



Board of Supervisors Committee Meeting Packet

Monday, September 10, 2018

Personnel Committee 9:30 am

Work Session 10:00 am

Finance Committee Immediately Follows
Work Session



Personnel Committee Items

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

Monday, September 10, 2018 9:30 am

Item
No.

Description

- A. Expiration of Term for appointments expiring through October 2018.
- B. Clarke County Personnel Policy Re Health Insurance Eligibility for Retirees

The following was inadvertently omitted in the July 1, 2017, Revision 16, total rewrite of PD-121101-05 Personnel Policies:

PD-121101-05 Revision 15 Health Insurance Eligibility Retirement:

A regular full-time employee that has served Clarke County for a minimum of 10 years, and who is eligible to draw retirement payments from the Virginia Retirement System, may be a part of the health insurance retiree group, if the employee elects to join this group within thirty-one days subsequent to the termination date.

The premium for the retiree group membership shall be borne by the member and;

If membership is discontinued, there is no eligibility for reinstatement.

Dependents covered on the termination date can continue to be covered, but;

Dependents cannot be added subsequent to the termination date.

- C. Personnel Policies:
- Circuit Court Clerk's Office
 - Commonwealth's Attorney's Office

Appointments by Expiration Through October 2018

		<i>Appt Date</i>	<i>Exp Date</i>	<i>Orig Appt Date:</i>
<i>November 2017</i>				
Shenandoah Valley Workforce Development Board		4 Yr		
James	Patricia	Buckmarsh District	5/16/2017	11/9/2017
Left area 11-09-2017 expires 6-30-2021				
Beginning July 1, 2011, the term of appointment for SVWIB members shall be 4 years, with terms ending on June 30 of the year the term ends. Members may be eligible to serve two full consecutive terms.				
<i>July 2018</i>				
Parks & Recreation Advisory Board		4 Yr		
Wisecarver	Steve	Appointed by Town of Boyce	1/2/2018	7/31/2018
Reappointed by Boyce Town Council 01-02-2018 for a term to end upon his move to Berryville				
(9) voting members on the Advisory Board. Six (6) members shall be appointed by the BOS to represent the 5 voting districts and 1 at large. The Superintendent of Schools or their designee shall serve on the Advisory Board. The Town Councils for Berryville, Boyce shall each appoint a representative to serve on the Advisory Board. The BOS shall also designate 1 member of the BOS to serve as a non-voting liaison to the Advisory Board. The Advisory Board will accept applications from high-school aged Clarke County residents and each year appoint two (2) to serve as non-voting members.				
<i>August 2018</i>				
Fire & EMS Commission				
Hoff	Matt	Boyce VFRC Rep	8/15/2017	8/31/2018
8/19/2014				
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				
White	Jacob	Blue Ridge VFRC Rep	8/15/2017	8/31/2018
8/19/2014				
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				
Armcast, Jr.	Van	John H. Enders VFRC Rep	8/15/2017	8/31/2018
11/17/2015				
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				

September 2018

Tuesday, September 4, 2018

Page 1 of 2

			<i>Appt Date</i>	<i>Exp Date</i>	<i>Orig Appt Date:</i>
Shenandoah Area Agency on Aging, Inc.			4 Yr		
Bouffault	Robina Rich	White Post District	10/21/2014	9/30/2018	7/16/2013
<p>BOS Nominates 2 Clarke County Members; SAAA Board appoints the local government nominees; the Board shall have the right not to accept any nominee it considers incompatible with the best interests of the SAAA and the Board.; 2 Term Limit</p>					

October 2018

Industrial Development Authority of the Clarke County, Virginia			4 Yr		
Koontz	English	Buckmarsh District	6/16/2015	10/30/2018	6/16/2015
<p>Vice Chair 2017</p> <p>Appointed by BOS; Oath of Office Required - Clerk of Circuit Court; 7 members, 1 BOS liaison (non-voting) and 6 others that are chosen on their expertise in the business field. Membership governed by IDA by-laws. 15.2-4904 No director shall be an officer or employee of the locality except in towns under 3,500</p>					
Juday	David	Russell District	10/21/2014	10/30/2018	4/19/2005
<p>Chair 2011 -2017</p> <p>Appointed by BOS; Oath of Office Required - Clerk of Circuit Court; 7 members, 1 BOS liaison (non-voting) and 6 others that are chosen on their expertise in the business field. Membership governed by IDA by-laws. 15.2-4904 No director shall be an officer or employee of the locality except in towns under 3,500</p>					



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



MEMORANDUM

To: David Ash, County Administrator
From: Brian Lichty, Director Fire, EMS and Emergency Management
Cc:
Date: September 4th, 2018
RE: Recommendations for Fire-Rescue Positions on the Commission

At the August 27th, 2018 Fire and Rescue Association meeting a vote was conducted on the recommended appointments to the Clarke County Fire-EMS Commission. The names voted and approved are;

Boyce – Matt Hoff

Blue Ridge – Jacob White

John H. Enders – Doug Lawrence

The Fire Rescue Association should be sending a letter soon. Should you have any further questions or concerns please feel free to contact me.

Clarke County Committee Listing

			<i>Appt Date</i>	<i>Exp Date</i>
<i>Agricultural & Forestal District Advisory Committee</i>				6 Yr
Buckley	Samuel	Landowner/Producer	8/18/2015	7/15/2021
Childs	Corey	Landowner	8/18/2015	7/15/2021
Day	Emily	Landowner/Producer	8/18/2015	7/15/2021
Dorsey	Tupper	Landowner/Producer	8/18/2015	7/15/2021
Gordon	Carolyn	Landowner	8/18/2015	7/15/2021
Haynes	Carole	Landowner	9/15/2015	7/15/2021
McKay	Beverly B.	BoS - Appointed Member	8/18/2015	7/15/2021
Peake	Donna	Commissioner of the Revenue	8/18/2015	7/15/2021
<i>Barns of Rose Hill Board of Directors</i>				3 Yr
Cammack	Thomas		1/19/2016	12/31/2018
<i>BCCGC Joint Building Committee</i>				Open-End
Ash	David L.	County Administrator		
Dalton	Keith	Berryville Town Manager		
Kitselman	Allen	Berryville Town Council Representative		
McKay	Beverly B.	BoS - Appointed Member	1/16/2018	12/31/2018
<i>Berryville Area Development Authority</i>				4 Yr
McFillen	Thomas	Berryville District	3/20/2018	3/31/2022
Ohrstrom, II	George	Russell District	3/15/2016	3/31/2019
Smart	Kathy	White Post District	2/21/2017	3/31/2020
<i>Berryville/Clarke County Joint Committee for Economic Development and Tourism</i>				Ongoing
Arnold, Jr.	Harry Lee	BTC - Appointed Member		
Ash	David L.	County Administrator	1/16/2018	12/31/2018
Capelli	Len	Director of Economic Development	4/14/2015	
Dunkle	Christy	Staff Representative - Town		
Weiss	David S.	BoS - Appointed Member	1/16/2018	12/31/2018
<i>Board of Septic & Well Appeals</i>				4 Yr
Blatz	Joseph	White Post District; Citizen Member	1/19/2016	2/15/2020
Buckley	Randy	White Post District; Planning Commission Vice Chair - Alternate	1/3/2018	12/31/2018
Daniel	Mary L.C.	BoS - Alternate	1/16/2018	12/31/2018
Fincham	Ryan	Staff Representative		
McKay	Beverly B.	BoS - Vice Chair Appointed Member	1/16/2018	12/31/2018
Ohrstrom, II	George	Russell District; Planning Commission Chair	1/3/2018	12/31/2018

Tuesday, September 4, 2018

Page 1 of 8

			<i>Appt Date</i>	<i>Exp Date</i>
<i>Board of Social Services</i>				1 Yr
Byrd	Barbara J.	BoS - Appointed Member	1/16/2018	12/31/2018
Dodson	Gerald	Berryville District	10/18/2016	7/15/2020
Gray	Lynn	Berryville District	7/17/2018	7/15/2022
Melusen	Alan	Russell District	7/17/2018	7/15/2022
Smith	James	Berryville District	8/15/2017	7/15/2021
<i>Board of Supervisors</i>				4 Yr
Byrd	Barbara J.	Russell District	1/9/2017	12/31/2019
Catlett	Terri T.	Millwood/Pinegrove Districts	1/1/2016	12/31/2019
Daniel	Mary L.C.	Berryville District	1/1/2016	12/31/2019
McKay	Beverly B.	White Post District, Vice Chair	1/1/2016	12/31/2019
Weiss	David S.	Buckmarsh/Blue Ridge Districts; Chair	1/1/2016	12/31/2019
<i>Board of Supervisors Finance Committee</i>				1 Yr
Byrd	Barbara J.	BoS - Alternate	1/16/2018	12/31/2018
Catlett	Terri T.	BoS - Appointed Member	1/16/2018	12/31/2018
McKay	Beverly B.	BoS - Alternate	1/16/2018	12/31/2018
Weiss	David S.	BoS - Appointed Member	1/16/2018	12/31/2018
<i>Board of Supervisors Personnel Committee</i>				1 Yr
McKay	Beverly B.	BoS - Appointed Member	1/16/2018	12/31/2018
Weiss	David S.	BoS - Appointed Member	1/16/2018	12/31/2018
<i>Board of Zoning Appeals</i>				5 Yr
Borel	Alain F.	White Post District	1/23/2014	2/15/2019
Brumback	Clay	White Post District	12/20/2017	2/15/2019
Caldwell	Anne	Millwood District	2/25/2015	2/15/2020
Fincham	Ryan	Staff Representative		
Kackley	Charles	Russell District	5/2/2018	2/12/2023
Means	Howard	Millwood District	2/15/2016	2/15/2021
Volk	Laurie	White Post District	2/18/2014	2/15/2019
<i>Broadband Implementation Committee</i>				
Bouffault	Robina Rich	White Post District	2/21/2017	
Daniel	Mary L.C.	Berryville District	1/16/2018	12/31/2018
Kreider	Scott	Buckmarsh / Battletown District	2/21/2017	
McKay	Beverly B.	White Post District	1/16/2018	12/31/2018
<i>Building and Grounds</i>				1 Yr
McKay	Beverly B.	BoS - Appointed Member	1/16/2018	12/31/2018
<i>Career and Technical Education Advisory Committee</i>				1 Yr

Tuesday, September 4, 2018

Page 2 of 8

			<i>Appt Date</i>	<i>Exp Date</i>
Catlett	Terri T.	BoS - Appointed Member	1/16/2018	12/31/2018
<i>Clarke County Historic Preservation Commission</i>				<i>4 Yr</i>
Arnett	Betsy	Berryville District	4/19/2016	5/31/2020
Berger	Katherine	Buckmarsh District	11/21/2017	5/31/2019
Caldwell	Anne	Millwood District	4/18/2017	5/31/2021
Carter	Paige	White Post District	4/19/2016	5/31/2020
Catlett	Terri T.	BoS - Liaison	1/16/2018	12/31/2018
Kruhm	Doug	Planning Commission Representative	1/3/2018	12/31/2018
Stieg, Jr.	Robert	Millwood District	6/17/2014	5/31/2022
Teetor	Alison	Staff Representative		
York	Robert	White Post District	4/18/2017	5/31/2021
<i>Clarke County Humane Foundation</i>				<i>1 Yr</i>
Byrd	Barbara J.	BoS - Liaison	1/16/2018	12/31/2018
<i>Clarke County Library Advisory Council</i>				<i>4 Yr</i>
Al-Khalili	Adeela	Buckmarsh District	3/17/2015	4/15/2019
Bogert	Aubrey	White Post District	4/17/2018	4/15/2022
Brondstater	Bette	Berryville District	2/21/2017	4/15/2019
Curran	Christopher	Buckmarsh District	2/21/2017	4/15/2021
Daisley	Shelley	Russell District	5/17/2016	4/15/2020
Daniel	Mary L.C.	BoS - Liaison	1/16/2018	12/31/2018
Foster	Nancy	Russell District	4/19/2016	4/15/2020
Graves	Suzette	Berryville District	11/21/2017	4/15/2021
Kalbiam	Maral	Millwood District	2/17/2015	4/15/2019
Payne	Lisa	Berryville District	7/17/2018	4/15/2021
<i>Clarke County Planning Commission</i>				<i>4 Yr</i>
Bouffault	Robina Rich	White Post / Greenway District	3/15/2016	4/30/2020
Buckley	Randy	White Post District; 2018 Vice Chair	4/17/2018	4/30/2022
Byrd	Barbara J.	BoS - Alternate	1/16/2018	12/31/2018
Caldwell	Anne	Millwood / Chapel District	3/21/2017	4/30/2021
Daniel	Mary L.C.	BoS - Appointed Member	1/16/2018	12/31/2018
Glover	Robert	Millwood District	1/16/2018	4/30/2019
Kreider	Scott	Buckmarsh / Battletown District	3/15/2016	4/30/2020
Kruhm	Doug	Buckmarsh / Battletown District	4/17/2018	4/30/2022
Lee	Francis	Berryville District	4/17/2018	4/30/2022
Malone	Gwendolyn	Berryville District	3/15/2016	4/30/2020
Nelson	Clifford	Russell / Longmarsh District	3/21/2017	4/30/2021
Ohrstrom, II	George	Russell District; Chair	3/17/2015	4/30/2019
Stidham	Brandon	Staff Representative	4/30/2012	

			<i>Appt Date</i>	<i>Exp Date</i>
<i>Clarke County Sanitary Authority</i>				4 Yr
DeArment	Roderick	White Post District, Chair	1/17/2017	1/5/2021
Dunning, Jr.	A.R.	White Post District, Treasurer/Secretary	1/16/2018	1/5/2022
Mackay-Smith, Jr.	Alexander	White Post District, Vice Chair	1/17/2017	1/5/2021
McKay	Beverly B.	BoS - Liaison	1/16/2018	12/31/2018
Meredith	Mary	Staff Representative	1/2/2018	
Myer	Joseph	Town of Boyce	11/17/2015	1/5/2020
Welliver	Ralph	Berryville District	7/19/2016	6/30/2020
<i>Community Policy and Management Team</i>				
Acker	Denise	Northwestern Community Services	7/18/2017	12/31/2018
Bauserman	Ellen	CCPS Director Pupil Svcs	7/18/2017	12/31/2019
Byrd	Barbara J.	BoS - Appointed Member	1/16/2018	12/31/2018
Goshen	Lisa	Parent Representative	11/21/2017	12/31/2020
Greene	Colin	VDH Representative	12/19/2017	12/31/2018
Jones	Angie	Director Clarke County DSS	7/18/2017	12/31/2019
Legrys	Mark	Court Services Unit Supervisor	7/18/2017	12/31/2019
Obradovic	Laura	Private Provider - Grafton School	7/18/2017	12/31/2020
<i>Conservation Easement Authority</i>				3 Yr
Bacon	Rives	Berryville District	8/15/2017	12/31/2019
Buckley	Randy	White Post District	12/20/2016	12/31/2019
Byrd	Barbara J.	BoS - Appointed Member	1/16/2018	12/31/2018
Engel	Peter	White Post District	11/17/2015	12/31/2018
Jones	Michelle	Millwood / Pine Grove District	12/20/2016	12/31/2019
Ohrstrom, II	George	Russell District; Planning Commission Representative	3/15/2016	4/30/2019
Teetor	Alison	Staff Representative		
Thomas	Walker	Buckmarsh District	11/17/2015	12/31/2018
<i>Constitutional Officer</i>				
Butts	Helen	Clerk of the Circuit Court	1/1/2016	12/31/2023
Keeler	Sharon	Treasurer	1/1/2016	12/31/2019
Peake	Donna	Commissioner of the Revenue	1/1/2016	12/31/2019
Roper	Anthony	Sheriff	1/1/2016	12/31/2019
Williams	Anne	Commonwealth Attorney	11/7/2017	12/31/2019
<i>County Administrator</i>				
Ash	David L.	County Administrator	3/19/1991	
<i>Director of Economic Development</i>				
Capelli	Len	Director of Economic Development		

			<i>Appt Date</i>	<i>Exp Date</i>
<i>Economic Development Advisory Committee</i>				4 Yr
Barb	Jim	Real Estate Rep, Business Owner	12/19/2017	12/31/2021
Conrad	Bryan H.	Agriculture, Fire & Rescue	12/16/2014	12/31/2018
Dunkle	Christy	Town of Berryville Representative	1/1/2016	12/31/2019
Kraybill	Christina	2018 Vice Chair, Berryville District, Business Owner	12/19/2017	12/31/2021
McKay	Beverly B.	BoS - Appointed Member	1/16/2018	12/31/2018
Milleson	John R.	2018 Chair, Banking, Finance	12/16/2014	12/31/2018
Myer	Dr. Eric	Agriculture Rep, Business Owner	12/16/2014	12/31/2018
Pritchard	Elizabeth	Hospitality Industry	8/16/2016	8/31/2020
<i>Family Assessment and Planning Team</i>				
Allen	Gay	DSS - Foster Care Worker	7/18/2017	12/31/2018
Davis	Sara	Parent Representative	8/15/2017	12/31/2020
Myers-DePina	Martia	Northwestern Community Svcs Board Rep	2/20/2018	12/31/2018
Phillips	Courtney	26th District Court Svcs Unit	10/17/2017	12/31/2019
Rousseau	Christian	Private Provider - Intensive Supervisor & Counseling	6/12/2017	12/31/2020
Thompson	Christine	CCPS - Social Worker	7/18/2017	12/31/2019
<i>Fire & EMS Commission</i>				
Armacost, Jr.	Van	John H. Enders VFRC Rep	8/15/2017	8/31/2018
Conrad	Bryan H.	Citizen-at-large	9/1/2015	8/31/2019
Harrison	Diane	Citizen-at-large	6/20/2017	8/31/2021
Hoff	Matt	Boyce VFRC Rep	8/15/2017	8/31/2018
Lichty	Brian	Staff Representative	11/14/2016	
Nicholson	Andrew	Citizen-at-large	10/17/2017	8/31/2020
Roper	Anthony	Sheriff	1/1/2016	12/31/2019
Weiss	David S.	BoS - Representative	1/16/2018	12/31/2018
White	Jacob	Blue Ridge VFRC Rep	8/15/2017	8/31/2018
<i>Handley Regional Library Board</i>				4 Yr
Leahy	Cindy	White Post District	11/21/2017	11/30/2021
<i>Industrial Development Authority of the Clarke County, Virginia</i>				4 Yr
Cochran	Mark	Buckmarsh District; Chair 2018	10/17/2017	10/30/2021
Ferrell	Brian	Buckmarsh District; Vice Chair 2018	6/21/2016	10/30/2019
Jones	Paul	Russell District	3/15/2016	10/30/2019
Juday	David	Russell District	10/21/2014	10/30/2018
Koontz	English	Buckmarsh District	6/16/2015	10/30/2018
Pierce	Rodney	Buckmarsh District	10/18/2016	10/30/2020

			<i>Appt Date</i>	<i>Exp Date</i>
Waite	William	Millwood District; Secretary/Treasurer 2018	10/31/2017	10/30/2021
Weiss	David S.	BoS - Liaison	1/16/2018	12/31/2018
<i>Joint Administrative Services Board</i>				<i>Open-End</i>
Ash	David L.	County Administrator	12/22/1993	
Bishop	Chuck	School Superintendent	7/1/2014	
Judge	Tom	Staff Representative	2/14/1994	
Keeler	Sharon	Treasurer	3/12/2005	
McKay	Beverly B.	BoS - Alternate	1/16/2018	12/31/2018
Schutte	Charles	School Board Representative	1/8/2012	
Weiss	David S.	BoS - Appointed Member	1/16/2018	12/31/2018
<i>Josephine School Community Museum Board</i>				
Daniel	Mary L.C.	BoS - Liaison	1/16/2018	12/31/2018
<i>Legislative Liaison and High Growth Coalition</i>				<i>1 Yr</i>
Daniel	Mary L.C.	BoS - Liaison	1/16/2018	12/31/2018
<i>Lord Fairfax Community College Board</i>				<i>4 Yr</i>
Daniel	William	Berryville District	7/19/2016	6/30/2020
<i>Lord Fairfax Emergency Medical Services Council</i>				<i>1 Yr</i>
Conrad	Bryan H.	Volunteer Representative; White Post District	8/15/2018	8/15/2019
Trent	Carolyn	Medical Professional	8/15/2018	8/15/2019
Wilson	Wade	Career Representative	8/15/2018	8/15/2019
<i>Northern Shenandoah Valley Regional Commission</i>				<i>1 Yr</i>
Daniel	Mary L.C.	BoS - Alternate	1/16/2018	12/31/2018
McKay	Beverly B.	BoS - Appointed Member	1/16/2018	12/31/2018
Stidham	Brandon	Citizen Representative [Planning Director]	4/19/2016	1/31/2019
<i>Northwest Regional Adult Drug Treatment Court Advisory Committee</i>				<i>Open End</i>
Byrd	Barbara J.	Russell District	1/16/2018	12/31/2018
<i>Northwestern Community Services Board</i>				<i>3 Yr</i>
Brown	Audrey	White Post District	11/21/2017	12/31/2020
Harris	Celie	Millwood District	11/17/2015	12/31/2018
<i>Northwestern Regional Jail Authority</i>				<i>1 Yr</i>
Ash	David L.	BoS - Appointed Member	1/16/2018	12/31/2018
Byrd	Barbara J.	BoS - Liaison - Alternate	1/16/2018	12/31/2018
Roper	Anthony	Sheriff	1/1/2016	12/31/2019
Wyatt	Jimmy	Millwood District	11/17/2015	12/31/2019

Tuesday, September 4, 2018

Page 6 of 8

			<i>Appt Date</i>	<i>Exp Date</i>
<i>Northwestern Regional Juvenile Detention Center Commission</i>				1 Yr
Byrd	Barbara J.	BoS - Liaison	1/16/2018	12/31/2018
Wyatt	Jimmy	Millwood District	12/20/2016	12/20/2020
<i>Old Dominion Alcohol Safety Action Policy Board & Division of Court Services</i>				3 Yr
Roper	Anthony	Sheriff	12/20/2016	12/31/2019
<i>Old Dominion Community Criminal Justice Board</i>				3 Yr
Roper	Anthony	Sheriff	12/20/2016	12/31/2019
<i>Our Health</i>				3 Yr
Shipe	Diane	Buckmarsh District	7/19/2016	3/15/2019
<i>Parks & Recreation Advisory Board</i>				1 Yr
Catlett	Terri T.	BoS - Liaison	1/16/2018	12/31/2018
Heflin	Dennis	White Post District	12/20/2016	12/31/2019
Huff	Ronnie	Town of Berryville Representative	1/1/2016	12/31/2019
Jones	Paul	Russell District; At Large	12/16/2014	12/31/2018
Lichliter	Gary	Russell District	12/20/2016	12/31/2019
Rhodes	Emily	Buckmarsh District	11/17/2015	12/31/2019
Sheetz	Daniel A.	Berryville District	12/19/2017	12/31/2021
Smith	Tracy	Millwood District	12/19/2017	12/31/2021
Trenary	Randy	School Superintendent Designee	10/24/2013	
Wisecarver	Steve	Appointed by Town of Boyce	1/2/2018	7/31/2018
<i>People Inc. of Virginia</i>				3 Yr
Hillerson	Coleen	Clarke County Rep Board of Directors	8/16/2016	7/31/2019
<i>Regional Airport Authority</i>				1 Yr
Ash	David L.	BoS - Alternate	1/16/2018	12/31/2018
Crawford	John	Buckmarsh District	7/19/2016	6/30/2020
McKay	Beverly B.	BoS - Alternate	1/16/2018	12/31/2018
<i>Shenandoah Area Agency on Aging, Inc.</i>				4 Yr
Bouffault	Robina Rich	White Post District	10/21/2014	9/30/2018
<i>Shenandoah Valley Chief Local Elected Officials Consortium</i>				
Ash	David L.	BoS Designee for Chief Elected Official		
<i>Shenandoah Valley Workforce Development Board</i>				4 Yr
James	Patricia	Buckmarsh District	5/16/2017	11/9/2017
<i>Strategic Planning Committee</i>				1 Yr
Catlett	Terri T.	BoS - Appointed Member	1/16/2018	12/31/2018

Tuesday, September 4, 2018

Page 7 of 8

			<i>Appt Date</i>	<i>Exp Date</i>
<i>Towns and Villages: Berryville</i>				1 Yr
Byrd	Barbara J.	BoS - Liaison	1/16/2018	12/31/2018
Daniel	Mary L.C.	BoS - Liaison - Alternate	1/16/2018	12/31/2018
<i>Towns and Villages: Boyce</i>				1 Yr
Catlett	Terri T.	BoS - Liaison	1/16/2018	12/31/2018
McKay	Beverly B.	BoS - Liaison	1/16/2018	12/31/2018
<i>Towns and Villages: Millwood</i>				1 Yr
Catlett	Terri T.	BoS - Liaison	1/16/2018	12/31/2018
<i>Towns and Villages: Pine Grove</i>				1 Yr
Catlett	Terri T.	BoS - Liaison	1/16/2018	12/31/2018
Weiss	David S.	BoS - Liaison	1/16/2018	12/31/2018
<i>Towns and Villages: White Post</i>				1 Yr
McKay	Beverly B.	BoS - Liaison	1/16/2018	12/31/2018

PERSONNEL POLICY & OFFICE HANDBOOK

Office of the Clarke County Circuit Court

June 7, 2018

Introduction

You are an employee of the Clarke County Circuit Court. The following information is presented as a guide for the expectations of each employee in the office. The terms of this written document may change when deemed appropriate. However, notice will be given to each employee if this decision is made.

This office will not tolerate discrimination based on race, ethnicity, gender, sex, sexual orientation, religion, or anything of the sort.

Office Hours

The Circuit Court Clerk's Office will be open Monday-Friday from 9:00 a.m. until 5:00 p.m. Each employee is allotted 1 hour for his/her lunch break.

For employees, on any day when you have not had at least a half-hour; uninterrupted lunch break, you may leave at 4:00 p.m. Please make this the exception to the rule, rather than the rule of behavior.

Employees with approval from the Clerk may adjust the hours they work in the office so long as they work a 40 hour week.

Office Attire

The Circuit Court is a professional office. All employees are expected to wear clothing that is neat, without holes, and not overly revealing.

Sick/Annual/Personal Leave & Holidays

Employees of this office will follow the annual and sick leave policy outlined in the Clarke County Personnel handbook, as amended and attached to this manual. (*See Appendix A*). You will keep track of any time you are away from the office by using our office leave form and report it to the Clerk by the first Friday of each month. (*See Appendix B*). Forms can be found in leave/timesheet folders in the Clerk's office.

The office will be closed on holidays specified in the County Personnel Policy and pursuant to court closures authorized by the Governor or local judges.

For all leave, with the exception of official holiday, sick, administrative or unscheduled leave, an employee is required to submit in writing to the Clerk, a request indicating the type of leave, duration and dates of departure and return. In the case of

sick leave or unscheduled leave, the employee must notify the Clerk immediately upon return to work.

At the discretion of the Clerk, there may be other instances when the office is closed (such as in inclement weather). Such days do not count against annual leave.

Time Sheets

All employees shall submit time sheets documenting their hours worked from the month before on the first Friday of each month to the Clerk. (*See Appendix B*). Time sheets are available in the folders for time sheets and leave forms.

Employee Evaluations and Grievance Policy

All employees in this office work at the pleasure of the Clerk. Each employee will be evaluated in December.

Professional Development

All employees are encouraged to take advantage of any opportunities for professional development through the Supreme Court of Virginia.

Time away from the office for Professional Development shall not count against an employee's annual or sick leave. This is a privilege that should be honored and not abused. The Clerk reserves the right to withdraw approval for such activities upon belief that an employee is abusing these opportunities.

Communicating with Members of the Public

Please remember that no individual in this office is able to give an individual legal advice. If an individual is seeking legal advice, direct him/her to contact an attorney. This includes law enforcement officers and other individuals working within the courthouse who may be seeking legal advice.

Sick Leave

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

- Sick leave shall earn one day (1) day of sick leave per month of employment.
- Sick leave may accumulate from year to year with no maximum.
- Upon termination, accumulated sick leave days shall be compensated as follows:
 - Employees must have worked for ten (10) continuous years for Clarke County.
 - Employees will be compensated at a rate of \$30.00 per day for accumulated (unused) sick leave up to a maximum of two hundred days.
 - A lump sum payment will be made upon termination for employees meeting the longevity requirement above.

