ARPA Local Assistance & Tribal Consistency Funds		50,000												
11/22/2022	ARPA Tourism Recover Prgm (VTC)							30,000							
11/22/2022	CCPS Recruitment & Retention Grant					30,000									
11/22/2022	Dept of Social Svcs Refugee Cash Assistance Prgm			3,720											
12/20/2022	Sheriff's Cruiser Replacement-VaCorp Claim							17,917							
12/20/2022	Clarke County History through Architecture Book		19,005												
1/17/2023	Dept. of Social Svcs Addtl FY23 APS ARPA funds			11,750											
1/17/2023	CCPS FY23 School-Based Health Workforce Grant					32,066									
1/17/2023	CCPS FY23 School Bonus pymt for SOQ positions					178,106									
	<b>Revised Revenue Estimate</b>	<b>20,644,938</b>	<b>3,584,462</b>	<b>1,187,070</b>	<b>190,709</b>	<b>11,914,909</b>	<b>778,896</b>	<b>124,425</b>	<b>2,644,896</b>	<b>0</b>	<b>198,571</b>	<b>0</b>	<b>21,000</b>	<b>0</b>	<b>0</b>
	<b>Change to Revenue Estimate</b>	<b>1,739,383</b>	<b>100,913</b>	<b>15,470</b>	<b>0</b>	<b>368,406</b>	<b>34,598</b>	<b>124,425</b>	<b>1,074,571</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>21,000</b>	<b>0</b>	<b>0</b>
	<b>Original Local Tax Funding</b>	<b>32,160,656</b>	<b>10,580,321</b>	<b>606,690</b>	<b>139,586</b>	<b>13,843,678</b>	<b>0</b>	<b>3,735,000</b>	<b>0</b>	<b>251,700</b>	<b>2,130,555</b>	<b>818,126</b>	<b>45,000</b>	<b>10,000</b>	<b>0</b>
	<b>Revised Local Tax Funding</b>	<b>34,363,202</b>	<b>10,590,821</b>	<b>615,597</b>	<b>139,586</b>	<b>13,824,110</b>	<b>-34,598</b>	<b>5,343,447</b>	<b>322,858</b>	<b>251,700</b>	<b>2,130,555</b>	<b>818,126</b>	<b>66,000</b>	<b>10,000</b>	<b>285,000</b>
	<b>Change to Local Tax Funding</b>	<b>2,202,546</b>	<b>10,500</b>	<b>8,907</b>	<b>0</b>	<b>-19,568</b>	<b>-34,598</b>	<b>1,608,447</b>	<b>322,858</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>21,000</b>	<b>0</b>	<b>285,000</b>

YEAR-TO-DATE BUDGET REPORT

FOR 2023 13

	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
<b>000 Non-Categorical</b>							
94110 HVAC System Replacement	425,000	232,017	657,017	9,193.75	420,113.60	227,709.65	65.3%
94120 Roofing	0	12,465	12,465	.00	.00	12,465.00	.0%
94130 Painting and Flooring	0	0	0	.00	14,405.00	-14,405.00	100.0%
94140 Landscaping	0	7,336	7,336	.00	.00	7,336.00	.0%
94141 Courthouse Green Project	0	75,380	75,380	46,169.03	12,488.97	16,722.00	77.8%
94150 Asphalt, Sidewalk, Path	0	10,000	10,000	.00	.00	10,000.00	.0%
94180 Courthouse Complex Repairs	0	36,535	36,535	.00	.00	36,535.00	.0%
94310 Sheriff's Equipment	14,000	22,026	36,026	13,378.00	.00	22,648.00	37.1%
94326 Fire/EMS Vehicle	50,000	0	50,000	.00	.00	50,000.00	.0%
94331 Sheriff's Vehicles	116,000	56,700	172,700	69,409.60	51,293.28	51,997.12	69.9%
94501 Berryville Business Park	0	180,000	180,000	8,530.00	111,389.00	60,081.00	66.6%
94601 Technology Improvements	0	1,118	1,118	.00	.00	1,118.00	.0%
94603 Mobile Radio System	95,000	480,599	575,599	106,033.64	458,747.92	10,817.44	98.1%
94604 911 Phone System	0	44,842	44,842	12,456.20	.00	32,385.80	27.8%
94611 Avenity-Tax Software	0	259,000	259,000	.00	.00	259,000.00	.0%
94701 Tennis Court	60,000	30,000	90,000	.00	90,346.60	-346.60	100.4%
94702 Swimming Pool	0	38,144	38,144	.00	.00	38,144.00	.0%
94703 Park Repairs	0	69,044	69,044	5,969.00	.00	63,075.00	8.6%
94706 Park Sitework and Parking	25,000	6,000	31,000	25,000.00	.00	6,000.00	80.6%
94711 Baseball Fields	0	10,000	10,000	.00	.00	10,000.00	.0%
94802 Reassessment	200,000	0	200,000	.00	.00	200,000.00	.0%
94803 Tourism Signs	0	30,000	30,000	.00	.00	30,000.00	.0%
TOTAL Non-Categorical	985,000	1,601,206	2,586,206	296,139.22	1,158,784.37	1,131,282.41	56.3%

483 Library of VA Deed Book Restor

94804 DeedBookRestoration	0	31,666	31,666	31,666.00	.00	.00	100.0%
TOTAL Library of VA Deed Book Restor	0	31,666	31,666	31,666.00	.00	.00	100.0%

501 ARPA Money

94606 Broadband	2,700,000	0	2,700,000	1,620,000.00	.00	1,080,000.00	60.0%
TOTAL ARPA Money	2,700,000	0	2,700,000	1,620,000.00	.00	1,080,000.00	60.0%

666 Assistance Firefighters-Radios

**YEAR-TO-DATE BUDGET REPORT**

FOR 2023 13								
666	Assistance Firefighters-Radios	ORIGINAL APPROP	TRANFRS/ADJSTMTS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
94329	AFG-Radio Replacements	50,000	0	50,000	.00	.00	50,000.00	.0%
	TOTAL Assistance Firefighters-Radios	50,000	0	50,000	.00	.00	50,000.00	.0%
	GRAND TOTAL	3,735,000	1,632,872	5,367,872	1,947,805.22	1,158,784.37	2,261,282.41	57.9%

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