- For sick leave purposes the "immediate family" is defined to include natural parents, foster parents, step-mother, step-father, wife, husband, children, brother, sister, daughter-in-law, son-in-law, father-in-law, mother-in-law, sister-in-law, brother-in-law, grandparents, grandchildren, or any person who permanently resides on a continuing basis without interruption in the household of the employee.

Annual Leave

Full-time employees will accrue annual leave monthly up to the maximums shown below. Scheduled leave is taken at the employer's discretion.

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

Any annual leave balance at the time of employment termination will be dealt with as specified herein.

Employee Status	Years of Continuous Service	Annual Accrual	Maximum Accrual
Full Time	0 – 4 years	12 days	280 hours/35 days
	5 – 9 years	18 days	280 hours/35 days
	10 – 19 years	24 days	280 hours/35 days
	20 plus years	30 days	280 hours/35 days

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

Personal Days

Employees will be granted three (3) personal days a year. Personal leave does not accrue.

Handbook Amendments

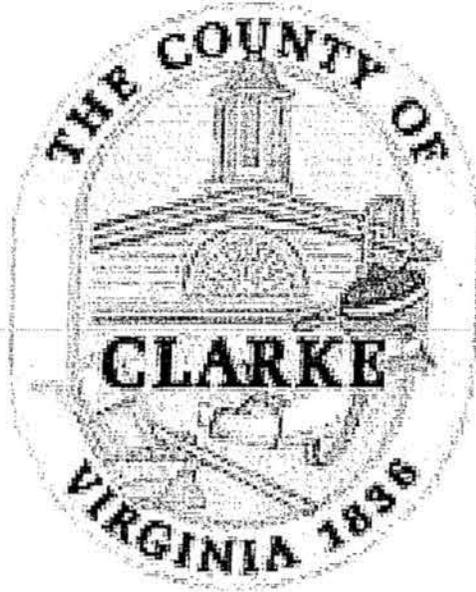
This handbook is subject to change/amendment. If amended, employees will receive an updated copy and shall sign a new acknowledgement.

JULY 7, 2018


 _____ CLERK,
 CIRCUIT COURT OF CLARKE COUNTY, VA.

CA

PERSONNEL POLICY & OFFICE HANDBOOK



The Office of the Clarke County Commonwealth's Attorney

Original Version – February 2018

Page 1 of 11

Introduction

Thank you for being employed with the Office of the Clarke County Commonwealth's Attorney. Your contributions to the office are significant and appreciated.

This office will not tolerate discrimination based on race, ethnicity, gender, sex, sexual orientation, religion, or anything of the sort.

The following information is presented as a guide for the expectations of each employee in the office. The terms of this written document may change when deemed appropriate. However, notice will be given to each employee if this decision is made.

The Office of the Commonwealth's Attorney prosecutes felony, misdemeanor and traffic cases in General District Court, Juvenile and Domestic Relations District Court, and Circuit Court for Clarke County, the Town of Berryville and the Commonwealth of Virginia. The office also represents the county's interests in forfeiture proceedings to confiscate assets of drug-related crimes, and violations of zoning ordinances. The Office of the Commonwealth's Attorney works closely with the Clarke County Sheriff's Office, Berryville Police Department, and Virginia State Police.

The primary goals of the office are to prosecute crime, protect victims' rights, and educate the general public about the criminal justice system.

Again, welcome and thank you!

Office Hours

The Office of the Commonwealth's Attorney will be open Monday-Friday from 8:00 a.m. until 4:00 p.m. Each employee is allotted 1 hour for his/her lunch break.

For non-exempt employees, on any day when you have not had **at least** a half-hour, uninterrupted lunch break, you may leave at 3:30 p.m. Please make this the exception to the rule, rather than the rule of behavior.

Employees with approval from the Commonwealth's Attorney may adjust the hours they work in the office so long as they work an 8-hour day.

Office Attire

The Office of the Commonwealth's Attorney is a professional office. All employees are expected to wear clothing that is neat, without holes, and not overly revealing.

Attorneys shall wear business/professional attire to court, which always includes a suit jacket or blazer.

Sick/Annual Leave & Holidays

Employees of this office will follow the annual and sick leave policy outlined in the Clarke County Personnel handbook, as amended and attached to this manual. (*See Appendix A*). Please keep track of any time you are away from the office by using our office leave form and report it to the Commonwealth's Attorney by the first Friday of each month. (*See Appendix A*). Forms can be found in leave/timesheet folders in the Commonwealth's Attorney's office.

The office will be closed on holidays specified in the County Personnel Policy and pursuant to court closures authorized by the Governor or local judges.

"Apple Blossom Friday" and Good Friday may be taken as "flex days" if an employee works an extra 7 hours in any pay period prior to each day. Non-exempt employees should document flex hours on their time sheets and reflect for which day they are seeking the hours to be attributed. Exempt employees may simply notify the Commonwealth's Attorney in writing when they have worked the flex hours.

When possible, please provide advanced notice of any annual leave you intend to take. There is a calendar kept in the conference room. Please document when you will be out of the office on this calendar so that we are able to keep track of when an individual will not be in the office.

There may be times when you will miss work without any advanced notice. Please communicate your absence using the office group text thread as soon as practicable when these situations arise and we will adjust to make sure there is coverage for your duties while you are away.

In the discretion of the Commonwealth's Attorney, there may be other instances when the office is closed (such as in inclement weather). Such days do not count against annual leave.

Time Sheets

All full-time, non-exempt employees shall submit time sheets documenting their hours worked from the month before on the first Friday of each month to the Commonwealth's Attorney. (*See Appendix A*). Time sheets are available in the folders for time sheets and leave forms.

All part-time employees shall submit their time sheets to their supervisors on a schedule determined by their supervisor.

Office Meetings

From time to time, the Commonwealth's Attorney will call office meetings on days when all staff is present. All staff members shall attend.

Office Staff Duties

There are two administrative staff members in the Commonwealth's Attorney's Office. In general, they:

- (1) Ensure dockets are completed in a timely fashion for attorneys;
- (2) Interact with members of the public who come into and call the office;
- (3) Complete discovery requests sent in by defense attorneys;
- (4) Request prior convictions from various courts, when necessary;
- (5) Ensure certificates of analysis are filed and the appropriate notice is provided to defense counsel;

(6) Prepare subpoenas for law enforcement, victims, and witnesses;

(7) Complete other tasks as specifically assigned by the Commonwealth's Attorney

Please note – this is not an exhaustive list of all the support staff members' duties.

If any member of the office support staff has any issues or concerns, they should bring them to the Commonwealth's Attorney's attention.

Any issues pertaining to handling victims in cases should go through the Director of Victim/Witness Services. She reports directly to the Commonwealth's Attorney.

Attorney Duties

There are two attorneys in the Commonwealth's Attorney's Office. Both attorneys will prosecute cases in all courts for traffic matters and crimes committed in Clarke County and the Town of Berryville, and will represent the Commonwealth in appropriate civil cases, when required by law.

Generally, both the Commonwealth's Attorney and the Assistant Commonwealth's Attorney will handle each court docket jointly.

If the Assistant Commonwealth's Attorney has any issues or concerns, they should bring them to the Commonwealth's Attorney's attention.

All Attorneys shall prosecute cases with integrity and, at all times, must adhere to the Rules of Professional Conduct. Failure to perform prosecutorial duties in an ethical fashion is the most serious form of misconduct.

The Virginia Association of Commonwealth's Attorneys "Ethical Guidelines for Virginia's Prosecutors" is attached to, and made part of, this policy handbook. (*See Appendix "B"*).

Employee Evaluations and Grievance Policy

All employees in this office work at the pleasure of the Commonwealth's Attorney. Every employee will be evaluated every December. Employees will also have the opportunity to type an anonymous evaluation of the Commonwealth's Attorney because it is important that we are all working to our maximum abilities to make the office the best possible.

Evaluation criteria can be found in *Appendix C*.

Professional Development

All employees are encouraged to take advantage of any opportunities for professional development, which includes any of the following (not an exhaustive list):

- (1) Ride/walk-alongs with area law enforcement
- (2) Facility visits – jail, local prison, Department of Forensic Science, SANE nurse, state police training facility
- (3) Visit classes defendants are sent to (i.e., anger management, BIP, CLEAN)
- (4) Handle special prosecutions in other jurisdictions

Time away from the office for Professional Development shall not count against an employee's annual or sick leave. This is a privilege that should be honored and not abused. The Commonwealth's Attorney reserves the right to withdraw approval for such activities upon belief that an employee is abusing these opportunities.

Attorneys are encouraged to monitor training opportunities provided by the Commonwealth's Attorney's Services Council (CASC). If an attorney articulates a desire or need to attend a particular training, there is court coverage, and there is money in the budget for attendance, it is highly probable that the attorney will be able to attend the conference.

Likewise, if an individual from the office is accepted to teach at a particular conference, the Commonwealth's Attorney will do the very best to find court coverage in order to make this happen.

All attorneys will be able to attend Spring Institute unless there are cases set on criminal dockets. If this is the case, the Commonwealth's Attorney will look at how many CLE hours attorneys need for the annual requirement and whether an attorney is presenting at the conference in order to determine who may have to stay to cover court. Attendance at the Summer Conference will be determined based on any budgetary restraints.

Attorneys are encouraged to sign up for the various list serves offered through CASC. Two major list serves to consider are the general list serv and the domestic assault smaller group list serv.

Attorneys should sign up for Prosecutor's Encyclopedia.

Community Involvement

Although it is not required, all employees are encouraged to participate in community activities. If there is something law-related that an employee would like to attend and/or participate in, please let the Commonwealth's Attorney know beforehand to make sure there is no office conflict.

Grand Jury

Absent extreme extenuating circumstances, the cut off for indictments (through preliminary hearings or direct indictments) for any grand jury is **one week** before Term Day. Our office staff must be allotted sufficient time to prepare the indictments and files for Circuit Court.

Attorneys **must** review any indictments requested before they are finalized for Term Day. In addition, attorneys are expected to review files before Term Day to make sure all documents required for the trial of the case are included in the files and/or requested from the appropriate entities (i.e., lab reports, prior convictions). If an attorney requests a direct indictment be added to a case that is already certified to the Grand Jury, it is the attorney's responsibility to notify the appropriate support staff of this correlation so that the matters may be set together.

Communicating with Law Enforcement

If law enforcement needs to get in touch with someone from our office after hours, they have been instructed to call the Commonwealth's Attorney first and if she cannot be reached, to then call the Assistant Commonwealth's Attorney.

If you have a case-specific issue with an officer/deputy, please address it with the individual officer. (Note: this applies to any attitude or respect issues that arise with any member of our office, as well as any issues pertaining to evidence, court testimony, etc.) If you do not get the response you feel is appropriate, please let the Commonwealth's Attorney know, and she will follow the chain of command to address the situation.

If you identify areas of concern that appear to be department wide, please let the Commonwealth's Attorney know.

Documenting Files

Documenting case files is unexplainably important. When preparing files for attorneys, support staff members should be using the documentation sheets that have been developed for GDC and JDR (see *Appendix D*). Items needing documentation include, but are not limited to: (1) communication (or attempts to communicate) with law enforcement, defense counsel, and victims/witnesses, (2) offers made, and (3) case disposition.

Please try to write as legibly as possible because you never know when someone will have to step in and cover a case with little to no notice. When files are documented properly, an individual should be able to quickly familiarize himself/herself with a file in the event he/she has to handle the case with late notice. In addition, proper documentation alleviates issues when offers are questioned by defense attorneys, and helps when members of the media call wanting information about cases.

Working with Victims & Witnesses

It is of the utmost importance that our victims and witnesses feel safe coming to us with their issues and that they are informed of the process throughout.

Victim/Witness Program -- is the first point of contact with victims. The Director, or her assistant, must notify the Commonwealth's Attorney immediately if a victim or witness makes a statement that is contrary to what was told to law enforcement, or makes a statement that is exculpatory.

During telephone conversations with victims, if a victim is becoming unruly or there is some reason you believe the information the victim is providing will later prove important, please ask him/her to hold. Then, ask someone from our office to listen to the conversation and take notes in case law enforcement will need to follow up on the information provided, or defense counsel or the judge needs to be made aware of the statements.

Attorneys -- if a victim or witness makes a statement that is contrary to what was told to law enforcement, or makes a statement that is exculpatory, you must immediately document the statement in writing and disclose the statement(s) to defense counsel, in writing.

Please do not meet with a victim in-person alone. Attorneys should strive to coordinate with Victim Witness to schedule meetings that are agreeable to both schedules so that Victim/Witness can be present for meetings. If you find yourself having to have a meeting with a victim on short notice and Victim/Witness is not available, please find someone in the office (i.e., attorney, office staff) to sit in the meeting with you.

If there is a victim or witness who comes into the office unannounced, any available attorney should speak with him/her regardless of whether the case is his/hers. At a minimum the attorney should be able to document the person's concerns and indicate to that person that the attorney handling the case will contact him/her about the concerns.

Continuances

When a motion to continue is granted in any case, the case file should reflect whether a continuance is on defense motion, Commonwealth's motion, joint motion, or the court's motion. This is important in determining issues of speedy trial.

Communicating with the Media

The Commonwealth's Attorney is the only individual who will communicate with members of the media. The Commonwealth's Attorney will consult with any individual from the office involved with the case before making any comment.

Communicating with Members of the Public

This office has an unofficial "open door" policy and, as such, an attorney should typically be available to speak with someone.

Please remember that no individual in this office is able to give an individual legal advice. If an individual is seeking legal advice, direct him/her to contact a local attorney. This includes law enforcement officers and other individuals working within the courthouse who may be seeking legal advice.

Reducing or Nolle Prossing Charges

Please use your best judgment and common sense in deciding whether to reduce a charge from a felony to a misdemeanor, or when deciding to ask the court for dismissal of a charge (with or without prejudice). If while preparing your docket

you want to make such an offer, please discuss the case with the Commonwealth's Attorney.

Discovery/Exculpatory Information

Our office follows an "open file" policy with respect to discovery, upon receipt of a signed discovery order or letter from the Public Defender's Office.

When a discovery letter (or motion) is received, office staff will draft a response to be reviewed by the attorney handling the case.

Regardless of whether a discovery letter or motion is received, it is the attorneys' responsibility to provide *any* *Brady*/exculpatory evidence/*Giglio* materials to defense counsel or a *pro se* defendant. **If you are not sure whether something is *Brady*/exculpatory/*Giglio*, err on the side of caution and disclose it.**

All attorneys are responsible for reviewing all documents, audio recordings and video recordings to determine whether exculpatory evidence exists in a certain case.

Handbook Amendments

This handbook is subject to change/amendment. If amended, employees will receive an updated copy and shall sign a new acknowledgement.

ACKNOWLEDGMENT

I, _____, have received,
read and understand the attached Handbook dated
_____, for the Clarke County Commonwealth's
Attorney's Office.

Employee

Date

Commonwealth's Attorney

Date

Appendix A

PD-121101-05

Revision Date: July 1, 2017

Revision No.: 16

Page 26 of 53

County of Clarke – Personnel Policies

4.2 Sick Leave

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

VRS Plan Definitions

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

4.2.1 Excused Absences

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

- Absence due to personal illness and/or quarantine.
 - o In cases of excessive use of sick leave, the Agency Personnel Administrator reserves the right to request a doctor's certificate.
 - o Excessive is defined as:
 - Five [5] days or more of consecutive leave
 - Frequent intermittent use of leave
 - Questionable patterns of use.
- Absences due to illness in the immediate family requiring the attention of the employee.
- Absences due to medical or dental appointments.
- For sick leave purposes the "immediate family" is defined to include natural parents, foster parents, step-mother, step-father, wife, husband, children, brother, sister, daughter-in-law,

County of Clarke – Personnel Policies

son-in-law, father-in-law, mother-in-law, sister-in-law, brother-in-law, grandparents, grandchildren, or any person who permanently resides on a continuing basis without interruption in the household of the employee.

4.2.2 Unexcused Absences or Abuse

In the event that an employee entitled to acquire and utilize sick leave is found to have used it for other than the allowable purposes identified under Excused Absences, then the employee's regular salary shall be reduced by an amount equal to the full salary for time taken, as well as such other disciplinary action the Agency Personnel Administrator deems appropriate, up to and including dismissal.

4.2.3 Donation of Sick Leave

A sick leave donation policy is hereby established by which Clarke County personnel may donate sick leave days to other personnel within the division. This policy is established in accordance with Policy GCBE Family and Medical Leave and shall pertain to the situations described in that policy.

The regulations governing the program are as follows:

- Personnel wishing to donate sick leave must complete the "Clarke County Leave Donation Form" and submit it their respective Agency Personnel Administrator.
- Requests for approval of the donation of sick leave shall be limited to situations in which an employee has used up all of his/her own compensated leave and another employee or employees agree to donate sick leave to him/her.
- The maximum number of hours for any combination of donations to any one employee is 80 hours per year. If an employee returns to work prior to the use of the additional donated hours, those donated hours will be retained by the receiving employee for future use.
- In the case of an extreme extenuating circumstance (hardship), the Agency Personnel Administrator may at his/her discretion grant an exception to the 80-hour maximum.

4.2.4 Accumulation

Plan 1 and 2

- A. Only employees under the VRS Plan 1 and 2 are eligible.
- B. Full-time personnel earn eight [8] hours of sick leave per month of employment.

County of Clarke -- Personnel Policies

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

- C. Leave will be posted on a monthly basis.
- D. Sick leave days shall be earned and credited as long as an employee is in a paid status. Unpaid FMLA and workers' compensation are not considered paid status for the purpose of earning sick leave.
- E. Sick leave may accumulate from year to year with no maximum accumulation.
- F. Upon termination, accumulated sick leave days shall be compensated as follows:
 - Employees must have worked for ten (10) continuous years for Clarke County.
 - Employees will be compensated at a rate of \$30.00 per day for accumulated (unused) sick leave up to a maximum of two hundred days.
 - A lump sum payment will be made upon termination for employees meeting the longevity requirement above.

Hybrid

- A. Sick leave is accumulated at eight (8) hours per month for full-time employees.
- B. Only employees under the VRS Hybrid Plan are eligible.
- C. Leave will be posted on a monthly basis.
- D. Sick leave days shall be earned and credited as long as an employee is in a paid status. Unpaid FMLA and workers' compensation are not considered paid status for the purpose of earning sick leave.
- E. Sick leave may accumulate from year to year with a maximum accumulation of 90 days.
- G. Upon termination, accumulated sick leave days shall be compensated as follows:
 - Employees must have worked for ten (10) continuous years for Clarke County.
 - Employees will be compensated at a rate of \$30.00 per day for accumulated (unused) sick leave up to a maximum of ninety (90) days (8-hour days).

County of Clarke – Personnel Policies

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

4.2.5 VRS Hybrid Employees Short-term Disability Benefits

A. General

- VRS Hybrid Retirement Plan employees are provided a short-term disability benefit (STDB).
- Clarke County General Government has contracted with a third-party insurer to provide this benefit. Therefore, all eligibility requirements are dictated by the insurer.
- The insurer requires that the employee must be a VRS Hybrid Retirement Plan member for a waiting period of one year before being eligible for STDB. (The eligibility waiting period of one year is waived for work-related claims.)
- The benefit elimination period is waived for catastrophic or chronic conditions.
- STDB is provided to a hybrid employee during a sickness/disability.

B. Elimination Period

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

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

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

C. Compensation Benefit

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

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

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

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

D. Long-term Disability

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

E. Employee Status During Short-term Disability

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

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

4.3 Annual Leave

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

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

Any annual leave balance at the time of employment termination will be dealt with as specified herein.

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

Note: Scheduled leave is taken at the employer's discretion. When granting an employee-scheduled leave, Department Heads/Supervisors are required to:

[REDACTED]

4.5.2 Subpoenas

Employees subpoenaed as court witnesses in relation to employment with Clarke County may be absent without loss of pay provided that a copy of the subpoena shall be transmitted to the Agency Personnel Administrator.

If an employee is subpoenaed for any court action not related to employment with Clarke County, that employee may be absent without loss of pay [REDACTED]

4.6 Military Leave

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

There shall be no loss of pay for up to fifteen workdays during such leaves of absence; and when relieved from such duty, they shall be restored to positions held by them when ordered to duty as described under the "Uniformed Services Employment and Reemployment Rights Act of 1994."

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

4.7 Leave Without Pay

Agency Personnel Administrator may grant regular employees leave without pay for a reasonable purpose.

Extended Leave of Absence Without Pay:

Requests for extended leave of absence without pay must be approved by the Agency Personnel Administrator.

Employees on approved extended leave of absence do not accrue annual leave and sick leave credits.

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

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

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

It shall be the responsibility of the Agency Personnel Administrator to provide notice of leave without pay status to the Payroll Department.

4.8 Administrative Leave

An employee may be placed on administrative leave by their Department Head (with authorization of the Agency Personnel Administrator) when it is in the best interest of the County to remove the employee from the worksite.

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

The employee will stay on administrative leave as deemed necessary by the Agency Personnel Administrator.

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

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

4.9 Volunteer Fire and Rescue Calls

With permission from their immediate supervisor, employees who volunteer and are members of a Board recognized Clarke County fire department or rescue squad may be permitted to leave their jobsite when required to respond to an emergency call.

4.10 Voting and Elections

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

An employee of the County may serve as an Election Official if they:

- Are a qualified voter of the Commonwealth of Virginia.
- Agree to represent a recognized political party.

- Do not hold an elective office.
- Are not a deputy and/or employee of an elected official.
- Obtained approval of their supervisor.

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

4.11 Pay Upon Termination

4.11.1 General

Clarke County will compensate employees for annual and sick leave held in their personal accounts on their termination of employment as described below.

For the purposes of this policy, retirement through the Virginia Retirement System is treated as termination.

4.11.2 Full-time employees Plan 1 and 2

Accumulated sick leave days as follows:

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

Employees will be compensated at a rate of \$30.00 per day for accumulated (unused) sick leave up to a maximum of 200 days.

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

Accumulated annual leave days as follows:

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

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

4.11.3 Hybrid employees

Accumulated sick leave days as follows:

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

Employees will be compensated at a rate of \$30.00 per day for accumulated (unused) sick leave up to a maximum of 90 days.

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

Accumulated annual leave days as follows:

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

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

4.11.4 Regular Part-time employees Plan 1 and 2

Accumulated sick leave days as follows:

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

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

A lump sum payment will be made upon termination.

Accumulated annual leave days as follows:

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

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

Employee Time Sheet

Name: John Doe

Week: January 1 - 5, 1999

Day	In	Out	Lunch *
Monday	8:00	4:00	Y
Tuesday	8:00	4:00	Y
Wednesday	8:00	4:00	Y
Thursday	8:00	5:00	Y
Friday	8:00	5:00	Y
Total **flex time (if any): 2 hours for Good Friday			

Employee Time Sheet

Name: _____

Week: _____

Day	In	Out	Lunch
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Total flex time (if any):			

Employee Time Sheet

Name: _____

Week: _____

Day	In	Out	Lunch
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Total flex time (if any):			

Employee Time Sheet

Name: _____

Week: _____

Day	In	Out	Lunch
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Total flex time (if any):			

Employee Time Sheet

Name: _____

Week: _____

Day	In	Out	Lunch
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Total flex time (if any):			

* All full-time employees shall have at least 30 minutes of uninterrupted time for lunch

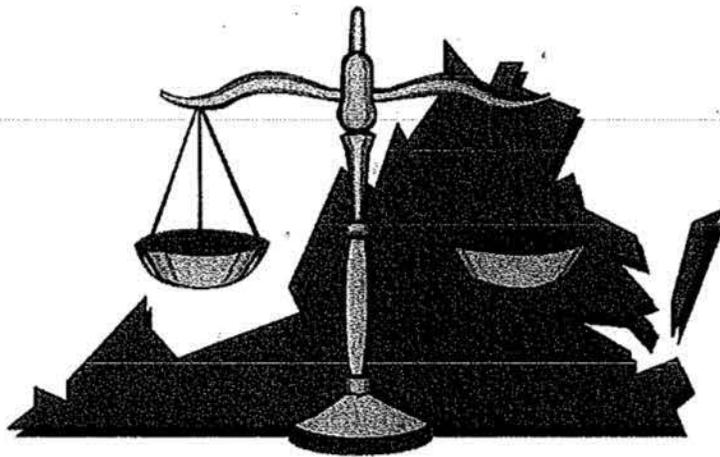
** All employees may work an additional 7 hours of "flex time" for each flex holiday (Good Friday and Apple Blossom Friday) prior to the flex holiday.

Appendix B

VIRGINIA ASSOCIATION OF COMMONWEALTH'S ATTORNEYS

"THE RIGHT THING - EVERY TIME"

ETHICAL GUIDELINES FOR VIRGINIA'S PROSECUTORS



Virginia Association of Commonwealth's Attorneys

Eric L. Olsen, VACA President

2017

Produced by the Virginia Association of Commonwealth's
Attorneys - Committee on Justice and Professionalism

Table of Contents

Table of Contents	1
Letter to Colleagues	2
Acknowledgments.....	3
Introduction	4-6
The Right Thing – Every Time	7-10
Rules of Fairness and Ethical Conduct.....	11-22
Rules of Professional Conduct.....	11-18
<i>Brady and Giglio</i>	18-22
Virginia Supreme Court Rules on Discovery	23-26
Rule 7C:5: Discovery in General District Court.....	23-24
Rule 3A:11: Discovery in Circuit Court	24-26
Conclusion	27-28

January 2017

Dear Colleagues:

I consider it a privilege to distribute the first edition of the Virginia Association of Commonwealth's Attorneys' Ethics Handbook. This Handbook collects, in one place, the most significant cases and rules that govern and direct ethical behavior by prosecutors in the Commonwealth.

Elected Commonwealth's Attorneys have the weighty responsibility of instilling and maintaining a culture of adherence to the ethical rules and regulations of our profession within their individual offices. I sincerely believe that, as VACA president, I have a duty of instilling a culture of adherence to the ethical rules and regulations of our profession throughout the Commonwealth. It is my hope that this handbook is a significant step towards instilling that culture and that future VACA presidents will continue to distribute updated versions of it well after my term is completed.

The Ethics Handbook was developed and edited by Bryan Porter, Commonwealth's Attorney for the City of Alexandria in conjunction with VACA's Justice and Professionalism Committee, co-chaired by Commonwealth's Attorney Theo Stamos of Arlington/Falls Church and Richmond Commonwealth's Attorney Michael Herring. Their leadership served as the impetus for the creation of this booklet. This Ethics Handbook is a valuable contribution and I am pleased to recommend it to every prosecutor in the Commonwealth.

This handbook is designed to serve as a supplement to existing training that is conducted by the Commonwealth's Attorney's Services Council (CASC). New assistants are reminded that VACA and CASC are different entities. VACA is a private association of all Virginia prosecutors, while CASC is a state-funded agency responsible for the innovative training of Commonwealth's Attorneys. VACA is lucky to have a close relationship with CASC, an agency that is staffed by outstanding and dedicated public servants, and which has a nationwide reputation for excellence.

I am confident that this handbook will prove useful as both a quick reference guide and as a starting point for essential conversations about our ethical obligations and how we can best serve the citizenry of the Commonwealth.

Respectfully yours,

Eric Olsen
VACA President
Commonwealth's Attorney, Stafford County, Virginia

Acknowledgements

The Virginia Association of Commonwealth's Attorneys would like to acknowledge and thank the District Attorney's Association of the State of New York for its assistance in creating this manual. In large part, this document is based on a manual written and distributed by DAASNY. VACA would like to acknowledge DAASNY's Ethics and Best Practices Subcommittee and Phillip Mueller, Chief Assistant District Attorney in the Schenectady County District Attorney's Office who was the primary author of DAASNY's manual.

Introduction

On November 21, 1945, Robert H. Jackson rose to make his opening statement in the criminal trial of Nazi war criminals in Nuremburg, Germany. It would be difficult to conceive of a more grave criminal case · or a larger stage for a prosecutor · than one aimed at holding the authorities of the most evil regime in history accountable for their actions.

In our profession, Jackson is remembered primarily for a quote about the qualities of an outstanding prosecutor that comes from a speech he gave while serving as Attorney General of the United States. While the quote is quite memorable · a portion of it is cited later in this Handbook · Robert H. Jackson should be remembered for far more than one paragraph of one speech.

Jackson never went to law school. Instead, he read for the bar and worked as a self-proclaimed "country lawyer" in his upstate New York hometown. By the end of his career, however, on the strength of his own abilities, he had served as Solicitor General, Attorney General and later as a Supreme Court Justice. Given his reputation for fairness and integrity, President Roosevelt asked him to serve as the lead prosecutor for the Nuremburg Trials.

Never before had such a trial been attempted. Instead, in previous wars, the victorious side simply summarily executed the leaders of the vanquished foe. Jackson, however, thought it morally imperative that a trial be held · a trial that would temper the hand of vengeance and force the Allies to prove the culpability of the Nazis before administering punishment.

In the very first paragraph of his opening statement, Jackson said the following words:

"The privilege of opening the first trial in history for crimes against the peace of the world imposes a grave responsibility. The wrongs which we seek to condemn and punish are so calculated, so malignant and so devastating that Civilization cannot tolerate their being ignored because it cannot survive them being repeated. That four great nations, flushed with victory and stung with injury, stay the hand of vengeance and voluntarily submit their captive enemies to the judgment of law is one of the most significant tributes that Power has ever paid to Reason."

In addition to being simple and powerful, the last words of this opening paragraph serve as the paradigm of what criminal prosecution is all about. In our criminal justice system, Power pays tribute to Reason. Although the police have the physical power to arrest someone and detain them indefinitely without charge, reason and the Constitution require due process protections such as a speedy and public trial and indictment by a Grand Jury. Although it may be expedient to presume the accused guilty and require him to prove his innocence, reason demands the converse: that the accused be presumed innocent, that he need not utter a single word in his own defense and that the prosecution prove every element of each charged offense beyond a reasonable doubt to the satisfaction of a unanimous jury of the defendant's peers.

As an Assistant Commonwealth's Attorney, you wield enormous power. That power, however, must always pay tribute to reason. For instance, you have the theoretical ability to conceal impeachment evidence in order to increase your chances of "winning" a case, but reason - and the rule of law - demand that you disclose such evidence in order to ensure a fair trial.

In the Nuremburg trials, 22 defendants were tried. 12 were convicted and sentenced to death. Seven defendants were convicted and sentenced to prison terms.

More telling is the fact that three defendants were acquitted entirely and set free. That three accused Nazi war criminals - people who could have easily been summarily hanged without any pretense of a trial - were instead acquitted is a shining example of the rule of law and power's submission to reason.

Robert H. Jackson always strove to do the right thing in every case.

You should follow that example.

The Right Thing - Every Time

"The difference in our roles as advocates derives from the degree of our authority and the disparity of our obligations. Defense counsel's legitimate and necessary goal is to achieve the best possible result for his client. His loyalty is to the individual client alone. The prosecutor, however, enters a courtroom to speak for the People - and not just some of the People. The prosecutor speaks not solely for the victim, or the police, or those who support them, but for all the People. That body of 'The People' includes the defendant and his family and those who care about him. It also includes the vast majority of citizens who know nothing about a particular case, but who give over to the prosecutor the authority to seek a just result in their name."

Lindsey v. Wyoming, 725 P.2d 649 (Wyo. 1986) (quoting Commentary On Prosecutorial Ethics, 13 HASTINGS CONST. L.Q. 537-39 (1986)).

The daily decisions prosecutors make, such as whether to charge a citizen with a crime or how to dispose of a criminal case, carry with them serious consequences. Every day, Virginia's prosecutors are empowered to make important decisions that impact criminal defendants, victims of crime, witnesses and society at large. It is the sober responsibility of every Assistant Commonwealth's Attorney to diligently, competently and justly exercise the power entrusted to them by virtue of their office.

A defense attorney bears the responsibility of protecting one person: her client. The sole duty of a defense attorney is securing the best possible outcome in her client's criminal case, consistent with the law and the Rules of Professional Conduct. A judge protects the parties' rights and the public's right to the proper resolution of pending cases. A prosecutor, however, is responsible for seeking the

truth in every single case. In a very real sense, the prosecutor is the public defender.

By virtue of their office, prosecutors are uniquely situated to do the right thing - every time.

What does doing the right thing every time mean?

It means that you must always remember that you possess the power to alter the lives of many people. Criminal defendants, victims and their families and friends, and the community at large are all impacted by your decision to bring or pursue a criminal charge. A criminal defendant is more than a name on an indictment; he is a flesh and blood person whose life will be inalterably changed by the initiation of a criminal charge against him. Therefore, you must never instigate or maintain a charge capriciously.

It means you must keep an open mind. Not every person who is suspected should be arrested, not every arrestee should be prosecuted, not every case should be tried and you need not win every trial. Your success will not be measured by "won-lost" records, the number of convictions you obtain or by the length of a sentence recommended by a jury. Instead, your success is judged by how just the outcome of a particular case is. In many cases, the just decision - the "right" decision - is for you to decline to charge a case or to decline to maintain a prosecution. The mark of success your profession is the elusive concept known as "justice."

It means you have the freedom - and with it, the concomitant ethical duty - not to bring a case to trial unless you have diligently sought the truth and are convinced of the defendant's guilt. Even when you are convinced of guilt, you must remember that you are neither omniscient nor infallible. Throughout the pendency of a criminal matter, you should constantly question the evidence and your own assumptions, accounting for confirmation bias and other logical fallacies. Like all lawyers, you have an ethical duty to zealously advocate for your client. But, unlike other lawyers, the client you represent is the public, and your client's interests are not served by your winning every case that appears in your in-box. A conviction serves the public's interest only if the defendant is in fact guilty and has received due process.

It means you must see your job in the following light - you seek the truth, tell the truth and let the chips fall where they may in every single case to which you are assigned. When a prosecutor wins a trial, she can sleep at night because the outcome - with its awesome consequences - is the product of her best effort and the fairest system humans have ever devised. When she loses a trial, as long as she gave her best effort, she can still sleep soundly for the same reasons. A prosecutor succeeds just as much when an innocent person is exonerated as when a guilty person is held accountable.

It means you realize that you "build your brand" - that is, you create your professional reputation for fair-dealing - every day you report to work. You can spend years "building your brand" and establishing your professional reputation,

and then lose it entirely through a single act of unethical behavior. You must work every day towards building a reputation of trust, fairness and candor with the judiciary, the defense bar and the public.

It means that elected Commonwealth's Attorneys and their Chief Deputies set the tone. Elected prosecutors have the weighty responsibility of instilling and maintaining a culture of adherence to the ethical rules and regulations of our profession within their individual offices. Furthermore, elected prosecutors must ensure that their assistants adhere to the rules and regulations and receive regular training and instruction on prosecutorial ethics. Finally, elected Commonwealth's Attorneys, cognizant of the public trust inherent in their office, must be vigilant for and intolerant of unethical behavior by their assistants.

It means that, above all else, you must always remember that a dedication to the rule of law and the ethical rules of professional conduct is your prime directive.

Rules of Fairness and Ethical Conduct

The ethical rules and responsibilities that govern our profession derive from and are defined by many sources. These include, of course, the *Rules of Professional Conduct* promulgated by the Virginia State Bar. These mandatory rules are also construed by legal ethics opinions promulgated by the Bar's Standing Committee on Legal Ethics. Prosecutors are encouraged to view the *Rules* as a floor for ethical conduct, not a ceiling.

Our ethical obligations are shaped by a plethora of other authorities, including statutes and the Rules of the Supreme Court. Case law plays a significant role; the best examples of which are the interrelated United Supreme Court decisions in *Brady v. Maryland* and *Giglio v. United States*, with which you should be intimately familiar. These important cases, which must be read and re-read by all prosecutors, outline a defendant's constitutional rights to receive all exculpatory and impeachment evidence from the Commonwealth in a timely manner.

To be certain, not every mistake made by a prosecutor in applying these doctrines, and not every error in judgment, can fairly be deemed a breach of ethical obligations. However, deliberate violation of these rules of fairness, or willful ignorance of them, constitutes an ethical failure.

Rules of Professional Conduct

Effective November 1, 2012, the Virginia State Bar adopted a new, updated version of the Rules of Professional Conduct to bring Virginia's ethical rules more in line with the American Bar Association's *Model Rules of Professional*

Responsibility. Although all of the *Rules* apply to prosecutors, some have little relevance to criminal prosecution, because they regulate the private practice of law, fees and relationships with individual clients. The complete *Rules of Professional Conduct* can be accessed through the Virginia State Bar's website at:

<http://www.vsb.org/pro-guidelines/index.php/rules/preamble/>.

In particular, prosecutors should be familiar with Rule 3.6, which is entitled *Additional Responsibilities of a Prosecutor*. Again, this rule sets the minimum requirements of ethical behavior for prosecutors and should not be read as a series of aspirational goals. This rule holds that a prosecutor shall:

- 1) Not file or maintain a charge that the prosecutor knows is not supported by probable cause;
- 2) Not take advantage of an unrepresented defendant;
- 3) Not instruct a person to withhold information from the defense after a party has been charged with an offense;
- 4) Make timely disclosure to counsel for the defendant, or to the defendant if he has no counsel, of the existence of evidence which the prosecutor knows tends to negate the guilt of the accused, mitigate the degree of the offense, or reduce the punishment; and
- 5) Not direct or encourage... persons assisting or associated with the prosecutor in a criminal case to make an extrajudicial statement that the prosecutor would be prohibited from making... .

In addition to the actual text of Rule 3.6, prosecutors should read and be familiar with the content of the Comments to the Rule. These Comments may be found immediately after the text of the Rule on the Virginia State Bar website.

For your day-to-day practice, however, most ethical principles underlying the *Rules* can be distilled to a few common-sense ideas of fairness and professionalism.

Be prepared. You must acquire the "legal knowledge, skill, thoroughness and preparation necessary" to professionally prosecute the cases to which you are assigned. (Rule 1.1).

Be on Time. You must "act with reasonable diligence and promptness." (Rule 1.3).

Tell the truth. You must be candid about the facts and the law with judges, opposing counsel and other people associated with the criminal justice system, such as victims, witnesses and court personnel. In representing the Commonwealth, you must not "knowingly make a false statement of fact or law to a tribunal" or "offer evidence you know is false." In addition to accurately stating the law that is applicable to a case, you have the further duty to disclose "controlling legal authority... adverse" to your position, although you may also make a good-faith argument for a change in the law. (Rule 3.3). You are never allowed to make a "false statement of fact or law" to any person, including opposing counsel. (Rule 4.1). When you are speaking with an unrepresented person, you must not misrepresent your role in the matter or state or imply that you are disinterested. (Rule 4.3).

Don't reveal confidential information. With certain exceptions, you must not reveal confidential information that "would be likely to be detrimental to the client..." (Rule 1.6). This rule is drafted with the private practitioner and client in mind, but maintaining confidentiality is even more important for prosecutors. Careless or unauthorized disclosure of the sensitive information prosecutors routinely acquire may compromise investigations, ruin reputations and, in extreme circumstances, even cost lives. Some unauthorized disclosures, such as disclosures related to the activities of an investigative grand jury, may result in criminal prosecution.

Don't prosecute without probable cause, As a prosecutor, you are specifically forbidden to "file or maintain a criminal charge that (you) know is not supported by probable cause." (Rule 3.8). Even if probable cause to charge exists, you may not "file... (or) initiate criminal charges... or take other action... when (you) know or when it is obvious that such action would serve merely to harass or maliciously injure another." (Rule 3.4). Finally, you must never "present or threaten to present criminal... charges solely to obtain advantage in a civil matter" regardless of whether probable cause exists. (Rule 3.4).

Don't make frivolous arguments. You must not "bring or defend a proceeding, or assert or controvert an issue therein, unless there is a basis for doing so that is not frivolous... ." (Rule 3.1).

Comply with procedural and evidentiary rules. When appearing before a tribunal, you must not "knowingly disobey or... disregard a standing rule or a ruling

of a tribunal made in the course of a proceeding" or "intentionally... violate any rule of procedure or of evidence... ." Furthermore, you may not "falsify evidence, counsel or assist a witness to testify falsely, or offer an inducement to a witness that is prohibited by law" or "fail to make reasonably diligent effort to comply with a legally proper discovery request by an opposing party." Finally, at trial, you are not allowed to "allude to any matter that (you do) not reasonably believe is relevant or that will not be supported by admissible evidence... ." (Rule 3.4).

Be fair. For example, you may not: obstruct another party's access to evidence; advise a witness to hide or leave the jurisdiction to avoid testifying; knowingly use false testimony or evidence; pay or offer to pay compensation to a witness contingent on the content of the witness' testimony or the outcome of the case; or act as an unsworn witness in a proceeding and assert personal knowledge of facts at issue. (Rule 3.4).

Don't communicate with represented persons. You must not communicate about the subject of the representation with a person you know "to be represented by another lawyer in the matter." (Rule 4.2). Furthermore, you cannot request that your agent do what you ethically cannot. With regards to criminal prosecutions, you should consider law enforcement officers your agents.

Be courteous and respectful. When appearing in court proceedings, you "shall not engage in conduct intended to disrupt a tribunal." (Rule 3.5).

Protect the integrity of the court. You must not engage in unauthorized *ex parte* communications with a judge or her staff regarding the merits of a matter

before the court. During the pendency of a matter, whether or not you are a participant, you must not engage in, or cause another to engage in, prohibited communications with a sitting or prospective juror. Even after the matter has been concluded, you may not communicate with a juror if such communication is prohibited by a court order or if the juror has made known to you her desire not to communicate. You must promptly reveal to the court improper conduct by a member of the venire, a juror or a member of a juror's family. (Rule 3.5).

Try your case in the courtroom, not the media. Rule 3.6, entitled "Trial Publicity", is perhaps the rule most likely to cause trouble for the unwary prosecutor. The public's intense interest in crime, reflected in concurrent media attention to many of our cases and coupled with the propensity of some members of the defense bar to try their case in the press, may tempt you to make expansive and unethical comments to members of the media. The general rule is that an attorney participating in or associated with the investigation, prosecution or defense of a criminal matter "shall not make or participate in making an extrajudicial statement that a reasonable person would expect to be disseminated by means of public communication that the lawyer knows, or should know, will have a substantial likelihood of interfering with the fairness of the trial by a jury." (Rule 3.6). Furthermore, you must not direct or encourage other persons, such as law enforcement officers, to make an extrajudicial statement that would be prohibited pursuant to Rule 3.6. (Rule 3.8).

Trust the truth. Lawyers who do not trust jurors to act reasonably, intelligently and justly, or don't trust their own ability to help jurors make sense of conflicting evidence, tend to make ethical errors. The truth, when presented in a calm, confident and engaging manner, has a compelling power of its own. Many of the ethical principles cited in this manual are aimed at restraining attorneys from substituting their own judgments about guilt or innocence or witness credibility for those of the fact finder. You should believe in your case and focus on the truth, landing hard but fair blows in the pursuit of justice.

Keep pursuing justice after a conviction. Your ethical duties do not end the moment the fact finder returns a guilty verdict. Prosecutors must act appropriately upon learning of new evidence indicating that an innocent person was convicted. Your duty to exonerate the innocent is just as important as your duty to convict the guilty. You must diligently pursue and investigate any credible post-conviction claim of innocence.

Obey the law. Attorneys are ethically bound to avoid deceit and misconduct in their personal and professional lives. You must not "commit a criminal or deliberately wrongful act that reflects adversely" on your honesty or fitness to practice law, including any "conduct involving dishonesty, fraud, deceit or misrepresentation." You should never state or imply that you have an ability to improperly influence a tribunal. Finally, the *Rules* make it clear that you may not "violate or attempt to violate" their mandates and strictures. (Rule 8.4).

When in doubt, reach out. The ethical principles outlined in this manual may, on occasion, prove difficult to apply in the myriad of complex factual circumstances you will confront as a prosecutor. You must always stay vigilant for ethical issues that may arise in unexpected or subtle ways. When in doubt about your ethical obligations, seek guidance from supervisors, colleagues, or the Legal Ethics Hotline maintained by the Virginia State Bar.

Brady and Giglio: A Prosecutor's Duty to Disclose Exculpatory and Impeachment Evidence

In the seminal case *Brady v. Maryland*, the United States Supreme Court held that "suppression by the prosecution of evidence favorable to the accused... violates due process where the evidence is material either to guilt or punishment, irrespective of the good or bad faith of the prosecution... A prosecution that withholds evidence... which, if made available, would tend to exculpate (the defendant) or reduce the penalty... (is cast) in the role of an architect of a proceeding that does not comport with standards of justice." 372 U.S. 83, 87-88 (1963).

Subsequently, in the case of *Giglio v. United States*, the Court held that "nondisclosure of evidence affecting (witness) credibility falls within the" *Brady* rule. 405 U.S. 150, 154 (1972). Additionally, the *Giglio* Court held that "whether the nondisclosure was a result of negligence or design, it is the responsibility of the prosecutor." *Id.* *Brady* and *Giglio* material must be disclosed to the defense even if

opposing counsel has not specifically requested it. Finally, as the Virginia Supreme Court held in *Bly v. Commonwealth*, a prosecutor "has a duty to learn of any favorable evidence known to others acting on the government's behalf..., including the police." 280 Va. 656, 662 (2010).

Therefore, you have an affirmative duty to seek and disclose all exculpatory and impeachment information from every member of the prosecution team in each case to which you are assigned. Members of the prosecution team include law enforcement officers, other prosecutors and other government officials participating in the investigation and prosecution of the matter. You must always remember that police officers and deputies are members of your prosecution team, and that the law imputes the knowledge of your team members to you. Your ignorance of exculpatory or impeachment evidence known by other members of your team - even if not willful - may undermine the integrity of a conviction.

All potential *Giglio* information known by or in the possession of the prosecution team must be gathered and reviewed with an eye as to disclosure. That information includes, but is not limited to:

- 1) Prior inconsistent statements made by the witness, whether or not the inconsistent statement was made to law enforcement;
- 2) Benefits provided to witnesses in exchange for their cooperation, including:
 - a) Dropped or reduced charges;
 - b) Use immunity or agreements not to prosecute;

- c) An agreement to limit the Commonwealth's argument for sentence;
 - d) Considerations regarding the forfeiture of assets;
 - e) Stays of deportation or other immigration status consideration, such as an agreement to approve a U-Visa;
 - f) Any tangible or monetary benefit provided to the witness, to include, but not to be limited to:
 - i. Payments for information;
 - ii. Travel reimbursement;
 - iii. The provision of lodging or travel;
 - iv. The provision of any other pecuniary benefit, to include minor outlays such as "phone minutes" or "cigarette money".
 - g) Letters to other government officials setting forth the extent of a witness' assistance.
- 3) Other known conditions that could affect the witness's bias, to include, but not to be limited to:
- a) Animosity towards the defendant;
 - b) Relationship with the victim;
 - c) Known but uncharged criminal conduct;
 - d) Known prejudice or animosity towards any group of which the defendant is a member.

- 4) Known physical, mental health or substance abuse issues that could reasonably affect the witness' ability to recall or perceive the events about which they will be testifying.
- 5) Prior criminal convictions for felonies or for crimes of moral turpitude.
- 6) For law enforcement witnesses, sustained complaints involving allegations of dishonesty such as falsifying a police report.
- 7) Where self-defense might reasonably be raised by the accused, convictions of the victim for crimes of violence and any other information that is material to the victim's reputation for violence.

You should consider your duty to gather and disclose exculpatory and impeachment evidence your paramount ethical obligation. In most cases, if you are confronted with a "close call" as to whether evidence constitutes *Brady* or *Giglio* evidence, you should err on the side of caution and disclose the evidence to opposing counsel.

Moreover, *Brady* information must be disclosed early enough that it can be "effectively used at trial." *Commonwealth v. Tuma*, 285 Va. 629, 636 (2013). While the courts have not established a black-line rule as to when a prosecutor must disclose exculpatory evidence, you should not conceal the existence of such evidence to gain a trial advantage, and you should disclose such evidence as soon as practicable. Finally, you should be aware that your constitutional obligation to disclose extends to evidence that may mitigate a sentence.

The failure to disclose impeachment or exculpatory evidence can result in the reversal of a conviction or other sanctions, even if your failure was borne of ignorance or otherwise inadvertent. A knowing or willful failure to disclose such information is a violation of the *Rules of Professional Conduct* and could result in the Bar taking disciplinary action against you. For instance, Rule 3.8 clearly states that a prosecutor "shall make timely disclosure to counsel for the defendant... of the existence of evidence which the prosecutor knows tends to negate the guilt of the accused, mitigate the degree of the offense, or reduce the punishment... ."

The Virginia State Bar has determined that the obligation for "timely" disclosure under this rule means that exculpatory evidence should be disclosed "as soon as practicable" in light of the totality of the facts and circumstances of the case. See Virginia State Bar Legal Ethics Opinion 1862. In this opinion, the Bar opined that a prosecutor violates the *Rules* when she intentionally delays disclosure without lawful justification or good cause.

Innumerable judicial decisions and scholarly articles have attempted to define what information is "material" within the means of *Brady* and *Giglio*, what constitutes "exculpatory evidence", at what juncture on the case disclosure must be made, how rigorously you must seek out exculpatory information, how damaging the impeachment information or important the prosecution witness must be to invoke *Giglio's* disclosure requirement, and what sanctions should be imposed for various failures to disclose. Obviously, particularized research and factual analysis are required to address the specifics of each case you prosecute.

Virginia Supreme Court Rules on Discovery

The Supreme Court of Virginia has promulgated rules that describe the evidence and materials you are required to disclose during the discovery process. Two discovery rules exist: Rule 3A:11 governs discovery in Circuit Court and Rule 7C:5 General District Court discovery. The materials outlined in these rules must be disclosed to opposing counsel, regardless of whether they inculcate or exculpate the defendant.

Rule 7C:5: Discovery in General District Court

Rule 7C:5 outlines your discovery obligations in misdemeanor cases and in cases pending preliminary hearing in General District Court. The rule states that, upon the written motion of the defendant made at least 10 days before the hearing or trial, you are required to provide the following information and material if it is to be offered against the defendant:

- 1) Any relevant written or recorded statements or confessions made by the defendant, or copies thereof and the substance of any oral statements and confessions made by the accused; and
- 2) Any criminal record of the accused. You should be aware, however, that the Virginia State Police prohibits the practice of providing photocopies of the defendant's NCIC/VCIN criminal history to opposing counsel. You may, however, allow counsel to inspect the criminal history and take notes.

The court granting the discovery motion "shall specify the time, place and manner of making the discovery." The court has the power to add such terms and conditions to the discovery order that it deems just. If you fail to provide the required information, the court may directly order you to provide the material and may grant a continuance to the defendant.

Rule 3A:11: Discovery in Circuit Court

Rule 3A:11 outlines your discovery obligations in felony cases and misdemeanor cases brought by direct indictment in Circuit Court. The rule states that, upon the written motion of the defendant made at least 10 days before the hearing or trial, you are required to provide, or to allow the defense to inspect, copy and photograph the following information and material regardless of whether you intend to introduce the evidence in the hearing or trial:

- 1) Written or recorded statements or confessions made by the defendant, or the substance of any oral statements or confessions made by the defendant to any law enforcement officer;
- 2) Written reports of autopsies, ballistic tests, fingerprint analyses, handwriting analyses, blood, urine and breath tests, other scientific reports and written reports of a physical or mental examination of the accused or the alleged victim; and
- 3) Books, papers, documents, tangible objects, buildings or places that the court designates to be discovered after determining that they are material and that the request is reasonable. However, the Rule does not authorize the

discovery or inspection of statements made by the Commonwealth's witnesses or of police reports or other internal Commonwealth documents.

If the defense files a discovery motion, it is in your best interest to move the court to enter an order requiring the defendant to provide what is known as reciprocal discovery. Upon your motion, the court shall order the defense to provide the following information and material:

1) Written reports of autopsies, ballistic tests, fingerprint, blood, urine or breath analyses, and other scientific reports which the defendant intends to introduce as evidence;

2) Notice of whether the defendant intends to introduce evidence to establish an alibi and, if so, notice of the place at which he claims to have been at the time of the offense;

3) If the defendant intends to rely upon the insanity defense, copies of any written reports of a physical or mental examination of the defendant.

However, no statements made by the defendant during the examination may be used in the Commonwealth's case-in-chief.

The court granting the discovery motion "shall specify the time, place and manner of making the discovery." The court has the power to add such terms and conditions to the discovery order that it deems just.

If you find it advisable, you may move the court to deny, restrict or defer discovery or impose any other terms on the discovery process that the court finds

appropriate. If necessary, you may move the court to allow you to provide your reasoning for the restrictions in writing for an *in camera* review.

The rule specifically notes that you have a continuing duty to provide discovery. If, after you have provided discovery to the defense, you come into the possession of additional evidence or information falling under the ambit of the discovery order, you must "promptly notify" opposing counsel of the existence of the additional material.

If either party fails to comply with the discovery order, the court may order any relief it deems appropriate. An intentional failure to comply with the discovery order may violate Rule 3.4 of the *Rules of Professional Conduct* and may result in disciplinary action by the Bar.

Conclusion

Ethical principles are the essence of criminal prosecution, not a burden upon it and a sense of fair play is one of the attributes of a successful prosecutor.

Supreme Court Justice Robert H. Jackson described the qualities of an outstanding prosecutor in 1940, numbering among them:

"A sensitiveness to fair play and sportsmanship (that) is perhaps the best protection against the abuse of power... (It) lies in the prosecutor who tempers zeal with human kindness, who seeks truth and not victims, who serves the law and not factional purpose, and who approaches his task with humility."

More recently, in *Bennett v. Commonwealth*, 236 Va. 448 (1988), the Virginia Supreme Court has reminded attorneys from both sides of the aisle that a trial is designed to be a search for truth, and that attempting to "sandbag" or "surprise" the other side is not a practice condoned by the law:

"The aim of trials is to find the truth. Uncovering the truth is the paramount goal of the adversary system. All the rules of decorum, ethics, and procedure are meant to aid the truth-finding process. *Ambush, trickery, stealth, gamesmanship, one-upmanship, surprise have no legitimate role to play in a properly conducted trial.* This is so whether the gamesman is the defendant or the Commonwealth. We agree with what Justice White said...: "The adversary system of trial is hardly an end in itself; it is not yet a poker game

in which players enjoy an absolute right always to conceal their cards until played."

You should read these words and remember them. They must always serve as a reminder to you that the ends of securing a conviction do not justify resorting to unethical means to secure it.

Compliance with the rules of ethics is not a blithely simple task. It requires that you constantly stay vigilant for possible ethical issues, that you fight the normal human urge to surprise opposing counsel, that you realize that you are not infallible, and that you always question your assumptions and remain open to input and advice from your peers. It requires you to remain abreast of developments in the rules and law of ethics.

Most importantly, it requires you to take your oath as an Assistant Commonwealth's Attorney seriously, to appreciate the huge responsibility you have assumed by taking the prosecutor's oath of office and that you strive to do the right thing, every time in every case.

The performance rankings are defined as:

Exceptional Performer (EXP)

Job performance is consistently outstanding, and exceeds the highest standards.

Top Performer (TOP)

Job performance is nearly exception, and still excellent.

Effective Performer (EFF)

Job performance fully meets the standards/ expectations of the employee's position on a consistent basis.

Needs Improvement (NI)

Job performance reflects a need for improvement on a consistent basis; performance significantly fails to meet the standards/ expectations of the position.

Fails to meet job requirements (F)

Job performance is so far below the standards/ expectations for a position to as to render the employee's contributions questionable.

1. JOB KNOWLEDGE/TECHNICAL PROFICIENCY/EXPEREINCE

Is the employee knowledgeable in office management principles to which he/ she is assigned? To what degree is he/ she able to apply this knowledge to specific work assignments?

EXP TOP EFF NI F n/a

2. PLANNING & ORGANIZING

Does the employee efficiently and effectively organize and plan work assignments/ activities so as to put time to best use? Is work usually organized so as to allow someone to continue urgent projects toward completion in his/ her absence? To what degree are the appropriate means selected to produce the intended results within a reasonable time period?

EXP TOP EFF NI F n/a

3. PROMPTNESS/TIMELINESS

Can the employee be relied on to accomplish assignments within reasonable time limits? Is he/ she dependable on meeting deadlines, attending meetings as necessary, following through on assignments and deciding courses of action?

EXP TOP EFF NI F n/a

4. RELATIONSHIP WITH THE PUBLIC

Is the employee able to establish efficient and effective working rapport with the public? Is he/she able to deal tactfully with others in difficult situations – especially when the advice given is contrary to the public’s preconceived ideas? To what extent does the employee exhibit sensitivity to others’ opinions?

EXP TOP EFF NI F n/a

5. RELATIONSHIP WITH COLLEAGUES & STAFF

Are the employee’s mannerisms and/or personal work habits acceptable to others, favorably reflect upon the office, and permit others to utilize their job skills effectively and efficiently? Is the employee understanding of the needs of others to feel appreciated for their expertise and contributions? To what degree does the employee exhibit cooperation, adaptability, integrity and moderation?

EXP TOP EFF NI F n/a

6. WRITTEN COMMUNICATIONS

Does the employee clearly and concisely express ideas, concepts, and events in writing – including correspondence, reports, legal documents, and emails?

EXP TOP EFF NI F n/a

7. ORAL COMMUNICATION SKILLS

Does the employee clearly and concisely express ideas, concepts, and events in oral presentation and interaction? Do appearances before courts, panels, general public, or other groups reflect positively on the office? To what degree does the employee demonstrate poise, self-confidence, versatility, understanding of issues, and assertiveness?

EXP TOP EFF NI F n/a

8. ISSUE ANALYSIS/RESEARCH ABILITY

Does the employee thoroughly and accurately seek out material and data not immediately accessible and utilize the information? Is he/she able to separate the important from the unimportant, to arrange events in a casual sequence, to analyze and interpret and assortment of laws, court decisions and other legal matters?

EXP TOP EFF NI F n/a

DEVELOPMENT TRENDS

(A) Explain any significant changes since the employee's last performance appraisal.

(B) Indicate recommended actions for further development and training purposes of improving performance appraisal in current position.

Evaluator's signature

Date

I have reviewed this document and discussed the contents with my manager. My signature means that I have been advised of my performance status but does not necessarily imply that I agree with this evaluation.

Employee's signature

Date

The employee may provide his/her own feedback to this evaluation to be placed in the employee's file.

APPENDIX D

CASE COVER SHEET

Next Court date (pencil): _____ time: _____

DEFENDANT: Click or tap here to enter text.	DOB: Click or tap here to enter text.	DEF.ATTY. _____
DEPUTY/OFFICER/TROOPER: Click or tap here to enter text.	PROSECUTOR (initials): _____	

CO-DEF'S: Name(s): _____ Court Date(s): _____

Bd. Hrg. Date: _____ **Bond Set:** _____

Conditions: _____

Additional Charges Attached

Docket Number	Offense Date	Charge	Docket Number	Offense Date	Charge
Click or t	Click or t	Click or t	Click or t	Click or t	Click or t
Click or t	Click or t	Click or t	Click or t	Click or t	Click or t
Click or t	Click or t	Click or t	Click or t	Click or t	Click or t
Click or t	Click or t	Click or t	Click or t	Click or t	Click or t
Click or t	Click or t	Click or t	Click or t	Click or t	Click or t

IMPORTANT DATES & INFORMATION

Lab/Cert. filed _____ *Melendez* Notice _____ Discovery Sent _____

Victim: _____ Witnesses: _____

COURT PROCEEDINGS

Date	For	Action Taken (incl. next date, if applicable)	Action Items for Next Date	Notes

SAMPLE



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

September 10, 2018 10:00 AM

Item

No. Description

- A. Closed Session Pursuant to §2.2-3711-A6 Discussion of the investment of public funds where competition or bargaining is involved: Review Proposals for Economic Development Consultant

MEMORANDUM

TO: Board of Supervisors
FR: Thomas Judge, Director of Joint Administrative Services
DT: 9/10/2018
RE: *September Finance Agenda*

1. **Supplemental Appropriations.**

- a. *History through Architecture Book match.* See the attached request to provide a \$1,000 match for phase 2 of the HPC project. Note that this grant has not been awarded, and it may be premature to appropriate it, but willingness to match might still be discussed.
- b. *LEOS for Fire and EMS.* The Fire and EMS Director proposes adding the LEOS benefit for full-time hazardous duty staff. Addition of this accelerated retirement benefit would move any Hybrid VRS employees to VRS Plan 2, and would increase the overall VRS rate for Government employees. Sheriff hazardous duty employees currently have this benefit at the 1.7% level. To further consider the overall cost of the benefit, and actuarial study needs to be completed. The cost of the study at the 1.7% level is \$1,250. If the Board wishes to undertake this study at this level, it should determine which employees are to be covered, and consider the following resolution:

“Be it resolved that \$1,250 be transferred from the personnel contingency to the Fire and EMS Department for the purpose of performing an actuarial study to determine the cost of providing the LEOS accelerated retirement benefit to certain hazardous duty positions.”

- 2. **Bills and Claims.** This is recommended for approval.
- 3. **Standing Reports.** The Expenditure Summary and Reconciliation reports are attached.
- 4. **Closed Session** – “I move to enter Closed Session pursuant to Virginia Code 2.2-3711 A1 concerning specific employees or appointees of the Board.”

CERTIFICATION OF CLOSED SESSION

WHEREAS, the Board of Supervisors Finance Committee of the County of Clarke, Virginia, has convened a closed meeting on this date pursuant to an affirmative recorded vote and in accordance with the provisions of the Virginia Freedom of Information Act; and WHEREAS, Section 2.2 -3700 of the Code of Virginia requires a certification by the Board of Supervisors of the County of Clarke, Virginia that such closed meeting was conducted in conformity with Virginia law. NOW, THEREFORE BE IT RESOLVED, that the Board of Supervisors of the County of Clarke, Virginia, hereby certifies that, to the best of each members knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which the certification resolution applies, and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Board of Supervisors of the County of Clarke, Virginia.

MEMORANDUM

TO: Finance Committee, Tom Judge
FROM: Alison Teetor
DATE: August 30, 2018
SUBJECT: Funding Requests

The Clarke County HPC has applied for a Certified Local Government (CLG) grant for the purpose of completing phase 2 of a book entitled "Clarke County History through Architecture". The Board previously provided \$1,000 in matching funds for Phase 1 of the project. One of the outcomes of the Phase 1 was the creation of the outline for the book. In the process of creating the outline it was found that a lot of the photographs and information regarding the historic resources in the county are outdated (from the initial survey in the early 1990s). In light of that information, the project will breakdown Phase 2 into two parts- Phase 2A, would be the selective updating of the information (including photographs) and providing an even more detailed outline. Phase 2B would then be the completion of the manuscript. Phase 3 of the project would be the layout and publication.

The current request is for a match of \$1,000 from the Board of Supervisors. The grant requires a minimum of 30% match. The total project cost is \$15,545 additional match is being provided by the Conservation Easement Authority (\$2,500) and the Clermont Foundation (\$1,000).

**ENHANCED BENEFITS FOR
ELIGIBLE POLITICAL SUBDIVISION EMPLOYEES
IN HAZARDOUS DUTY POSITIONS**

Political subdivisions participating in the Virginia Retirement System (VRS) may elect to provide benefits equivalent to those of the State Police Officers Retirement System for those of the subdivision's employees who are employed in law enforcement positions comparably hazardous to that of a State Police Officer. This includes any sworn law enforcement officer who has the duty and obligation to enforce the penal, traffic, and highway laws of this State as directed by his superior officer, if so certified by his appointing authority. Full time salaried firefighters and emergency medical technicians are also eligible to be covered under the enhanced benefits at the option of the political subdivision.

The primary differences between the "enhanced" benefits and the regular VRS benefits are:

1. The normal retirement age under the enhanced provisions is 60 rather than 65. Early retirement is permitted at any time between ages 50 and 60 as long as the employee has at least five years of VRS service credit.
2. For retirement between age 50 and 60, the actuarial reduction for early retirement is computed from the earlier of (i) age 60, or (ii) the first date on or after his fiftieth birthday on which the member would have completed 25 years of creditable service. No reduction is applied if the member has 25 years of credit.
3. From date of retirement until the later of age 65 or the age a member is eligible for unreduced social security benefits, an additional \$1,132 per month is payable as a supplement. To be eligible for the supplement, the member must have been employed on or after July 1, 1974, and have 20 or more years of credited service rendered in a hazardous position. If employed before July 1, 1974, the additional allowance is payable regardless of the years of credited service rendered in a hazardous position.
4. The vested termination benefit available after 5 years of service may begin at age 50 or later; however, the additional monthly supplement is payable only if the member had 20 or more years of credited service. If employed on or after July 1, 1974, the member must have 20 or more years in a hazardous position.
5. The additional allowance is not payable in the case of a disability retirement or to an individual receiving a survivor benefit.
6. Employees who are eligible for the enhanced hazardous duty benefit are ineligible to participate in the Hybrid Plan. Once VRS programs the new elected benefit, employees that are currently participating in the Hybrid Plan prior to the benefit election will be transferred into Plan 2.

The cost to each individual member is not affected if the enhanced benefits are made available. However, the cost to the employer will increase. The amount of such increase is included in a revised employer contribution rate applicable to the total compensation of all covered employees, not just to those eligible for the enhanced benefits.

The new rate is determined by calculations made by the VRS' actuaries, Cavanaugh Macdonald Consulting, LLC. The cost of the actuarial study will be \$1,250 and will be billed directly to the employer upon completion of the study. Each additional scenario, such as adding the 1.85% multiplier, will be an additional \$250. Therefore, the cost of an actuarial study to determine the employer rate for both the 1.7% retirement multiplier and the 1.85% retirement multiplier will be \$1,500.

To proceed with the actuarial study a formal request letter should be sent to VRS. In your letter please include the following:

- Indicate what group of eligible employees will be impacted.
- Which multipliers should be used in the study (1.7% and/or 1.85%).
- Confirm the effective date of coverage.
- Confirm the cost of the study.
- Please provide us with the name, phone number, and email address of the person who will be responsible for uploading the demographic file to our Secure FTP site.

This letter should be sent to:

Andrew Feagans
 Employer Representative Program Manager
 Virginia Retirement System
 P. O. Box 2500
 Richmond, Virginia 23218 2500

In order to determine the new rate we need to perform a study and will need the affected employee's demographic information. Please prepare an electronic file of all affected full-time salaried employees in service, regardless of age, in positions which are not temporary or provisional. Enter the following information for each eligible employee on one line opposite the Social Security number:

- | | | | |
|----|------------------------|----|--------------------------------------|
| A. | Social Security Number | E. | Date of Employment |
| B. | Name | F. | Job Title |
| C. | Gender | G. | Annual Salary Rate |
| D. | Date of Birth | H. | Plan (Plan 1, Plan 2 or Hybrid Plan) |

Transmission of this data will be via our secure FTP site.

Please provide us with the name, phone number, and email address of the person who will be responsible for uploading the file.

*** At this time the VRS e-mail system is not secure, so please do not e-mail the information requested.**

After the governing body has reviewed the actuarial report, it may request the enhanced benefits by adoption of a resolution, a model of which is available from the VRS. The VRS will confirm approval of coverage in writing.

Once the request is approved by VRS, all VRS members employed in the designated positions must be included in the new benefit program.

Please direct questions concerning these enhanced benefit provisions to:

Andrew Feagans
 Employer Representative Program Manager
 Virginia Retirement System
 P. O. Box 2500
 Richmond, Virginia 23218 2500
 Telephone: (804) 344-3156

Clarke County
Invoice History Report
August 31, 2018

<u>VENDOR NAME</u>	<u>ACCOUNT</u>	<u>ACCOUNT DESC</u>	<u>FULL DESC</u>	<u>INVOICE DATE</u>	<u>AMOUNT</u>
Amazon Acct	100-000-000-000-3-31-312-31200-6000 -SOS	Sheriff Office Supplies	Keyboard for LIVE SCAN Machine	07/02/2018	154.02
Amazon Acct	100-000-000-000-7-71-711-71100-6000 -	Parks Adm Materials & Supplies	Laminating Pouches 11x17	07/02/2018	59.99
Amazon Acct Total					214.01
American Red Cross	100-000-000-000-7-71-713-71350-3000 -	Programs Purchased Services	Babysitting Training	08/08/2018	121.00
American Red Cross Total					121.00
Angela Tsiatsos	100-000-000-000-7-71-713-71320-5830 -	Pool Refunds	Refund	07/30/2018	40.00
Angela Tsiatsos Total					40.00
ArchiveSocial	100-000-000-000-8-81-815-81510-3000 -	Econ Dev Purchased Services	brt ArchiveSocial 7/2017-7/2018	08/20/2018	2,388.00
ArchiveSocial Total					2,388.00
Art Sisk Tree & Land	100-000-000-000-4-43-432-43200-3000 -	Maintenanc Purchased Services	Kohn Mountain Property Remove	08/17/2018	9,500.00
Art Sisk Tree & Land Total					9,500.00
At&t	100-000-000-000-3-31-312-31200-5230 -	Sheriff Telephone	Monthly Statement	08/01/2018	30.23
At&t Total					30.23
Attic Promotions	100-000-000-000-7-71-713-71320-6011 -	Pool Clothing	Pool Shirts	07/26/2018	20.00
Attic Promotions	100-000-000-000-7-71-713-71350-6011 -	Programs Clothing	playcamp shirt	07/26/2018	5.65
Attic Promotions Total					25.65
Avaya Inc	100-000-000-000-1-12-125-12510-3320 -	IT Maint Contracts	1 yr HW/SW support - split Gov/CCPS/Town - 45/45/1	08/01/2018	11,167.52
Avaya Inc	740-000-402-000-4-43-432-43200-3320 -	Maintenanc Maint Contracts	1 yr HW/SW support - split Gov/CCPS/Town - 45/45/1	08/01/2018	2,481.68
Avaya Inc Total					13,649.20
BAI Municipal Softwar	100-000-000-000-1-12-125-12510-6040 -	IT Technology SW/OL Content	Technical support from 07/01-12/30	07/01/2018	7,537.00
BAI Municipal Softwar Total					7,537.00
Bank of Clarke	100-000-000-000-7-71-711-71100-3500 -	Parks Adm Printing & Binding	deposit slips	07/31/2018	82.37
Bank of Clarke Total					82.37
Barenklau, Mark	100-000-000-000-3-32-323-32310-5500 -	EMS Travel	Fire & EMS-Barenklau VAVRS Convention	08/22/2018	50.00
Barenklau, Mark Total					50.00
BB&T	100-000-000-000-1-11-110-11010-6000 -	BoS Materials & Supplies	lbw IT, Retirees, VAGARA Conf, IIMC, Presentations	08/09/2018	481.20
BB&T	100-000-000-000-1-12-121-12110-5810 -	County Adm Dues Subscr & Memb	lbw IT, Retirees, VAGARA Conf, IIMC, Presentations	08/09/2018	450.00
BB&T	100-000-000-000-1-12-125-12510-6050 -	IT Noncap Technology Hardware	lbw IT, Retirees, VAGARA Conf, IIMC, Presentations	08/09/2018	127.92
BB&T	100-000-000-000-3-31-312-31200-5500 -CST	Sheriff Travel - Communication	APCO International Conference - Becky White	08/09/2018	294.77
BB&T	100-000-000-000-3-31-312-31200-5500 -SST	Sheriff Travel - Sworn Staff	Credit Card	08/09/2018	226.33
BB&T	100-000-000-000-3-31-312-31200-5500 -SST	Sheriff Travel - Sworn Staff	Credit Card	08/09/2018	544.77
BB&T	100-000-000-000-3-31-312-31200-5500 -SST	Sheriff Travel - Sworn Staff	Credit Card	08/09/2018	199.03
BB&T	100-000-000-000-3-31-312-31200-5500 -SST	Sheriff Travel - Sworn Staff	Credit Card	08/09/2018	769.13
BB&T	100-000-000-000-3-31-312-31200-5500 -SST	Sheriff Travel - Sworn Staff	Credit Card	08/09/2018	818.47
BB&T	100-000-000-000-3-31-312-31200-6000 -SOS	Sheriff Office Supplies	Credit Card	08/09/2018	21.05
BB&T	100-000-000-000-3-31-312-31200-6000 -SOS	Sheriff Office Supplies	Credit Card	08/09/2018	178.39
BB&T	100-000-000-000-3-32-323-32310-5500 -	EMS Travel	Fire & EMS BBT credit card statement 8-9-18	08/09/2018	792.56
BB&T	100-000-000-000-3-35-351-35100-6000 -	AnimalCtrl Materials & Supplie	rm BB&T Credit Card 7/10/18-08/03/18	08/09/2018	257.69
BB&T	100-000-000-000-7-71-713-71320-6011 -	Pool Clothing	supplies	08/07/2018	23.89
BB&T	100-000-000-000-7-71-713-71350-5560 -	Programs Group Trip	supplies	08/07/2018	81.00
BB&T	100-000-000-000-7-71-713-71350-5810 -	Programs Dues Subscr & Memb	supplies	08/07/2018	125.00
BB&T	100-000-000-000-7-71-713-71350-6000 -	Programs Materials & Supplies	supplies	08/07/2018	46.80
BB&T	100-000-000-000-8-81-811-81110-3000 -	Plan Adm Purchased Services	PC Ordinance Comm. Mtg	08/22/2018	87.20
BB&T	100-000-411-000-4-43-432-43200-6000 -	Maintenanc Materials & Supplie	rm BB&T Credit Card 7/10/18-08/03/18	08/09/2018	49.03
BB&T	231-128-000-000-3-31-312-31200-6000 -	Sheriff Materials & Supplies	Credit Card	08/09/2018	155.76
BB&T Total					5,729.99
Berryville Auto Part	100-000-000-000-3-31-312-31200-3000 -	Sheriff Purchased Services	CCSO Vehicle Repair - 1303	07/31/2018	85.00
Berryville Auto Part	100-000-000-000-3-31-312-31200-3000 -	Sheriff Purchased Services	CCSO Vehicle Repair - 1403	08/06/2018	40.00
Berryville Auto Part	100-000-000-000-3-31-312-31200-3000 -	Sheriff Purchased Services	CCSO Vehicle Repair - 1405	08/08/2018	20.00
Berryville Auto Part	100-000-000-000-3-31-312-31200-3000 -	Sheriff Purchased Services	CCSO Vehicle Repair - 1302	08/10/2018	64.00
Berryville Auto Part	100-000-000-000-3-31-312-31200-3000 -	Sheriff Purchased Services	CCSO Vehicle Repair - 1701	08/13/2018	40.00
Berryville Auto Part	100-000-000-000-3-31-312-31200-3000 -	Sheriff Purchased Services	CCSO Vehicle Repair - 1406	08/23/2018	40.00
Berryville Auto Part	100-000-000-000-3-31-312-31200-3000 -	Sheriff Purchased Services	CCSO Vehicle Repair - 1401	08/23/2018	110.00
Berryville Auto Part	100-000-000-000-3-31-312-31200-6000 -VRP	Sheriff Vehicle Repair Parts	CCSO Vehicle Repair - 1303	07/31/2018	28.04
Berryville Auto Part	100-000-000-000-3-31-312-31200-6000 -VRP	Sheriff Vehicle Repair Parts	CCSO Vehicle Repair - 1403	08/06/2018	16.95
Berryville Auto Part	100-000-000-000-3-31-312-31200-6000 -VRP	Sheriff Vehicle Repair Parts	CCSO Vehicle Repair - 1405	08/08/2018	147.96
Berryville Auto Part	100-000-000-000-3-31-312-31200-6000 -VRP	Sheriff Vehicle Repair Parts	CCSO Vehicle Repair - 1302	08/10/2018	8.00
Berryville Auto Part	100-000-000-000-3-31-312-31200-6000 -VRP	Sheriff Vehicle Repair Parts	CCSO Vehicle Repair - 1701	08/13/2018	19.74
Berryville Auto Part	100-000-000-000-3-31-312-31200-6000 -VRP	Sheriff Vehicle Repair Parts	CCSO Vehicle Repair - 1406	08/23/2018	28.32
Berryville Auto Part	100-000-000-000-3-31-312-31200-6000 -VRP	Sheriff Vehicle Repair Parts	CCSO Vehicle Repair - 1401	08/23/2018	147.96
Berryville Auto Part	100-000-000-000-3-32-323-32310-5800 -	EMS Miscellaneous	Fire & EMS Directors vehicle service 8-17-18	08/17/2018	63.53
Berryville Auto Part Total					859.50
Berryville True Valu	100-000-000-000-4-43-432-43200-6000 -	Maintenanc Materials & Supplie	rm BH Maint fastners and weedkiller	08/02/2018	15.09
Berryville True Valu	100-000-000-000-4-43-432-43200-6000 -	Maintenanc Materials & Supplie	rm BH Maint general fastners	08/02/2018	2.85
Berryville True Valu	100-000-000-000-7-71-713-71310-6000 -	Rec Center Materials & Supplie	Rec Supplies	08/17/2018	64.47
Berryville True Valu	100-000-000-000-7-71-713-71320-6000 -	Pool Materials & Supplies	supplies	08/06/2018	0.40
Berryville True Valu	100-000-402-000-4-43-432-43200-6000 -	JGC Maintenanc Materials & Sup	rm BH 101 Chalmers CT plumbing supplies	08/22/2018	32.93
Berryville True Valu	100-000-409-000-4-43-432-43200-6000 -	Maintenanc Materials & Supplie	rm BH ACO slip can and union	08/07/2018	4.78
Berryville True Valu	100-000-412-000-4-43-432-43200-6000 -	Maintenanc Materials & Supplie	rm BH Park round up	08/06/2018	69.99
Berryville True Valu	100-000-412-000-4-43-432-43200-6000 -	Maintenanc Materials & Supplie	rm BH Park orange tape	08/10/2018	8.97
Berryville True Valu	100-000-412-000-4-43-432-43200-6000 -	Maintenanc Materials & Supplie	rm BH Park flag tape	08/10/2018	17.34
Berryville True Valu	100-000-415-000-4-43-432-43200-6000 -	Maintenanc Materials & Supplie	rm BH Park Soccer 13" orange crd stor real	08/06/2018	18.98
Berryville True Valu	100-000-437-000-4-43-432-43200-6000 -	Maintenanc Materials & Supplie	rm BH 311 E. Main black foam tape	08/03/2018	7.49
Berryville True Valu	740-000-402-000-4-43-432-43200-6000 -	Maintenanc Materials & Supplie	rm BH 101 Chalmers CT plumbing supplies	08/22/2018	19.59
Berryville True Valu Total					262.88
Beth Shoemaker	100-000-000-000-7-71-713-71320-5830 -	Pool Refunds	Refund	08/15/2018	190.00
Beth Shoemaker Total					190.00
Betty Langager	100-000-000-000-7-71-713-71350-5830 -	Programs Refunds	refund	08/14/2018	90.00
Betty Langager Total					90.00
Blue Ridge Legal Ser	100-000-000-000-2-21-215-21510-5600 -	Blue Ridge Legal Svc Contr	2018-2019 Appropriation	07/31/2018	1,500.00
Blue Ridge Legal Ser Total					1,500.00
Blue Sky Towers	100-000-000-000-3-31-312-31200-5400 -	Sheriff Leases & Rentals	Tower, Transmittal, Antennae 08/01-09/01	08/01/2018	2,380.50
Blue Sky Towers Total					2,380.50
Bosserman, Barbara	100-000-000-000-1-13-132-13200-5500 -	Registrar Travel	Reimbursement for Annual Training Fee	07/31/2018	150.00
Bosserman, Barbara	100-000-000-000-1-13-132-13200-5500 -	Registrar Travel	Reimbursements for RLA and Annual Training	08/10/2018	55.58
Bosserman, Barbara	100-000-000-000-1-13-132-13200-5510 -	Registrar Local Mileage	Reimbursements for RLA and Annual Training	08/10/2018	104.36
Bosserman, Barbara Total					309.94
Brittany Shepherd	100-000-000-000-7-71-713-71350-5830 -	Programs Refunds	Refund	08/17/2018	20.00
Brittany Shepherd Total					20.00
Broy & Son Pump	100-000-000-000-4-43-432-43200-6000 -	Maintenanc Materials & Supplie	rm Broy&Son Kahn Property fix overflow on pond	08/10/2018	397.90

**Clarke County
Invoice History Report
August 31, 2018**

VENDOR NAME	ACCOUNT	ACCOUNT DESC	FULL DESC	INVOICE DATE	AMOUNT
Broy & Son Pump	100-000-413-000-4-43-432-43200-3000 -	Maintenanc Purchased Services	rm Broy&Son Pool reprimed pump	08/06/2018	75.00
Broy & Son Pump Total					472.90
BSN Sports Inc	100-000-000-000-7-71-713-71320-6000 -	Pool Materials & Supplies	Supplies	08/08/2018	101.97
BSN Sports Inc Total					101.97
Capelli, Len	100-000-000-000-8-81-815-81510-3000 -	Econ Dev Purchased Services	brt len capelli Pd7 2018	08/06/2018	3,185.00
Capelli, Len	100-000-000-000-8-81-815-81510-5510 -	Econ Dev Local Mileage	lbw 8-21 Staunton ED Ad Hoc Com for Region Go Va	08/22/2018	114.45
Capelli, Len Total					3,299.45
Cardillo, Robin Couc	235-128-000-000-8-82-827-82700-3000 -	Cnsvr Esmt Donation- Purch Svc	Services for July	08/07/2018	800.00
Cardillo, Robin Couc Total					800.00
Charles Musgrove	100-000-000-000-7-71-713-71350-5830 -	Programs Refunds	refund	08/10/2018	70.00
Charles Musgrove Total					70.00
Chatman, Stacey	100-000-000-000-7-71-713-71350-3000 -	Programs Purchased Services	contracted employee	08/01/2018	91.00
Chatman, Stacey Total					91.00
Cheer Eruption	100-000-000-000-7-71-713-71350-3000 -	Programs Purchased Services	Contracted Employee	08/09/2018	487.50
Cheer Eruption Total					487.50
Chief Supply Corp	100-000-000-000-3-31-312-31200-6000 -PSU	Sheriff Police Supplies	Traffic Cones	08/07/2018	161.56
Chief Supply Corp	100-000-000-000-3-31-312-31200-6011 -SSU	Sheriff Uniform Sworn Staff	Oak Leaf Pins	07/27/2018	4.98
Chief Supply Corp Total					166.54
Clarke County DSS	100-000-000-000-7-71-713-71350-5830 -	Programs Refunds	refund Playcamp	08/27/2018	806.00
Clarke County DSS Total					806.00
Clarke County Fair	235-128-000-000-8-82-827-82700-5800 -	Cnsvr Esmt Donation Miscellane	Sponsorship/Pig Scramble	08/10/2018	400.00
Clarke County Fair Total					400.00
Clarke County Treasu	301-000-000-000-9-94-944-94409-3170 -	Cit Conv Ctr-Fees/Permits	Permit Convenience center	08/07/2018	61.20
Clarke County Treasu Total					61.20
Clean H2O Center	100-000-000-000-7-71-713-71320-6026 -	Pool Chemicals	rm CH20 pool chemicals	07/30/2018	121.44
Clean H2O Center	100-000-000-000-7-71-713-71320-6026 -	Pool Chemicals	rm CH20 Pool Chemicals	07/30/2018	4.77
Clean H2O Center	100-000-000-000-7-71-713-71320-6026 -	Pool Chemicals	rm CH20	08/02/2018	43.26
Clean H2O Center	100-000-000-000-7-71-713-71320-6026 -	Pool Chemicals	rm Clean H20 Pool chemicals	08/10/2018	178.58
Clean H2O Center	100-000-000-000-7-71-713-71320-6026 -	Pool Chemicals	rm CH20 Pool chemicals	08/14/2018	210.73
Clean H2O Center Total					558.78
Combs Wastewater Man	100-000-412-000-4-43-432-43200-3000 -	Maintenanc Purchased Services	rm Combs Park porta potta	08/01/2018	70.00
Combs Wastewater Man Total					70.00
Commercial Press	100-000-000-000-1-12-124-12410-6000 -	Treasurer Materials & Supplies	letterheads/receipts	08/10/2018	78.70
Commercial Press	100-000-000-000-3-31-312-31200-6000 -SOS	Sheriff Office Supplies	Business Cards - N Chambers	08/03/2018	99.80
Commercial Press	100-000-000-000-3-31-312-31200-6000 -SOS	Sheriff Office Supplies	Business Cards - Jenkins	08/10/2018	49.90
Commercial Press	100-000-000-000-8-83-831-83100-6000 -	Coop Ext Materials & Supplies	5 receipt books	08/03/2018	194.11
Commercial Press Total					422.51
Commissioners of Rev	100-000-000-000-1-12-123-12310-5500 -	Com of Rev Travel	class in winchester understanding the code of Va	08/01/2018	150.00
Commissioners of Rev	100-000-000-000-1-12-123-12310-5500 -	Com of Rev Travel	annual conference	08/01/2018	350.00
Commissioners of Rev Total					500.00
ComputerPlus	100-000-000-000-1-12-125-12510-3320 -	IT Maint Contracts	express server contract service	06/01/2018	127.00
ComputerPlus	100-000-000-000-1-12-125-12510-3320 -	IT Maint Contracts	IBM Hardware Support-AS400	08/01/2018	127.00
ComputerPlus Total					254.00
Costco	100-000-000-000-7-71-713-71360-6012 -	Concession Merch for Resale	supplies	08/01/2018	42.54
Costco Total					42.54
County of Frederick	100-000-000-000-2-21-219-21940-5600 -	Regional Crt Svc Entity Gift	2018-2019 Local Probation Services	08/09/2018	6,179.10
County of Frederick	100-000-000-000-4-42-424-42400-3840 -	RefuseDisp Intergov Svc Agreeem	Refuse	08/03/2018	1,283.80
County of Frederick	100-000-000-000-4-42-424-42400-3840 -	RefuseDisp Intergov Svc Agreeem	Refuse	08/03/2018	212.00
County of Frederick	100-000-000-000-4-42-424-42400-3840 -	RefuseDisp Intergov Svc Agreeem	Refuse/Container fee/recycling reimbursement	08/20/2018	21,702.10
County of Frederick Total					29,377.00
Crown Trophy	100-000-000-000-7-71-713-71320-6000 -	Pool Materials & Supplies	Trophy Swim team	08/07/2018	183.40
Crown Trophy Total					183.40
Daly Computers	100-000-000-000-3-31-312-31200-6000 -ETK	Sheriff E-Tkt Mat'l & Supplies	Laptops and docking stations f	07/31/2018	9,279.16
Daly Computers Total					9,279.16
Dave Juday	100-000-000-000-7-71-713-71320-5830 -	Pool Refunds	refund	08/15/2018	190.00
Dave Juday Total					190.00
David, Emily	100-000-000-000-7-71-713-71320-6000 -	Pool Materials & Supplies	Pool supplies	07/29/2018	7.57
David, Emily Total					7.57
DDL Business Sys	100-000-000-000-2-21-217-21700-3320 -	Clk of CC Maint Contracts	SN7940 Copier Maintenance (Con	07/25/2018	28.78
DDL Business Sys	100-000-000-000-7-71-711-71100-3320 -	Parks Adm Maint Contracts	SN3807 Copier Maintenance-(Con	07/25/2018	248.22
DDL Business Sys	100-000-000-000-8-83-831-83100-3320 -	Coop Ext Maint Contracts	Maintenance for Copier	07/25/2018	10.00
DDL Business Sys Total					287.00
Dehaven Berkeley	100-000-000-000-2-22-221-22100-6000 -	Comm Atty Materials & Supplies	water delivery july	07/23/2018	20.50
Dehaven Berkeley	100-000-000-000-2-22-221-22100-6000 -	Comm Atty Materials & Supplies	water	08/20/2018	20.50
Dehaven Berkeley	100-000-000-000-3-31-312-31200-6000 -COS	Sheriff Mtls & Supplies Commun	Water	08/20/2018	40.05
Dehaven Berkeley	100-000-000-000-3-31-312-31200-6000 -SOS	Sheriff Office Supplies	Cooler Rental	08/15/2018	9.00
Dehaven Berkeley	100-000-000-000-3-31-312-31200-6000 -SOS	Sheriff Office Supplies	Water	08/20/2018	14.00
Dehaven Berkeley	100-000-000-000-4-43-432-43200-5130 -	Maintenanc Water & Sewer	rm Dehaven water Maint cooler rental	08/15/2018	11.00
Dehaven Berkeley	100-000-406-000-4-43-432-43200-5130 -	Maintenanc Water & Sewer	rm DeHaven Water 100 N. Church rental for water co	08/15/2018	9.00
Dehaven Berkeley Total					124.05
DMV	100-000-000-000-1-12-124-12410-3190 -	Treasurer DMV Stop	DMV Stops - July 2018	07/31/2018	1,000.00
DMV Total					1,000.00
Dorsey, Sophia	235-210-000-000-8-82-827-82700-3000 -	Cnsvr Esmt Stewardship- Pur Svc	Easement Inspections Summer 2018	08/15/2018	1,000.00
Dorsey, Sophia Total					1,000.00
eCore Software Inc	100-000-000-000-3-32-323-32310-3000 -	EMS Purchased Services	Fire & EMS ePro scheduling software Sept 2018	08/24/2018	170.00
eCore Software Inc Total					170.00
FBINAA Virginia	100-000-000-000-3-31-312-31200-5500 -SST	Sheriff Travel - Sworn Staff	Registration Fee for JC McDonald	08/22/2018	75.00
FBINAA Virginia Total					75.00
Fire Protection	100-000-000-000-3-31-312-31200-3000 -	Sheriff Purchased Services	Fire Extinguisher inspections	07/19/2018	242.55
Fire Protection	100-000-000-000-4-43-432-43200-3000 -	Maintenanc Purchased Services	rm Fire Protection Court Houses Fire Ext Inspectio	07/12/2018	424.95
Fire Protection	100-000-000-000-4-43-432-43200-3000 -	Maintenanc Purchased Services	rm Fire Protection County Fire Ext Inspection	07/12/2018	285.45
Fire Protection	100-000-000-000-4-43-432-43200-3000 -	Maintenanc Purchased Services	rm FProtection Co 129 Rams fire ext inspection	07/19/2018	4.25
Fire Protection	100-000-000-000-4-43-432-43200-3000 -	Maintenanc Purchased Services	rm Fire P 129 Ramsburg Fire Exting Inspection	07/19/2018	12.75
Fire Protection Total					969.95
Frederick-Winchester	100-000-000-000-4-42-427-42700-3840 -	Sanitation Intergov Svc Agreeem	July 2018	08/09/2018	2,616.49
Frederick-Winchester Total					2,616.49
Galls/Best Uniforms	100-000-000-000-3-31-312-31200-6011 -SSU	Sheriff Uniform Sworn Staff	Campaign Hat	08/14/2018	100.95
Galls/Best Uniforms Total					100.95
GCA	100-000-000-000-4-43-432-43200-3340 -	Maintenanc Custodial Contracts	rm GCA County Cleaning for Aug 2018	08/01/2018	3,366.23
GCA	100-000-402-000-4-43-432-43200-3340 -	JGC Maintenanc Custodial Contr	rm GCA County Cleaning for Aug 2018	08/01/2018	2,332.38

**Clarke County
Invoice History Report
August 31, 2018**

VENDOR NAME	ACCOUNT	ACCOUNT DESC	FULL DESC	INVOICE DATE	AMOUNT
GCA	100-000-437-000-4-43-432-43200-3340 -	Maintenanc Custodial Contracts	rm GCA County Cleaning for Aug 2018	08/01/2018	293.78
GCA	740-000-402-000-4-43-432-43200-3340 -	Maintenanc Custodial Contracts	rm GCA County Cleaning for Aug 2018	08/01/2018	1,387.51
GCA Total					7,379.90
General Sales of Vir	100-000-000-000-4-43-432-43200-6000 -	Maintenanc Materials & Supplie	rm GSAles County cleaning supplies	08/13/2018	934.40
General Sales of Vir Total					934.40
Global Industrial In	100-000-000-000-7-71-711-71100-6000 -	Parks Adm Materials & Supplies	supplies	08/19/2018	131.19
Global Industrial In	100-000-000-000-7-71-713-71310-6000 -	Rec Center Materials & Supplie	supplies	08/19/2018	240.90
Global Industrial In	100-000-000-000-7-71-713-71350-6000 -	Programs Materials & Supplies	supplies	08/19/2018	131.18
Global Industrial In Total					503.27
Gordon, Robert Bayne	235-210-000-000-8-82-827-82700-3000 -	Cnsrv Esmt Stewardshp- Pur Svc	Easement inspections summer 2018	08/15/2018	1,000.00
Gordon, Robert Bayne	235-210-000-000-8-82-827-82700-5510 -	Cnsrv Esmt Stewardshp- Mileage	Mileage CEA Trips	08/14/2018	220.18
Gordon, Robert Bayne Total					1,220.18
Gray, Ginger	100-000-000-000-7-71-713-71350-3000 -	Programs Purchased Services	contracted employee	08/01/2018	127.40
Gray, Ginger	100-000-000-000-7-71-713-71350-3000 -	Programs Purchased Services	contracted employee	08/15/2018	218.40
Gray, Ginger Total					345.80
Greetscapes	100-000-000-000-4-43-432-43200-3000 -	Maintenanc Purchased Services	rm GScapes County Mowing July 2018	08/01/2018	7,100.00
Greetscapes Total					7,100.00
Hall, Monahan	100-000-000-000-1-12-122-12210-3000 -	Legal Svc Purchased Svcs	lbw July 2018 Legal Svcs PA, DSS, Econ Dev	08/02/2018	330.00
Hall, Monahan	100-000-000-000-8-81-811-81110-3000 -	Plan Adm Purchased Services	lbw July 2018 Legal Svcs PA, DSS, Econ Dev	08/02/2018	3,205.00
Hall, Monahan	100-000-000-000-8-81-815-81510-3000 -	Econ Dev Purchased Services	lbw July 2018 Legal Svcs PA, DSS, Econ Dev	08/02/2018	162.50
Hall, Monahan Total					3,697.50
Hershey Creamery	100-000-000-000-7-71-713-71360-6012 -	Concession Merch for Resale	icecream concession	07/25/2018	664.40
Hershey Creamery Total					664.40
Hunt Brothers Pizza	100-000-000-000-7-71-713-71360-6012 -	Concession Merch for Resale	Pizza	08/14/2018	259.20
Hunt Brothers Pizza Total					259.20
Hurt&Proffitt	301-000-000-000-9-94-944-94409-3140 -	Citizens Conv Ctr Eng & Archit	A/E Services for Convenience C	08/10/2018	233.80
Hurt&Proffitt Total					233.80
Joyce Banks	100-000-000-000-7-71-713-71350-5830 -	Programs Refunds	refund	08/03/2018	28.00
Joyce Banks Total					28.00
Keeler, Sharon	100-000-000-000-1-12-124-12410-5500 -	Treasurer Travel	TAV Class & Conference	08/13/2018	704.56
Keeler, Sharon	100-000-000-000-1-12-124-12410-5510 -	Treasurer Local Mileage	TAV Class & Conference	08/13/2018	245.25
Keeler, Sharon Total					949.81
KNS Technologies	100-000-000-000-8-81-815-81510-3320 -	Econ Dev Maint Svc Contracts	Website Maintenance July	08/01/2018	150.00
KNS Technologies Total					150.00
Kustom Signals Inc	100-000-000-000-3-31-312-31200-6000 -PSU	Sheriff Police Supplies	Batt, Generic Expanse	08/08/2018	46.00
Kustom Signals Inc Total					46.00
LexisNexis	100-000-000-000-1-11-110-11010-6000 -	BoS Materials & Supplies	lbw 2018 Special Supplement	08/18/2018	15.66
LexisNexis	100-000-000-000-3-31-312-31200-3000 -	Sheriff Purchased Services	Monthly Service	07/31/2018	50.00
LexisNexis Total					65.66
Logan Systems Inc	100-000-000-000-2-21-217-21700-3510 -	Clk of CC Microfilming	Computer indexing	08/15/2018	508.71
Logan Systems Inc Total					508.71
Lord Fairfax Commun	100-000-000-000-6-60-610-69100-5600 -	Lord FairfaxComm College Cont	Q1 Allocation FY19	08/07/2018	4,610.25
Lord Fairfax Commun Total					4,610.25
Mansfield Oil Co	100-000-000-000-1-12-121-12110-6008 -	County Adm Vehicle Fuel	rm MOil County Fuel charges for 7/16/18-7/31/18	08/02/2018	32.36
Mansfield Oil Co	100-000-000-000-1-12-121-12110-6008 -	County Adm Vehicle Fuel	rm Mainsfield Oil Count fuel for 8/1/18-8/15/18	08/17/2018	25.15
Mansfield Oil Co	100-000-000-000-3-31-312-31200-6008 -	Sheriff Vehicle Fuel	Fuel for 7/16/2018 - 7/31/2018	08/02/2018	2,620.38
Mansfield Oil Co	100-000-000-000-3-31-312-31200-6008 -	Sheriff Vehicle Fuel	Fuel for 8/1 - 8/15/2018	08/17/2018	2,114.73
Mansfield Oil Co	100-000-000-000-3-32-323-32310-6008 -	EMS Vehicle Fuel	rm MOil County Fuel charges for 7/16/18-7/31/18	08/02/2018	74.09
Mansfield Oil Co	100-000-000-000-3-32-323-32310-6008 -	EMS Vehicle Fuel	rm Mainsfield Oil Count fuel for 8/1/18-8/15/18	08/17/2018	78.05
Mansfield Oil Co	100-000-000-000-3-34-341-34100-6008 -	Bldg Insp Vehicle Fuel	rm MOil County Fuel charges for 7/16/18-7/31/18	08/02/2018	139.03
Mansfield Oil Co	100-000-000-000-3-34-341-34100-6008 -	Bldg Insp Vehicle Fuel	rm Mainsfield Oil Count fuel for 8/1/18-8/15/18	08/17/2018	85.18
Mansfield Oil Co	100-000-000-000-3-35-351-35100-6008 -	AnimalCtrl Vehicle Fuel	rm MOil County Fuel charges for 7/16/18-7/31/18	08/02/2018	56.51
Mansfield Oil Co	100-000-000-000-3-35-351-35100-6008 -	AnimalCtrl Vehicle Fuel	rm Mainsfield Oil Count fuel for 8/1/18-8/15/18	08/17/2018	50.85
Mansfield Oil Co	100-000-000-000-4-43-432-43200-6008 -	Maintenanc Vehicle Fuel	rm MOil County Fuel charges for 7/16/18-7/31/18	08/02/2018	134.66
Mansfield Oil Co	100-000-000-000-4-43-432-43200-6008 -	Maintenanc Vehicle Fuel	rm Mainsfield Oil Count fuel for 8/1/18-8/15/18	08/17/2018	251.04
Mansfield Oil Co	100-000-000-000-7-71-711-71100-6008 -	Parks Adm Vehicle Fuel	rm MOil County Fuel charges for 7/16/18-7/31/18	08/02/2018	10.11
Mansfield Oil Co	100-000-000-000-7-71-711-71100-6008 -	Parks Adm Vehicle Fuel	rm Mainsfield Oil Count fuel for 8/1/18-8/15/18	08/17/2018	31.49
Mansfield Oil Co Total					5,703.63
Marple, Beth	100-127-000-000-2-21-219-21910-5510 -VWIT	VictimWit Travel Local Mileage	Local mileage July and August	08/13/2018	51.12
Marple, Beth	100-127-000-000-2-21-219-21910-6000 -VWIT	VictimWit Matl & Supplies	NNO leftover office supplies	07/24/2018	6.27
Marple, Beth Total					57.39
Martin, Shannon	100-000-000-000-7-71-713-71320-6000 -	Pool Materials & Supplies	refund	08/03/2018	23.92
Martin, Shannon Total					23.92
Matsch Systems	100-000-000-000-1-12-125-12510-3000 -	IT Purchased Services	Clarke Net Phacs Call September 18	08/03/2018	200.00
Matsch Systems Total					200.00
McDonald, Jerry C	100-000-000-000-4-43-432-43200-3000 -	Maintenanc Purchased Services	rm JC McDonald Park Josephine St mowing	08/14/2018	660.00
McDonald, Jerry C Total					660.00
Melissa Cary	100-000-000-000-7-71-713-71350-5830 -	Programs Refunds	refund	08/03/2018	26.00
Melissa Cary Total					26.00
Middletown Service C	100-000-000-000-3-31-312-31200-3000 -	Sheriff Purchased Services	Alignment	08/07/2018	98.95
Middletown Service C Total					98.95
Montgomery, Christel	100-000-000-000-7-71-713-71350-3000 -	Programs Purchased Services	contracted employee	08/01/2018	2,066.25
Montgomery, Christel Total					2,066.25
Morgan, Cyrus	100-000-000-000-2-22-221-22100-5500 -	Comm Atty Travel	reimburse VACA Annual Meeting	08/04/2018	1,000.68
Morgan, Cyrus Total					1,000.68
Myron Corp	100-000-000-000-1-12-121-12110-6000 -	County Adm Materials &Supplies	brt Myron Clarke County pens	08/15/2018	279.99
Myron Corp Total					279.99
Northern Virginia Da	100-000-000-000-3-32-323-32310-5800 -	EMS Miscellaneous	Fire & EMS new hire advertisement	07/31/2018	317.00
Northern Virginia Da Total					317.00
Official Payments Co	100-000-000-000-3-32-323-32310-3000 -	EMS Purchased Services	EMS online billing service one time setup fee	07/31/2018	250.00
Official Payments Co Total					250.00
Omnicom Consulting	301-000-000-000-9-94-946-94603-3000 -COM03	Radio System Study Pur Svc	Consulting Services for Phase	08/01/2018	7,530.00
Omnicom Consulting Total					7,530.00
Oriental Trading	100-000-000-000-7-71-713-71350-6000 -	Programs Materials & Supplies	supplies	08/16/2018	79.96
Oriental Trading Total					79.96
Personius, Kristine	100-000-000-000-7-71-713-71350-6000 -	Programs Materials & Supplies	supplies	08/23/2018	7.92
Personius, Kristine Total					7.92
Piedmont Geotechnica	100-000-000-000-8-81-811-81110-3140 -PTPLN	Plan Adm Pass Thru Eng Fees	Review of Electrical Resistivity Rpt	08/07/2018	240.00
Piedmont Geotechnica	100-000-000-000-8-81-811-81110-3140 -PTPLN	Plan Adm Pass Thru Eng Fees	Review of Electrical Resistivity Rpt	08/10/2018	240.00
Piedmont Geotechnica	100-000-000-000-8-81-811-81110-3140 -PTPLN	Plan Adm Pass Thru Eng Fees	Review of electrical resistivity rpt	08/14/2018	240.00

**Clarke County
Invoice History Report
August 31, 2018**

<u>VENDOR NAME</u>	<u>ACCOUNT</u>	<u>ACCOUNT DESC</u>	<u>FULL DESC</u>	<u>INVOICE DATE</u>	<u>AMOUNT</u>
Piedmont Geotechnica Total					720.00
Pitney Bowes	100-000-000-000-2-21-212-21200-5210 -	District C Postal Svcs	postal charges	08/07/2018	125.46
Pitney Bowes Total					125.46
Premier Accounts Rec	100-000-000-000-3-32-323-32310-3000 -	EMS Purchased Services	Premier Accts Rec Mang-EMS Billing Invoice July 18	08/02/2018	1,870.93
Premier Accounts Rec Total					1,870.93
Rappahannock Electri	100-000-402-000-4-43-432-43200-5110 -	JGC Maintenanc Electric	rm REC County Electric Bills 7/1/18-8/1/18	08/07/2018	2,966.29
Rappahannock Electri	100-000-406-000-4-43-432-43200-5110 -	Maintenanc Electric	rm REC County Electric Bills 7/1/18-8/1/18	08/07/2018	1,022.21
Rappahannock Electri	100-000-407-000-4-43-432-43200-5110 -	Maintenanc Electric	rm REC County Electric Bills 7/1/18-8/1/18	08/07/2018	1,761.32
Rappahannock Electri	100-000-408-000-4-43-432-43200-5110 -	Maintenanc Electric	rm REC County Electric Bills 7/1/18-8/1/18	08/07/2018	1,086.51
Rappahannock Electri	100-000-409-000-4-43-432-43200-5110 -	Maintenanc Electric	rm REC County Electric Bills 7/1/18-8/1/18	08/07/2018	913.92
Rappahannock Electri	100-000-410-000-4-43-432-43200-5110 -	Maintenanc Electric	rm REC County Electric Bills 7/1/18-8/1/18	08/07/2018	239.79
Rappahannock Electri	100-000-411-000-4-43-432-43200-5110 -	Maintenanc Electric	rm REC County Electric Bills 7/1/18-8/1/18	08/07/2018	2,865.10
Rappahannock Electri	100-000-412-000-4-43-432-43200-5110 -	Maintenanc Electric	rm REC County Electric Bills 7/1/18-8/1/18	08/07/2018	488.82
Rappahannock Electri	100-000-413-000-4-43-432-43200-5110 -	Maintenanc Electric	rm REC County Electric Bills 7/1/18-8/1/18	08/07/2018	1,743.37
Rappahannock Electri	100-000-414-000-4-43-432-43200-5110 -	Maintenanc Electric	rm REC County Electric Bills 7/1/18-8/1/18	08/07/2018	22.78
Rappahannock Electri	100-000-415-000-4-43-432-43200-5110 -	Maintenanc Electric	rm REC County Electric Bills 7/1/18-8/1/18	08/07/2018	50.22
Rappahannock Electri	100-000-417-000-4-43-432-43200-5110 -	Maint Kohn Prop-Elec Svcs	rm REC County Electric Bills 7/1/18-8/1/18	08/07/2018	21.00
Rappahannock Electri	100-000-437-000-4-43-432-43200-5110 -	Maintenanc Electric	rm REC County Electric Bills 7/1/18-8/1/18	08/07/2018	708.22
Rappahannock Electri	100-000-909-000-4-43-432-43200-5110 -	Maintenanc Electric	rm REC County Electric Bills 7/1/18-8/1/18	08/07/2018	252.90
Rappahannock Electri	740-000-402-000-4-43-432-43200-5110 -	Maintenanc Electric	rm REC County Electric Bills 7/1/18-8/1/18	08/07/2018	1,764.64
Rappahannock Electri Total					15,907.09
Rock Harbor	100-000-000-000-7-71-713-71350-3000 -	Programs Purchased Services	Contracted Employee	08/03/2018	110.00
Rock Harbor Total					110.00
Rose, Janine	100-000-000-000-3-31-312-31200-5500 -SST	Sheriff Travel - Sworn Staff	VALEAC Conf Mileage and Meal	08/15/2018	200.12
Rose, Janine Total					200.12
Roseville & Plaza Pe	100-000-000-000-3-35-351-35100-3000 -	AnimalCrtl Purchased Services	rm RVet ACO rabies shot for KoKo & Pit Pup Sumptio	08/01/2018	32.50
Roseville & Plaza Pe Total					32.50
Rosner, Matt	100-000-000-000-7-71-713-71350-3000 -	Programs Purchased Services	contracted employe	08/03/2018	843.75
Rosner, Matt Total					843.75
Schenck Foods Compan	100-000-000-000-7-71-713-71350-3000 -	Programs Purchased Services	food play camp	08/07/2018	252.55
Schenck Foods Compan Total					252.55
Secure Shred	100-000-000-000-3-31-312-31200-3000 -	Sheriff Purchased Services	Monthly Shredding Service	08/03/2018	50.00
Secure Shred Total					50.00
Shaun Alexander Ente	100-000-000-000-7-71-713-71350-5560 -	Programs Group Trip	Field Trip	07/27/2018	354.00
Shaun Alexander Ente Total					354.00
Shenandoah Area Agen	100-000-000-000-5-53-532-53230-5600 -	SAAA EntityGift	Q1 Allocation FY18/19	08/01/2018	10,000.00
Shenandoah Area Agen Total					10,000.00
Shenandoah Universit	100-000-000-000-7-71-713-71350-3000 -	Programs Purchased Services	c/o Johnathan Noyales	08/03/2018	168.00
Shenandoah Universit Total					168.00
Shenandoah Valley Sw	100-000-000-000-7-71-713-71320-5810 -	Pool Dues Subscr & Memb	Swim Team	08/06/2018	1,425.00
Shenandoah Valley Sw Total					1,425.00
Shentel	100-000-000-000-1-12-125-12510-5240 -	IT Telecomm Online Tech	Government Shentel Dark Fiber	08/01/2018	1,984.72
Shentel	100-000-000-000-1-12-125-12510-5400 -	IT Leases & Rentals	Government Shentel Dark Fiber	08/01/2018	690.00
Shentel Total					2,674.72
Sherry Miller	100-000-000-000-7-71-713-71350-5830 -	Programs Refunds	refund	08/20/2018	75.00
Sherry Miller Total					75.00
Shred-It	100-000-000-000-1-12-124-12410-3000 -	Treasurer Purchased Services	Shred Services Treas.	07/22/2018	26.77
Shred-It Total					26.77
Southern Refrigerati	100-000-406-000-4-43-432-43200-6000 -	Maintenanc Materials & Supplie	rm SRefrigeration JWMS 100 N. & SMaint	08/08/2018	20.52
Southern Refrigerati Total					20.52
Southern Software In	100-000-000-000-3-31-312-31200-3320 -	Sheriff Maint Contracts	Software Support Agreement PSAWARE	08/01/2018	3,788.00
Southern Software In Total					3,788.00
Supply Room, The	100-000-000-000-2-21-212-21200-6000 -	District C Materials & Supplie	Pens	07/24/2018	62.34
Supply Room, The	100-000-000-000-2-21-212-21200-6000 -	District C Materials & Supplie	Toner	08/21/2018	74.89
Supply Room, The Total					137.23
Taylor, Brianna	100-000-000-000-1-12-121-12110-5500 -	County Adm Travel	brt mileage to woodstock VMCA Region III	08/08/2018	45.45
Taylor, Brianna Total					45.45
Teetor, Alison	100-000-000-000-8-81-811-81110-5510 -	Plan Adm Local Mileage	Mileage to Front Royal for NSVRC mtg	08/28/2018	23.98
Teetor, Alison Total					23.98
Tire World	100-000-000-000-3-31-312-31200-6000 -VRP	Sheriff Vehicle Repair Parts	Tires	07/31/2018	531.36
Tire World	100-000-000-000-3-31-312-31200-6000 -VRP	Sheriff Vehicle Repair Parts	tires	08/16/2018	265.68
Tire World Total					797.04
Town of Berryville	100-000-402-000-4-43-432-43200-5130 -	JGC Maintenanc Water & Sewer	rm TOB water and sewer 101 Chalmers ct	07/27/2018	79.63
Town of Berryville	100-000-406-000-4-43-432-43200-5130 -	Maintenanc Water & Sewer	rm TOB water and sewer 100 N. Church	07/27/2018	279.40
Town of Berryville	100-000-408-000-4-43-432-43200-5130 -	Maintenanc Water & Sewer	rm TOB water and sewer 104 N. Church	07/27/2018	76.20
Town of Berryville	100-000-411-000-4-43-432-43200-5130 -	Maintenanc Water & Sewer	rm TOB water and sewer Rec Center	07/27/2018	187.00
Town of Berryville	100-000-412-000-4-43-432-43200-5130 -	Maintenanc Water & Sewer	rm TOB water and sewer Park LL Baseball	07/27/2018	15.00
Town of Berryville	100-000-412-000-4-43-432-43200-5130 -	Maintenanc Water & Sewer	rm TOB water and sewer Park House	07/27/2018	184.80
Town of Berryville	100-000-413-000-4-43-432-43200-5130 -	Maintenanc Water & Sewer	rm TOB water and sewer Pool	07/27/2018	2,362.20
Town of Berryville	100-000-437-000-4-43-432-43200-5130 -	Maintenanc Water & Sewer	rm TOB water and sewer 313 E. Main St	07/27/2018	25.40
Town of Berryville	100-000-437-000-4-43-432-43200-5130 -	Maintenanc Water & Sewer	rm TOB water and sewer 311 E. Main St	07/27/2018	50.80
Town of Berryville	100-000-909-000-4-43-432-43200-5130 -	Maintenanc Water & Sewer	rm TOB water and sewer 129 Ramsburg	07/27/2018	85.00
Town of Berryville	740-000-402-000-4-43-432-43200-5130 -	Maintenanc Water & Sewer	rm TOB water and sewer 101 Chalmers ct	07/27/2018	47.37
Town of Berryville Total					3,392.80
Treasurers Associati	100-000-000-000-1-12-124-12410-5810 -	Treasurer Dues Subscr & Memb	18/19 TAV Dues	08/01/2018	375.00
Treasurers Associati Total					375.00
Tyler Technologies	107-000-000-000-1-12-125-12510-3320 -	IT Maint Contracts	Application services 09/01-11/30	08/01/2018	29,000.25
Tyler Technologies	301-000-000-000-9-94-946-94602-3000 -	ERP Sys Purchased Services	C. Duncan/J. Rasmussen 06/14 06/21 06/28	08/07/2018	2,937.50
Tyler Technologies Total					31,937.75
USDA Rural Develop	401-000-000-000-9-95-950-95170-9100 -	RDA JGC Principal	Aug 2018 Debt Svc Pymt - Joint Gov Center	08/16/2018	6,983.12
USDA Rural Develop	401-000-000-000-9-95-950-95170-9200 -	RDA JGC Interest	Aug 2018 Debt Svc Pymt - Joint Gov Center	08/16/2018	13,991.88
USDA Rural Develop Total					20,975.00
VA Victim Assistance	100-127-000-000-2-21-219-21910-5500 -VWIT	VictimWit Travel	Reg. Fee VVAN Basic Academy - Eggleton	08/13/2018	75.00
VA Victim Assistance Total					75.00
Valley Health	100-000-000-000-3-32-323-32310-6000 -	EMS Materials & Supplies	WMC EMS Supply Invoice July 2018	08/03/2018	425.31
Valley Health Total					425.31
VDOT	301-000-000-000-9-94-948-94803-8200 -	Tourism Signs	Land use permit application fee	08/07/2018	6,130.00
VDOT Total					6,130.00
Verizon	100-000-000-000-1-12-121-12110-5230 -	County Adm Telephone	phone bill county/schools	07/26/2018	12.00
Verizon	100-000-000-000-1-12-123-12310-5230 -	Com of Rev Telephone	phone bill county/schools	07/26/2018	8.00

Clarke County
Invoice History Report
August 31, 2018

<u>VENDOR NAME</u>	<u>ACCOUNT</u>	<u>ACCOUNT DESC</u>	<u>FULL DESC</u>	<u>INVOICE DATE</u>	<u>AMOUNT</u>
Verizon	100-000-000-000-1-12-124-12410-5230 -	Treasurer Telephone	phone bill county/schools	07/26/2018	4.00
Verizon	100-000-000-000-1-12-125-12510-5230 -	IT Telephone	phone bill county/schools	07/26/2018	207.00
Verizon	100-000-000-000-1-13-132-13200-5230 -	Registrar Telephone	phone bill county/schools	07/26/2018	4.00
Verizon	100-000-000-000-2-21-212-21200-5230 -	District C Telephone	phone bill county/schools	07/26/2018	56.99
Verizon	100-000-000-000-2-21-216-21600-5230 -	J&D Court Telephone	phone bill county/schools	07/26/2018	53.70
Verizon	100-000-000-000-2-21-217-21700-5230 -	Clk of CC Telephone	phone bill county/schools	07/26/2018	85.47
Verizon	100-000-000-000-2-22-221-22100-5230 -	Comm Atty Telephone	phone bill county/schools	07/26/2018	16.00
Verizon	100-000-000-000-3-31-312-31200-5230 -	Sheriff Telephone	phone bill county/schools	07/26/2018	255.27
Verizon	100-000-000-000-3-32-323-32310-5230 -	EMS Telephone	phone bill county/schools	07/26/2018	45.98
Verizon	100-000-000-000-3-33-333-33300-5230 -	Probation Telephone	phone bill county/schools	07/26/2018	4.00
Verizon	100-000-000-000-3-34-341-34100-5230 -	Bldg Insp Telephone	phone bill county/schools	07/26/2018	8.00
Verizon	100-000-000-000-3-35-351-35100-5230 -	AnimalCtrl Telephone	phone bill county/schools	07/26/2018	41.12
Verizon	100-000-000-000-4-43-432-43200-5230 -	Maintenanc Telephone	phone bill county/schools	07/26/2018	41.12
Verizon	100-000-000-000-7-71-711-71100-5230 -	Parks Adm Telephone	phone bill county/schools	07/26/2018	65.41
Verizon	100-000-000-000-8-81-811-81110-5230 -	Plan Adm Telephone	phone bill county/schools	07/26/2018	20.00
Verizon	100-000-000-000-8-83-831-83100-5230 -	Coop Ext Telephone	phone bill county/schools	07/26/2018	4.00
Verizon	107-000-000-000-1-12-124-12430-5230 -	Finance Telephone	phone bill county/schools	07/26/2018	114.24
Verizon Total					1,046.30
VFIS	100-000-000-000-3-32-322-32200-2510 -	Vol Fire Disab Ins - Hybrid	Fire & EMS VFIS Acc & Sick Policy Renewal 18-19	05/15/2018	10,578.25
VFIS Total					10,578.25
VITA	100-000-000-000-1-11-110-11010-5230 -	BoS Telephone	Phone bill county/schools	07/31/2018	2.48
VITA	100-000-000-000-1-12-121-12110-5230 -	County Adm Telephone	Phone bill county/schools	07/31/2018	2.19
VITA	100-000-000-000-1-12-123-12310-5230 -	Com of Rev Telephone	Phone bill county/schools	07/31/2018	6.84
VITA	100-000-000-000-1-12-124-12410-5230 -	Treasurer Telephone	treasurer's office phone	08/01/2018	5.58
VITA	100-000-000-000-1-12-124-12410-5230 -	Treasurer Telephone	Phone bill county/schools	07/31/2018	3.95
VITA	100-000-000-000-1-12-125-12510-5230 -	IT Telephone	Phone bill county/schools	07/31/2018	710.13
VITA	100-000-000-000-1-13-132-13200-5230 -	Registrar Telephone	Phone bill county/schools	07/31/2018	9.08
VITA	100-000-000-000-2-21-212-21200-5230 -	District C Telephone	Phone bill county/schools	07/31/2018	111.32
VITA	100-000-000-000-2-21-216-21600-5230 -	J&D Court Telephone	Phone bill county/schools	07/31/2018	2.95
VITA	100-000-000-000-2-21-217-21700-5230 -	Clk of CC Telephone	Phone bill county/schools	07/31/2018	2.30
VITA	100-000-000-000-2-22-221-22100-5230 -	Comm Atty Telephone	Phone bill county/schools	07/31/2018	11.04
VITA	100-000-000-000-3-31-312-31200-5230 -	Sheriff Telephone	Phone bill county/schools	07/31/2018	837.78
VITA	100-000-000-000-3-32-323-32310-5230 -	EMS Telephone	Phone bill county/schools	07/31/2018	4.57
VITA	100-000-000-000-3-34-341-34100-5230 -	Bldg Insp Telephone	Phone bill county/schools	07/31/2018	3.02
VITA	100-000-000-000-3-35-351-35100-5230 -	AnimalCtrl Telephone	Phone bill county/schools	07/31/2018	1.26
VITA	100-000-000-000-4-43-432-43200-5230 -	Maintenanc Telephone	Phone bill county/schools	07/31/2018	3.41
VITA	100-000-000-000-7-71-711-71100-5230 -	Parks Adm Telephone	Phone bill county/schools	07/31/2018	16.52
VITA	100-000-000-000-8-81-811-81110-5230 -	Plan Adm Telephone	Phone bill county/schools	07/31/2018	2.47
VITA	100-000-000-000-8-83-831-83100-5230 -	Coop Ext Telephone	Phone bill county/schools	07/31/2018	7.49
VITA	107-000-000-000-1-12-124-12430-5230 -	Finance Telephone	Phone bill county/schools	07/31/2018	5.41
VITA	740-000-402-000-4-43-432-43200-5230 -	Maintenanc Telephone	Phone bill county/schools	07/31/2018	377.43
VITA Total					2,127.22
Wage Works	732-000-000-000-1-12-124-12430-2830 -	Finance Flex Reimbursement Py	Daily Flex Settlement	08/01/2018	246.33
Wage Works	732-000-000-000-1-12-124-12430-2830 -	Finance Flex Reimbursement Py	Daily Flex Settlement	08/02/2018	190.97
Wage Works	732-000-000-000-1-12-124-12430-2830 -	Finance Flex Reimbursement Py	Daily Flex Settlement	08/03/2018	300.79
Wage Works	732-000-000-000-1-12-124-12430-2830 -	Finance Flex Reimbursement Py	Daily Flex Settlement	08/06/2018	789.19
Wage Works	732-000-000-000-1-12-124-12430-2830 -	Finance Flex Reimbursement Py	Daily Flex Settlement	08/07/2018	112.40
Wage Works	732-000-000-000-1-12-124-12430-2830 -	Finance Flex Reimbursement Py	Daily Flex Settlement	08/08/2018	284.00
Wage Works	732-000-000-000-1-12-124-12430-2830 -	Finance Flex Reimbursement Py	Daily Flex Settlement	08/09/2018	672.56
Wage Works	732-000-000-000-1-12-124-12430-2830 -	Finance Flex Reimbursement Py	Daily Flex Settlement	08/10/2018	453.02
Wage Works	732-000-000-000-1-12-124-12430-2830 -	Finance Flex Reimbursement Py	Daily Flex Settlement	08/13/2018	513.96
Wage Works	732-000-000-000-1-12-124-12430-2830 -	Finance Flex Reimbursement Py	Daily Flex Settlement	08/14/2018	451.35
Wage Works	732-000-000-000-1-12-124-12430-2830 -	Finance Flex Reimbursement Py	Daily Flex Settlement	08/15/2018	508.43
Wage Works	732-000-000-000-1-12-124-12430-2830 -	Finance Flex Reimbursement Py	Daily Flex Settlement	08/16/2018	163.41
Wage Works	732-000-000-000-1-12-124-12430-2830 -	Finance Flex Reimbursement Py	Daily Flex Settlement	08/17/2018	173.00
Wage Works	732-000-000-000-1-12-124-12430-2830 -	Finance Flex Reimbursement Py	Daily Flex Settlement	08/20/2018	1,001.54
Wage Works	732-000-000-000-1-12-124-12430-2830 -	Finance Flex Reimbursement Py	Daily Flex Settlement	08/21/2018	283.58
Wage Works	732-000-000-000-1-12-124-12430-2830 -	Finance Flex Reimbursement Py	Daily Flex Settlement	08/22/2018	50.00
Wage Works	732-000-000-000-1-12-124-12430-2830 -	Finance Flex Reimbursement Py	Daily Flex Settlement	08/23/2018	598.50
Wage Works	732-000-000-000-1-12-124-12430-2830 -	Finance Flex Reimbursement Py	Daily Flex Settlement	08/24/2018	234.00
Wage Works	732-000-000-000-1-12-124-12430-2830 -	Finance Flex Reimbursement Py	Daily Flex Settlement	08/27/2018	242.53
Wage Works	732-000-000-000-1-12-124-12430-2830 -	Finance Flex Reimbursement Py	Daily Flex Settlement	08/28/2018	1,036.05
Wage Works	732-000-000-000-1-12-124-12430-2830 -	Finance Flex Reimbursement Py	Daily Flex Settlement	08/29/2018	203.74
Wage Works	732-000-000-000-1-12-124-12430-2830 -	Finance Flex Reimbursement Py	Daily Flex Settlement	08/30/2018	30.00
Wage Works	732-000-000-000-1-12-124-12430-2830 -	Finance Flex Reimbursement Py	Daily Flex Settlement	08/31/2018	350.05
Wage Works	732-000-000-000-1-12-124-12430-3000 -	Finance Purchased Services	August Monthly Fee	08/23/2018	569.75
Wage Works Total					9,459.15
Walmart	100-000-000-000-7-71-713-71310-6000 -	Rec Center Materials & Supplie	supplies	08/02/2018	37.86
Walmart	100-000-000-000-7-71-713-71310-6012 -	Rec Center Merch for Resale	supplies	08/02/2018	62.20
Walmart	100-000-000-000-7-71-713-71360-6012 -	Concession Merch for Resale	supplies	08/02/2018	52.86
Walmart Total					152.92
Washington Gas	100-000-402-000-4-43-432-43200-5120 -	JGC Maintenanc Heating	101 Chalmers Ct 07/17-08/14	08/16/2018	49.55
Washington Gas	100-000-406-000-4-43-432-43200-5120 -	Maintenanc Heating	100 N Church St 07/17-08/14	08/16/2018	20.15
Washington Gas	100-000-408-000-4-43-432-43200-5120 -	Maintenanc Heating	104 N Church 07/17-08/14	08/16/2018	19.42
Washington Gas	100-000-411-000-4-43-432-43200-5120 -	Maintenanc Heating	225 Al Smith Circle 07/18-08/16	08/20/2018	91.90
Washington Gas	740-000-402-000-4-43-432-43200-5120 -	Maintenanc Heating	101 Chalmers Ct 07/17-08/14	08/16/2018	29.47
Washington Gas Total					210.49
Williams, Anne	100-000-000-000-2-22-221-22100-5500 -	Comm Atty Travel	Reimburse VACA Annual Mtg exp	02/06/2018	1,070.08
Williams, Anne Total					1,070.08
Winchester Star	100-000-000-000-3-32-323-32310-3000 -	EMS Purchased Services	brt winc star fire&EMS 07/2018	07/31/2018	55.00
Winchester Star Total					55.00
Wright, Jenny	100-000-000-000-3-35-351-35100-6000 -	AnimalCtrl Materials & Supplie	rm Jenny ACO paid cash for cat medicine	08/21/2018	19.36
Wright, Jenny Total					19.36
Grand Total					273,641.54

Clarke County
YTD Budget Report
August 31, 2018

FUNCTION	OBJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCE/R/O	AVAILABLE BUDGET	% USED
11010	1300	BoS Part Time Salaries	13,800.00	13,800.00	2,300.00	1,150.00	11,450.00	50.00	99.60
11010	2100	BoS FICA	954.00	954.00	159.23	79.21	790.61	4.16	99.60
11010	2300	BoS Health Ins	15,570.00	15,570.00	2,594.72	1,297.36	12,973.60	1.68	100.00
11010	3000	BoS Purchased Services	2,000.00	2,000.00	-	-	-	2,000.00	0.00
11010	3600	BoS Advertising	5,600.00	5,600.00	-	-	-	5,600.00	0.00
11010	5210	BoS Postal Services	500.00	500.00	-	-	-	500.00	0.00
11010	5230	BoS Telephone	35.00	35.00	2.48	2.48	-	32.52	71.10
11010	5300	BoS Insurance	7,500.00	7,500.00	7,603.00	-	-	(103.00)	101.40
11010	5500	BoS Travel	4,000.00	4,000.00	1,175.92	-	-	2,824.08	29.40
11010	5800	BoS Miscellaneous Expenditures	2,200.00	2,200.00	-	-	-	2,200.00	0.00
11010	5810	BoS Dues, Subscrip & Member	5,500.00	5,500.00	4,102.61	-	-	1,397.39	74.60
11010	6000	BoS Materials & Supplies	800.00	800.00	496.86	496.86	-	303.14	62.10
11010 Total			58,459.00	58,459.00	18,434.82	3,025.91	25,214.21	14,809.97	75%
12110	1100	County Adm Salaries	286,283.00	286,283.00	47,702.36	23,851.18	238,511.63	69.01	10000%
12110	2100	County Adm FICA	19,562.00	19,562.00	3,490.82	1,745.41	16,625.07	(553.89)	10280%
12110	2210	County Adm VRS Plans 1&2	20,618.00	20,618.00	3,432.04	1,716.02	17,195.08	(9.12)	10000%
12110	2220	County Adm VRS Hybrid	3,347.00	3,347.00	560.64	280.32	2,803.38	(17.02)	10050%
12110	2300	County Adm Health Ins	35,752.00	35,752.00	5,988.12	2,979.06	29,833.21	(9.33)	10010%
12110	2400	County Adm Life Insurance	3,753.00	3,753.00	624.90	312.45	3,129.98	(1.88)	10010%
12110	2510	County Adm Disab Ins - Hybrid	281.00	281.00	29.52	19.76	251.50	43.87	8440%
12110	2700	County Adm Workers Comp	230.00	230.00	201.00	-	197.61	29.00	87.00%
12110	3000	County Adm Purchased Svcs	1,000.00	1,000.00	-	-	-	1,000.00	0%
12110	3320	County Adm Maint Contracts	1,500.00	1,500.00	365.96	-	1,423.41	(289.37)	11930%
12110	3500	County Adm Printing & Binding	1,000.00	1,000.00	-	-	-	1,000.00	0%
12110	5210	County Adm Postal Svcs	50.00	50.00	-	-	-	50.00	0%
12110	5230	County Adm Telephone	800.00	800.00	68.22	14.19	557.97	173.81	7830%
12110	5500	County Adm Travel	900.00	900.00	45.45	45.45	-	854.55	510%
12110	5810	County Adm Dues Subscr & Memb	1,200.00	1,200.00	450.00	450.00	-	750.00	3750%
12110	6000	County Adm Materials & Supplies	1,500.00	1,500.00	716.98	279.99	-	783.02	4780%
12110	6008	County Adm Vehicle Fuel	1,200.00	1,200.00	85.45	57.51	-	1,114.55	710%
12110 Total			378,976.00	378,976.00	63,741.66	31,751.34	310,277.34	4,957.20	99%
12120	1100	Inform Salaries - Regular	-	-	6,255.81	3,182.48	31,923.94	(38,199.75)	10000%
12120	2100	Inform FICA	-	-	472.98	240.28	2,390.73	(2,863.71)	10000%
12120	2220	Inform VRS Hybrid	-	-	532.74	266.37	2,665.06	(3,197.80)	10000%
12120	2300	Inform Health Ins	-	-	1,297.36	648.68	6,490.01	(7,787.37)	10000%
12120	2400	Inform Life Insurance	-	-	83.38	41.69	417.12	(500.50)	10000%
12120	2510	Inform Disab Ins - Hybrid	-	-	37.56	18.78	187.85	(225.41)	10000%
12120 Total			-	-	8,689.83	4,398.28	44,074.71	(52,764.54)	#DIV/0!
12210	3000	Legal Svc Purchased Svcs	35,000.00	35,000.00	1,942.50	330.00	-	33,057.50	560%
12210 Total			35,000.00	35,000.00	1,942.50	330.00	-	33,057.50	6%
12310	1100	Com of Rev Salaries	149,590.00	149,590.00	24,945.82	12,472.91	124,729.14	(84.96)	10010%
12310	2100	Com of Rev FICA	10,295.00	10,295.00	1,735.90	867.95	8,625.91	(66.81)	10060%
12310	2210	Com of Rev VRS Plans 1&2	12,522.00	12,522.00	1,886.72	793.36	7,939.12	2,996.16	7610%
12310	2220	Com of Rev VRS Hybrid	-	-	501.24	250.62	2,506.45	(3,007.69)	10000%
12310	2300	Com of Rev Health Ins	24,771.00	24,771.00	2,831.00	1,415.50	14,163.24	7,776.76	6850%
12310	2400	Com of Rev Life Insurance	1,962.00	1,962.00	326.80	163.40	1,634.86	0.34	10000%
12310	2510	Com of Rev Disab Ins - Hybrid	-	-	35.34	17.67	176.67	(212.01)	10000%
12310	2700	Com of Rev Workers Comp	150.00	150.00	105.00	-	-	45.00	7000%
12310	3000	Com of Rev Purchased Services	1,400.00	1,400.00	103.55	-	-	1,296.45	740%
12310	3320	Com of Rev Maint Contracts	300.00	300.00	68.26	-	231.74	-	10000%
12310	3500	Com of Rev Printing & Binding	300.00	300.00	-	-	-	300.00	0%
12310	3600	Com of Rev Advertising	100.00	100.00	-	-	-	100.00	0%
12310	4100	Com of Rev Data Processing	1,900.00	1,900.00	-	-	-	1,900.00	0%
12310	5210	Com of Rev Postal Svcs	2,200.00	2,200.00	112.00	-	-	2,088.00	510%
12310	5230	Com of Rev Telephone	200.00	200.00	22.84	14.84	-	177.16	1140%
12310	5500	Com of Rev Travel	2,500.00	2,500.00	500.00	500.00	-	2,000.00	2000%
12310	5510	Com of Rev Local Mileage	500.00	500.00	-	-	-	500.00	0%
12310	5810	Com of Rev Dues, Subscr & Memb	800.00	800.00	440.00	-	-	360.00	5500%
12310	6000	Com of Rev Materials & Supplie	1,000.00	1,000.00	109.44	27.90	-	890.56	1090%
12310 Total			210,490.00	210,490.00	33,423.91	16,524.15	160,007.13	17,058.96	92%
12320	3320	Assessor Maint Contracts	4,500.00	4,500.00	-	-	-	4,500.00	0%
12320 Total			4,500.00	4,500.00	-	-	-	4,500.00	0%
12410	1100	Treasurer Salaries	186,510.00	186,510.00	30,211.04	15,140.75	151,477.89	4,821.07	9740%
12410	2100	Treasurer FICA	14,114.00	14,114.00	2,141.11	1,082.84	12,851.03	1,358.51	9040%
12410	2210	Treasurer VRS Plans 1&2	12,780.00	12,780.00	1,619.30	809.65	8,098.60	3,062.10	7600%
12410	2220	Treasurer VRS Hybrid	3,078.00	3,078.00	915.26	457.63	4,431.76	(2,269.02)	17370%
12410	2300	Treasurer Health Ins	23,355.00	23,355.00	4,660.76	2,330.38	23,306.99	(4,612.75)	11980%
12410	2400	Treasurer Life Insurance	2,611.00	2,611.00	396.68	198.34	1,983.82	230.50	9120%
12410	2510	Treasurer Disab Ins - Hybrid	244.00	244.00	64.52	32.26	322.61	(143.13)	15870%
12410	2700	Treasurer Workers Comp	175.00	175.00	131.00	-	-	44.00	7400%
12410	2800	Treasurer Leave Pay	-	-	250.75	250.75	-	(250.75)	10000%
12410	3000	Treasurer Purchased Services	300.00	300.00	1,326.77	26.77	-	(1,026.77)	44230%
12410	3180	Treasurer Credit Card Fees	12,000.00	12,000.00	-	-	-	12,000.00	0%
12410	3190	Treasurer DMV Stop	4,000.00	4,000.00	1,000.00	1,000.00	-	3,000.00	2500%
12410	3320	Treasurer Maint Contracts	300.00	300.00	68.25	-	231.75	-	10000%
12410	3500	Treasurer Printing & Binding	9,500.00	9,500.00	-	-	-	9,500.00	0%
12410	3600	Treasurer Advertising	500.00	500.00	-	-	-	500.00	0%
12410	5210	Treasurer Postal Svcs	23,000.00	23,000.00	-	-	-	23,000.00	0%
12410	5230	Treasurer Telephone	1,600.00	1,600.00	17.53	13.53	-	1,582.47	110%
12410	5500	Treasurer Travel	1,500.00	1,500.00	1,314.56	704.56	-	185.44	8760%
12410	5510	Treasurer Local Mileage	300.00	300.00	245.25	245.25	-	54.75	8180%
12410	5810	Treasurer Dues Subscr & Memb	800.00	800.00	375.00	375.00	-	425.00	4690%
12410	6000	Treasurer Materials & Supplies	4,500.00	4,500.00	118.30	78.70	19.10	4,362.60	310%
12410	6035	Treasurer Noncap Equip Equip	1,000.00	1,000.00	-	-	-	1,000.00	0%
12410 Total			302,167.00	302,167.00	44,856.08	22,746.41	200,486.90	56,824.02	81%
12510	1100	IT Salaries	149,215.00	149,215.00	24,902.32	12,451.16	124,511.53	(198.85)	10010%
12510	2100	IT FICA	11,363.00	11,363.00	1,842.02	889.81	9,543.22	(22.24)	10020%
12510	2210	IT VRS Plans 1&2	7,191.00	7,191.00	1,200.52	600.26	6,006.66	(16.18)	10020%
12510	2220	IT VRS Hybrid	5,616.00	5,616.00	883.82	441.91	4,155.39	576.79	8970%
12510	2300	IT Health Ins	15,570.00	15,570.00	2,979.06	1,681.70	12,596.78	(5.84)	10000%
12510	2400	IT Life Insurance	1,956.00	1,956.00	326.22	163.11	1,631.79	(2.01)	10010%
12510	2510	IT Disab Ins - Hybrid	445.00	445.00	62.30	31.15	311.52	71.18	8400%
12510	2700	IT Workers Comp	130.00	130.00	105.00	-	-	25.00	8080%
12510	3000	IT Purchased Services	13,026.00	13,026.00	600.00	200.00	10,280.00	2,146.00	8350%
12510	3320	IT Maint Contracts	36,400.00	36,400.00	15,262.82	7,562.61	11,421.52	15,600.57	5356%
12510	5230	IT Telephone	13,900.00	13,900.00	1,227.11	917.13	1,246.59	11,426.30	1780%
12510	5240	IT Telecomm Online Tech	10,380.00	10,380.00	4,131.28	1,984.72	12,234.36	(5,985.64)	15770%
12510	5400	IT Leases & Rentals	23,760.00	23,760.00	1,380.00	690.00	10,860.00	11,520.00	5150%
12510	5810	IT Dues Subscr & Memb	100.00	100.00	-	-	-	100.00	0%
12510	6000	IT Materials & Supplies	2,000.00	2,000.00	-	-	-	2,000.00	0%
12510	6008	IT Vehicle Fuel	100.00	100.00	-	-	-	100.00	0%
12510	6040	IT Technology SW/OL Content	10,000.00	10,000.00	23,901.00	7,537.00	-	(13,901.00)	23900%
12510	6050	IT Noncap Technology Hardware	4,000.00	4,000.00	127.92	127.92	-	3,872.08	320%
12510 Total			305,152.00	305,152.00	78,931.39	39,137.39	208,978.41	17,242.20	94%
13100	1300	Electoral Part Time Salaries	6,446.00	6,446.00	-	-	6,446.00	-	10000%
13100	2100	Electoral FICA	495.00	495.00	-	-	493.10	1.90	9960%
13100	2700	Electoral Workers Comp	7.00	7.00	5.00	-	-	2.00	7140%
13100	3000	Electoral Purchased Services	7,665.00	7,665.00	-	-	-	7,665.00	0%
13100	3160	Electoral Board Member Fees	11,200.00	11,200.00	-	-	-	11,200.00	0%
13100	3320	Electoral Maint Contracts	5,500.00	5,500.00	4,750.00	-	-	750.00	8640%
13100	3500	Electoral Printing & Binding	6,000.00	6,000.00	-	-	-	6,000.00	0%
13100	3600	Electoral Advertising	240.00	240.00	-	-	-	240.00	0%
13									

Clarke County
YTD Budget Report
August 31, 2018

FUNCTION	OBJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCE/R/O	AVAILABLE BUDGET	% USED
13200	1100	Registrar Salaries	54,152.00	54,152.00	9,070.90	4,535.45	45,354.49	(273.39)	10050%
13200	1300	Registrar Part Time Salaries	11,450.00	11,450.00	1,598.00	824.00	-	9,852.00	1400%
13200	2100	Registrar FICA	5,037.00	5,037.00	821.64	412.73	3,469.62	745.74	8520%
13200	2210	Registrar VRS Plans 1&2	4,533.00	4,533.00	759.24	379.62	3,799.13	(25.37)	10060%
13200	2400	Registrar Life Insurance	711.00	711.00	118.82	59.41	594.61	(2.43)	10030%
13200	2700	Registrar Workers Comp	55.00	55.00	46.00	-	9.00	8360%	
13200	3000	Registrar Purchased Services	1,400.00	1,400.00	-	-	595.00	805.00	4250%
13200	3320	Registrar Maint Contracts	200.00	200.00	149.71	-	697.89	(647.60)	42380%
13200	5210	Registrar Postal Svcs	750.00	750.00	74.00	-	-	676.00	990%
13200	5230	Registrar Telephone	1,000.00	1,000.00	78.46	13.08	688.62	232.92	7670%
13200	5500	Registrar Travel	1,500.00	1,500.00	205.58	205.58	-	1,294.42	1370%
13200	5510	Registrar Local Mileage	650.00	650.00	104.36	-	-	545.64	1610%
13200	5810	Registrar Dues Subscr & Memb	200.00	200.00	-	-	-	200.00	0%
13200	6000	Registrar Materials & Supplies	1,000.00	1,000.00	135.87	1.60	19.41	844.72	1550%
13200 Total			82,638.00	82,638.00	13,162.58	6,535.83	55,218.77	14,256.65	83%
21100	5841	Circuit C Juror Pay	3,000.00	3,000.00	150.00	-	-	2,850.00	500%
21100	5842	Circuit C Jury Comm	180.00	180.00	-	-	-	180.00	0%
21100	6035	Circuit C Noncap Office Equip	-	-	130.80	130.80	-	(130.80)	10000%
21100	7000	Circuit C Pct Joint Ops	10,500.00	10,500.00	-	-	-	10,500.00	0%
21100 Total			13,680.00	13,680.00	280.80	130.80	-	13,399.20	2%
21200	3000	District C Purchased Services	300.00	300.00	-	-	-	300.00	0%
21200	3150	District C Legal Svcs	270.00	270.00	-	-	-	270.00	0%
21200	3320	District C Maint Contracts	300.00	300.00	37.50	-	312.50	(50.00)	11670%
21200	5210	District C Postal Svcs	700.00	700.00	125.46	125.46	-	574.54	1790%
21200	5230	District C Telephone	2,000.00	2,000.00	223.71	168.31	-	1,776.29	1120%
21200	5810	District C Dues Subscr & Memb	200.00	200.00	50.00	-	-	150.00	2500%
21200	6000	District C Materials & Supplies	550.00	550.00	137.23	137.23	-	412.77	2500%
21200 Total			4,320.00	4,320.00	573.90	431.00	312.50	3,433.60	21%
21300	5230	Magistrate Telephone	40.00	40.00	-	-	-	40.00	0%
21300 Total			40.00	40.00	-	-	-	40.00	0%
21510	5600	Blue Ridge Legal Svc Contr	1,500.00	1,500.00	1,500.00	1,500.00	-	-	10000%
21510 Total			1,500.00	1,500.00	1,500.00	1,500.00	-	-	100%
21600	3320	J&D Court Maint Contracts	700.00	700.00	37.50	-	662.50	-	10000%
21600	5210	J&D Court Postal Svcs	700.00	700.00	-	-	-	700.00	0%
21600	5230	J&D Court Telephone	700.00	700.00	114.19	56.65	-	585.81	1630%
21600	5810	J&D Court Dues Subscr & Memb	200.00	200.00	50.00	-	-	150.00	2500%
21600	6000	J&D Court Materials & Supplies	600.00	600.00	(17.94)	-	-	617.94	-300%
21600 Total			2,900.00	2,900.00	183.75	56.65	662.50	2,053.75	29%
21700	1100	Clk of CC Salaries	179,825.00	179,825.00	30,349.62	14,799.81	147,248.08	2,227.30	9880%
21700	2100	Clk of CC FICA	13,598.00	13,598.00	2,352.52	1,142.97	11,185.80	59.68	9660%
21700	2210	Clk of CC VRS Plans 1&2	15,052.00	15,052.00	2,058.98	1,029.49	10,320.63	2,672.39	8220%
21700	2220	Clk of CC VRS Benefits -Hybrid	-	-	418.50	209.25	2,092.57	(2,511.07)	10000%
21700	2300	Clk of CC Health Ins	15,570.00	15,570.00	1,946.04	1,297.36	12,996.71	627.25	9600%
21700	2400	Clk of CC Life Insurance	2,392.00	2,392.00	387.76	193.88	1,942.81	61.43	9740%
21700	2510	Clk of CC Disab Ins - Hybrid	-	-	29.50	14.75	147.50	(177.00)	10000%
21700	2700	Clk of CC Workers Comp	160.00	160.00	126.00	-	-	34.00	7880%
21700	3320	Clk of CC Maint Contracts	13,000.00	13,000.00	28.78	28.78	446.22	12,525.00	370%
21700	3500	Clk of CC Printing & Binding	1,000.00	1,000.00	-	-	-	1,000.00	0%
21700	3510	Clk of CC Microfilming	7,000.00	7,000.00	958.18	508.71	-	6,041.82	1370%
21700	5210	Clk of CC Postal Svcs	3,500.00	3,500.00	-	-	-	3,500.00	0%
21700	5230	Clk of CC Telephone	1,000.00	1,000.00	173.08	87.77	-	826.92	1730%
21700	5810	Clk of CC Dues Subscr & Memb	300.00	300.00	-	-	-	300.00	0%
21700	6000	Clk of CC Materials & Supplies	6,500.00	6,500.00	165.46	-	-	6,334.54	250%
21700	8200	Clk of CC Capital Outlay Adds	6,000.00	6,000.00	-	-	-	6,000.00	0%
21700 Total			264,897.00	264,897.00	38,994.42	19,312.77	186,380.32	39,522.26	85%
21910	1100	VictimWit Regular Salary	39,207.00	39,207.00	6,607.96	3,303.98	33,039.82	(440.78)	10110%
21910	1200	VictimWit Part Time Sal	17,544.00	17,544.00	2,460.00	1,800.00	15,084.00	1,400.00	1400%
21910	2100	VictimWit FICA	4,343.00	4,343.00	694.47	390.84	2,528.73	1,119.80	7420%
21910	2210	VictimWit VRS Plans 1&2	3,282.00	3,282.00	553.10	276.55	2,767.16	(38.26)	10120%
21910	2400	VictimWit Life Insurance	515.00	515.00	86.58	43.29	433.09	(4.67)	10090%
21910	2700	VictimWit Workers Comp	50.00	50.00	40.00	-	-	10.00	8000%
21910	3000	VictimWit Purchased Servi	400.00	400.00	-	-	-	400.00	0%
21910	5210	VictimWit Postal Svcs	147.00	147.00	-	-	-	147.00	0%
21910	5230	VictimWit Telephone	504.00	504.00	42.03	-	431.42	30.55	9390%
21910	5500	VictimWit Travel	3,681.00	3,681.00	75.00	75.00	-	3,606.00	200%
21910	5510	VictimWit Travel Local Mileage	214.00	214.00	51.12	51.12	-	162.88	2390%
21910	5810	VictimWit Dues Subscr & Memb	245.00	245.00	-	-	-	245.00	0%
21910	6000	VictimWit Matl & Supplies	1,765.00	1,765.00	6.27	6.27	-	1,758.73	40%
21910 Total			71,897.00	71,897.00	10,616.53	5,947.05	39,200.22	22,080.25	69%
21940	5600	Regional Crt Svc Entiry Gift	6,500.00	6,500.00	6,179.10	6,179.10	-	320.90	9510%
21940 Total			6,500.00	6,500.00	6,179.10	6,179.10	-	320.90	95%
22100	1100	Comm Atty Salaries	240,307.00	240,307.00	40,100.12	20,050.06	200,500.67	(293.79)	10010%
22100	1300	Comm Atty Part Time Salaries	15,038.00	15,038.00	1,521.39	983.39	-	13,516.61	1010%
22100	2100	Comm Atty FICA	19,534.00	19,534.00	2,980.12	1,507.10	14,593.50	1,960.38	9000%
22100	2210	Comm Atty VRS Plans 1&2	5,375.00	5,375.00	869.42	434.71	4,354.76	150.82	9720%
22100	2220	Comm Atty VRS Hybrid	15,517.00	15,517.00	2,486.98	1,243.49	11,905.63	1,124.39	9280%
22100	2300	Comm Atty Health Ins	25,708.00	25,708.00	4,290.48	2,145.24	21,466.98	(49.46)	10020%
22100	2400	Comm Atty Life Insurance	3,148.00	3,148.00	525.32	262.66	2,628.16	(5.48)	10020%
22100	2510	Comm Atty Disab Ins - Hybrid	1,270.00	1,270.00	175.30	87.65	1,171.99	217.99	8280%
22100	2700	Comm Atty Workers Comp	270.00	270.00	219.00	-	-	51.00	8110%
22100	3320	Comm Atty Maint Contracts	500.00	500.00	95.85	-	287.55	116.60	7670%
22100	5210	Comm Atty Postal Svcs	1,000.00	1,000.00	-	-	-	1,000.00	0%
22100	5230	Comm Atty Telephone	3,000.00	3,000.00	211.16	27.04	1,931.88	856.96	7140%
22100	5500	Comm Atty Travel	6,500.00	6,500.00	2,070.76	2,070.76	-	4,429.24	3190%
22100	5549	Comm Atty Witness Travel Expen	500.00	500.00	-	-	-	500.00	0%
22100	5810	Comm Atty Dues Subscr & Memb	2,200.00	2,200.00	1,923.40	-	-	276.60	8740%
22100	6000	Comm Atty Materials & Supplies	2,400.00	2,400.00	274.65	41.00	-	2,125.35	1140%
22100	6035	Comm Atty Noncap Office Equip	400.00	400.00	-	-	-	400.00	0%
22100	1100	Comm Atty Salaries	27,306.00	27,306.00	4,494.84	2,247.42	22,474.19	336.97	9880%
22100	2100	Comm Atty FICA	2,059.00	2,059.00	339.36	169.68	1,690.83	28.81	9860%
22100	2210	Comm Atty VRS Plans 1&2	700.00	700.00	114.32	57.16	570.04	15.64	9780%
22100	2220	Comm Atty VRS Hybrid	1,586.00	1,586.00	261.88	130.94	1,308.19	15.93	9900%
22100	2300	Comm Atty Health Ins	2,259.00	2,259.00	370.28	185.14	1,849.10	39.62	9820%
22100	2400	Comm Atty Life Insurance	359.00	359.00	58.86	29.43	299.97	6.17	9830%
22100	2510	Comm Atty Disab Ins - Hybrid	134.00	134.00	18.46	9.23	92.21	23.33	8250%
22100 Total			377,070.00	377,070.00	63,401.95	31,682.10	286,824.37	26,843.68	93%
31200	1100	Sheriff Salaries	1,348,410.00	1,352,522.00	230,933.90	115,466.95	1,154,669.54	(33,081.44)	10240%
31200	1200	Sheriff Overtime	46,500.00	46,500.00	10,679.03	4,941.15	-	35,820.97	2300%
31200	1300	Sheriff Part Time Salaries	43,860.00	43,860.00	3,525.00	1,645.00	-	40,335.00	800%
31200	2100	Sheriff FICA	101,938.00	101,938.00	17,594.41	8,755.04	81,587.61	2,755.98	

Clarke County
YTD Budget Report
August 31, 2018

FUNCTION	OBJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED	
31200	5800	Sheriff Miscellaneous Expendit	1,000.00	1,000.00	-	-	-	1,000.00	0%	
31200	5810	Sheriff Dues Subscr & Memb	3,500.00	3,500.00	40.00	-	-	3,460.00	110%	
31200	6000	Sheriff Materials & Supplies	51,000.00	51,000.00	27.90	27.90	-	50,972.10	10%	
31200	6000	Sheriff Mts & Supplies Commun	-	-	169.80	94.85	726.54	(896.34)	10000%	
31200	6000	Sheriff E-Trk Mat1 & Supplies	25,000.00	25,000.00	9,676.12	9,279.16	-	12,794.58	4880%	
31200	6000	Sheriff Police Supplies	-	-	309.20	207.56	-	(936.38)	10000%	
31200	6000	Sheriff Office Supplies	-	-	737.56	-	-	(820.74)	10000%	
31200	6000	Sheriff Vehicle Repair Parts	-	-	4,837.77	1,194.01	13,500.43	(18,338.20)	10000%	
31200	6008	Sheriff Vehicle Fuel	60,000.00	60,000.00	7,058.81	4,735.11	-	52,941.19	1180%	
31200	6011	Sheriff Clothing	8,500.00	8,500.00	502.80	-	-	7,997.20	590%	
31200	6011	Sheriff Uniform Sworn Staff	-	-	296.92	105.93	-	(296.92)	10000%	
31200	6015	Sheriff Ammunition	28,000.00	28,000.00	-	-	18,748.81	9,251.19	6700%	
31200	1200	DMV Alcohol Grant Overtime	-	-	513.06	513.06	-	(513.06)	10000%	
31200	1200	DMV Alcohol Grant Overtime	10,000.00	10,000.00	1,776.58	850.15	-	8,223.42	1780%	
31200	1200	DMV Speed Overtime	5,000.00	5,000.00	797.01	159.40	-	4,202.99	1590%	
31200	5500	ICAC Travel	2,000.00	2,000.00	-	-	-	2,000.00	0%	
31200	6000	ICAC Materials & Supplies	2,000.00	2,000.00	-	-	-	2,000.00	0%	
31200	6000	Sheriff Materials & Supplies	500.00	500.00	-	-	-	500.00	0%	
31200	6000	DCIS Byrne Materials & Supplie	500.00	500.00	-	-	-	500.00	0%	
31200 Total			2,477,880.00	2,477,880.00	463,752.03	190,077.70	1,632,349.76	381,778.21	85%	
31210	5600	Criminal Justice Training Ctr	19,593.00	19,593.00	18,252.00	-	-	1,341.00	9320%	
31210 Total			19,593.00	19,593.00	18,252.00	-	-	1,341.00	93%	
31220	5600	Drug Task Force Entity Gift	12,500.00	12,500.00	-	-	-	12,500.00	0%	
31220 Total			12,500.00	12,500.00	-	-	-	12,500.00	0%	
31400	5230	Communicat Telephone	-	-	256.60	-	2,543.40	(2,800.00)	10000%	
31400 Total			-	-	256.60	-	2,543.40	(2,800.00)	#DIV/0!	
32200	2510	Vol Fire Disab Ins - Hybrid	12,700.00	12,700.00	10,578.25	10,578.25	-	2,121.75	8330%	
32200	2700	Vol Fire Worker's Compensation	24,500.00	24,500.00	16,740.00	-	-	7,760.00	6830%	
32200	5300	Vol Fire Co Insurance	48,000.00	48,000.00	-	-	-	48,000.00	0%	
32200	5600	Vol Fire Companies Entity Gift	25,000.00	25,000.00	-	-	-	25,000.00	0%	
32200	5696	Vol Fire EMS Vol Incent Prog	15,000.00	15,000.00	-	-	-	15,000.00	0%	
32200	5697	Vol Fire 4 for Life	17,000.00	17,000.00	-	-	-	17,000.00	0%	
32200	5698	Vol Fire Fire Programs	30,000.00	30,000.00	-	-	-	30,000.00	0%	
32200 Total			172,200.00	172,200.00	27,318.25	10,578.25	-	144,881.75	16%	
32201	2860	Blue Ridge Vol Fire Co LODA	1,250.00	1,250.00	1,200.00	-	-	50.00	9600%	
32201	5600	Blue Ridge Vol Fire Co Contrb	65,000.00	65,000.00	16,250.00	-	-	48,750.00	2500%	
32201 Total			66,250.00	66,250.00	17,450.00	-	-	48,800.00	26%	
32202	2860	Boyce Volunteer Fire Co LODA	1,700.00	1,700.00	1,600.00	-	-	100.00	9410%	
32202	5600	Boyce Volunteer Fire Co Contr	65,000.00	65,000.00	-	-	-	65,000.00	0%	
32202 Total			66,700.00	66,700.00	1,600.00	-	-	65,100.00	2%	
32203	2860	Enders Volunteer Fire Co LODA	3,300.00	3,300.00	2,800.00	-	-	500.00	8480%	
32203	5600	Enders Volunteer Fire Co Contr	90,000.00	90,000.00	-	-	-	90,000.00	0%	
32203 Total			93,300.00	93,300.00	2,800.00	-	-	90,500.00	3%	
32310	1100	EMS Salaries	550,630.00	550,630.00	76,992.86	42,541.20	366,996.76	106,640.38	8060%	
32310	1200	EMS Overtime	63,358.00	63,358.00	16,894.49	7,770.41	-	46,463.51	2670%	
32310	1300	EMS Part Time Salaries	55,000.00	55,000.00	15,707.70	6,755.93	-	39,292.30	2860%	
32310	2100	EMS FICA	51,178.00	51,178.00	7,712.66	4,028.92	24,659.65	18,805.69	6330%	
32310	2210	EMS VRS Plans 1&2	27,676.00	27,676.00	5,613.86	2,806.93	28,167.31	(6,105.17)	12210%	
32310	2220	EMS VRS Hybrid	14,773.00	14,773.00	951.17	638.80	3,124.14	10,697.69	2760%	
32310	2300	EMS Health Ins	92,550.00	92,550.00	12,815.14	6,727.76	60,605.88	19,128.98	7930%	
32310	2400	EMS Life Insurance	7,213.00	7,213.00	1,027.53	539.31	4,897.47	1,288.00	8210%	
32310	2510	EMS Disab Ins - Hybrid	313.00	313.00	67.05	45.03	220.22	25.73	9180%	
32310	2700	EMS Workers Comp	18,159.00	18,159.00	24,211.00	-	-	(6,052.00)	13330%	
32310	2860	EMS LODA	3,000.00	3,000.00	11,650.00	-	-	(8,650.00)	38830%	
32310	3000	EMS Purchased Services	40,100.00	40,100.00	2,515.93	2,345.93	-	37,584.07	630%	
32310	5210	EMS Postal Services	200.00	200.00	-	-	-	200.00	0%	
32310	5230	EMS Telephone	1,200.00	1,200.00	178.21	50.55	764.73	257.06	7860%	
32310	5500	EMS Travel	7,500.00	7,500.00	1,203.48	842.56	-	6,296.52	1600%	
32310	5800	EMS Miscellaneous	5,000.00	5,000.00	380.53	380.53	-	4,619.47	760%	
32310	6000	EMS Materials & Supplies	16,200.00	16,200.00	557.39	425.31	2,573.10	13,069.51	1930%	
32310	6008	EMS Vehicle Fuel	2,500.00	2,500.00	228.62	152.14	-	2,271.38	910%	
32310	6011	EMS Clothing	10,500.00	10,500.00	42.00	-	-	10,458.00	40%	
32310	6035	EMS Noncap Office Equip	-	2,000.00	-	-	-	2,000.00	0%	
32310	6040	EMS Technology SW/OL Content	10,500.00	10,500.00	-	-	-	10,500.00	0%	
32310	8200	EMS Capital Outlay Adds	8,780.00	8,780.00	-	-	-	8,780.00	0%	
32310	6000	LEMPG Grant	7,500.00	7,500.00	-	-	-	7,500.00	0%	
32310 Total			993,830.00	995,830.00	178,749.62	76,051.31	492,009.26	325,071.12	67%	
32320	5600	Lord Fairfax EMS Contribution	6,262.00	6,262.00	6,262.00	-	-	-	10000%	
32320 Total			6,262.00	6,262.00	6,262.00	-	-	-	100%	
32400	5600	Forestry Svcs Entity Gift	2,874.00	2,874.00	-	-	-	2,874.00	0%	
32400 Total			2,874.00	2,874.00	-	-	-	2,874.00	0%	
33210	7000	Regional Jail Joint Ops	547,984.00	547,984.00	133,250.00	-	-	414,734.00	2430%	
33210 Total			547,984.00	547,984.00	133,250.00	-	-	414,734.00	24%	
33220	3840	Juv DetCtr Intergov Svc Agreem	13,179.00	13,179.00	-	-	-	13,179.00	0%	
33220 Total			13,179.00	13,179.00	-	-	-	13,179.00	0%	
33300	5230	Probation Telephone	500.00	500.00	8.00	4.00	-	492.00	160%	
33300 Total			500.00	500.00	8.00	4.00	-	492.00	2%	
34100	1100	Bldg Insp Salaries	138,580.00	138,580.00	23,187.08	11,593.54	115,935.33	(542.41)	10040%	
34100	2100	Bldg Insp FICA	9,684.00	9,684.00	1,632.66	812.03	8,122.03	(70.69)	10070%	
34100	2210	Bldg Insp VRS Plans 1&2	8,490.00	8,490.00	1,420.38	710.19	-	(36.16)	10040%	
34100	2220	Bldg Insp VRS Hybrid	3,111.00	3,111.00	520.38	260.19	2,602.47	(11.85)	10040%	
34100	2300	Bldg Insp Health Ins	26,410.00	26,410.00	4,401.38	2,200.64	22,018.31	(8.09)	10000%	
34100	2400	Bldg Insp Life Insurance	1,818.00	1,818.00	303.74	151.87	1,519.45	(5.19)	10030%	
34100	2510	Bldg Insp Disab Ins - Hybrid	261.00	261.00	36.68	18.34	183.44	40.88	8430%	
34100	2700	Bldg Insp Workers Comp	2,500.00	2,500.00	2,457.00	-	-	43.00	9830%	
34100	3000	Bldg Insp Purchased Services	1,200.00	1,200.00	-	-	-	1,200.00	0%	
34100	3320	Bldg Insp Maint Contracts	700.00	700.00	110.42	-	589.58	-	10000%	
34100	3500	Bldg Insp Printing & Binding	400.00	400.00	-	-	-	400.00	0%	
34100	5210	Bldg Insp Postal Svcs	50.00	50.00	-	-	-	50.00	0%	
34100	5230	Bldg Insp Telephone	-	-	189.16	11.02	2,129.86	(2,319.02)	10000%	
34100	5500	Bldg Insp Travel	3,000.00	3,000.00	-	-	-	3,000.00	0%	
34100	6000	Bldg Insp Materials & Supplies	4,000.00	4,000.00	-	-	-	4,000.00	0%	
34100	6008	Bldg Insp Vehicle Fuel	3,500.00	3,500.00	337.39	224.21	-	3,162.61	960%	
34100 Total			203,704.00	203,704.00	34,596.17	15,986.33	160,204.75	8,903.08	96%	
35100	1100	AnimalCtrl Salaries	71,937.00	71,937.00	12,065.84	6,032.92	-	60,329.24	(458.08)	10060%
35100	2100	AnimalCtrl FICA	4,833.00	4,833.00	814.90	407.45	4,067.90	(49.80)	10100%	
35100	2210	AnimalCtrl VRS Plans 1&2	3,749.00	3,749.00	629.54	314.77	3,148.38	(28.92)	10080%	
35100	2220	AnimalCtrl VRS Hybrid	2,273.00	2,273.00	380.36	190.18	1,901.89	(9.25)	10040%	
35100	2300	AnimalCtrl Health Ins	8,493.00	8,493.00	1,415.50	707.75	7,079.05	(1.55)	10000%	
35100	2400	AnimalCtrl Life Insurance	944.00	944.00	158.06	79.03	790.42	(4.48)	10050%	
35100	2510	AnimalCtrl Disab Ins - Hybrid	191.00	191.00	26.82</					

Clarke County
YTD Budget Report
August 31, 2018

FUNCTION	OBJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
42600	3000	LitterCtrl Purchased Services	-	-	296.80	-	2,753.20	(3,050.00)	10000%
42600	6000	LitterCtrl Materials & Supplie	5,310.00	5,310.00	463.49	-	-	4,846.51	870%
42600 Total			5,310.00	5,310.00	760.29	-	2,753.20	1,796.51	66%
42700	3840	Sanitation Intergov Svc Agreem	35,000.00	35,000.00	5,232.98	2,616.49	-	29,767.02	1500%
42700	5600	Sanitation Entity Gift	207,000.00	207,000.00	-	-	-	207,000.00	0%
42700 Total			242,000.00	242,000.00	5,232.98	2,616.49	-	236,767.02	2%
43200	1100	Maintenanc Salaries	144,939.00	144,939.00	23,986.96	11,993.48	119,934.80	1,017.24	9930%
43200	2100	Maintenanc FICA	10,358.00	10,358.00	1,751.26	875.63	8,606.11	(166.26)	10160%
43200	2210	Maintenanc VRS Plans 1&2	6,533.00	6,533.00	1,086.70	543.35	5,435.32	10.98	9980%
43200	2220	Maintenanc VRS Hybrid	5,665.00	5,665.00	798.86	399.43	3,095.04	1,771.10	6870%
43200	2300	Maintenanc Health Ins	16,474.00	16,474.00	2,745.54	1,372.77	13,733.84	(5.38)	10000%
43200	2400	Maintenanc Life Insurance	1,859.00	1,859.00	314.22	157.11	1,571.94	(27.16)	10150%
43200	2510	Maintenanc Disab Ins - Hybrid	386.00	386.00	56.30	28.15	281.77	47.93	8760%
43200	2700	Maintenanc Workers Comp	4,000.00	4,000.00	1,695.00	-	-	2,305.00	4240%
43200	3000	Maintenanc Purchased Services	32,000.00	32,000.00	22,391.90	17,987.40	-	9,608.10	7000%
43200	3320	Maintenanc Maint Contracts	99,485.00	99,485.00	2,414.28	-	7,461.28	89,609.44	990%
43200	3340	Maintenanc Custodial Contracts	42,000.00	42,000.00	6,732.47	3,366.23	-	35,267.53	1600%
43200	3600	Maintenanc Advertising	1,200.00	1,200.00	-	-	-	1,200.00	0%
43200	5120	Maintenanc Heating	400.00	400.00	-	-	-	400.00	0%
43200	5130	Maintenanc Water & Sewer	750.00	750.00	36.00	11.00	-	714.00	480%
43200	5230	Maintenanc Telephone	2,000.00	2,000.00	134.55	44.53	750.94	1,114.51	4430%
43200	5300	Maintenanc Insurance	40,000.00	40,000.00	43,934.10	-	-	(3,934.10)	10980%
43200	5400	Maintenanc Leases & Rentals	1,000.00	1,000.00	-	-	-	1,000.00	0%
43200	5500	Maintenanc Travel	750.00	750.00	-	-	-	750.00	0%
43200	6000	Maintenanc Materials & Supplie	35,000.00	35,000.00	1,875.02	1,378.14	-	33,124.98	540%
43200	6008	Maintenanc Vehicle Fuel	4,800.00	4,800.00	636.13	385.70	-	4,163.87	1330%
43200	3000	JGC Maintenanc Purchased Servi	25,000.00	25,000.00	-	-	1,090.98	23,909.02	440%
43200	3320	JGC Maint Contracts	10,000.00	10,000.00	3,036.78	-	3,493.22	3,470.00	6530%
43200	3340	JGC Maintenanc Custodial Contr	28,500.00	28,500.00	4,664.76	2,332.38	-	23,835.24	1640%
43200	5110	JGC Maintenanc Electric	35,000.00	35,000.00	5,713.28	2,966.29	-	29,286.72	1630%
43200	5120	JGC Maintenanc Heating	5,500.00	5,500.00	116.78	49.55	-	5,383.22	210%
43200	5130	JGC Maintenanc Water & Sewer	1,500.00	1,500.00	1,500.00	79.63	-	1,420.37	530%
43200	6000	JGC Maintenanc Materials & Sup	3,500.00	3,500.00	177.77	32.93	-	3,322.23	510%
43200	3000	Maintenanc Purchased Services	7,250.00	7,250.00	-	-	1,100.00	6,150.00	1520%
43200	3320	Maintenanc Maint Contracts	4,500.00	4,500.00	4,558.05	-	2,844.00	(2,902.05)	16450%
43200	5110	Maintenanc Electric	12,100.00	12,100.00	1,917.15	1,022.21	-	10,182.85	1580%
43200	5120	Maintenanc Heating	1,600.00	1,600.00	41.29	20.15	-	1,558.71	260%
43200	5130	Maintenanc Water & Sewer	4,000.00	4,000.00	297.40	288.40	-	3,702.60	740%
43200	6000	Maintenanc Materials & Supplie	1,500.00	1,500.00	20.52	20.52	-	1,479.48	140%
43200	3000	Maintenanc Purchased Services	4,000.00	4,000.00	-	-	-	4,000.00	0%
43200	3320	Maintenanc Maint Contracts	3,500.00	3,500.00	3,178.30	-	1,488.00	(1,166.30)	13330%
43200	5110	Maintenanc Electric	30,000.00	30,000.00	3,439.45	1,761.32	-	26,560.55	1150%
43200	6000	Maintenanc Materials & Supplie	1,000.00	1,000.00	16.47	-	-	983.53	160%
43200	3000	Maintenanc Purchased Services	11,000.00	11,000.00	-	-	-	11,000.00	0%
43200	3320	Maintenanc Maint Contracts	3,500.00	3,500.00	3,610.30	-	1,920.00	(2,030.30)	15800%
43200	5110	Maintenanc Electric	11,271.00	11,271.00	1,957.93	1,086.51	-	9,313.07	1740%
43200	5120	Maintenanc Heating	3,500.00	3,500.00	39.87	19.42	-	3,460.13	110%
43200	5130	Maintenanc Water & Sewer	750.00	750.00	76.20	76.20	-	673.80	1020%
43200	6000	Maintenanc Materials & Supplie	1,500.00	1,500.00	14.48	-	-	1,485.52	100%
43200	3000	Maintenanc Purchased Services	5,000.00	5,000.00	-	-	-	5,000.00	0%
43200	3320	Maintenanc Maint Contracts	2,770.00	2,770.00	2,770.00	-	2,580.00	(2,580.00)	19310%
43200	5110	Maintenanc Electric	6,500.00	6,500.00	1,705.25	913.92	-	4,794.75	2620%
43200	5120	Maintenanc Heating	6,000.00	6,000.00	-	-	-	6,000.00	0%
43200	5130	Maintenanc Water & Sewer	500.00	500.00	-	-	-	500.00	0%
43200	6000	Maintenanc Materials & Supplie	1,000.00	1,000.00	4.78	4.78	-	995.22	50%
43200	3000	Maintenanc Purchased Services	2,500.00	2,500.00	-	-	-	2,500.00	0%
43200	3320	Maintenanc Maint Contracts	742.00	742.00	742.00	-	552.00	(5,552.00)	17440%
43200	5110	Maintenanc Electric	1,500.00	1,500.00	430.27	239.79	-	1,069.73	2870%
43200	5120	Maintenanc Heating	2,500.00	2,500.00	-	-	-	2,500.00	0%
43200	6000	Maintenanc Materials & Supplie	750.00	750.00	-	-	-	750.00	0%
43200	3000	Maintenanc Purchased Services	14,500.00	14,500.00	-	-	1,438.25	13,061.75	990%
43200	3320	Maintenanc Maint Contracts	3,700.00	3,700.00	3,610.00	-	3,420.00	(3,330.00)	19000%
43200	3340	Maintenanc Custodial Contract	3,500.00	3,500.00	-	-	-	3,500.00	0%
43200	5110	Maintenanc Electric	31,000.00	31,000.00	5,511.87	2,865.10	-	25,488.13	1780%
43200	5120	Maintenanc Heating	5,000.00	5,000.00	179.05	91.90	-	4,820.95	360%
43200	5130	Maintenanc Water & Sewer	2,000.00	2,000.00	187.00	187.00	-	1,813.00	940%
43200	6000	Maintenanc Materials & Supplie	2,000.00	2,000.00	49.03	49.03	-	1,950.97	250%
43200	3000	Maintenanc Purchased Services	20,000.00	20,000.00	140.00	70.00	-	19,860.00	70%
43200	5110	Maintenanc Electric	5,000.00	5,000.00	906.80	488.82	-	4,093.20	1810%
43200	5130	Maintenanc Water & Sewer	2,700.00	2,700.00	199.80	199.80	-	2,500.20	740%
43200	6000	Maintenanc Materials & Supplie	6,000.00	6,000.00	1,324.27	96.30	-	4,675.73	2210%
43200	3000	Maintenanc Purchased Services	9,500.00	9,500.00	75.00	75.00	-	9,425.00	80%
43200	5110	Maintenanc Electric	6,000.00	6,000.00	3,411.80	1,743.37	-	2,588.20	5690%
43200	5130	Maintenanc Water & Sewer	22,000.00	22,000.00	2,362.20	2,362.20	-	19,637.80	1070%
43200	6000	Maintenanc Materials & Supplie	5,000.00	5,000.00	17.98	-	-	4,982.02	40%
43200	3000	Maintenanc Purchased Services	750.00	750.00	-	-	-	750.00	0%
43200	5110	Maintenanc Electric	1,040.00	1,040.00	54.48	22.78	-	985.52	520%
43200	6000	Maintenanc Materials & Supplie	5,000.00	5,000.00	-	-	-	5,000.00	0%
43200	3000	Maintenanc Purchased Services	1,300.00	1,300.00	-	-	-	1,300.00	0%
43200	5110	Maintenanc Electric	500.00	500.00	99.54	50.22	-	400.46	1990%
43200	6000	Maintenanc Materials & Supplie	8,500.00	8,500.00	18.98	18.98	-	8,481.02	20%
43200	3320	Maintenanc Maint Contracts	250.00	250.00	382.50	-	240.00	(372.50)	24900%
43200	5110	Maint Kuhn Prop-Elec Svcs	-	-	42.00	21.00	-	(42.00)	10000%
43200	6000	Maintenanc Materials & Supplie	500.00	500.00	-	-	-	500.00	0%
43200	3000	Maintenanc Purchased Services	500.00	500.00	-	-	-	500.00	0%
43200	3320	Maintenanc Maint Contracts	-	-	432.00	-	432.00	(864.00)	10000%
43200	6000	Maintenanc Materials & Supplie	500.00	500.00	-	-	-	500.00	0%
43200	3000	Maintenanc Purchased Services	2,000.00	2,000.00	-	-	-	2,000.00	0%
43200	3320	Maintenanc Maint Contracts	3,000.00	3,000.00	3,050.30	-	1,284.00	(1,334.30)	14450%
43200	3340	Maintenanc Custodial Contracts	3,600.00	3,600.00	587.56	293.78	-	3,012.44	1630%
43200	5110	Maintenanc Electric	9,000.00	9,000.00	1,356.85	708.22	-	7,643.15	1510%
43200	5120	Maintenanc Heating	1,500.00	1,500.00	-	-	-	1,500.00	0%
43200	5130	Maintenanc Water & Sewer	1,200.00	1,200.00	76.20	76.20	-	1,123.80	640%
43200	6000	Maintenanc Materials & Supplie	1,000.00	1,000.00	7.49	7.49	-	992.51	70%
43200	5110	Maintenanc Electrical Services	2,000.00	2,000.00	-	-	-	2,000.00	0%
43200	5120	Maintenanc Heating Services	2,000.00	2,000.00	-	-	-	2,000.00	0%
43200	5130	Maintenanc Water & Sewer	1,000.00	1,000.00	-	-	-	1,000.00	0%
43200	3000	Maintenanc Purchased Services	700.00	700.00	-	-	-	700.00	0%
43200	3320	Maintenanc Maint Contracts	750.00	750.00	341.00	-	246.00	163.00	7830%
43200	5110	Maintenanc Electric	3,000.00	3,000.00	459.11	252.90	-	2,540.89	1530%
43200	5120	Maintenanc Heating	2,500.00	2,500.00	-	-	-	2,500.00	0%
43200	5130	Maintenanc Water & Sewer	400.00	400.00	85.00	85.00	-	315.00	2130%
43200	6000	Maintenanc Materials & Supplie	500.00	500.00	-	-	-	500.00	0%
43200 Total			880,222.00	880,222.					

Clarke County
YTD Budget Report
August 31, 2018

FUNCTION	OBJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCE/R/O	AVAILABLE BUDGET	% USED
53240 Total			19,302.00	19,302.00	4,825.50	-	-	14,476.50	25%
53250	5600	FISH of Clarke County Contr	1,000.00	1,000.00	1,000.00	-	-	-	10000%
53250 Total			1,000.00	1,000.00	1,000.00	-	-	-	100%
53600	5600	Access Independence Contr	1,000.00	1,000.00	-	-	-	1,000.00	0%
53600 Total			1,000.00	1,000.00	-	-	-	1,000.00	0%
53700	5600	Laurel Center Contribution	3,000.00	3,000.00	-	-	-	3,000.00	0%
53700 Total			3,000.00	3,000.00	-	-	-	3,000.00	0%
53710	5600	Tax Relief for the Elderly	213,396.00	213,396.00	-	-	-	213,396.00	0%
53710 Total			213,396.00	213,396.00	-	-	-	213,396.00	0%
69100	5600	Lord FairfaxComm College Cont	18,441.00	18,441.00	4,610.25	4,610.25	-	13,830.75	2500%
69100 Total			18,441.00	18,441.00	4,610.25	4,610.25	-	13,830.75	25%
71100	1100	Parks Adm Salaries	297,106.00	297,106.00	49,661.78	24,830.89	248,308.81	(864.59)	10030%
71100	1300	Parks Adm Part Time Salaries	24,340.00	24,340.00	3,705.82	1,690.69	-	20,634.18	1520%
71100	2100	Parks Adm FICA	24,590.00	24,590.00	3,891.03	1,933.10	-	2,051.01	9170%
71100	2210	Parks Adm VRS Plans 1&2	24,870.00	24,870.00	4,156.68	2,078.34	18,647.96	(75.79)	10030%
71100	2300	Parks Adm Health Ins	38,925.00	38,925.00	7,784.16	3,892.08	38,930.63	(7,789.79)	12000%
71100	2400	Parks Adm Life Insurance	3,894.00	3,894.00	650.56	325.28	3,253.73	(10.29)	10030%
71100	2700	Parks Adm Workers Comp	7,500.00	7,500.00	7,200.00	-	-	300.00	9600%
71100	3180	Parks Adm Credit Card Fees	5,500.00	5,500.00	-	-	-	5,500.00	0%
71100	3220	Parks Adm Maint Contracts	6,654.00	6,654.00	248.22	248.22	2,201.78	4,204.00	3680%
71100	3500	Parks Adm Printing & Binding	513.00	513.00	82.37	82.37	-	430.63	1610%
71100	3600	Parks Adm Advertising	1,176.00	1,176.00	-	-	-	1,176.00	0%
71100	5210	Parks Adm Postal Svcs	1,432.00	1,432.00	225.00	-	55.00	1,152.00	1960%
71100	5230	Parks Adm Telephone	1,000.00	1,000.00	147.18	81.93	-	852.82	1470%
71100	5400	Parks Adm Leases & Rentals	530.00	530.00	203.92	-	-	326.08	3850%
71100	5500	Parks Adm Travel	1,800.00	1,800.00	98.00	-	-	1,702.00	540%
71100	5810	Parks Adm Dues Subscr & Memb	2,248.00	2,248.00	-	-	-	2,248.00	0%
71100	6000	Parks Adm Materials & Supplies	5,156.00	5,156.00	809.81	191.18	-	4,346.19	1570%
71100	6008	Parks Adm Vehicle Fuel	700.00	700.00	109.18	41.60	-	590.82	1560%
71100	6011	Parks Adm Clothing	1,100.00	1,100.00	-	-	-	1,100.00	0%
71100	6035	Parks Adm Noncap Office Equip	-	709.00	-	-	-	709.00	0%
71100 Total			449,034.00	449,743.00	78,973.71	35,395.68	332,187.02	38,582.27	91%
71310	1100	Rec Center Salaries	50,238.00	50,238.00	8,409.86	4,204.93	42,049.29	(21.15)	10040%
71310	1300	Rec Center Part Time Salaries	31,783.00	31,783.00	2,156.33	1,085.07	-	29,626.67	680%
71310	2100	Rec Center FICA	6,293.00	6,293.00	800.27	400.66	3,172.91	2,319.82	6310%
71310	2210	Rec Center VRS Plans 1&2	4,206.00	4,206.00	703.90	351.95	3,519.91	(17.81)	10040%
71310	2300	Rec Center Health Ins	7,785.00	7,785.00	1,297.36	648.68	6,487.51	0.13	10000%
71310	2400	Rec Center Life Insurance	659.00	659.00	110.16	55.08	550.91	(2.07)	10030%
71310	2700	Rec Center Workers Comp	1,750.00	1,750.00	1,526.00	-	-	224.00	8720%
71310	3600	Rec Center Advertising	700.00	700.00	-	-	-	700.00	0%
71310	5830	Rec Center Refunds	1,000.00	1,000.00	-	-	-	1,000.00	0%
71310	6000	Rec Center Materials & Supplie	6,970.00	6,970.00	395.11	343.23	-	6,574.89	570%
71310	6012	Rec Center Merch for Resale	3,000.00	3,000.00	62.20	62.20	-	2,937.80	210%
71310 Total			114,384.00	114,384.00	15,461.19	7,151.80	55,780.53	43,142.28	62%
71320	1200	Pool Overtime	-	-	134.19	9.69	-	(134.19)	10000%
71320	1300	Pool Part Time Salaries	61,456.00	61,456.00	32,867.29	15,273.67	-	28,588.71	5350%
71320	2100	Pool FICA	4,702.00	4,702.00	2,524.60	1,169.18	-	2,177.40	5370%
71320	3000	Pool Purchased Services	1,500.00	1,500.00	-	-	4,500.00	(3,000.00)	30000%
71320	5500	Pool Travel	350.00	350.00	-	-	-	350.00	0%
71320	5810	Pool Dues Subscr & Memb	1,200.00	1,200.00	1,425.00	1,425.00	1,425.00	(1,650.00)	23750%
71320	5830	Pool Refunds	680.00	680.00	840.00	420.00	-	(160.00)	12350%
71320	6000	Pool Materials & Supplies	2,700.00	2,700.00	580.79	317.26	-	2,119.21	2150%
71320	6011	Pool Clothing	926.00	926.00	43.89	43.89	-	882.11	470%
71320	6012	Pool Merch for Resale	1,420.00	1,420.00	-	-	-	1,420.00	0%
71320	6026	Pool Chemicals	10,000.00	10,000.00	1,900.54	558.78	-	8,099.46	1900%
71320	8200	Pool Capital Outlay Adds	-	2,924.00	-	-	2,923.22	0.78	10000%
71320 Total			84,934.00	87,858.00	40,316.30	19,217.47	8,848.22	38,693.48	62%
71350	1100	Programs Salaries	38,666.00	38,666.00	6,485.46	3,242.73	32,427.29	(246.75)	10060%
71350	1200	Programs Overtime	-	-	7.88	7.88	-	(7.88)	10000%
71350	1300	Programs Part Time Salaries	93,882.00	93,882.00	26,212.48	12,845.27	-	67,669.52	2790%
71350	2100	Programs FICA	10,068.00	10,068.00	2,488.49	1,223.79	2,488.33	5,091.18	4940%
71350	2210	Programs VRS Plans 1&2	3,237.00	3,237.00	542.84	271.42	2,714.36	(20.20)	10060%
71350	2300	Programs Health Ins	7,785.00	7,785.00	1,306.82	658.14	6,487.88	(9.10)	10010%
71350	2400	Programs Life Insurance	507.00	507.00	84.96	42.48	424.83	(2.79)	10060%
71350	2700	Programs Workers Comp	2,700.00	2,700.00	2,465.00	-	-	235.00	9130%
71350	3000	Programs Purchased Services	45,000.00	45,000.00	8,016.10	4,485.85	22,543.50	14,440.40	6790%
71350	3500	Programs Printing & Binding	7,000.00	7,000.00	1,304.00	-	-	5,696.00	1860%
71350	3600	Programs Advertising	2,000.00	2,000.00	-	-	-	2,000.00	0%
71350	5210	Programs Postal Svcs	100.00	100.00	-	-	-	100.00	0%
71350	5400	Programs Leases & Rentals	300.00	300.00	-	-	-	300.00	0%
71350	5500	Programs Travel	1,000.00	1,000.00	-	-	-	1,000.00	0%
71350	5560	Programs Group Trip	5,600.00	5,600.00	1,203.00	(165.00)	-	4,397.00	2150%
71350	5810	Programs Dues Subscr & Memb	1,456.00	1,456.00	125.00	125.00	-	1,331.00	860%
71350	5830	Programs Refunds	4,500.00	4,500.00	2,355.00	1,115.00	-	2,145.00	5230%
71350	6000	Programs Materials & Supplies	12,500.00	12,500.00	1,459.18	265.86	-	11,040.82	1170%
71350	6011	Programs Clothing	1,500.00	1,500.00	5.65	5.65	-	1,494.35	40%
71350	6012	Programs Merch for Resale	6,500.00	6,500.00	-	-	-	6,500.00	0%
71350 Total			244,301.00	244,301.00	54,061.86	24,124.07	67,085.59	123,153.55	50%
71360	1300	Concession Part Time Salaries	4,208.00	4,208.00	2,206.13	1,009.56	-	2,001.87	5240%
71360	2100	Concession FICA	322.00	322.00	168.77	77.23	-	153.23	5240%
71360	6000	Concession Materials & Supplie	500.00	500.00	-	-	-	500.00	0%
71360	6012	Concession Merch for Resale	11,100.00	11,100.00	3,768.53	1,019.00	-	7,331.47	340%
71360 Total			16,130.00	16,130.00	6,143.43	2,105.79	-	9,986.57	38%
72240	5600	Barns of Rose Hill Contr	5,000.00	10,000.00	5,000.00	-	-	5,000.00	5000%
72240 Total			5,000.00	10,000.00	5,000.00	-	-	5,000.00	50%
72700	5600	VA Comm for Arts Contr	9,000.00	9,000.00	9,000.00	-	-	-	10000%
72700 Total			9,000.00	9,000.00	9,000.00	-	-	-	100%
73200	5600	Handley Regional Library Contr	232,000.00	232,000.00	58,000.00	-	-	174,000.00	2500%
73200 Total			232,000.00	232,000.00	58,000.00	-	-	174,000.00	25%
81110	1100	Plan Adm Salaries	299,254.00	299,254.00	49,794.04	24,897.02	248,970.20	489.76	9980%
81110	2100	Plan Adm FICA	22,592.00	22,592.00	3,765.58	1,882.79	18,921.03	(94.61)	10040%
81110	2210	Plan Adm VRS Plans 1&2	24,273.00	24,273.00	4,037.66	2,018.83	20,196.33	39.01	9980%
81110	2220	Plan Adm Hybrid	778.00	778.00	130.10	65.05	650.61	(2.71)	10030%
81110	2300	Plan Adm Health Ins	24,912.00	24,912.00	5,448.92	2,724.46	27,255.95	(7,792.87)	13130%
81110	2400	Plan Adm Life Insurance	3,923.00	3,923.00	652.32	326.16	3,262.79	7.89	9980%
81110	2510	Plan Adm Disab Ins - Hybrid	66.00	66.00	9.18	4.59	45.86	10.96	8340%
81110	2700	Plan Adm Workers Comp	7,800.00	7,800.00	6,173.00	-	-	1,627.00	7910%
81110	3000	Plan Adm Purchased Services	15,000.00	15,000.00	7,862.20	3,292.20	-	7,137.80	5240%
81110	3000	Plan Adm Pur Svcs-Brdbnd Imp	3,000.00	3,000.00	-	-	-	3,000.00	0%
81110	3140	Plan Adm Engineer & Architect	10,000.00	10,000.00	-	-	-	10,000.00	0%
81110	3140	Plan Adm Pass Thru Eng Fees	5,000.00	5,000.00	1,200.00	720.00	-	3,800.00	2400%
81110	3320	Plan Adm Maint Contracts	-	-	316.06	-	1,755.85	(2,071.91)	10000%
81110	3500	Plan Adm Printing & Binding	1,500.00	1,500.00	-	-	-	1,500.00</	

Clarke County
YTD Budget Report
August 31, 2018

FUNCTION	OBJ	ACCOUNT DESCRIPTION	ORIGINAL APPROP	REVISED BUDGET	YTD EXPENDED	MTD EXPENDED	ENCUMBRANCE/REQ	AVAILABLE BUDGET	% USED
81130	3160	BryDevAuth Board Member Fees	900.00	900.00	50.00	-	-	850.00	560%
81130 Total			900.00	900.00	50.00	-	-	850.00	6%
81140	5600	Regional Airport Auth Contr	2,500.00	2,500.00	-	-	-	2,500.00	0%
81140 Total			2,500.00	2,500.00	-	-	-	2,500.00	0%
81310	5600	Help with Housing Contrib	2,500.00	2,500.00	2,500.00	-	-	-	10000%
81310 Total			2,500.00	2,500.00	2,500.00	-	-	-	1000%
81400	1300	BrdZonApp Part Time Salaries	250.00	250.00	-	-	-	250.00	0%
81400	2100	BrdZonApp FICA	20.00	20.00	-	-	-	20.00	0%
81400	3000	BrdZonApp Purchased Services	2,000.00	2,000.00	-	-	-	2,000.00	0%
81400	3160	BrdZonApp Board Member Fees	500.00	500.00	-	-	-	500.00	0%
81400	3600	BrdZonApp Advertising	700.00	700.00	-	-	-	700.00	0%
81400	5210	BrdZonApp Postal Svcs	50.00	50.00	-	-	-	50.00	0%
81400 Total			3,520.00	3,520.00	-	-	-	3,520.00	0%
81510	3000	Econ Dev Purchased Services	50,000.00	50,000.00	10,330.50	5,735.50	-	39,669.50	2070%
81510	3320	Econ Dev Maint Svc Contracts	1,000.00	1,000.00	150.00	150.00	1,500.00	(650.00)	16500%
81510	3500	Econ Dev Printing & Binding	500.00	500.00	-	-	-	500.00	0%
81510	3600	Econ Dev Advertising	-	-	143.00	-	-	(143.00)	10000%
81510	5210	Econ Dev Postal Svcs	50.00	50.00	-	-	-	50.00	0%
81510	5230	Econ Dev Telephone	550.00	550.00	42.03	-	467.97	40.00	9270%
81510	5500	Econ Dev Travel	1,000.00	1,000.00	-	-	-	1,000.00	0%
81510	5510	Econ Dev Local Mileage	-	-	114.45	114.45	-	(114.45)	10000%
81510	5800	Econ Dev Miscellaneous Expendi	2,000.00	2,000.00	-	-	-	2,000.00	0%
81510	5810	Econ Dev Dues Subscr & Memb	8,000.00	8,000.00	-	-	-	8,000.00	0%
81510	6000	Econ Dev Materials & Supplies	1,000.00	1,000.00	-	-	-	1,000.00	0%
81510 Total			64,100.00	64,100.00	10,779.98	5,999.95	1,967.97	51,352.05	20%
81530	5600	Small Bus Dev Cr Contrib	1,500.00	1,500.00	1,500.00	-	-	-	10000%
81530 Total			1,500.00	1,500.00	1,500.00	-	-	-	100%
81540	5600	Blandy Exp Farm Contrib	3,000.00	3,000.00	3,000.00	-	-	-	10000%
81540 Total			3,000.00	3,000.00	3,000.00	-	-	-	100%
81550	5600	Bville Main St Contribution	2,500.00	2,500.00	-	-	-	2,500.00	0%
81550 Total			2,500.00	2,500.00	-	-	-	2,500.00	0%
81800	3000	HstPrvCom Purchased Services	8,500.00	9,500.00	-	-	-	9,500.00	0%
81800	3160	HstPrvCom Board Member Fees	1,000.00	1,000.00	-	-	-	1,000.00	0%
81800	3600	HstPrvCom Advertising	300.00	300.00	-	-	-	300.00	0%
81800	5210	HstPrvCom Postal Svcs	50.00	50.00	-	-	-	50.00	0%
81800	5500	HstPrvCom Travel	50.00	50.00	-	-	-	50.00	0%
81800 Total			9,900.00	10,900.00	-	-	-	10,900.00	0%
81910	5600	NSVRC EntityGift	10,273.00	10,273.00	8,855.44	-	-	1,417.56	8620%
81910 Total			10,273.00	10,273.00	8,855.44	-	-	1,417.56	86%
82210	3000	Water Qual Purchased Services	30,000.00	30,000.00	-	-	-	30,000.00	0%
82210 Total			30,000.00	30,000.00	-	-	-	30,000.00	0%
82220	5600	Friends of Shenandoah Contr	3,000.00	3,000.00	-	-	-	3,000.00	0%
82220 Total			3,000.00	3,000.00	-	-	-	3,000.00	0%
82230	1300	BrdSepApp Part Time Salaries	200.00	200.00	-	-	-	200.00	0%
82230	2100	BrdSepApp FICA	16.00	16.00	-	-	-	16.00	0%
82230	3000	BrdSepApp Purchased Services	500.00	500.00	-	-	-	500.00	0%
82230	3160	BrdSepApp Board Member Fees	250.00	250.00	-	-	-	250.00	0%
82230	3600	BrdSepApp Advertising	500.00	500.00	-	-	-	500.00	0%
82230	5210	BrdSepApp Postal Svcs	100.00	100.00	-	-	-	100.00	0%
82230 Total			1,566.00	1,566.00	-	-	-	1,566.00	0%
82400	5600	Lord Fairfax S&W Contr	5,000.00	5,000.00	-	-	-	5,000.00	0%
82400 Total			5,000.00	5,000.00	-	-	-	5,000.00	0%
82600	1300	Biosolids Part Time Salaries	929.00	929.00	-	-	-	929.00	0%
82600	2100	Biosolids FICA	72.00	72.00	-	-	-	72.00	0%
82600	2700	Biosolids Workers Comp	-	-	21.00	-	-	(21.00)	10000%
82600 Total			1,001.00	1,001.00	21.00	-	-	980.00	2%
83100	3320	Coop Ext Maint Contracts	800.00	800.00	-	-	-	790.00	130%
83100	3841	Coop Ext VPI Agent	47,293.00	47,293.00	10.00	10.00	-	47,293.00	0%
83100	5210	Coop Ext Postal Svcs	500.00	500.00	-	-	-	500.00	0%
83100	5230	Coop Ext Telephone	200.00	200.00	15.49	11.49	-	184.51	770%
83100	5810	Coop Ext Dues Subscr & Memb	150.00	150.00	-	-	-	150.00	0%
83100	6000	Coop Ext Materials & Supplies	1,500.00	1,500.00	194.11	194.11	-	1,305.89	1290%
83100	8200	Coop Ext Capital Outlay Adds	-	-	-	-	1,000.00	(1,000.00)	10000%
83100 Total			50,443.00	50,443.00	219.60	215.60	1,000.00	49,223.40	2%
83400	5600	4-H Center EntityGift	2,300.00	2,300.00	-	-	-	2,300.00	0%
83400 Total			2,300.00	2,300.00	-	-	-	2,300.00	0%
91600	1000	Reserve Personal	20,000.00	20,000.00	-	-	-	20,000.00	0%
91600	3140	Reserve Engineer & Architect	83,000.00	83,000.00	-	-	-	83,000.00	0%
91600	3150	Reserve Legal Svcs	20,000.00	20,000.00	-	-	-	20,000.00	0%
91600	8000	Reserve Capital Outlay	15,000.00	12,076.00	-	-	-	12,076.00	0%
91600 Total			138,000.00	135,076.00	-	-	-	135,076.00	0%
		Revenue Total	-	-	-	-	-	-	#DIV/0!
		Expense Total	10,825,060.00	10,872,570.00	1,941,074.34	720,460.53	4,863,240.53	4,068,255.13	63%
		Grand Total	10,825,060.00	10,872,570.00	1,941,074.34	720,460.53	4,863,240.53	4,068,255.13	63%
Grand Total			32,475,180.00	32,617,710.00	5,823,223.02	2,161,381.59	14,589,721.59	12,204,765.39	63%

Clarke Co. Reconciliation of Appropriations Year Ending June 30, 2019														04-Sep-18
Date		Total	General Fund	Soc Svcs Fund	CSA Fund	Sch Oper Fund	Food Serv Fund	GG Cap Fund	School Cap Fund	GG Debt Fund	School Debt Fund	Joint Fund	Conservation Easements	Unemploy. Fund
04/17/18	Appropriations Resolution: Total	42,147,378	10,825,060	1,555,824	269,499	23,270,676	844,773	607,000	732,000	251,700	2,942,715	793,131	45,000	10,000
	<i>Adjustments:</i>													
7/17/2018	Josephine School Museum Roof							18,785						
7/17/2018	Hawk Migration Signs		1,565											
7/17/2018	Barns of Rose Hill Endowment		5,000											
7/17/2018	Health Department		37,236											
8/29/2018	Parks Bench		709											
8/29/2018	Swimming Pool Lane Reel		2,924											
8/29/2018	Fire and EMS Gas Meters		2,000											
	Revised Appropriation	42,215,597	10,874,494	1,555,824	269,499	23,270,676	844,773	625,785	732,000	251,700	2,942,715	793,131	45,000	10,000
	Change to Appropriation	68,219	49,434	0	0	0	0	18,785	0	0	0	0	0	0
	Original Revenue Estimate	15,735,680	3,261,462	970,388	138,977	10,131,053	844,773	0	154,000	0	221,027	2,000	12,000	0
	<i>Adjustments:</i>													
7/17/2018	Josephine School Museum Roof							17,785						
7/17/2018	Hawk Migration Signs		1,565											
8/29/2018	Parks Bench		709											
8/29/2018	Swimming Pool Lane Reel		2,924											
8/29/2018	Fire and EMS Gas Meters		2,000											
	Revised Revenue Estimate	15,760,663	3,268,660	970,388	138,977	10,131,053	844,773	17,785	154,000	0	221,027	2,000	12,000	0
	Change to Revenue Estimate	24,983	7,198	0	0	0	0	17,785	0	0	0	0	0	0
	Original Local Tax Funding	26,411,698	7,563,598	585,436	130,522	13,139,623	0	607,000	578,000	251,700	2,721,688	791,131	33,000	10,000
	Revised Local Tax Funding	26,454,934	7,605,834	585,436	130,522	13,139,623	0	608,000	578,000	251,700	2,721,688	791,131	33,000	10,000
	Change to Local Tax Funding	43,236	42,236	0	0	0	0	1,000	0	0	0	0	0	0

Italics = Proposed actions